



# Parents' Guide to Boarding at Millfield Prep School





# CONTENTS

- 1**      **Introduction to Boarding at Millfield Prep School**
- 2**      **Useful Contacts**
- 4**      **Settling In**
  - How can I best support my child in the first few weeks of term?
  - What do they need to bring with them?
  - How much pocket money will my child need?
  - How do I contact my child?
- 6**      **Boarding Routines**
  - What is the weekday routine?
  - What happens at Prep time?
  - What chores might my child be expected to do?
- 7**      **Boarding Weekends**
  - What happens at the weekends?
  - How do I arrange to visit at weekends?
  - How often should my child go out at weekends?
- 8**      **School Holidays and Exeats**
  - What time do I pick up my child for holidays?
  - Can possessions be left over the holidays?
- 9**      **Medical Issues**
  - What happens if my child is ill?
- 10**     **Food and Snacks**
  - What are the meals and snacks like?
  - Are boarders allowed tuck?
- 11**     **Electronic Devices**
  - What electronic equipment is allowed?
  - How much time are children allowed to watch TV or play electronic games?
- 12**     **Special Occasions**
  - What if my child has a birthday in term time?
- 13**     **Meeting Other Parents**
  - How do parents keep in touch with each other?
- 14**     **Further Queries or Concerns**
  - Who do I talk to if my child is experiencing problems?

# INTRODUCTION TO BOARDING

We recognise that this can be a difficult time for you and your child(ren).

To help everyone settle in as quickly as possible, please see enclosed some of the commonly asked questions with answers that may be of help in the early weeks.

There will no doubt be many more, which your Houseparent will be only too pleased to help you with.

Millfield Prep School consists of five boarding houses:

**Boys' Houses:** Chestnut, Berewall and Edgarley Manor

**Girls' Houses:** Hollies and Champion

Staffing in each house comprises of Houseparents, Assistant Houseparents, Interns, Liaison Tutors and Evening Matrons.

All the house staff work together to run the house and look after your child.



# USEFUL CONTACTS

## **BEREWALL**

**Houseparents: Chantal and Mark Collins      01458 837236**

**Assistant: Matt James      01458 837237**

**berewall@millfieldprep.com**

## **CHAMPION HOUSE**

**Houseparents: Karl and Jane Leonard      01458 837770**

**Assistant: Lucy Smith      01458 837771**

**championhouse@millfieldprep.com**

## **CHESTNUT HOUSE**

**Houseparents: Adam and Harriet Duke      01458 837229**

**Assistant: Tom French      01458 837230**

**chestnut@millfieldprep.com**

## **EDGARLEY MANOR**

**Houseparents: Dan and Menna Close      01458 836240**

**Assistant: Barry McNulty      01458 836241**

**edgarleymanor@millfieldprep.com**

## **HOLLIES**

**Houseparents: Carl and Anna Bingham      01458 837774**

**Assistant: Kim Morgan-Hughes      01458 837775**

**hollies@millfieldprep.com**



## **BEREWALL**

Chantal and Mark Collins



## **CHAMPION**

Karl and Jane Leonard



## **CHESTNUT**

Adam and Harriet Duke



## **EDGARLEY**

## **MANOR**

Dan and Menna Close



## **HOLLIES**

Carl and Anna Bingham

# SETTLING IN

## How can I best support my child in the first few weeks of term?

It is inevitable that you will miss your children and they will miss you. We recommend that you keep in close contact with your Houseparent and take their advice as to when and how often to phone or visit in the early days of boarding.

Be prepared that initially, when talking to your child, there may be tears, and expect to hear their worries. In the first few days of boarding, this is often due to new routines and homesickness, and usually settles quickly once the school and boarding routines are in place.

Always be positive and do encourage them to share with you the many good and exciting things that have happened.

Parcels and letters from home always go down well.

