

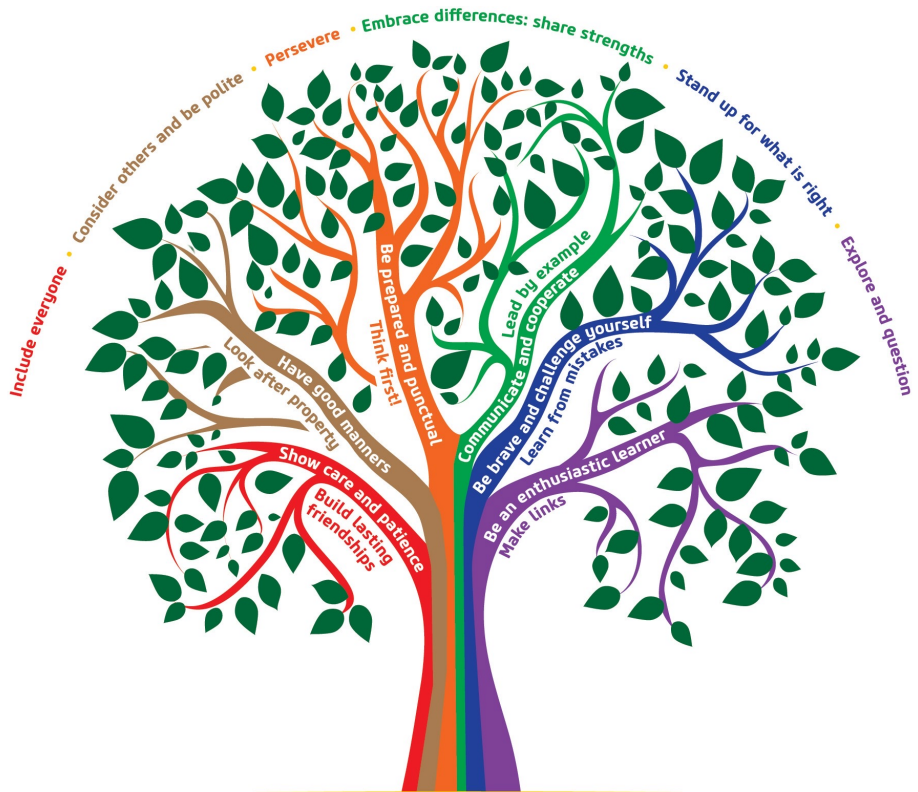


UPPER SCHOOL HANDBOOK



2023-2024

Upper School Values Tree



Kindness • Respect • Independence • Collaboration • Courage • Curiosity

ST HUGH'S UPPER SCHOOL

We are delighted to welcome your child to Upper School. We hope that the information in this handbook will be useful to you.

Morning and Afternoon Routine

The school day begins with registration and a short session with form teachers at 8.20am. Children can be dropped off from 8.00am. It is essential for children to be here in good time for registration at 8.20am before they go off for lessons at 8.35am. Middle and Upper school children have assembly on Monday morning, starting at 8.30am. Children may go to form rooms at 8.15am - if they arrive before this time, they will be supervised outside the Upper School building. If in an exceptional circumstance, you need to bring children in before 8.00am we ask that you request permission in advance as supervision is not usually available before this time.

If a child has a pre-arranged lesson (e.g. for a musical instrument) earlier than 8.15am, they must be registered as 'present' by the receptionist before going to their lesson. Any children arriving at school after 8.30am (the close of form registration) should register with the receptionist before going to their first lesson.

Morning break is from 10.40am to 11.10am and morning lessons end at 12.50pm. Upper School pupils have a break from 12.50pm to 1.50pm during which time they have lunch. The timing of lunch varies each day depending upon commitments, such as choir, orchestra and away matches.

Lessons end at 4.40pm when children either go home, to activities, homework club (Late Stay) or boarding. Children going straight home must sign out with the member of staff on duty. On Wednesday afternoons, Upper School have sports fixtures: children playing at 'home' generally finish at 4.15pm, and those 'away' are back at varying times. Information on fixtures is sent in the Cygnet (the Friday newsletter) and can be found on SOCS, our sports app.

If you are going to be late collecting your child or have arranged for someone else to collect them (including when children are playing in 'away' matches), please ensure that you notify the receptionist.

Day children may be collected either straight after lessons end at 4.40pm, after activities/ Late Stay at 5.30pm, or after Tea between 6.00 - 6.15pm. Late Stay is held daily from 4.45-5.30pm and is supervised by a member of staff (this is often helpful if one sibling is doing a club and others are not). Day pupils are welcome to stay for tea, but we require a minimum of 48 hours' notice if you wish to book them in on an ad hoc basis (which should be done by contacting the receptionist). Tea for day pupils finishes between 6.00 - 6.15pm and pupils must be collected from the Manor House by 6.15pm at the latest.



