



Mayfield

# ST MICHAEL'S HOUSE

HANDBOOK 2025-26



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# Welcome

Welcome to St Michael's House, lovingly known as Micks, which is home-from-home for Year 11 boarders.

The St Michael's House team provides an inspiring learning environment and a warm and nurturing ethos to enable you to flourish in your studies, extra-curricular pursuits and personal development.

Our aim is to make your boarding experience one where you feel welcomed, valued and respected. The House staff are here to help and guide you. This Handbook provides some key information about St Michael's House, what you need to bring with you when you start boarding and the key people in the House who are here to support you.

The ethos of St Michael's is based on Christian values of love and respect to create a safe and caring community where individuality is celebrated and aspirations achieved. The staff and I look forward to welcoming you and supporting you throughout your time with us.

**Mrs Helen Lavery**  
Housemistress





## HOUSE STAFF

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Girls in St Michael's House are cared for by a full-time Housemistress who has overall responsibility for the House, assisted by an Assistant Housemistress, Resident Tutors and a Graduate Assistant.

Housemistress:

**Mrs Helen Lavery**

Assistant Housemistress:

**Miss Hettie Evans**

## KEY CONTACT DETAILS

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### **St Michael's House Office and email**

Tel: +44 (0) 1435 874600 Ext: 480

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

### **St Michael's mobile**

Tel: +44 (0) 7908 154185

### **Housemistress**

**Mrs Helen Lavery**

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

### **Main School Office**

Tel: +44 (0) 1435 874600

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

Friday 08:00 - 17:15

## ACCOMMODATION AND FACILITIES

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St Michael's House occupies two floors of the building adjacent to The Chapel. From the main St Michael's entrance, the stone stairs lead to a large Common room and Study, the St Michael's Office and a large bedroom with ablutions. There are further boarding bedrooms and bathrooms on the second floor, along with a Kitchen, Dining Room and laundry facilities. Rooms range from single to shared rooms with up to five girls.

## PERSONAL BELONGINGS

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All girls must wear their uniform during the School day. Girls may change into casual clothes after School and at weekends provided there is no official event where uniform is required. After PE or riding, girls must change into uniform before going to their next lesson. The only items of jewellery which may be worn in School are: a watch, a cross and chain or other discreet necklaces and no more than 2 pairs of plain stud earrings/huggies in each ear lobe. All girls need smart, appropriate clothes for Mass on Sunday.

In addition, boarders are required to have the following:

- Two sets of suitable nightwear;
- A dressing gown;
- One pair of flat slippers, sliders or flip flops;
- One duvet;
- Two sets of duvet covers, sheets and pillow cases;

- Two bath towels and hand towels; and
- Appropriate luggage. (One suitcase and one large bag, which will be stored in-house).

Girls should bring their own padlock for the lockable space in their room. We strongly urge girls to lock away their valuables and money or hand it to a member of House staff to store in the House safe.

## LAUNDRY

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A laundry allowance of £55 per term is included in the School fees to cover normal requirements. Laundry is collected from the cloister below (St Michael's) on a Monday morning and returned the following Saturday. There are washing machines and tumble dryers for girls' use in the laundry area. Please ask the Housemistress or Assistant Housemistress if you need help with these appliances.

Please ensure all items of clothing are named to avoid mix-up of uniform and home clothes.



## SCHOOL SHOP

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Our on-site School Shop is open Monday to Friday between 07:30 – 15:00. Girls can purchase a variety of stationery supplies, toiletries, storage boxes, bags, school uniform etc. Purchases can either be added to their School account with their parents' permission or paid for with cash, debit or credit card.

## ROUTINE

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### MONDAY - FRIDAY

07:00	Wake up bell
07:20	Breakfast in Sixth Form Dining Room – Registration
08:15	Leave the House
08:20	Tutor time
09:00	Lessons begin
12:15	Lunch in Sixth Form Dining Room
16:30	Tea in Main School
16:45	Activities or Study (Free time on Friday)
18:00	Return to House
18:10	House meeting – Registration
18:20	Supper in Sixth Form Dining Room
19:00	Study time – 90mins in House
22:15	Lights out (22:30 on Friday).

### SATURDAY

08:30	Wake up
09:00	Breakfast in Sixth Form Dining Room – Registration
10:15	Study time – 120mins in House
12:20	Lunch in Sixth Form Dining Room
Afternoon	Activities / Free time

18:10	House meeting – Registration
18:20	Supper in Sixth Form Dining Room
19:00	Free time / House activity
22:30	Lights out.

