





# Matt Kiely Head of Boarding

Jeel fortunate to have amassed 20 years experience working in boarding schools within & outside of the UK. As Head of Boarding at TASIS England, my role is simple - to ensure that every boarder feels safe, supported and happy whilst providing a platform for them to succeed in their endeavours. Listening and taking action on behalf of the students is paramount, but it's a role—that—requires—excellent communication between myself, the boarders, parents and staff across the school.

I set high standards for myself and my boarding team and, in turn, I will challenge the young people within my care to take advantage of the opportunities afforded to them at TASIS. Work hard, play hard and above all else - strive for happiness. I look forward to welcoming you to our beautiful campus at TASIS England and building a strong relationship over the coming years.



## TASIS England Mission



#### MISSION

TASIS England nurtures intellectual curiosity and emboldens each learner to flourish as a principled, open-minded, and compassionate member of a global community.

## **Boarding Principles**

#### **Our Boarding Commitments**

We commit to providing pathways for our boarders to thrive in all areas with opportunities through a variety of artistic, cultural, service, sporting & recreational enrichment activities.

We commit to engaging with our boarders through regular House meetings. Boarding Councils & weekly Assemblies to ensure that our boarders views help to shape our community.

We commit to connecting with the boarders through building kind & respectful relationships

We commit to providing opportunities for boarders to connect & build lasting friendships with their peers through shared experiences, such as inductions. Community events & well thought out dorm allocations.

#### **Our Boarding Outcomes**

Through these commitments, we aim to support our boarders develop a passion for lifelong learning, with our boarding alumni engaging in diverse & inspiring pathways beyond their TASIS Education.

We aim to support the development of boarder's commitment to service

leadership. Opportunities within our boarding program to serve the boarding, school, local, national & global communities are evident in-House Leadership, School Councils, Charity events & overseas service trips.

Through living together in diverse boarding Houses & building lifelong relationships, we aim to develop truly internationally minded global citizens.

#### TASIS BOARDING

## EN CODE OF CONDUCT WIN

#### DO...

Be kind, polite and respectful to everybody.

Sign out / in to your House using ORAH.

Remain in bedrooms after 'lights out'.

Be clean, tidy and correctly dressed for school.

Be on time and be prepared for all lessons, meetings and meals

Keep your bedrooms and common areas tidy.

Be sensible and responsible at all times both on and off campus.

Preserve the boarding environment by putting your litter in a bin.

Be mindful of your online activity.

Remember that you share this boarding house with people of different ages, cultures and religions.

#### REWARDS

COMMENDATIONS

**VERBAL PRAISE** 

POSITIVE POSTCARDS

BOARDER OF THE WEEK AWARD

**HOUSE TREATS** 

PHONE CALLS / FMAILS HOME

#### DO NOT...

Do not bully others.

This is a drug free environment, so no alcohol, cigarettes/vapes or other illegal substances should be brought onto campus.

Do not return to campus intoxicated.

Do not break curfew.

Do not leave your House without permission / signing out.

Do not run or shout in the boarding house.

Do not deliberately damage/deface property.

Do not fight or use bad language.

Do not touch the fire alarm system or fire extinguishers EXCEPT if there is a fire.

Do not enter bedrooms without permission.

