



Mayfield

# ST DUNSTAN'S HOUSE

HANDBOOK 2023-24



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# Welcome

**Welcome to St Dunstan's House, the Boarding House for Years 12 and 13, traditionally known as the Sixth Form.**

Some of you will have come up through School, but for others this is your first term at Mayfield School or perhaps your first term in St Dunstan's. The purpose of this Handbook is to help you settle in as quickly as possible and to provide a reference book for your time in the Sixth Form. It covers some general information and, also, some House Rules. They are for the general happiness of everyone and the smooth running of the House.

If there is anything which you do not understand or which is not covered, please ask the staff or Prefects who are here to help. We care about you as individuals and hope you will see the staff as people with whom you can build a trusting and strong relationship. We also hope that you will quickly feel at home with us if you are new to the School or boarding.

The House should, in a real sense, feel like home. As Sixth Formers, I am sure you will show consideration, maturity and awareness of the needs of others, which will enable rules to be kept to a minimum.

I hope you will find the House a place where you can relax, be happy and secure, as well as study effectively.

**Miss Josefina Ruival**  
Housemistress





# The Sixth Form Centre

**Our Sixth Form Centre provides a stimulating and comfortable environment in which to work and relax for both boarders and day pupils.**

Students will have their own designated study area within the Centre and many Sixth Form lessons will be taught there.

It is an expectation therefore that boarders will leave the Boarding House at 08:10 and not return until 16:30 each day.

Free periods during the day should be spent on independent study and subject preparation within the Sixth Form Centre. Study from 16:55-18:00 during the week will also take place in the Centre for all the Sixth Form unless other extra-curricular activities are being undertaken. Communal Common Room areas are available for all of the Sixth Form to enjoy at break times and during the lunch period.

The Sixth Form Centre may be used in the early evening for study. Students should always sign out and return to the House by 21:00. Please inform the House staff if, due to some exceptional circumstance, you will be later than 21:00.



*"Without the support system and encouragement that I receive here, from my peers and my teachers alike, I would not have been able to get where I am now and be on such an exciting trajectory. I am incredibly grateful for the opportunities Mayfield has given to me."*

Amanda, Sixth Form Student

## HOUSE STAFF

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Housemistress:

**Miss Josefina Ruival**

Assistant Housemistress:

**Miss Jessica Tompsett**

Miss Ruival has overall responsibility for the welfare and discipline of all members of the House. She is supported by an Assistant Housemistress, two Resident Tutors and a Graduate Assistant.

Several cleaning assistants also support the House staff and perform a vital role for all within the House.

Senior Boarding Prefects, a Head and Deputy Head of House also play an important organisational role within the House. These girls will be introduced to members of the House at the start of term and outline the roles they perform. In particular they will help you to feel settled and at home within the School and Boarding community. The Prefects also perform a vital role within the other Boarding Houses. They aim to foster a real sense of belonging between all of the boarders in School.

If any member of the House has a problem, complaint or concern she would like to discuss, Miss Ruival is available each day. There are always two members of staff on duty every evening. All boarding staff can be contacted by email or there is a box outside the House office which can be used for suggestions (anonymous or otherwise).

In case of emergency, during School hours a member of staff can always be found in the main School Office or the Health Centre on 01435 874611 or extension 228.

## KEY CONTACT DETAILS

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### Housemistress

Tel: +44 (0)1435 874601

Internal ext: 291

House Mobile: +44 (0)7545 609782

Email: [jruival@mayfieldgirls.org](mailto:jruival@mayfieldgirls.org)

### St Dunstan's House email address

[dunstans@mayfieldgirls.org](mailto:dunstans@mayfieldgirls.org)

### Main School Office (during term time)

Open Monday - Thursday 08:00 - 18:00,

Friday 08:00 - 17:15

Tel: +44 (0) 1435 874600

## ACCOMMODATION AND FACILITIES

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All members of the House are either full or flexi boarders. Flexi boarders must always sign in the 'flexi diary' outside the office every night they intend to sleep in the Boarding House.

Most girls in Years 12 and 13 have their own single study bedroom but there are some twin rooms. Room allocations will usually be made before term starts.

