



ST HUGH'S
BOARDING

St Hugh's School
Boarders' Handbook

Reviewed by:
Mr Auld
July 2025
Next Review July 2026

Welcome to boarding at St Hugh's, we are delighted you have decided to join the community and we hope you have a lot of fun, make many memories and develop special friendships.

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

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

We very much look forward to welcoming you.

Mr and Mrs Auld

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Our Boarding Ethos

To ensure each of you develops and grows on many levels is what drives how we run the Boarding House. Through being part of our close community, we hope you will experience an environment where you feel safe and are able to build relationships, develop lifelong skills and become independent. We enjoy getting to know you individually and finding out what you enjoy doing and learning about your personalities. In the environment we have created we hope to meet all your needs as well as prepare you for the wider world.

Our Aims

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

Our Values

- Kindness
- Helping others
- Initiative
- Organisation
- Leadership
- Respect

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STAFF : 'Who's who?'

House Parents

Mr and Mrs Auld are the House parents and we live in the flat leading off from the boarders' common room. We are here to ensure all the children that join boarding are cared for in the best way possible and, along with our amazing boarding staff, we will do all we can to ensure you have a rounded and enriching experience when you are with us. We will always ensure we can be available if you need us even if just for a quick chat. In the day we can usually be found by our desk (in our sitting room) – the door is usually open but if not just knock. We will be out on the boarders' landing from 5.30pm.

Assistant Houseparent

Miss Archer is our Assistant Houseparent who works alongside us to ensure you have a fantastic experience when you are in the house. She lives in a flat on the top floor of the boarding house, at the end of the boys' corridor and is your first point of contact during the night if you are feeling unwell or unsettled.

Boarding House Staff

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

They include:

Mrs Pargeter (Matron)

Mrs Titcombe (Matron)

Mrs Pearce (Sports)

Mr Harris-Bass (Geography)

Mr Rogers (Maths)

Mr Whiteman (ICT)

Mr Coombs (Boarding Assistant)

Miss Lawrence (Boarding Assistant)

We are very lucky to have such wonderful staff that work with us who bring a range of skill sets. They care very much and will always be on hand to give you advice and meet your needs. The staff on duty each night will be told to you at supper and will be displayed on the white board on the Landing.

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A typical day Boarding at St Hugh's

7.00am Wake up and get ready for the day

The House Parents or Assistant Houseparent will wake you, open your curtains and help you to get ready for your day ahead. When you are dressed, brushed your teeth and sorted your dorm you will come down to the Boarders' Landing.

7:30am Roll Call

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

7.40am Breakfast

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

8.00-8.10am School Day/off to Registration

You will be dismissed to The Barn ahead of morning registration in your forms at 8.20am.

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

The Boarding House will be out of bounds to all pupils during the school day. If you have forgotten something or need support, ask at Reception to call us or find Mrs Pargeter in the Day Room.

4.40 pm End of the school day/Clubs

At 4.40pm you will attend your after-school club.

5.30pm Boarders' Dress Down

After your club, you will head up to the Boarders' Landing to sign in, and then your dormitory to get changed into home clothes.

5.40 Supper and sign in

You will make your way to the Dining Room where another 'sign in' will be done and you will eat supper with your friends and the duty staff.

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6.15pm Prep

This is when prep sessions begin for all the House. Depending on your year will depend on where you will go. Prep for Years 4, 5 and 6 prep takes place in F2 and Year 7 and 8 prep takes place in ICT2/ICT1. There will be at least one member of staff in each prep room to support you in your academic study.

6.45/7.30pm Activities/Free Time

After your prep finishes you have free time before you go up to bed. During this time you will have access to one of the school spaces available to us which include the Sports Hall, Astro, Art room, Swimming Pool, Tennis Courts, Newton Common Room, or, you can chose to relax with your friends in the Common room / Boarders' Landing. Year 8s are allowed to watch 12-rated films, while Year 4 to 7 will watch films rated PG or U. In the summer you have the opportunity to play tennis or play on the fields with your friends where you will always be supervised by a member of staff.