#### CONSEQUENCES

**B1 - WARNING** 

B2 - REMOVAL OF PRIVILEGES / COMMUNITY SERVICE WITHIN DORM

**B3 - GATING** 

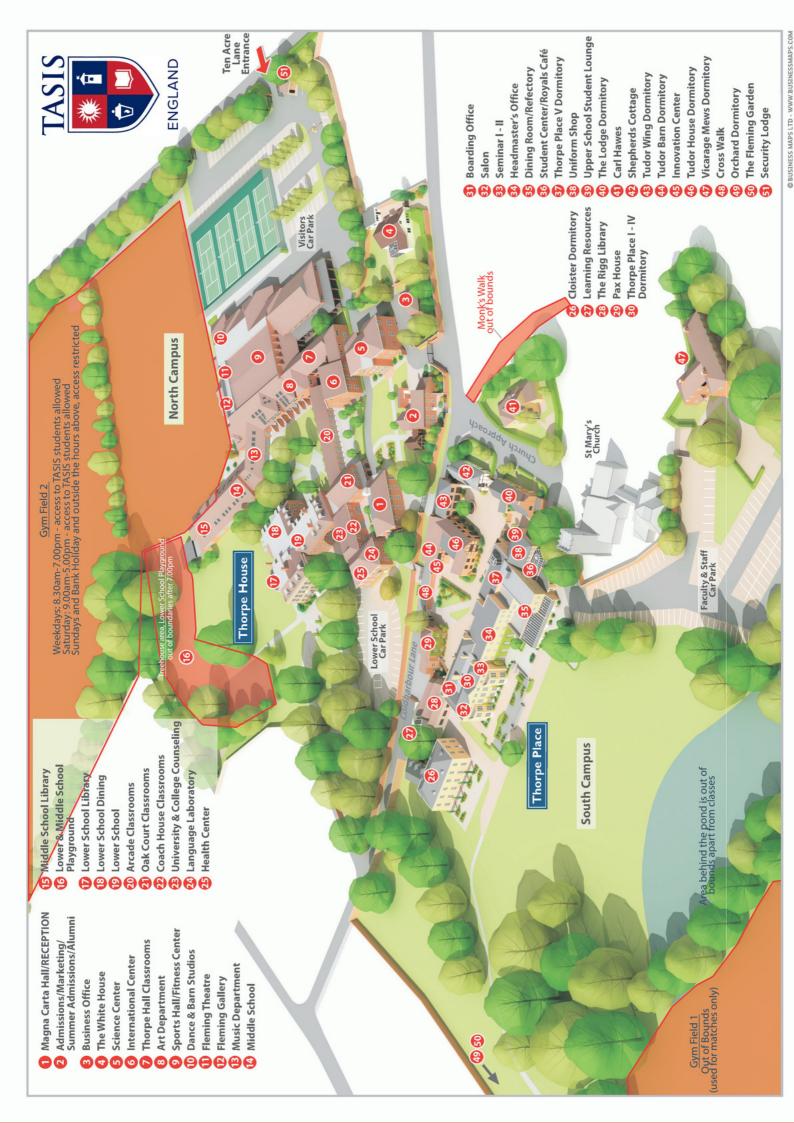
**B4 - HEAD OF BOARDING INTERVENTION** 

**B5 - SENIOR LEADERSHIP INTERVENTION** 

**B6 - HFAD'S INTERVENTION** 







## **Boarding Contacts**

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Boarding Administrator

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**TOWER** 

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**NURSE** 

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SECURITY

**DUTY PHONE** 

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## How can we help?

## Weekday Daily Routine







Boarders have a full schedule from Monday to Friday. They are woken up by Houseparents ahead of breakfast in the Dining Hall. After a hearty breakfast they can head to school lessons and are allowed to return to boarding Houses over lunch. School finishes at 3.20pm at which point there are a range of after-school activities, sports and clubs on offer. Alternatively, boarders may request to visit the local town after school, returning for dinner. After dinner, boarders have two hours of Study Hall (where they complete homework assignments). From 9-10pm the boarders have free-time to relax, socialise and participate in activities before returning to Houses at 10pm.

A typical day for an Upper School boarding student will look like...

07.15 - Wake up

07.40 - House Meeting

07.45 - Breakfast (Students must leave the House for breakfast)

08.10 - Morning lessons start (boarding houses closed)

11.30 - 12.30 - lunchtime (boarding houses open)

12.30 - Afternoon lessons

15.20 - Lessons end (boarding houses open)

15.30 - After school activities start

17.30 - 18.45 - Dinner

19.00 - 21.00 - Study Hall

22.00 - Evening check in and preparation for bed time.