We recommend that boarders should stay in house on the first two weekends of the school year. They will have a boarding activity on each of these Sundays, and this helps friendships to form with their peers across their year group as well as with other boarders in their respective houses. The third weekend of the autumn term is an exeat weekend. This is a fantastic opportunity for you all to catch up on how the first few weeks have been.

## What do they need to bring with them?

A suggested kit list will be provided to you by Admissions. Please feel free to bring some items from home to personalise space in your child's room. Favourite teddies, blanket, photos and other items all help to make your child's space feel more like home.

## How much pocket money will my child need?

We recommend approximately £50 per term for pocket money. This allows for tuck, snacks and a few treats and shopping trips during term time.

## How do I contact my child?

There are a variety of ways that you can contact your child in their free time. This can be on one of the house landlines, or, more commonly using FaceTime. Please note that any age 13+ apps such as Facebook (including Messenger) are not used at the Prep School.



# BOARDING ROUTINES

## What is the weekday routine?

Boarders will be woken at 7.00am and take breakfast on campus in the school dining hall from 7.45am. Those who have early activities such as riding and swimming will have breakfast in house prior to their activity. They can return to house after lessons, games and activities from 5.00pm. Supper is taken between 5.00 and 5.30pm and then homework is between 5.30 and 6.30pm. The best time to contact the children is between 6.30 and 8.15pm, at which point all devices are handed in. The bedtime routine for the younger ones starts at about 8pm, and lights for out for all year groups is by 9:30pm.

## What happens at prep time?

With the exception of Year 8, all prep is completed within school. Year 8 pupils can complete their prep in house at their own desk. For all year groups, there is time in house to catch up on any work and prep if needed. There are plenty of staff in hand to monitor and help as necessary.

## What chores might my child be expected to do?

Boarders, with help from house staff, will need to keep their bed spaces and working areas tidy and may be asked to help with collecting and handing out laundry and with washing up. More responsibility will be expected from the older ones. This could include assisting house staff with bedtime routines, collecting in devices or becoming a house monitor.

# BOARDING WEEKENDS

## What happens at the weekends?

On Saturdays, boarders may return to house at 3.00pm or after their matches have finished. The rest of the day is a relaxed affair, maybe involving games and a film, tuck shop and special snacks. On Sunday morning boarders sometimes have a lie in and then spend the day enjoying the organized activity programme which may involve a trip off campus. The schedule of Sunday trips is published within the school calendar. There will be something for everyone and hopefully the children will be spoilt for choice. They may return to house in the afternoon for chill out time before supper in the dining hall.

## How do I arrange to visit at weekends?

Visits or trips out are easily arranged; but must be booked via your Houseparent. Where possible, please provide details of any weekend visits to your Houseparent by the Thursday before. This allows time for all arrangements to be made and confirmed. Boarders may be collected from school from 12.10pm on a Saturday, or after their school commitments are complete. As a general rule, it is best if they return on a Sunday by 8.00pm. If the children require an evening meal, supper is at 5.00pm, but we will also provide snacks at around 7.30pm. Please let us know if anyone other than yourself will be collecting your child, and we must have your permission before your child is released into the care of another adult.

## How often should my child go out at weekends?

Boarding at Millfield Prep is very flexible and as each child and family circumstance is different. We recommend that boarders should stay in house at the very least on the first two weekends of the school year, and on the last weekend of the autumn and summer terms. There are two Long Exeat weekends in the autumn term and one in the spring term. The school organises escorted coach transport stopping at various points on the way to and from London at the beginning and end of every holiday, Long Exeats and at various times in each term. An escorted taxi transport is also available.

# SCHOOL HOLIDAYS AND EXEATS

What time do I pick up my child for holidays?

All collection times for each exeat, half term and end of term are published in the School Calendar. They are also on the website and in the weekly school newsletter. Houses are open from about 10.00am on the first day of term for boarders to arrive at house. However, after a short holiday or Exeat weekend, houses reopen at 5.00pm.

Can possessions be left over the holidays?