In terms of students, on average there are approximately 60+ members of the House divided between Years 12 and 13. Showers, bathrooms, toilets and kitchens are found in each boarding area and everyone is

permitted to use the main shower block and self-service laundry room located in Cornelia Connelly Wing.

There is one large Common Room available for girls to use. Additionally, students may use the Library and certain classrooms during the evening and at weekends. The fitness room and swimming pool may be used at the times advertised around the House. Girls are expected to keep Common Rooms clean and tidy, and free from litter and dirty dishes.

Each boarding area has a sink, fridge, microwave, kettle, water fountain and crockery. Please take care when using the equipment and be sure to follow any instructions. The kitchens are for the preparation of hot drinks and light refreshments only, not full meals, which are provided in the Dining Room. Please be aware that no cooking equipment/ kettles are allowed in bedrooms.

## PERSONAL BELONGINGS

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Sixth Form students do not wear a formal School uniform but must adhere to the Dress Code. The Dress Code is designed to give a neat professional appearance to reflect the clothes now appropriate for most places of work. For more information on this, please refer to the leaflet 'Sixth Form Dress Code' – you will be given this before you join Year 12.

All pupils in Years 12 and 13 may wear small amounts of jewellery (no facial or body piercings and nothing that will pose safety issues).

At evenings and weekends they may wear clothes of their own choosing.

In addition, boarders are required to have the following:

- Three sets of suitable nightwear;
- One dressing gown suitable to wear to and from showers or bathroom;
- One pair of flat slippers/sliders/flip flops;
- Toiletries in toilet bag;
- One duvet;
- Two duvet covers, three sheets, three pillow cases (pillows can be provided);
- Two bath towels;
- One net laundry bag.

All clothing and personal items must be named before arrival.

## HOUSEKEEPING AND LAUNDRY

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Laundry is collected from the Cloister on a Tuesday morning and is returned on a Saturday morning. Please make sure that you enter each item in your laundry book, which should then be placed by the Concierge Office. You will also be provided with a laundry bag in which to place your washing. A termly allowance of £55 for laundry is provided.

There is a dry-cleaning service. A label must be attached to each garment giving your name and a description of the item. The item should be placed in your blue laundry bag and left in the Cloister. Dry cleaning is itemised on your termly bill.

For those wishing to do their own laundry there is a self-service laundry area in Cornelia Connelly Wing which is open between 07:00 and 22:00. There is no charge for use of the machines in this area. Soap powder is provided free of charge. It is strongly advised that girls use net bags for underwear and socks. These are available for sale from the School Shop. Each term a lot of time is devoted to returning laundry to girls and sorting through unnamed washing. Please be considerate: make sure all clothes are clearly named and remove your belongings as soon as possible once the laundry has been washed and dried.

## HOUSE TIMETABLE

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### MONDAY – FRIDAY

07:20	Wake up bell
07:45 - 08:00	Breakfast
08:20	Registration (It is compulsory for all students to register)
13:10	Lunch
16:30	Tea
16:45	Activities and Study in the Sixth Form Centre
18:15	Registration followed by Supper
19:00	Supervised Study
21:00	Free time - Snacks
22:15	All girls to own rooms.



## WEEKEND TIMETABLE

### Saturday

09:15 - 9:30	Breakfast/Brunch
12:30	Lunch and Registration
18:15	Registration
18:30	Supper
23:00	Quiet time (Friday and Saturday).

### Sunday

09:45 - 10:15	Breakfast
11:20	Registration - followed by Mass
12:30	Lunch and Registration
18:15	Registration
18:30	Supper
22:15	Quiet time.

All girls should be in their own rooms and quiet by 22:15. Year 12 should be in bed with lights out by 22:45 at the latest. Year 13 should be in bed with lights out by 23:00. Please respect the 22:15 onwards quiet rule. No one should be walking around for any reason after 23:00 as this disturbs others who are already in bed.

During the week there is no television after 22:00 unless specific permission has been granted.

## MEALTIMES

### MONDAY – FRIDAY

Breakfast, lunch, tea and supper are served in the Sixth Form Dining Room. It is expected that girls attend all meals, especially breakfast, as it is the most important meal of the day and will give you a good start and help you concentrate throughout the morning.