22.30 - Lights out: G8/9 2230 - G10 2245 - G11/12 2300

As well as organised school activities, boarders have access to music practice rooms, the gymnasium, student kitchen, Royals Cafe, common rooms, the fitness centre and South campus outdoor areas during after-school hours.

## The Weekend







EXPLORE

The weekend routine runs from after school on Friday until Sunday evening. Weekends are an opportunity to rest, relax, socialise, explore, try new things and have fun! Boarders can sleep in later before heading out on organised school trips to places like theme parks or paint-balling. Alternatively, boarders can request passes to London or local towns to enjoy the shops, attractions and restaurants.

There is no Study Hall on Friday or Saturday, although the Library is available if boarders would like to study. Campus facilities are also available for boarders who prefer a more relaxing weekend.

A typical weekend might look like...

#### <u>Saturday</u>

**08.00 - 09.00** Breakfast (optional)

11.00 - Morning meeting

12.00 - 13.00 - Lunch

13.00 - 17.00 - Organised trip or activity

17.30 - 18.30 - Dinner

**18.00 - 22.00 -** Free time / in house activity

22.00 - 23.00 - House curfew (dependant on Grade)

#### Sunday

11.00 - Morning Meeting

11.00 - 12.30 - Brunch

14.00 - 16.00 - Organised activity

17.45 - 18.45 - Dinner

19.00 - 21.00 - Study Hall

22.00 - Evening check in and preparation for bed time.

**22.30** - Lights out

If they have been staying with friends or families at the weekend, then boarders must return by 1900 on Sunday for study hall unless otherwise agreed with Houseparents.

## MEALS & SNACKS







Breakfast, lunch and supper are provided in the Upper School dining room. There is a hot breakfast offered every weekday morning as well as multiple cereal choices, fruit and toast. Lunch and dinner also offer hot and cold options, vegetarian dishes and an extensive salad bar. Dessert and fresh fruit are available on a daily basis. There is an international range offering Western, Asian and European cuisine.

Additionally, the School has Royals' Café offering hot and cold drinks and snacks.

Snacks and other provisions are provided to each House regularly and replenished when necessary. Wednesday is special snack night!



#### **Community** meals

Throughout the Year there are also Community meals aimled at building relationships within the boarding Community. Themed nights such as Mexican night, ltalian night, barbeques and Chinese meals are some recent examples.

## LISTENING SERVICES

If you are experiencing problems then the first people to talk to are your House Parent(s), the Head or Deputy Head of Boarding and your House Leaders. Counsellor(s) are available if you would like to talk to a counsellor.

If you wish to talk to someone outside of School, you can call the Independent Listener, ChildLine or the NSPCC Helpline who will be able to talk to you confidentially.

TASIS has a system for any child who wishes to talk to an independent adult about personal problems or concerns at School. Details of Independent Listeners are displayed around the School and within all boarding houses.

The Independent Listener system is confidential and Independent Listeners are under no obligation to inform the School of any calls. Independent Listeners will also visit the School a number of times throughout the year to make themselves known to staff and boarding students.





## Independent Listener Alex Cunningham

Telephone: 07584583001
Email: acunningham@tasisengland.org



Children's
COMMISSIONER
020 7783 8330



## REPORTING CONCERNS OR PROBELMS We all experience problems or have concerns from time to time. You should feel comfortable reporting any issues to any member of staff at all, and they will always try to help you! Nurse **Teachers** ouseparents **Student Voice** Page Counsellors



Occasionally you may have a visitor on a weeknight that requires you to miss study hall. You must fill in an online application on the 'Orah' system, and we must have supporting information to approve this (i.e. If your father or mother are in town, they need to send a quick email to confirm that they are taking you out for dinner).







