



BOARDERS' HANDBOOK

Welcome to boarding at St Hugh's. We are delighted that you have decided to join our boarding community – we are sure you will have lots of fun, make many memories, and develop special friendships.

This booklet is a brief introduction to what life is like as a boarder at St Hugh's. It tells you about the staff involved, the daily routine and what you can expect.

We want you to always feel supported, so if there is ever anything bothering you, however big or small, please come and talk to us: a problem shared is always a problem halved.

Mr & Mrs Perry-Evans, Henry and Rosie (the spaniel)

OUR BOARDING ETHOS

There is much to be gained from the experience of boarding and our focus is to provide you with a positive experience which helps you grow as an individual and prepares you for the world beyond St Hugh's. Our close Boarding House community is an environment in which you should feel safe and in which you are able to build relationships, develop lifelong skills and become independent. We enjoy getting to know each boarder well - finding out what you enjoy and learning about your personality. It is also important that we recognise when you might need some support and that you feel able to approach any member of staff for help at any time.

Our Aims

- to promote an environment where you will feel comfortable in expressing your opinions, ideas and concerns.
- to create an environment that is structured and has clear boundaries.
- to encourage individuality and independence.
- to ensure your wellbeing.
- to develop a culture of honesty and mutual respect
- to encourage social interaction across year groups and genders.

STAFF : Who's who?

Houseparents: Mr and Mrs Perry-Evans, are the Houseparents - we live in the flat leading off from the boarders' common room with our son Henry (who is a St Hugh's pupil) and our dog Rosie. Our job is to make sure that all the boarders are cared for in the best way possible and, along with the brilliant boarding staff, we will do all we can to ensure you have a rounded and enriching experience when you are with us. We will always do our best to be available if you need us even if just for a quick chat. During the day, one of us is usually in our flat – though you should check with the receptionist or one of the office staff before you come to the boarders landing during school time. We will be out on the boarders landing from 4.35pm.

Assistant Houseparent: Miss Kruger is our amazing Assistant Houseparent who works alongside us to look after you when you are in the House. She lives in a flat on the top floor of the boarding house, at the end of the boys' corridor. Miss Kruger is your first point of contact during the night if you are feeling unwell or unsettled. Miss Kruger also runs Friday night boarding where you can expect lots of fun and no prep!

Boarding House Staff: We have a number of staff that come in to support us in the Boarding House on different nights.

The team includes:

Mrs Pargeter (Matron)

Mrs Titcombe (Matron)

Miss Ewins (Director of Studies and Director of Music)

Mr Towers (Head of Maths)

Mr Rundle (Marketing and Communications Officer)

Mrs Du Plessis (Pre-Prep Teaching Assistant)

Mr Judge (Sports Graduate)
Miss Gujral (Sports Graduate)
Mr Harris-Bass (Geography)
Mr Rogers (Maths)
Mrs Bunter (Teaching Assistant Senior school)
Miss Coles (Year 2 Teacher)
Mrs Rodgeron (Receptionist)
Mr Selby-Lowndes (Gap Student)
Miss Griffin (Gap Student)

We are very lucky to have such wonderful staff that work with us and who also bring a range of interests and skill sets. They care very much and will always be on hand to give you advice and help you out.

BOARDING ROUTINE

7.00am Wake up and get ready for the day

The Houseparents, Assistant Houseparent and Matron will wake you, open your curtains and help you to get ready for your day ahead. When you are dressed, brushed your teeth and tidied your dorm you will come down to the boarders landing.

7:30am Roll Call

All pupils are required to be on time and dressed appropriately ready for roll call. There will be a register taken and any important notices read out to the whole house. This may include reminders of music lessons, sports fixture, appointments etc.

7.35am Breakfast

The catering team are amazing, we are incredibly lucky! They offer you two courses for breakfast – first you will have a choice of cereals, toast, juice and tea followed by a cooked option which will be different on each morning.

8.15am School Day/off to Registration

You head to your form rooms for morning registration at 8.20am.

Can I come back to the Boarding House during the day?