### SUNDAY

09:45	Wake up
10:00	Breakfast in House – Registration
10:45	Roll call and inspection before Mass
11:00	Mass
12:00	Lunch in Sixth Form Dining Room
14:15	Study time – 105mins
18:10	House meeting – Registration
18:20	Supper in Sixth Form Dining Room
19:00	Free time
22:15	Lights out.

### DAILY TO-DO'S

- Make bed every morning and keep rooms tidy – open curtains and turn off lights in dorm before leaving for School.
- No clothing to be left on the floor.
- Put rubbish in bins.
- Keep fire exits clear AT ALL TIMES.
- Keep corridors clear.
- Fire doors should never be kept open with door stops or any other items.
- Sign in and out before 08:00 and after 18:00.
- Take note of any signs and notices.
- Make sure that you wear shoes/slippers/sliders/flip flops at all times.

## MEALTIMES

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### BREAKFAST

From Monday to Friday breakfast is served from 07:20 – 07:45. All girls must come to breakfast in full School uniform, including School shoes. Hair should be neat and tidy. If you have an early morning sports practice you may come down to breakfast in your games kit. On Sundays breakfast will be served in the House and you may come down in your dressing gown and slippers/shoes/sliders/flip flops.

### TEA

Tea is in main School and is optional from Monday to Friday.

### SUPPER

All girls must come to supper in the Sixth Form Dining Room.

### GENERAL

The St Michael's House Kitchen is open from 20:30 – 21:30 during the week and throughout the day until 22:00 at weekends for you to make hot drinks, toast and snacks. You are responsible for washing up, drying and putting away anything used in the kitchens. Mugs and plates are NOT to be taken to bedrooms. There is a water cooler in the laundry room. You should have a personal labelled water bottle.

## WEEKENDS AND WEEKEND LEAVE

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Weekends in St Michael's offer a variety of activities such as trips to the cinema, theatre, local towns and cities, local village events, restaurants and bowling. For relaxation, girls have access to Netflix and Disney+ on the big screen in the Common Room. There are also opportunities to undertake physical activities such as swimming, fitness workouts, tennis, badminton, table tennis, walking and running available to them. House staff also run craft and quiz activities for those who wish to join in.

Year 11 girls are permitted to travel to Tunbridge Wells with a friend using the local bus service on a Saturday or Sunday afternoon. All boarders must attend Mass on Sunday morning at 11:00. They are required to dress appropriately: no ripped or frayed denim, shorts, tight clothing or short skirts, or slippers are allowed. Of course, there is plenty of free time for weekend study as well as socialising with friends and relaxing.

Girls wishing to visit family or friends at weekends must first obtain parental permission, received in advance, in writing or by email. The parents or guardians of those you are visiting must also confirm their invitation with the Housemistress. The name of your hosts, address and telephone number of where you can be contacted must be given. The Housemistress or the staff on duty must be immediately contacted if there are any problems. All information and permissions for weekend leave must be received by the Wednesday evening prior to the weekend in question.

Boarders who wish to go home for a weekend may leave at 16:30 on Friday and return either by 21:00 on Sunday or in time for School on Monday morning. If a taxi is required for weekend travel, this must be requested by Wednesday evening. This also applies to the weekend minibus service to London, which leaves at 16:45 on Fridays and returns to School early on Sunday evenings.

## HOUSE MEETINGS AND SHARING INFORMATION

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St Michael's has daily registration at 18:10 followed by Prayer and communication of relevant information and notices, as well as the opportunity to discuss any House matters, raising any issues or concerns. There is a House Council, consisting of the Head Girl of St Michael's and two to three committee members, which meets each term to discuss and plan House activities. There is a complaints and suggestions box in the Common Room and a whiteboard for daily reminders and messages. Weekend Activities are written up on the whiteboard on Friday evenings. Other planned activities are advertised on the noticeboard along with a house Whatsapp group.







## HOUSE RULES AND BEHAVIOUR GUIDANCE

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Your room is your own private space. You should respect each other's privacy and knock before entering. Do not enter another girl's room if she is not present.

You may put pictures and posters on your walls, but please make sure that you use the boards only. Only use 'Blu Tack' and not drawing pins, unless it is a cork board.