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# Off-CAMPUS TRAVEL PROTOCOL

#### ...the details

- At all times, a member of your House Duty team must be aware that you plan to leave campus. If it means missing school time you must complete a Planned Absence Form (PAF) and submit to the School Office.
- Before leaving campus, you MUST fill out the Orah leave application to leave campus, and this MUST be approved before you may depart. The leave request must be filled out for any travel.
- You must sign out before leaving and sign in upon return to your boarding house. Before leaving, the house staff must know your mobile phone number, and you must check back in with the house phone whilst you are away from campus. Ensure you check you have a charged battery and credit.
- You must be aware of the emergency phone numbers you can call if needed:
- Police 999 Security 01932 582339



- You may NOT travel to London without a London Travel Permission from your parent/guardian on file
- You may NOT travel to London without the express permission of your House Parent or Deputy House Parent.
- Lone visits to London may not be permitted for Grades 8-11







Students must submit an overnight leave request on Orah. This is reviewed for approval by the House Parents, Deputy House Parents to ensure all required permissions are in place.



On occasion, students are permitted to arrange overnight visits with the consent of their parents. This allows the student to leave campus from Friday at 3:15pm to Sunday at 7pm subject to the following conditions:

Overnight requests must be submitted by 10:00pm the **Wednesday before** the weekend.



For students staying off campus with anyone other than their parents or family it will be necessary to obtain parental consent and an invitation from the host to complete your approval. This should be managed through the Boardingware system but an email to, and/or telephone conversation with, your House Parent may suffice. Hosts must be a responsible adult aged at least 25 years old.

Students should sign out with your House Parent or Deputy House Parent Your House Parents must have all relevant contact details for hosts.



- October Break Travel Week
- Christmas Break
- $Y_{OUr}N_{ame}$ February Break - Optional Ski Trip
- Easter Break Optional Service Trip
- Summer Break
- Departure for School Holidays
- Boarders may leave after their final lesson of the day. Houses are open until 13:00 on the day after the final day of classes. Transport to Heathrow airport is provided on the evening classes finish and the following day between at specific times (times vary according to the holiday).

#### Arrival/Return

• The Houses are open one day before lessons start. Boarders must be back in their House by 7:00 pm on the day before the start of lessons.









Health Centre Opening Hours:

Monday - Friday 07:30 am - 7:30 pm

Saturday 09:00 am - 1:00 pm

Sunday 10:00 am - 1:00 pm

(24hrs in Emergencies)



#### Outside of these hours:

A nurse is always on call outside of the Health Centre opening hours, but will not always be in the centre. If you need to access a nurse outside of the opening times above please do as follows:

- 1) Students should first speak to a member of teaching staff or their House Parent who will try to help. If you are unable to do so or feel you need to see the nurse then please phone the Duty Nurse.
- 2) During the night, students are asked to wake their House Parent for assistance. If a nurse is needed you can phone the nurse.
- 3) In the unlikely event that students are unable to locate their House Parent or Deputy House Parent please phone the On Call Nurse's mobile on 07774 197082.





In an absolute emergency students can call an ambulance on 999 and the On Call Nurse's mobile: 07774 197082

## MEDICATIONS, VITAMINS & PROTEIN POWDERS

#### **Medications**

All medications must be shown to the nurses at the Health Centre

\*All medications that you have should be declared to the School nurses and MUST be kept locked away.\*

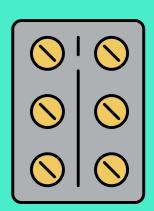


#### **Vitamins**

Vitamins purchased in the UK with labels in English are permitted, but MUST be locked away.

Vitamins purchased outside the UK or in a different language must be reviewed by the nurses in the Health Centre

\*Vitamins that you are cleared to have (purchased in the UK with English labels OR cleared by the nurses) MUST be locked away.\*



**Protein Powders:** If you utilise or would like to utilise protein powders, we offer an induction session. This is a requirement for utilising protein powders.

\*Following your induction, protein powders you are cleared to have MUST be stored away.\*



#### **Health/Medical Questions or Concerns?**

If anyone has any questions or concerns regarding health, sickness, illness or anything of a medical nature, please do not hesitate to come into the Health Centre, ring the nurse, or email nurse@tasisengland.org, which you can email confidentially and privately for any health concerns or questions.