You should be dressed and ready for School and in the Dining Room before 08:00. Your appearance should be neat and tidy and should conform to the Sixth Form smart Dress Code. At weekends you may wear comfortable casual clothes but nightwear is never permitted in the Dining Room.

## STUDY

After supper from Monday to Thursday students are expected to study from 19:00 - 21:00 and on a Friday evening, if required, from 16:55 - 18:00. Girls are encouraged to study in the Library, Sixth Form Centre, or supervised study rooms, unless involved in extra-curricular activities. This is a time when the Boarding House should be quiet and sensible work undertaken.

However, it is recognised that girls may wish to study at other times as well, and this is perfectly acceptable. Girls who study in the Library are reminded that there must be no eating, drinking, or talking in the Library. Girls should also remove all their files and equipment when they leave after the Study period.

Each girl is expected to work on her own. No one should be cooking, eating, watching television, showering or using the telephone during Study time. You may listen to music provided it cannot be heard outside your room.

Please do not disturb others by walking around or visiting etc. It is helpful to everyone to have an atmosphere that encourages concentration.



Computer rooms are available to Sixth Formers during the evenings and at weekends. Laptops brought into School must comply with the School's electrical safety regulations and are brought in at the owner's risk.

## WEEKENDS AND WEEKEND LEAVE

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Weekends in St Dunstan's offer a variety of activities. The organised whole School outings take place either on a Saturday or Sunday afternoon, in addition to which there are House outings and events too.

If girls wish to leave the House at weekends, parental permission will be required and a weekend form must be completed and handed in no later than 18:15 on the

preceding Wednesday. If a student is planning to stay with a family other than her own, confirmation of the stay must be provided by that family. If a full boarder is regularly visiting the same family (e.g. every other weekend) then her parents can give one confirmation for the whole term as long as the dates are clearly confirmed and it is understood that parents will contact the House staff if there are any changes to the original plans.

A permission form can be signed by parents or guardians at the beginning of each year giving details of family and friends with whom you may spend weekends. You will not be permitted to leave School unless parental permission is granted. It is essential that we know exactly where you are and who is responsible for you when you are not on site.



## HOUSE MEETINGS AND INFORMATION SHARING

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The notice boards around the House display important information so please read these daily. House meetings are held every evening at 18:15. Notices of meetings are placed around the House and every House Member must attend: a register will be taken. It is an opportunity for the House staff and students to exchange information and views. In addition, the Housemistress meets with the senior members of the House (Head of House, Deputy Head of House, etc.) normally once every half term to discuss House issues. Please use the senior House members as a channel for any concerns or matters you wish to raise between House meetings or alternatively you may speak to the House staff directly. Minutes of the meetings with the senior members of the House will be displayed on the notice board outside the office. One evening a week, the School Chaplain, Ronan Lavery, will also visit the House.

## HOUSE RULES AND BEHAVIOUR

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During the Autumn and Spring Terms no one should be out of School or in the grounds after supper without the consent of House staff. During the Summer Term, girls are permitted to be in the School grounds after supper but everyone must be back in the House by 21:00. Girls must sign out when leaving the Boarding House and sign back in when they return.

Your room is your own private space. You should respect each other's privacy. Therefore, please do not enter another girl's room without being

invited. Please do not borrow possessions or work files, books, etc. without permission.

Girls are allowed to travel into Tunbridge Wells at the weekend but they must be back in School in time for supper. Each girl must obtain permission from a member of House staff in person and the exact times need to be confirmed before she leaves.

Girls may go to the cinema at weekends and permission must be obtained from the St Dunstan's House staff. Parental permission is not usually required for daytime trips, except for trips to London.

Girls need to sign in and out whenever they leave the main School building, during School hours.

If a girl wishes to go out of School to any other venue, then permission must be obtained from parents and confirmation must be given to House staff.

You may receive visitors and friends at the weekend but the Housemistress should be notified in advance of any visit and all visitors must leave by 18:00. Please introduce your guests to the member of staff on duty. For reasons of privacy, male relatives or friends must not go up to the sleeping areas. They should be entertained in Becket Hall and on special occasions, with prior permission, in the Common Room.