Your room should be kept tidy, clothes and bags must not be left on the floor and the exit from your room must be kept clear at all times.

Once a week you have to turn-out your room. All items must be cleared off the floor, tops and windowsills so the room can be cleaned.

The TV in the Common Room may be used after evening study until 21:30 on weekdays. Only films that are age appropriate are permitted, so please check with Housestaff.

Girls are not allowed in the Boarding House during the School day so make sure you have all you need for the day when leaving the House in the morning.

At 18.00, when formal lessons and Study finish at the end of the School day, (and during weekends), you must sign in when you return to the House and sign out when you

leave the House. This is important for security reasons as we need to know where you are at all times. In the event of an emergency or fire alarm, boarding staff will need to rely on the information written on the sign in/out form to ensure your safety.

You must respect and be considerate of others. Guidelines for use of the laundry, the kitchen facilities, and all electronic devices after lights out, must be followed.

Your parents, relatives and friends are welcome in St Michael's. They must always be introduced to the member of House staff on duty. Friends from other Houses and day girls are welcome to visit after the end of the School day or at weekends. All visitors must sign in the visitors' book before going to bedrooms or the Common Room. Male relatives and friends may not go into the Boarding House without staff to escort them.

## PHONES

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In Year 11 girls must hand their phones in at bedtime from Sun to Thurs to promote a relaxed bedtime routine and hopefully a good night's sleep. These will be available for them to collect after wake up the following morning.





## REWARDS AND CONSEQUENCES

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Girls are expected to show respect and consideration for each other and staff.

### REWARDS

St Michael's House staff will recognise and reward girls whose behaviour is of a high standard, or who are particularly thoughtful or helpful.

### CONSEQUENCES

Consequences are given for unsocial behaviour. Please refer to the Behaviour, Rewards, Consequences and Pupil Voice policy on the School website for further details.

## WHOLE SCHOOL RULES AND POLICIES

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Information on Whole School Rules is given to the girls and School Policies are available on the School website

## HEALTH AND SAFETY

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### WELLBEING

The health and welfare of all the girls is the priority for staff. If you feel unwell or have a minor complaint, you should speak to a member of the House Staff. If necessary, you will be referred in to Raph's, our Health and Wellbeing Centre.

Raph's is open Monday to Friday between the hours of 07:30 and 18:30 (17:30 on Friday's) and there is a Nurse on call at evenings and weekends.

If you are struggling emotionally, you can talk to your Housemistress, Tutor, School Lay Chaplain or any other member of staff you feel comfortable with. We also offer an in-house counselling service.

### PUPILS REQUIRING MEDICAL ATTENTION/ADVICE

Girls requiring medical attention from the Wellbeing Centre during lessons, between 08:20 and 16:30 inclusive, should seek permission from the teacher and this must be signed in the girl's diary. If the Wellbeing Centre deems that a girl should remain out of lessons for a period of time, they will issue permission. After 18:00 or at weekends girls must go to a member of House Staff who will telephone the Nurse.

If you are ill during the night, please alert the member of staff on duty. Girls who bring any medicines into School from home MUST take them to the staff in the Wellbeing Centre who will log them and decide how they should be safely stored and administered.

### FIRE DRILLS

Please read all notices regarding fire drills. You must know how to get out of the building safely: it could save lives. The fire escapes are only to be used in a real emergency. Please use the signing-out book at all times. In the event of a fire it is vital that staff know who is in the House.



## **SAFETY AND WELLBEING**

For safety reasons it is absolutely forbidden to have any flammable substances, matches, candles, incense sticks, etc in the House.

All electrical items brought to the Boarding House will be PAT tested by a qualified electrician. Please be aware that some of the cheaper replacement phone and laptop chargers can be faulty and present a fire or electrocution hazard and will be kept aside if PAT testing fails.

## **SMOKING/VAPING/ALCOHOL**

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

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

## **POCKET MONEY FOR GIRLS IN BOARDING**

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

- Year 11 are allowed £200 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 should remain within the above-mentioned sum.

Girls are encouraged to open bank accounts in the United Kingdom and to have a bankcard.

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

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 take overseas boarders to Tunbridge Wells, where they will be able to book an appointment with a bank. However, these need to be booked in advance and will not always be available in the first few weekends.