# Declare all medications to our Nurses! OUT DOT!



For their own health and safety, as well as the health and safety of their roommate and others, TASIS England boarding students are expected to keep their rooms clean and tidy. If their room is not clean and tidy, they may be assigned an early check in. Please see Room Inspection Guidelines below:

#### 1. General Tidiness

- Clothes, shoes and possessions stored in proper places
- · Closets and cupboard doors closed
- Lights and electrical items turned off
- Beds made neatly
- · Sheets and towels changed weekly
- · Valuables and money locked away
- Approved medications, vitamins and protein powders locked away
- Food appropriately stored (in sealed containers with expiration dates)
- Trash/rubbish bin must not be overflowing
- · Nothing hanging out of the windows
- Bathroom areas: floors clear, counters tidy, toiletries appropriately stored

#### 2. Electrical Safety

- No exposed wires/wires coiled
- Appropriate number of appliances plugged in
- Only appropriate appliances (i.e. no food prep appliances: kettles, microwaves, coffee makers)
- No TVs, large monitors or games consoles, these can be kept in rooms but used in common areas.
- UK plugs only that have been passed as safe (PAT)

#### 3. Fire Safety

- · Doorways / pathways clear
- Fire routes clear
- Clear of wires, suitcases/cardboard boxes
- Emergency lighting uncovered (i.e. no tape over indicator light)

#### 4. Food Safety

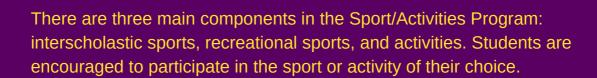
- Approved fridge on/cool
- Any opened food covered
- All food has expiry dates
- No visual signs of mold / no smells
- Expired/moldy food removed
- No dirty dishes

#### 5. Other Health & Safety

- Approved Medications, Vitamins or Protein Powders locked away
- Beds appropriate distance apart (1 meter)







Although the program is required, there are typically 20-25 options from which to select in each of the three trimesters, and students should have little difficulty in finding an enjoyable assignment. The following sports and activities are generally offered over the course of a school year.

#### Team Sports

|   | Fall                         | Winter                    | Spring   |
|---|------------------------------|---------------------------|--|
|   | Varsity Girls' Soccer        | Varsity Girls' Basketball | Varsity Softball - girls   |
| i | Varsity Boys' Soccer         | Varsity Boys' Basketball  | Varsity Baseball - boys  |
|   | Varsity Girls' Volleyball    | Varsity Rugby Varsity     | Varsity Girls' Tennis  |
| į | Varsity Boys' Volleyball     | Cheerleading JV Girls'    | Varsity Boys' Tennis   |
|   | Varsity Girls' Cross-Country | Basketball JV Boys'       | Varsity Golf   |
|   | Varsity Boys' Cross-Country  | Basketball JV Rugby       | Varsity Boys Lacrosse  |
|   | JV Girls' Soccer             | Swimming                  | Varsity Girls Lacrosse   |
|   | JV Boys' Soccer              | Conditioning              | Varsity Dance Team   |
|   | JV Girls' Volleyball         |                           | JV Softball - girls  |
|   | JV Boys' Volleyball          |                           | JV Baseball - boys   |
|   | JV Girls' Cross-Country      |                           | JV Girls' Tennis   |
| V | JV Boys' Cross-Country       | P 13                      | JV Boys' Tennis  |
|   | Tennis                       |                           | Conditioning   |
| , | Conditioning                 |                           | Badminton  |
|   | Basketball Club              |                           | Running Club   |
|   | Swimming                     | 2                         | The state of the s |
|   |                              |                           |  |

#### Activities (vary depending on the time of year)

Art Club, Duke of Edinburgh Award, Fleming Garden, Global Issues Network, Horse Riding, Theatre Production, Yearbook, Yoga, Model United Nations, Film Club