Yes, they may be left if you have opted for the Valeting Service or if your child is an overseas boarder. The Valeting Service also includes the sewing of all name tapes on to school kit. There is a small charge for this service.



# MEDICAL ISSUES

## What happens if my child is ill?

Boarders stay in house if necessary and will be cared for by their Houseparents and/or our Day Matron. We have an onsite medical facility during the day. The onsite School Nurse and Doctor will visit your child in the boarding house if necessary, or your child can visit the surgery. Medication can be dispensed by the School Nurses in the school day as necessary, and in house by house staff in the morning and evening. Please note that medicines from home will not be administered unless sanctioned by the School Nurse or School Doctor. If your child is unwell, then Houseparent's or the school medical team will contact you to let you know.



# FOOD AND SNACKS

What are the meals and snacks like?

Food at Millfield Prep is extremely good, wholesome and healthy, with plenty of choice. Main meals (breakfast, lunch and supper) are served in the school dining hall. Pupils also have snacks provided at break time within school.

Later in the evening snacks are also provided in house. This can include fruit, cereals, toast, homemade cakes, smoothies and a variety of hot drinks and juices.

Are boarders allowed tuck?

Yes, every boarding house has a tuck night each week. Boarders are allowed to have tuck from the in-house tuck shop up to a specified amount. This amount will be deducted from their pocket money account.



# ELECTRONIC DEVICES

What electronic equipment is allowed?

Laptops, phones, iPods, Fitbits and iPads. Parents must take responsibility and be aware of the capabilities and contents of such electronic equipment. Software must be age-appropriate.

How much time are children allowed to watch TV or play electronic games?

Houseparent's monitor these very carefully; particularly how much time is spent on devices, and what is watched after the "watershed". Playing on electronic equipment can be unsociable and as a general rule, boarders are allowed to spend about half an hour a day playing games as an absolute maximum. Within house, there is also 'no tech time' to allow the pupils to be sociable, catch up on chores and prep and interact with each other. The iPad and mobile device access times are displayed in each house for boarders to see.

Please note that any age 13+ apps such as Facebook (including Messenger) and Instagram are not used at the Prep School.



# SPECIAL OCCASIONS

What if my child has a birthday in term time?

You are welcome to bring any party treats at the beginning of, or during the term. However, you can liaise with the Houseparent's who can organize a birthday party for your child. We recommend £20 will cover the cost of a cake and party snacks for the pupils attending the party. We will make the day special, with birthday banners, cake, party food and of course singing 'Happy Birthday'!



# MEETING OTHER PARENTS

How do parents keep in touch with each other?

At the end of the summer term, we have a New Boarders Introduction day. This is aimed at boarding families who will be joining us in September for the new academic year.

Throughout the school year, you will be invited to several school and house events and these are perfect opportunities for you to get to know each other better.

Key events throughout the year include House Singing, Harvest Festival, Year group productions, Fireworks, Carol Service at Wells Cathedral, our Easter Service, Sports Day and Prize Giving. In addition, we have a variety of Parents and Friends events that you can also join us for.

Details of all our events are included in the school newsletter and are also detailed on the school calendar.

You can always exchange personal contact details with other parents at these events.



# FURTHER QUERIES AND CONCERNS

Who do I talk to if my child is experiencing problems?

House or pastoral issues are the concern of your child's Houseparent. Please do contact them in the first instance. Academic, sporting or extra-curricular activity matters are best discussed with your child's Group Tutor.

Any other boarding concerns can be referred to Carl Bingham, Director of Boarding ([bingham.c@millfieldprep.com](mailto:bingham.c@millfieldprep.com) or 01458 837774)

We look forward to welcoming you into our boarding community and getting to know you all.









Millfield Prep School  
Edgarley Hall, Glastonbury BA6 8LD  
Telephone: +44 (0) 1458 832446  
Email: [office@millfieldprep.com](mailto:office@millfieldprep.com)  
[millfieldschool.com](http://millfieldschool.com)