On no account must a girl be driven by another student without parental permission from both parties (i.e. the parents of the driver and passenger). A member of St Dunstan's

House staff must be informed beforehand by both sets of parents of this permission.

Mobile phone numbers must be given to House staff at the beginning of the year. These will be used if students need to be contacted in an emergency. It is also important for students to make sure they have contact details for House staff and the office.

All girls staying in over the weekend are expected to attend Mass on Sunday mornings at 11.30, be on time and smartly dressed. They should report to the Common Room to register prior to going to the Chapel. Girls competing in riding competitions or attending other events on a Sunday will need to attend Mass on Saturday evening. This will be organised by boarding staff.

Your bedroom should be kept tidy. Please observe your weekly turn-out day by clearing all surfaces so that your room can be cleaned thoroughly. A visual check will be conducted every week to ensure your room is tidy and hygienic.

You may put pictures and posters up in your room using the pin board only. Posters which are not on the pin board will be removed. No fabric wall hangings and no candles or incense burners are allowed because of the fire risks.

You are expected to treat the School property with respect and care. You will be liable to pay for the costs of repairs to any damage caused either deliberately or through carelessness, such as overflowing baths, basins, use of metal objects in microwave ovens, microwaves left on, etc.

Possession and consumption of alcohol in School is forbidden. Please see the Drugs, Substances, Alcohol and Tobacco Policy (available on the School website). The penalty for infringement is: confiscation of any alcohol found; a letter to parents; then further action as appropriate. If spirits are brought into School or consumed, suspension should be expected, in line with the School's Rewards, Sanctions and Pupil Voice Policy.

Occasionally, Sixth Formers may have wine to accompany a celebratory meal or a special occasion. Parents are asked to contact Miss Ruival if they have any objections to their daughter drinking wine under supervision.

Smoking/vaping is strictly forbidden in School, in the School grounds, in the village, on School transport or on any activity connected with the School. Any infringement of this rule will be referred to the Senior Deputy Head.

Possession of any illegal substance is a criminal offence and would warrant severe sanctions. The School reserves the right to test for illegal substances if there is evidence that they have been used - see the Drugs, Substances, Alcohol and Tobacco Policy.

Girls are permitted to eat at The Middle House in Mayfield village with family or on special occasions with friends. This privilege is at the discretion of the Housemistress.

Occasionally, for a special occasion, House staff may allow a small group of girls to go out mid-week. The necessary paperwork must be





completed in advance and all those attending must have consent both from their parents and House staff.

## SANCTIONS

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House sanctions are usually only given for anti-social behaviour, for rudeness to a member of staff, breach of School Rules and for behaviour that puts either yourself or others at risk. Sanctions include boarding referrals, weekend detentions and community service.

Examples of anti-social behaviour include: failing to turn up at your House duty; causing a disturbance during study or after lights out; going to other girls' rooms without permission; borrowing without permission; leaving the communal and kitchen areas in a mess; being late for breakfast, House meetings etc. and leaving School without permission.

In general, House sanctions take the form of socially-useful tasks and all sanctions are recorded by the Housemistress. Persistently poor behaviour will result in a girl being put on House Report and a referral to the Senior Deputy Head. We believe in keeping in regular contact with your parents and may call them if we have concerns, but usually this is a last resort. Parents are encouraged to call the House Office if they have any concerns.

## WHOLE SCHOOL RULES AND POLICIES

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Information on Whole School Rules and Policies is available on the School's website.

## HEALTH AND SAFETY

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### WELLBEING

The health and welfare of all the girls is extremely important to staff. If you feel unwell or have a minor complaint, the Boarding staff member on duty should be seen in the first instance.

If necessary, you will be referred to the Health Centre.

The Health Centre is staffed by four Nurses and a timetable of who is on duty, and when, is displayed on the notice boards. The Health Centre is open Monday to Friday between the hours of 07:30 and 18:30 and there is a Nurse on call in the evenings and at weekends.

If you are taken ill during the night, please alert the member of staff on duty. If you bring any medicines into School from home, please inform the Health Centre and the Boarding staff.