#### **WEEKEND ACTIVITIES**

IN EDUCATING YOUNG PEOPLE, REACHING BEYOND THE CLASSROOM IS PART OF THE TASIS PHILOSOPHY. WE EXPECT ALL OF OUR YOUNG PEOPLE TO EXPERIENCE NOT ONLY A RIGOROUS ACADEMIC PROGRAM IN THE CLASSROOM AND A DIVERSE RANGE OF EXTRA CURRICULAR ACTIVITIES, WE ALSO EXPECT THEM TO SPEND THEIR LEISURE TIME IN A CONSTRUCTIVE WAY, TO TAKE FULL ADVANTAGE OF THEIR TIME IN THE UK AND EUROPE, AND TO EXPERIENCE THE RICH CULTURE ALL AROUND THEM.

WEEKEND ACTIVITIES INCLUDE TRIPS TO WEST END AND LOCAL THEATRES, MUSEUMS AND EXHIBITIONS, DANCES SUCH AS THE WINTER BALL, HOMECOMING, THE JUNIOR SENIOR PROM, CONCERTS, OUTDOOR ACTIVITIES SUCH AS MOUNTAIN BIKING, HIKING, CHALLENGE COURSES, AND MANY MORE. STUDENTS ARE ENCOURAGED TO PROPOSE NEW ACTIVITIES.

THERE IS ALSO AN ACADEMIC TRAVEL PROGRAM OPEN TO BOTH DAY AND BOARDING STUDENTS

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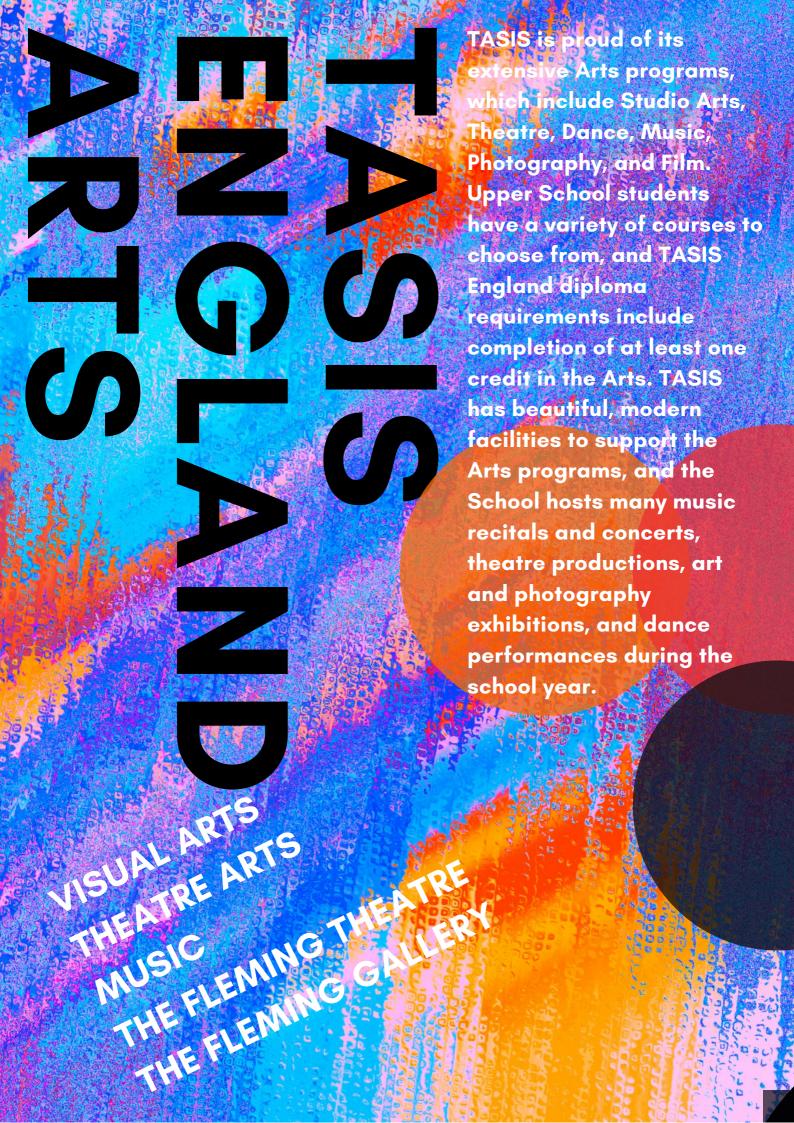
#### THE FITNESS CENTER