Parking

Morning drop off:

- Pavilion Car Park - this operates a 'drop and go' system whereby children can exit cars quickly and make their way down to the supervised area outside the Upper School building.
- Manor House Car Park - this operates a 'park and help' system with parents being welcome to park and get out of their cars.

Afternoon collection:

- Year 7 and 8 collection before 5pm is from the Pavilion Car Park.
- Year 5 and 6 collection before 5pm is from the Manor House Car Park.
- Collection of all Upper School children after 5pm is from the Manor House Car Park. Please do not ask them to wait for you in other places.

After dark or in bad weather children may be expected to wait inside the Manor House.

The Dog Walking Car Park at the A420 end of Carswell Lane is accessible every morning.

Visiting the School

Please note that only pupils and members of staff may enter school buildings during the school day (with the exception of the Manor House reception), unless for pre-arranged meetings or events to which parents have been invited. All visitors, including parents attending for a meeting, must report to the Manor House reception to sign-in and sign-out.

Dogs on site

Whilst we welcome well-behaved dogs within the school grounds, please note that dogs must not be brought into any indoor spaces at any time, and dogs are required to be kept on a lead at all times. Please refer to the school's Dog Policy for further information.

Bridle Path - Public Access

Please note that there is a public bridle path which runs through the school grounds. Members of the public must not deviate from this path and enter the school grounds. If you are on site and have any concerns about unauthorised access, we ask that you report these immediately by calling the school or alerting the receptionist or any other member of staff.

Absence from School

If your child is unable to attend school, please telephone reception (01367 870700) or email reception@st-hughs.co.uk by 8.15am, explaining the reason for the absence. This contact needs to be made on each day that your child is off school. The school is bound by government regulations concerning school registers and every unauthorised absence has to be recorded.

If your child arrives after 8.30am, when registers are closed, they must report to the school receptionist to sign in.





If your child needs to be absent to attend a pre-arranged appointment, such as a dental check-up, or to visit a senior school, please notify reception and their form teacher by email, in advance. Please note that it is very important that children are signed in and out by the school receptionist when arriving or departing at any point during the course of the school day.

Advanced permission must be sought from the Head for children to be absent for prolonged periods or for holidays overlapping term time. Please email headsipa@st-hughs.co.uk.

Medical Matters

As part of the admissions process, parents are asked to complete a confidential medical form for their child and to provide details about allergies and medication. Records are held in the school Medical Centre. Long term medication or monitoring, such as for asthma or diabetes, should be discussed with the Head Nurse.

It is essential that you inform the school nurses if your child undergoes an operation or has a significant illness or injury (such as concussion). Any changes regarding long term medication or ongoing health issues, including regular hearing and sight checks should also be reported.

Illness

Please inform the nurses if you have given any pain relief prior to school so that there is no risk of your child being overdosed. If your child requires medication while in school, please deliver this in person to the Medical Centre in its original packaging. A consent form must be signed so that medication can be administered during the day - this can be found on the school website or can be provided by the nurse on duty.

If your child is unable to take part in sport please email the school nurses (nurse@st-hughs.co.uk) at the start of the day indicating how long they will need to be excused.

Children should not return to school until they have fully recovered from any illness and their temperature is normal. In cases of vomiting or diarrhoea, the school policy requires children to stay at home for 48 hours after the last episode.

Food

All children are encouraged to bring a water bottle into school to keep with them during the day. We ask that bottles contain only water.

Lunch is served in the Dining Room where the children have a selection of hot and cold options from which to choose. Meals are supervised to ensure that children enjoy a balanced meal. Snacks are provided at morning and afternoon break times.

Due to the increasing number of children who experience allergies, we do not allow nuts in school. Any allergy or dietary issues should be communicated to the School Nurse. We also do not allow children to bring sweets into school.



Upper School Staff

In Upper School, pupils are placed in a form for registration with a form teacher and then move to a specialist subject teacher in a subject room for each lesson.

A full list of subject teachers, as well as administrative and support staff, can be found on the website.

Contact with Staff

The children should feel that they can talk to us and we like to encourage them to deal with general queries and minor issues themselves as a step towards independence. There is a possibility that, from time to time, your child may have difficulties and, if this occurs, a member of staff will contact you immediately to discuss the situation. Our aim is to ensure all children settle happily and quickly into their daily routine of school.