If girls are struggling emotionally they are able to talk to their Housemistress, Tutor, School Chaplain or any other member of staff they feel comfortable with. We also offer an in-house counselling service.

### MEDICAL AND NURSING CONFIDENTIALITY

In accordance with the School Doctor's and Nurses' professional obligations, medical information about students, regardless of their age, will remain confidential. However, in providing medical care for a student, it is recognised that on occasions a Doctor and a Nurse may liaise with a parent or guardian,

the Head or other academic staff and House Staff, and that information, ideally with the student's prior consent, will be passed on as appropriate. With all medical matters, the Doctor and Nurse will respect a student's confidence except on the very rare occasion when, having failed to persuade the student or her authorised representative to give consent to divulge, the Doctor or Nurse considers that it is in the student's better interests, or necessary for the protection of the wider School community, to share information to a relevant person or body. Please see the School's Safeguarding Policy (available on the School website).

## **FIRE PRECAUTIONS**

Please use the signing-out book, which is outside Miss Ruival's office, whenever leaving or returning to the House. If there is a fire or other emergency it is vital that staff know who is in the House.

Please read the notices regarding fire drill procedures. You should know how to get out of the building safely and the location of fire escapes. The fire escapes are only to be used in an actual emergency. There is a £20 fine if you are caught using them at other times. If the fire bell does go off girls should quietly and sensibly make their way outside by the nearest fire exit, and make their way to the Fire Assembly Point on the Astroturf. You will be registered and, when all has been checked, allowed to return to your room. Expect regular fire drills to take place; Miss Ruival will review evacuation procedures with you throughout the year.

## **ELECTRICAL EQUIPMENT**

No cooking equipment / kettles are allowed in bedrooms. Students' electrical equipment will be checked on set days during the first term.

## **POCKET MONEY**

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There is a limit that the Housemistress will keep for the girls in the Boarding House. Please note that this money should be brought in cash in various denominations and not just in £50 pound notes.

- Sixth Form will be £250 per term.

Please note that this amount also includes any money brought into School in any other currency.

At the beginning of each term, parents may top up their daughter's pocket money but it must remain within the above-mentioned sum.

We encourage the girls to open bank accounts in the United Kingdom and to have a bank card.

There is a Post Office in Mayfield village which accepts clients from many banks including those listed here:

- Allied Irish;
- Barclays Bank;
- Bank of Scotland;
- Co-op;
- Danske Bank;
- First Direct;
- Handelsbanken;

- HSBC;
- Lloyds;
- Metro;
- Nationwide;
- Nat West;
- Royal Bank of Scotland;
- Santander;
- TSB;
- Virgin Money.

However it may be best to check with us before opening an account so that we can confirm whether or not the Post Office accepts the bank you are thinking of using. The list is always changing so do ask us for the latest list.

We would expect a UK boarder to open their account whilst at home.

If an overseas boarder arrives in the UK before school starts, please take this time to open an account in person.

If not, Boarding House staff may be able to help overseas boarders to book an appointment with a bank in Tunbridge Wells. However, these need to be booked in advance and will not always be available in the first few weekends.

## ACCESS TO THE VILLAGE AND BEYOND

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Some areas of the School grounds and beyond are out of bounds. Please see the map on the St Dunstan's House notice board for more information.

## SMOKING/VAPING/ALCOHOL

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Any girl caught smoking (or vaping), taking drugs or drinking anywhere in School, should expect sanctions to be imposed. Any girl caught in the company of those drinking, taking drugs, smoking or vaping should also expect the same sanction.

For more information please see the Drugs, Substances, Alcohol and Tobacco Policy.

## CONCERNS AND COMPLAINTS

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Everyone has concerns and worries at some point, and at Mayfield there are several things you can do if you are feeling troubled. You can:

- Talk to your Housemistress;
- Speak to any other member of Leeds House staff;
- Go to our School Chaplain, Ronan Lavery, or speak to him when he visits Leeds House;
- Discuss your problem with one of the Nurses in the Health Centre;
- Talk to a friend, and ask her to come with you to a member of staff;
- Chat with a Prefect;
- Speak to your Form Tutor, one of the Heads of School or another of your teachers;
- Place a note in our 'Suggestions & Things You Want Us To Know About' box;
- Contact the School's 'Independent Person' (details on the House noticeboard);
- Talk to Mrs Deborah Bligh, the Senior Deputy Head or Mr Jonathan Forster, Interim Head.