THE TASIS ENGLAND FITNESS CENTER IS SITUATED ON THE SECOND FLOOR OF THE GYMNASIUM BUILDING ON THE NORTH CAMPUS, MEMBERSHIP FOR THE FITNESS CENTER IS OPEN TO UPPER SCHOOL STUDENTS AND FACULTY AND STAFF.

THE CENTRE HAS GROWN INTO A POPULAR PLACE TO WORKOUT. EQUIPPED WITH THE VERY LATEST PRECOR CARDIO MACHINES WHICH INCORPORATE TOUCH SENSITIVE SCREENS AND INTERNET ACCESS AND RESISTANCE MACHINES PLUS FREE WEIGHTS ZONE AND FUNCTIONAL ZONE TO STRETCH OUT.

THE CENTER OFFERS PHYSICAL EDUCATION CLASSES AND DAILY AFTER SCHOOL GROUPS.

WE BELIEVE THAT FITNESS IS A LIFELONG UNDERTAKING AND SHOULD BE ENCOURAGED IN YOUNG PEOPLE.



### Frequently Asked Questions



#### How can I purchase school uniform?

Uniforms can be purchased online through the school website at https://www.tasisuniforms.co.uk/collections/high-school and can be delivered to the school. You will also have the opportunity to make an appointment in the Uniform Shop for the day that you arrive. There will be days closer to move in day that the used uniform shop will be open. You will get information on these dates as well. You can purchase gently used uniform for £1 and many of us use this wonderful service. Please bring with you small change or cash if possible.

#### How does the laundry work?

Laundry is often a concern for parents as they send their children off to school. Some kids have done their own laundry and some have never seen the laundry room. The Houseparents will show the students how the washing machines work. Soaps are provided and preloaded in the machine.

Alternatively, if you are still worried, there is a back up plan. You can, at the beginning of the school year, apply a £400 laundry deposit with the Business Office so that your child can use the paid laundry service. They will be given a bag into which they put their dirty laundry, which will be cleaned and returned. Most children that have this service may only use it in the beginning until they get comfortable doing their own laundry or when their schedules are packed and they don't have time.

#### Can I get a UK phone SIM card?

Most students arrive with their cell phone and switch over to a local sim card, but this is only possible if the phone is 'unlocked'. The student can go into one of the shops and set up a 'Pay As You Go Plan', which they will need to top off every month, whether in store, online or from their phone.

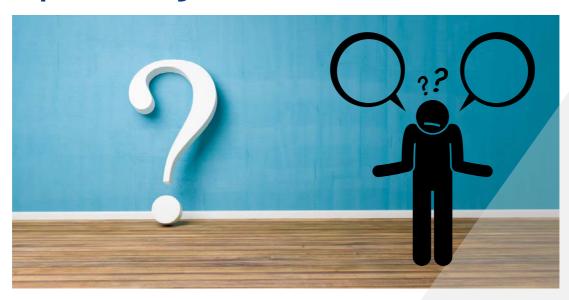
#### How can students purchase food and other essential items?

The Catering Team does a great job in offering variety of food for our students, but there are times the students will want something different. The students have a use of a communal kitchen they can request with their Houseparents to use for cooking a group meal together. They are able to order takeaway food on Tuesday evenings and over the weekend.

The students have access to local grocery stores weekly. We provide a shuttle bus on Saturday afternoons, but students can make their own way into town during the week.

The school also provides dorm snacks in the evenings, whereby students order from a basic list of snack items for their Houses on a daily basis.