Staff in the Upper School are always happy to talk to parents and we value well established communication between home and school. All staff check their school emails regularly during school hours and you may find this the most useful way of communicating with your child's form teacher or other members of staff. Staff may be contacted by email using their surname and their first initial followed by @st-hughs.co.uk (eg. smithj@st-hughs.co.uk). Please note that whilst staff aim to reply to emails as quickly as possible, there may be a delay in responding to communications sent at weekends or between 6pm - 8am on weekdays. If you would prefer to telephone the school, the Receptionist or the School Secretary will be happy to help put you in touch with the appropriate member of staff.

The school website www.st-hughs.co.uk provides a wealth of information about the school. The school calendar, news and contact details are easily accessible here.

The Cygnet weekly news is sent out to parents via email each Friday. The Swan magazine is produced at the end of each term and features many photographs from Upper School activities as well as giving a flavour of school life from Nursery to Year 8. Further correspondence may be sent at the start of term, or regarding specific events during the course of the term via email.

If you have any worries or concerns at any time, please do not hesitate to contact the school. Your child's form teacher may be best able to assist in the first instance, Mr Clarke and Miss Ewins will be very happy to assist with pastoral matters and the Head is always very happy to discuss any issue with you.



Reporting

A schedule of reporting to parents can be found on the school website. In addition to receiving reports, you will be invited to attend parents' evenings which take place twice a year for most year groups, with dates marked in the calendar. These evenings will provide you with the opportunity to discuss and review your child's progress. Please do not hesitate to contact your child's form teacher or the relevant subject teacher if any issues arise.

Homework/Prep

Homework/prep is set on Monday, Tuesday, Thursday and Friday. Children in Year 5 are expected to complete work for 30 minutes per day. This increases to a maximum of 45 minutes in Year 6, 60 minutes in Year 7 and 75 minutes in Year 8. There is no formal prep set on Wednesday evenings, but all children are expected to read for at least 30 minutes, in line with the routine of the boarders.

Tasks might include follow up work to class activities, preparation for the next lesson (e.g. independent research), revision for a test or a stand-alone exercise. This time is valuable for encouraging children to work unaided, whenever possible.

Teachers will endeavour to design work to fit the allocated time as closely as possible. If your child is unable to complete the work set by the end of the allocated time, please make a note on the piece of work or inform the relevant subject teacher by email.

Upper School children are given a St Hugh's Planner. Year 5 children are expected to use this every day to record their prep - we ask parents to monitor this and sign the planner at the end of each week to indicate that you have overseen the work and have no concerns. Children in Years 6 to 8 may use their planners as a diary, notebook and prep reminder. Prep for children in these year groups is set online on Microsoft Teams.

House System

All children are allocated to one of the four school Houses: Bickley (Blue), Carswell (Yellow), Chislehurst (Green) or Malvern (Red). If a child has an older sibling that is, or has been, at the school, they will automatically join the same House. There are lots of healthy competitions within the Houses including the rewards system, music, quiz and sport. There is a whole school house event each term. Winning houses receive a feast at the end of term and also the winning house over the whole year lifts the 'King Pot' cup at Speech Day. Each House supports a specially chosen charity for which they raise funds and increase awareness.

House Point System

House points are awarded by staff for a good piece of work or good citizenship. A golden house point (worth 5 points) is awarded for exceptional pieces of work, outstanding effort or notable acts of citizenship. Individual accumulation of house points and golden house points will earn Head's Awards for Years 3 to 6 and Head's Rewards for Years 7 and 8.

Leadership and Positions of Responsibility

Leadership guidance begins in the summer term of Year 7 when the pupils attend sessions with the Head. In this term, pupils are also invited to apply for positions of responsibility, including prefects and House captains. Through this process pupils gain experience in writing a letter of application and an understanding of what is expected in such a role.



Mental Health and Wellbeing

Positive mental health is promoted for all pupils. We recognise that mental health affects all aspects of a child's development, including their reading and writing abilities, as well as their emotional wellbeing. For most, the opportunities afforded for learning are exciting but can occasionally give rise to anxiety and stress. We recognise that children may also suffer mental health issues due to circumstances outside school. At St Hugh's we are committed to providing a safe and secure environment for pupils and to promote a climate where pupils feel confident about sharing any concerns they may have.

Our Wellbeing focuses:

- to promote positive mental health and emotional wellbeing for all pupils
- to increase understanding and awareness of common mental health issues
- to provide support to pupils suffering from mental ill health and to support their peers and their parents

These aims are met in a variety of ways in Upper School:

In form time: Pupils will meet their form teacher every morning for a calm and relaxing session to prepare belongings for the lessons ahead, to read quietly or to discuss current affairs. The form teacher is always on hand to deal with any concerns.