The Boarding House will be out of bounds to all pupils during the school day. If you have forgotten something or need support, you can knock on Mr and Mrs Perry-Evans door, find Mrs Pargeter in the Day Room or ask at reception to help you.

4.40pm End of the school day/Clubs

At 4.40pm you will either head to your after-school club if you are signed up for one or, you will need to come to the Boarders Landing to sign in to boarding. If you are returning to the Boarding House you will change into home clothes and make your beds before enjoying some free-time.

5.30pm Tea

You will make your way to the Dining Room wherever you have been until then where a second 'sign in' will be done and where you will enjoy a delicious tea with your friends.

6.15pm/6.30pm Prep

This is when prep sessions begin for all the House. Depending on your year will depend on where you will go. Prep for Years 3 and 4 is on the Boarders' Landing. Years 5 and 6 prep takes place in F2 and Year 7 and 8 prep takes place in ICT2/ICT1. There will be at least one member of staff in each prep room to support you in your academic study – they may even learn something new too!

(On a Wednesday there is no prep and there is a 30-minute slot used for either reading or quiet time)

6.45/7.30pm Activities/Free Time

After your prep finishes you have free time before you go up to bed. During this time you will have access to one of the school spaces available to us which include the sports hall, Astro or art room or you can chose to relax with your friends in the Common room / Boarders' Landing where you will find a pool table, piano, PS4 and Wii. In the summer you have the opportunity to play tennis or play on the fields with your friends where you will always be supervised by a member of staff.

7.15 – 8.30pm Snacks

If you are feeling a little peckish before bed we have an allocated snack time for each year group which is 15mins before your shower time. This is available from the Boarders' Kitchenette before going up to bed. These include toast, cereal, fruit, and sometimes hot chocolate!

**If you are in Year 8 you are allowed to make a cup of tea as part of your snack as a special privilege.*

7.30 - 9.15pm Bedtime routine

The bedtime routine will always include a shower first, then 15 minutes of private reading to ensure you feel relaxed and calm before lights outs and going to sleep.

Years 3/4 – 7:30 Upstairs, lights out 8:00pm

Year 5 – 7:45 Upstairs, lights out 8:15pm

Year 6 – 8:00pm Upstairs, Lights out 8.30pm

Year 7 – 8:15pm Upstairs, lights out 8:45pm

Year 8 – 8:30pm Upstairs, lights out 9:00pm

Once your lights are out, we will expect respect of one another with no talking. Sleep is so important to ensure you are fully recharged to get the most out of your next day at school. Though, we fully appreciate sometimes it is difficult to get to sleep, it is important you remain quiet and calm so not to prevent others from sleeping. Sadly, if you continue to talk when asked not to you may receive a boarding consequence.

DURING THE NIGHT

If you feel unwell or unsettled during the night you can contact Miss Kruger or Mr and Mrs Perry-Evans. There is a bell outside Miss Kruger's flat as well as a phone/intercom system on both the girls and boys landing. Depending on the dorm you are in will determine what mode of contact you use. Do not worry about this, on your first night of boarding we will show you how it works. We are always here to help you and want you to feel as supported throughout the night as much as during the day.

WEDNESDAYS

Wednesday nights are more relaxed as most of you will have been on fixtures during the afternoon so have no prep. You will have the option to watch films, play board games, go to the Sports Hall or relax outside.

After tea you will ensure your rooms are tidy, and beds are made. You will have a 20-40min period of quiet time before the evening's activity begins. Depending on the activity, expectations will differ. For example, if you are going to watch a movie, you will be asked to shower and get into your pyjamas and dressing gown before you come to watch the film. However, if you are going to do something outside you will shower, as normal, before you get into bed.

FRIDAYS

Friday night boarding is a time to celebrate the end of the week and when a special activity is organised. Some previous examples include a race night, bowling, ceilidh dancing and laser tag. We encourage you to make suggestions as to what you might like to do, and we can try to make this happen. On Fridays, you will get prep but you will have the option to do this on a Saturday morning after breakfast or take it home for the weekend.