## **ACCESS TO THE VILLAGE**

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Year 11 may go into the village after School on Thursdays and Fridays. You must sign out when you go to the village. There is a fish and chip van and pizza van on Thursday and Friday nights respectively.

The village car parks and the recreation ground (Court Meadow) opposite the School gates are out of bounds.



## CONCERNS AND COMPLAINTS

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If you need help or have a problem there are a number of options open to you:

- You can always speak with Mrs Lavery; or any other member of House staff you feel able to talk to;
- You can speak with Ronan Lavery, the School Lay Chaplain;
- You can speak with your Form Tutor or a member of the teaching staff;
- You can use the suggestions and complaints box in the House, either signed or anonymously, or email a member of staff;
- You can speak with the Wellbeing Centre staff or email them;
- You can speak with the Prefects;
- You can contact the School's Independent Person (details on the St Michael's House noticeboard);
- There is a list of safe independent, external helplines and people by each phone and noticeboard;
- Mrs Jodi Stone, Head of Pastoral;
- Mrs Deborah Bligh, Headmistress.

There is a copy of the School's Complaints Procedure on the noticeboard in St Michael's next to the Office if you have a complaint your Housemistress cannot help you with.

## ENGLISH SPEAKING POLICY

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

## FLEXI AND OCCASIONAL BOARDING

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St Michael's House welcomes girls who wish to flexi-board one, two or three nights a week, perhaps to fit around early or late games practice, or to accommodate parents' commitments. Once booked in you will be charged for the number of nights you are signed up for. Half a term's notice is required.

Parents are welcome to contact the Housemistress to discuss their requirements before requesting flexi-boarding in writing. Flexi-boarders should register at 18:00 in St Michael's on the nights they are boarding. Please complete the 'Flexi-Boarding Request Form' to request a flexi-boarding place. This is available to download from the Parent Portal. Parents should telephone or email the Housemistress if their daughter is not staying in on a night she normally would, or to request a change of night. Once booked in, you will be charged whether you board or not.

Boarding is very popular so please request any change or extra nights in good time to ensure we have a bed available.

Occasional boarders are also welcome if, for example, parents are going to be away for a period of time. Please complete the 'Occasional Boarding Request Form' to request an occasional boarding place. This is also available to download from the Parent Portal.

Please telephone or email the Housemistress if any further information is required.



## TRAVEL

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Travel arrangements are made through the School's Travel Co-ordinator, whom your parents can contact directly by email at [travel@mayfieldgirls.org](mailto:travel@mayfieldgirls.org).

### AIRPORT TRANSFERS

We are able to organise transport to and from UK airports (e.g. London Gatwick or London Heathrow). This is done through our transport partner: Vectare - [https://mayfieldgirls.vectare.co.uk/taxi\\_bookings/create](https://mayfieldgirls.vectare.co.uk/taxi_bookings/create).

We can, if necessary, also provide transport to other airports. However, please bear in mind that travelling to or from other UK airports (e.g. Luton, Stansted, London City) may incur an expensive taxi fare. Transport charges will be included on the School bill issued to the bill payer at the end of each term. We ask parents to let us know in good time details of flights, including e-tickets, Unaccompanied Minor forms and any other requests for transport. Please note that we need 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 the School website [www.mayfieldgirls.org](http://www.mayfieldgirls.org). In exceptional circumstances only, requests for authorised absence should be made by going to 'Leave Requests' on the iSAMS parent portal - <https://mayfield.parents.isamshosting.cloud/>.







## 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.

## WEEKEND LONDON BUS SERVICE

The London bus service can be booked via the Mayfield School Travel Services website - [https://mayfieldgirls.vectare.co.uk/booking\\_form/](https://mayfieldgirls.vectare.co.uk/booking_form/). Transport is by School minibus or an escorted executive coach to and from Central London. Bookings for journeys during term time must be made three days prior to travel. For all other occasions, we ask for places to be booked 4 weeks in advance. Please be aware that the arranged transport cannot wait beyond the given departure time due to parking restrictions.

## POSTING PARCELS AND LETTERS

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The School Office can post parcels and letters for girls. Please give your wrapped parcel to House staff who will take it to the Office to be franked. The cost will be added to the School bill.

## QUESTIONS

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If you have any questions or you need any extra help, please come and talk to the Housemistress, or any member of Boarding Staff on duty.







# Educating girls to respond to the needs of the age

Cornelia Connelly, Founder





Mayfield

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