In House meetings and assemblies: Each House forms a close bond and through events, raising money for a chosen charity or the awarding of certificates, a sense of belonging is created. School assemblies occur once or twice a week with themes, hymns and guest speakers being regular occurrences.

In PSHE & Wellbeing lessons: To support the form teachers and to further develop pupils personally and socially, the PSHE and Wellbeing curriculum provides enriching, varied and thought-provoking lessons.



In Wellbeing lessons, pupils learn strategies and techniques for inducing calm and positive thinking which they can then use to deal with stresses in their daily lives.

Bags and Belongings

In Upper School, where the children move to subject rooms for most of their lessons, they have a locker or drawer in their form room and we encourage them not to carry more than is strictly necessary. It would also be beneficial if you could help to keep the weight down by dissuading your child from carrying unnecessary items! Sometimes this is easier said than done and their bags can become quite heavy. We have a regulation school bag which is designed to reduce the effects of carrying heavy loads.



The peripatetic lifestyle of the Upper School often results in items being left behind in the form rooms. Please would you ensure that all your child's belongings are clearly named so that stray items can be more easily reunited with their owners. A list of pencil case requirements can be found on the downloads section of the school website.

Sports kit should be clearly labelled and delivered to the changing rooms (in which lockers will be allocated at the start of term) by the pupils on Monday mornings by 8.20am. Kit should be collected for washing at the end of the week. Laundry for weekly boarders only is done in school.

Sports Fixtures

Please check the calendar and SOCS (the sports app/website) for fixture information. These include times of departure and return for away matches.

Any changes to fixtures or timings are announced in the Cygnet (the weekly newsletter emailed every Friday) and are also posted to the website as soon as they are known. For the most up-to-date information, please remember to check the sports website regularly in advance of fixture days.



Music

We have a school orchestra, various instrumental ensembles and several choirs. All pupils in Years 5 to 8 are welcome to join the Upper School choir and auditions are held each year for the Chamber Choir. Those who are interested should speak to the Director of Music or a member of the music staff.

We offer tuition by visiting teachers in a range of instruments. If you wish your child to learn an instrument, you must complete an online form requesting instrumental lessons, which can be accessed from the school website.

Further information about individual music tuition is available from Miss Sally Ewins (Director of Music & Head of Performing Arts): ewinss@st-hughs.co.uk.



LAMDA

Opportunities to participate in LAMDA (speech and drama lessons) are run by a specialist teacher and are offered to Upper School children as an additional, paid activity. More details regarding the lesson structure, course content and level of commitment required, are available from the Head of Performing Arts, Miss Sally Ewins: ewinss@st-hughs.co.uk.

After School Activities

After school activities for Upper School children run between 4.45pm and 5.30pm on a Monday, Tuesday, Thursday and Friday, and happen throughout the term (apart from the last afternoon before we break up for holidays).

Details of clubs and booking information is emailed home at the end of the preceding term. Clubs do fill up quickly, so we offer them on a first come first served basis. Activities are free with the exception of those involving an external coach. Details of charges are made clear on the clubs timetable.

If a club is cancelled, parents will be notified by email. If you have any queries, or if your child is unable to attend a club, please notify the club leader (named on SOCS) by email.



Upper School Homework Club ('Late Stay') is available between 4.45pm (4.15pm on Wednesdays) and 5.30pm every afternoon for pupils in Years 5-8. In Late Stay, children are supervised and can use the computers or desks to complete prep, or read quietly.

Boarding

Boarding is available to all children in Upper School. Your child can either choose to be a Flexi or a Weekly boarder. Flexi boarders stay in the house for one to four nights a week. Weekly boarders sleep in the Boarding House from Monday to Friday nights and must be collected by 10am on Saturday mornings (with the exception of exeat weekends).

Applications for boarding places are usually organised during the term before you would like your child to begin. However, many children choose to start mid-term or to increase the number of nights which they stay during the course of the term - we are happy to accommodate these changes if we have available space.

An outline of the boarding experience can be found by visiting the boarding section of the school's website. If you would like to arrange a tour of the boarding house or have any questions, please contact our Houseparents, Mr and Mrs Perry-Evans, at boarding@st-hughs.co.uk.



Trips & Outings

During their time in Upper School pupils will go on a number of outings and may be involved in events such as debates and science days at senior schools.

A number of residential trips are offered each year, including an outdoor pursuits trip for Year 5 and a cultural trip for Year 6. The staff of the French department take Year 7 to a chateau in

Normandy for a week, where pupils are immersed in the French language and enjoy a range of activities under the guidance of French staff. Year 8 pupils take part in a week-long leavers' expedition.