SATURDAY MORNINGS

You will be woken up slightly later than usual at 8am. We will ask you to make your beds and get all of your belongings together and put ready in the Delft Room before coming down to enjoy a leisurely breakfast. After breakfast, there will be a study session (9am) using either, ICT2 or, the laptops on the boarders landing to complete any work if you so wish or to enjoy some relaxed free time with your friends. Your parents will then pick you up by 10:00am, or earlier if needed.

OTHER EVENTS

We also run special evenings at different times during the term such as a Christmas party, pumpkin carving, spa nights, barbeque nights and the famous game of 'Spotlight' on special occasions. There is always something going on and if you keep an eye on the notice boards, you will see what special events are coming up.

TUCK

The House runs a boarders' Tuck Shop, which is open on Wednesday and Friday evenings. We will ensure there is a selection of chocolate and sweets for you to enjoy. However, tuck and snacks are **not** allowed to be brought in from home and no food is ever to enter the dorms.

WHERE WILL I SLEEP?

The boys' dormitories are on the top floor and the girls' dormitories are on the first floor of the Manor House.

There are five boys' dormitories and four girls' dormitories, and you will be allocated one of the beds in one of these dormitories, depending on your gender and age. If you are a weekly boarder, you will keep the same bed for the half term. However, if you are a flexi boarder you just take an available bed in your specific dorm.

We try, where possible, to keep you with other boarders of the same age. It is possible by talking to Mr & Mrs Perry-Evans that you can arrange a swap to another dormitory but there must be a good reason. You will not be able to mix with boarders that are more than a year apart from you in age.

Whether you are a weekly or flexi boarder you will need to bring in your own duvet cover (single) and pillowcase and, if you so wish, can also bring in your own duvet and pillow. This will give a 'home from home' feel.

If you are a weekly boarder, you are allowed to decorate dorms with appropriate posters or anything personal to make it feel more like home. We recommend that each boarder brings in photos from home to put up in their dorms.

We ask you all to take responsibility for the dorms and help Mr and Mrs Perry-Evans and Miss Kruger by either reporting any damage in the dorms or by acting responsibly during a fire drill.

FIRST NIGHT IN BOARDING

When you come for your first night in boarding you will be given a tour of the House (if you have not already done so). We will show you all the communal spaces you can enjoy while you are with us as well as your cosy dorm and the dining room. We will also walk you through what would be expected in a fire-drill which would include where all the exit points are and where we meet to take the fire-drill rollcall (Manor carpark). If you have any questions just ask!

EXPECTATIONS

Within the Boarding House, you will be expected to maintain high standards of appearance, academic endeavour, and behaviour as well as developing independence, individuality, and the ability to live with others.

Any Year 8 weekly boarders who consistently show excellence in these areas, as well as supporting all members of the house (staff and pupils) and regularly participating in boarding activities, can expect to be appointed as a Boarding Monitor and can apply to be the Boarding Head of House (boys & girls) for a term. If you are given the responsibility of Head of House or a Boarding Monitor you will be expected to show leadership and asked to undertake specific duties to ensure the standards of the House are maintained. Every Monday evening we hold a meeting with our team of Year 8s to get feedback on the week's boarding and to discuss new ideas. We welcome all our boarders to share their ideas of what they would like

to see/experience in the House so please always come forward. We also have a suggestions box located on the boarders landing so pop your suggestions in there too and we will see what we can do – remember this is your Boarding House and needs to meet your needs.

PRIVILEGES AND CONSEQUENCES

In the Boarding House, there are rewards/privileges in the form of 'Boarder of the Week,' 'Best Dorm' and to note any outstanding behaviour. These may be awarded by any member of the boarding team and are discussed through the week.

Awards may be awarded to an individual who has shown any form of positive behaviour in line with the school core values or, for example, getting ready for bed quietly and sensibly, helping other borders, making sure your area in the dorm is tidy or working well in prep. Awards may also be awarded to a dorm or collective group for similar exemplary behaviour.