7.15pm - 8:15pm Snack

Each year group has an allocated snack time which is 15mins before your showers. This is available from the Boarders' Kitchenette before going up to bed. These include toast, cereal, fruit, and sometimes hot chocolate.

7:30-9.15pm Bedtime routine

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

- Year 4 – 7:30 Upstairs, lights out 8:00pm
- Year 5 – 7:45 Upstairs, lights out 8:15pm
- Year 6 – 8:00pm Upstairs, Lights out 8.30pm
- Year 7 – 8:15pm Upstairs, lights out 8:45pm
- Year 8 – 8:30pm Upstairs, lights out 9:00pm

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

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During the night

If you feel unwell or unsettled during the night you can contact firstly Miss Archer, or then Mr and Mrs Auld if she does not respond. There is a bell outside Miss Archer's flat as well as a phone/intercom system on both the girls and boys landing. Depending on the dorm you are in will determine what mode of contact you use. We will go through this system with you as part of your induction, as well as the door codes and other important information.

If you are unwell overnight, we have a boys' and girls' sickbay if required. These areas will be shown to you as well.

Wednesdays

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

After tea you will ensure your dorms are tidy, and beds are made. Then, depending on the activity, expectations will differ. For example, if you are going to watch a movie, you will be asked to shower and get into your PJ's and dressing gown before you come to watch the film. However, if you are going to do something outside you will shower, as normal, before you get into bed.

Fridays

Friday night boarding is a time to celebrate the end of the week and where various special activities are organised. This will include things such as ten-pin bowling, waffle making, pool parties, laser tag to name just a few. We encourage you to make suggestions on what you might like to do, and we can try to arrange it for you. A list of Friday evening's activities will be published on the Landing and in each dormitory. On Fridays, there is no prep session; you do this on a Saturday morning after breakfast between 9.00 and 9.30am supervised by Miss Archer and Mrs Titcombe.

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Saturday Mornings

You will be woken up slightly later than usual at 8am. We will ask you to make your beds and get all of your belongings together and put ready in the Delft Room before coming down to enjoy a leisurely breakfast. After breakfast, there will be the prep session mentioned above in ICT2. You will then have free time before your parents pick you up by 10:00am, or earlier if needed.

Other Events

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

Tuck

Mr and Mrs Auld provide tuck on a Wednesday and Friday evening, handed out by the prefects. We will ensure there is a selection of chocolate and sweets for you to enjoy. However, tuck and snacks are **not** allowed to be brought in from home and no food is ever to enter the dorms.

Current Affairs

You will have the opportunity to read 'The Week', an excellent weekly magazine for children which covers all the week's main events, stories and incidents, as well as lots of interesting features on various topics and current issues in the world. Boarders also have the chance to watch Newsround on the BBC Iplayer in the Landing before breakfast.

Where will I sleep?

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

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

We try, where possible, to keep you with other boarders of the same age. It is possible by talking to Mr Auld that you can arrange a swap to another dormitory but there must be a good reason.

Whether you are a weekly or flexi boarder you will need to bring in your own duvet cover (single) and pillowcase or, if you so wish, can bring in your own duvet and pillow, and, of course, a teddy. This will give a 'home from home' feel – something we greatly encourage.

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

We ask you all to take responsibility for the dorms and help the boarding staff by either reporting any damage in the dorms or by acting responsibly during a fire drill.

Fire Alarm and Safe in Place Alarm

When you come for your first night in boarding you will be given a tour of the house (if you have not already done so) and go through a checklist of important information.

We will show you all the communal spaces you can enjoy while you are with us as well as your dorm, washing facilities and the dining room. We will also walk you through what would be expected in a fire-drill which would include where all the exit points are (including external fire exits) and where we meet to take the fire-drill rollcall (Manor carpark). In the case of an emergency, if the Manor House had to be evacuated for any other reason (not fire), the meeting place would be the Sports Pavilion.

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Expectations

Within the Boarding House, you will be expected to maintain high standards of dress, appearance, academic endeavour, and behaviour as well as developing independence, individuality, and the ability to live with others. We have a rewards and consequences policy which we use to encourage good behaviour.