Parents will be sent an outing notification regarding trips which take place during school hours. In the case of residential trips, there may be consent and medical forms to complete and documents, such as passports, to bring into school.

Curriculum

We aim to provide a broad and balanced curriculum and promote a love of learning. We believe in appropriately challenging children, balancing what they need to learn with how they learn.

Curriculum Information evenings are held at the beginning of the autumn term and provide parents with opportunities to learn more about the skills and knowledge being developed in each year group. Further information is available on the school website.



If you have particular questions regarding coverage within a subject then please do not hesitate to contact the relevant Head of Department.

St Hugh's Learning Skills

The St Hugh's Learning Skills underpin teaching and learning throughout the whole school. They are based on an approach to learning called Building Learning Power (developed by Guy Claxton) and are designed to embed habits and attitudes in and out of the classroom which equip children to face challenges in more confident and creative ways.

In addition to work done on learning skills in lessons, we hold assemblies throughout the year focusing on specific skills. The skills are relevant to all aspects of school life: in the playground, on the sports pitches and in the classroom. Discussing learning skills and putting these into practice helps the children to develop an understanding of themselves as learners, and any dialogue and encouragement at home is very welcomed.

PROACTIVE	Questioning: I am curious & ask questions	Resourcefulness: I use resources to help me learn	Making Links: I discover & make connections	Independence: I am confident to work on my own
DETERMINED	Perseverance: I keep going when things get tricky	Focus: I give my work full attention & manage distractions	Positivity: I approach new tasks with an open mind	Taking Risks: I challenge myself in my learning
REFLECTIVE	Reviewing: I edit my work & improve it	Responding to Feedback: I act on advice given	Meta-learning: I know how to listen best	Self-awareness: I know my strengths & weaknesses
COLLABORATIVE	Including: I include everyone & respect their opinions	Listening & Understanding: I listen to others' ideas & opinions	Empathy: I consider the feelings of others	
STRATEGIC	Planning: I have an aim & I know how to get there	Distilling Information: I can identify key points	Reasoning: I think in clear & logical ways	Adapting: I can be flexible in my learning



School Policies

The following policies are available on the St Hugh's website or from the School Office:

- Accessibility Plan
- Admissions Policy
- Anti-Bullying Policy
- Assessment Policy
- Behaviour for Learning Policy
- Complaints Procedure
- Curriculum Policy
- EAL Policy (English as an Additional Language)
- Equal Opportunities Policy
- Exclusion Policy
- EYFS Policy
- First Aid Policy
- Health & Safety Policy
- Privacy Notice
- Recruitment Policy
- Risk Assessment Policy
- RSE Policy
- Safeguarding Policy
- SEND Policy
- Storage & Retention of Data Policy

Useful Contact Details

St Hugh's School
Carswell Manor
Faringdon
Oxfordshire
SN7 8PT
Telephone: 01367 870700

Form Teachers:

Email format is surname+first initial
e.g. pickeringr@st-hughs.co.uk

Manor House Receptionists:

Telephone: 01367 870700
Email: reception@st-hughs.co.uk

School Secretary: Mrs Louise Allen

Email: office@st-hughs.co.uk

Head's PA: Mrs Kaye Everatt

Email: headspa@st-hughs.co.uk

Headmaster: Mr David Griffiths

Email: headmaster@st-hughs.co.uk

Bursar: Mr Alistair Hamilton

Telephone: 01367 870706
Email: bursar@st-hughs.co.uk

Deputy Head Pastoral & Senior Tutor: Mr Richard Clarke

Email: clarker@st-hughs.co.uk

Senior Tutor: Miss Sally Ewins

Email: ewinss@st-hughs.co.uk

House Parents: Mr Kevin & Mrs Harriet Perry-Evans

Telephone: 01367 870712
Email: boarding@st-hughs.co.uk

School Nurses: Mrs Fiona Lines (Head Nurse)

Telephone: 01367 870715
Email: nurse@st-hughs.co.uk

Head of Learning Support: Mr Simon Tomlinson

Telephone: 01367 870729
Email: lshead@st-hughs.co.uk

Director of Marketing & Admissions: Mrs Clare Rich

Email: registrar@st-hughs.co.uk

Chair of Governors: Mr Neill Lawson-Smith

Email: chair@st-hughs.co.uk

A very warm welcome to St Hugh's
Upper School awaits you!



Year 7, Matilda 2023



St Hugh's School
Carswell Manor
Faringdon
Oxfordshire
SN7 8PT

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www.st-hughs.co.uk

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