During boarding, "school" sanctions will not be applied. The boarding staff will apply "home-style" consequences. For example, losing free time (Level 1) and giving back your time to the boarding community by doing jobs to improve the community. If the behaviour is consistent or above low level, you may be house gated (Level 2). You will be asked to sign in every 20mins with a member of staff and not be able to enjoy that evening's activity. If behaviour has not improved and is deemed dangerous or purposely rude (level 3), your parents will be emailed, and you will be asked to take time out of boarding. Level 2 and 3 consequences will be recorded electronically on school software (isams)

WHAT IF I WANT TO CONTACT SOMEONE?

Though we are a strictly **NO** personal device House we have three telephones for you to use during boarding time to contact home. These are located on Mr and Mrs Perry-Evans desk, the boarders telephone box (Boarders Landing) and the boarding mobile. Also, if your parents wish to speak to you they can phone or email us directly and we will always ensure you can call them back. During the evening there will be allocated times for you to call home.

You all have an email address, and you can email your parents and friends. Alternatively, you can simply write a card or letter and post it. If you need paper, envelopes, stamps etc. just ask Mr & Mrs Perry-Evans and they will get them for you.

WHAT DO I DO IF SOMETHING IS WORRYING ME?

It is very important that if you are unsure or unhappy with any aspect of boarding, no matter how small or trivial it may seem, that you come and talk to a member of staff about it.

Any of staff will happily give you as much time as you need. This will help you put things right and will support you if you need to phone home. If you are unsure who all the boarding staff are please take a look at the staff poster which will be found with all of them on the boarders landing. Also, if you wish to speak to someone from outside of school, you can contact our Independent Person, Mrs Hilary Lloyd . Her contact details can be found in the staff list above as well as on posters around the Boarding House on the notice boards and in the phone box.

As soon as you begin to talk about a problem, we can begin to sort it out. We are all here to help and make your boarding experience as enjoyable as possible.

WHO CAN I TALK TO?

You can talk to anyone you want to, but below are some key people who will always be willing to help you.

- Mr & Mrs Perry-Evans.
- Miss Kruger
- Members of the Boarding Staff
- Your Personal Tutor
- Member of daytime school staff
- Your Parents
- Your friends

Sometimes, it is difficult to speak about something and writing it down seems easier. If this is the case, you will find a secure box on the boarders landing where you can post your thoughts and/or problems. We will then read them and see how we can sort the situation in the most sensitive and effective way for you to ensure you feel supported and comfortable.

WHAT IF I WANT TO TALK TO SOMEONE WHO DOES NOT KNOW ME, SOMEONE OUTSIDE OF THE SCHOOL?

We hope you will always be happy to talk to someone in the school, however, if you want to talk to someone outside of the school there are people designated to help you.

1. There is an organisation called ISI who work with boarding schools to make sure everyone is looked after properly, you can reach them by telephone on 020 7600 0100 (Independent Schools Inspectorate, Ground Floor, CAP House, 9-12 Long Lane, London EC1A 9HA)
2. You can also call CHILD LINE on 0800 111 111 who will listen and try to help.
3. We also have an Independent Person, who is someone ready to listen to you and has no connection with the Boarding House. Her name is Mrs Hilary Lloyd and she can be contacted on 07914 413077.

Please remember that in life, we all have problems, make mistakes, have bad days and good days and there are times when we need help.

Sharing these problems makes them easier to deal with and please always remember a problem shared is a problem halved.

HOMESICKNESS

Boarding is fun, challenging and fulfilling, although staying at school will always differ from living at home. Everyone feels a little homesick at some stage, no matter how old or brave you are or how many nights you are boarding for. It is totally natural to miss home; some boarders settle quickly, others take longer.

The house staff are very experienced in dealing with homesickness and will help and support you through it. We do recommend, after years of experience, that during your first night/nights/week of boarding, communication with home is kept to a minimum. This can be hard but, in our experience, it allows you to establish valuable relationships with your friends rather than being on the phone. Also, by the end of your first night/ nights/ week you will have lots more to talk about.