## Frequently Asked Questions



#### What if my child gets homesick?

Some students adapt immediately to a boarding environment, but for others it takes time. It is absolutely normal for students for feel homesick at first and their natural instinct is to reach out to parents for comfort. In my experience, however, after a few days of orientation, meeting new friends and establishing new routines, they will be absolutely fine! Will they have bad days? Of course! But it's important to remember that we have a team of Houseparents, Nurses and Counsellors on hand to help and support them. Trust that we will look after your child.

#### Can students decorate their bedrooms?

Students may decorate their rooms within the bounds set by decency and good taste. Decorations should not damage or deface the room in any way. Students will be billed for the cost of repairs for any damage incurred during the year. Decorations must be hung according to the guidelines set by Houseparents.

#### What electrical appliances can students have in their bedroom?

Many electrical appliances, such as cooking appliances, refrigerators, televisions, and sun lamps are not permitted in the rooms. If needed we can offer a limited amount of fans or heaters for rooms. All boarders personal electrical items will be tested soon after arrival to ensure that they comply with UK standards.

#### What happens about completing homework?

Evening Study Hall runs between 19.00 and 21.00 for all boarders. Boarders will usually undertake Study Hall in their own rooms, but they also have the option to work communally in the Dining Hall or also in the Upper School library if they prefer.

#### Can students stay away from school overnight?

All boarding students have permission to travel away from school overnight on school-sponsored chaperoned trips. Subject to written parental permission and that of a host over the age of 25, boarding students may also stay overnight at the homes of other TASIS England students. In addition, parents may designate other, non-TASIS families whom their children may visit. Overnight permissions will only be granted on the understanding that an approved adult chaperone will be present at all times.

Students intending to spend a weekend night off campus must submit a request via Orah by the Wednesday preceding the weekend. An invitation from an acceptable adult host must also be submitted to the school and should be given by email to the House Parent no later than 5:00 p.m. on that Thursday preceding the weekend.

### Frequently Asked Questions



#### Are bedrooms kept tidy?

Students are expected to keep their rooms neat and tidy at all times. Daily room inspections will be completed by House Parents.

#### Can students leave the dorm during free time?

Boarding students are required to sign out using Orah whenever they leave their boarding house. Using this software they also need to note where they are going, be it on or off campus. With permission from parents / Houseparents, boarders can travel to local towns to shops and restaurants, or explore London's attractions over the weekend. They have a campus curfew during the week of 7pm, and between 10pm-11pm at the weekend (dependent on age).

#### Can students listen to music in bedrooms?

Students are allowed to have and play music in their rooms as long as this does not interfere with the comfort and interest of other members of the community. No loud music is to be played during the academic day or evening study hall periods. During study hall hours, students with independent study privileges may only play their music in their rooms with the use of headphones.

#### When can students use their phones?

Students may not make or receive phone calls during study hall periods or after check-in times. Mobile phones are to be switched off and may not be used for any purpose during designated study periods or after check-in in the dormitory. Unauthorised use of mobiles phones will result in disciplinary action.

#### Can my child have a vehicle at school?

Boarding students are allowed to have and ride bicycles in accordance with their off-campus permissions. They are not allowed mopeds, motorcycles, or automobiles. Boarding students are never to ride in cars driven by other students. Specific permission for exceptions will be considered only when formal affidavits have been received from both the passenger's and the driver's parents.

#### What happens at the end of each term?

Every term typically ends on a Friday at 3.20 when lessons finish. Every boarder is free to leave school for home from this time. We can help with transport to the airports. Every boarder has to be off campus by 13.00 on the Saturday following the end of term on the Friday when the school will shut for the holidays.

During the school year most belongings can be kept in boarders rooms ready for their return at the start of the following term. At the end of the summer term, however, every room has to be emptied and all belongings packed away. We can store a limited amount of belongings for boarders returning the following year, but not for those leaving, even if they are attending universities in the UK.