  
**The Richards South Stone Centre**  
Donors  
His Excellency Sir Mark Richards, Governor-General  
Specialist Centre for Social Services  
17<sup>th</sup> November 2017



There are many people at Mayfield who will be very happy to help you, and usually you will find that the issue can be quickly sorted out. Never keep a worry to yourself. We want you to be happy.

## ENGLISH SPEAKING POLICY

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Girls are expected and encouraged to speak English at all times. Not only does this improve fluency, but it prevents anyone feeling excluded from the conversations and promotes unity within the House.

## TRAVEL

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Travel arrangements are made through the School's Travel Co-ordinator, Mrs Attoe, who you can contact directly by email on [jattoe@mayfieldgirls.org](mailto:jattoe@mayfieldgirls.org). Any changes to travel need to be agreed with Mrs Attoe otherwise parents may be charged for late cancellation if taxis are involved.

## AIRPORT TRANSFERS

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We are able to organise transport for boarders to and from UK airports (e.g. London Gatwick or London Heathrow). Whenever possible the transport costs are shared between those travelling. Please bear in mind that travelling to or from other UK airports (e.g. Luton/Stansted) may incur an expensive taxi fare. Transport charges will be included on the School bill issued to you at the end of each term.

Your early provision in writing of flight details/ e-tickets and any other requests for transport is essential. Please note that we would like you to send flight details four weeks prior to departure date.

Parents are expected to make all flight bookings to coincide with the School's academic term dates, details of which can be found on our website [www.mayfieldgirls.org](http://www.mayfieldgirls.org). In exceptional circumstances only, requests for authorised absence should be made in advance and in writing to the Head of Sixth Form using the "Request for Term Time Absence from School Form" which can be downloaded from the School website.

## LUGGAGE

Please ensure that your daughter keeps her luggage to within the airline allowance (usually 20kg for economy class). It is essential that you check this carefully with the relevant airline.

Storage capacity at School is limited and only a reasonable amount of luggage will be stored during School holidays for students. One suitcase and one bag for each student is deemed reasonable by the House. Health and Safety guidelines give us weight limits on what size of luggage is acceptable for students and staff to carry.

## WEEKEND LONDON BUS SERVICE

Mrs Attoe arranges transport by School minibus or an escorted executive coach to and from Central London. During term time, a School minibus and driver is used. Girls book places on these coaches through Mrs Attoe, with a

deadline of three days prior to travel. Costs for the academic year 2023-24 will be £30.00 for a single journey and are charged to your account.

Please be aware that the coach cannot wait beyond the given departure time due to parking restrictions.

## CARS

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If you have passed your driving test and wish to keep a car at School you may do so provided permission has been given by your Housemistress. You must also register your car with the School Office and hand in your car keys to the Housemistress during the week.

You may not have other girls in the School as passengers without prior permission from their parents and your parents – which must be in writing to your Housemistress.

If you have obtained a Provisional Driving Licence and have written permission in writing from your parents you may arrange privately to have driving lessons. These lessons may only take place outside the normal School day and you must let the member of House staff on duty know.

## INSURANCE AND GENERAL SAFETY OF ITEMS

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Mobile phones, laptops, printers etc are brought into School at your own risk and must be covered by your own insurance. The School cannot accept liability for the loss of, or damage to, these items. Please take responsibility for your own possessions and report immediately if you suspect something of yours is missing.

A woman and a young girl are in a science classroom, both wearing white lab coats and safety goggles. The woman, on the left, is smiling and looking at the girl. The girl, on the right, is looking up and to the right with an open mouth, as if speaking or reacting. They are standing at a wooden table with a book and some colorful objects on it. In the background, there is a window with a black curtain and a bulletin board with various papers.

# Educating girls to respond to the needs of the age

Cornelia Connelly, Founder



Mayfield

Mayfield School, The Old Palace, Mayfield, East Sussex, TN20 6PH  
[mayfieldgirls.org](http://mayfieldgirls.org)