COMPLAINTS

At some point, you might want to share a complaint with someone. As we all live together, you are entitled to have your say and if you are not happy or are worried about something, you should be able to talk about it.

You can talk the problem through with Mr and Mrs Perry-Evans, your form tutor, personal tutor or subject teacher. If the problem is still not resolved, you can talk with any of the Deputy Head teachers; Mr Clarke (pastoral) or Mr Maitland (operations) or the Senior Tutors, Mr Clarke and Miss Ewins. Further still, you may wish to ask to talk to the Headmaster, Mr Leullier or Mrs Hilary Lloyd the Independent Listener.

Remember if you want to say something, people will listen, and you will not be judged for doing so.

BULLYING

We have a zero-tolerance policy to bullying and follow the school Anti-Bullying Policy (available on the Boarders noticeboard found on the boarders landing). We want you to always feel supported and never on your own. You do not need to put up with feeling sad or uncomfortable so please share it with us so we can sort it out. We care about all our boarders and want your time spent with us to be enjoyable and memorable.

HONESTY

'Honesty is the best policy' – It really is and this is certainly true in any community and particularly within a boarding house. We all want St Hugh's to be an environment which is honest, fair and where we feel we can be open.

It is against the school rules to meddle or play with other people's possessions without their permission, so do not 'borrow' without asking. It is everyone's duty to stop dishonesty and if you see anyone taking another person's possession without permission then you should report it to a member of staff.

For us to all get along with others and trust each other, we must be honest. We will all at times, make mistakes and do something silly by pushing boundaries which may well result in you

getting into trouble - this is okay. This will help how you learn and develop but it is important that you recognise your mistakes. Be brave, be honest about it and accept the consequences and then you can move on positively.

RESPECT

Showing respect for others is so important when being a boarder. Being respectful means showing care towards people and your surroundings, and you can do this by:

- Listening to others
- Playing fairly
- Being kind
- Using good manners
- Waiting your turn
- Helping
- Having patience
- Complimenting others
- Tidying up after yourself
- Being mindful of how you are treating others

Treat people exactly as you would like to be treated by them. Friendship is built on two key things: respect and trust.

BOARDING GUIDELINES

Boarding guidelines exist for the efficient running of the Boarding House and to ensure everyone is safe. Below is a list of some of these. These are common sense guidelines, which encourage us all to be better people in the way we behave, get along with each other and keep us from harm.

- ★ Respect the privacy of everyone.
- ★ Respect people's property.
- ★ Keep your appearance and your dormitory area tidy.
- ★ Always be polite and especially considerate to visitors. Do not use bad language.
- ★ Be truthful – honesty is the best policy.
- ★ Bullying is not tolerated.
- ★ Food is not taken into the dorms.
- ★ Do not bring money into school.
- ★ Be friendly to each other and look after one another.
- ★ Do not go out of bounds.
- ★ Boys do not enter girls' dorms and girls do not enter the boys' dorms.
- ★ Respect your dorm mates right to a good night's sleep and follow the guidelines at night and do not talk after lights out.

BOARDERS CODE OF CONDUCT

When boarding you must continue to follow the school's core values, however there are some other important points which form the Boarders' Code of Conduct.

Clubs/Activities

- If you have signed up for a club, make sure you attend
- Make sure you ask for permission if you need to miss a club.

Free time

- Always stay within the school boundaries we are using at the time.
- Respect school property and do not take what does not belong to you.

Breakfast/tea

- Meet in the Dining Room on time: 7.40am for breakfast / 5.30pm for tea
- Talk quietly in the Dining Room
- Show good table manners.
- Eat well and help to clear your table.

Prep time

- Make sure you have your Prep Diary and all the things you need at the beginning of prep.
- Work quietly and respect others around you.

Dormitories

- Respect the dorms and your peers.
- Be calm, talk quietly and walk around the Boarding House.
- Keep your bed area tidy and always hang up your dressing gown and fold your uniform ready for the next day.
- Stay quiet after lights out and get some sleep!

*Reviewed by: K and H Perry-Evans
Next review: August 2023*