If you are given the responsibility of Head of House or a Boarding Prefect you will be expected to show leadership and asked to undertake specific duties to ensure the standards of the house are maintained. Every term we hold a meeting with our Boarders Council to review the term and to discuss new ideas. We welcome all our boarders to share ideas of what they would like to see/experience in the house so please always come forward. We also have a Suggestions Box located on the Boarders Landing so pop your suggestions in there too and we will see what we can do.

Privileges and Consequences

In the Boarding House, there are rewards/privileges in the form of 'Boarder of the week', 'Boarder of the Term', Boarding Points and any outstanding behaviour. These may be awarded by any member of the boarding team and are discussed through the week. The Boarding Points are displayed on a chart in the Boarder's Landing so each pupil can see how their points tally and how close they are to receiving a reward for their behaviour.

All points will be awarded to an individual who has shown any form of positive behaviour in line with the boarding core values or, for example, getting ready for bed quietly and sensibly, helping other borders, making sure your area in the dorm is tidy or working well in prep.

During boarding, "school" sanctions will not be applied. The boarding staff will apply our own consequences system (please see our policy at the end of this document). One, two or three minus points will be given for any misbehaviour depending on its severity. If a pupil receives three minus points, they will lose their activity time the following evening they are in. If a pupil loses six or more, parents will be informed and there will be a possibility of exclusion from boarding in consultation with the Head Master.

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What if I want to contact my parents?

Though we are a **NO** personal device house we have three telephones for you to use during boarding time to contact home. These are located on Mr and Mrs Auld's desk, the boarders telephone box (Boarders' Landing) and the boarding mobile. Also, if your parents wish to speak to you they can phone or email us directly and we will always ensure you can call them back or speak to them on our phone while supervised with our door open. During the evening we encourage you to call before your evening snack.

What to do if something is worrying you?

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

Any of the Boarding House staff will happily give you as much time as you need. This will help you put things right and will support you if you need to phone home. Also, if you wish to speak to someone from outside of school, you can contact our Independent Person, Mrs Hilary Lloyd. Her contact details can be found on posters around the Boarding House on the notice boards and in the phone box.

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

WHO CAN I TALK TO?

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

1. Mr and Mrs Auld
2. Miss Archer
3. Members of the Boarding Staff
4. Your Personal Tutor
5. Member of daytime school staff
6. Your Parents
7. Your friends

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

What if I want to talk to someone who does not know me, someone outside of the school?

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

1. There is an organisation called ISI who work with boarding schools to make sure everyone is looked after properly, you can reach them by telephone on 020 7600 0100 (Independent Schools Inspectorate, Ground Floor, CAP House, 9-12 Long Lane, London EC1A 9HA)
2. You can also call CHILD LINE on 0800 111 111 who will listen and try to help.
3. We also have an Independent Person, who is someone ready to listen to you and has no connection with the Boarding House. Her name is Mrs Hilary Lloyd and she can be contacted on 07914413077.

PLEASE REMEMBER THAT IN LIFE, WE ALL HAVE PROBLEMS, MAKE MISTAKES, HAVE BAD DAYS AND GOOD DAYS AND THERE ARE TIMES WHEN WE NEED HELP.

SHARING THESE PROBLEMS MAKES THEM EASIER TO DEAL WITH AND PLEASE ALWAYS REMEMBER A PROBLEM SHARED IS A PROBLEM HALVED.

Homesickness

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

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

Complaints

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

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

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

Bullying

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

Honesty

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

It is against the school rules to meddle or play with other people's possessions without their permission, so do not 'borrow' them without asking. It is everyone's duty to stop

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dishonesty and if you see anyone taking another person's possession without permission then you should report it to a member of staff. If you would like any private valuables to be locked overnight, please let us know and you will have access to a lock box where you can keep your precious item(s) before taking it the next day you go home.

For us to all get along with others and trust each other, we must be honest. We will all at times, make mistakes and do something silly by pushing boundaries which may well result in you getting into trouble - this is okay. This will help how you learn and develop but it is important that you recognise your mistakes. Be brave, be honest about it and accept the consequences and then you can move on positively.

Respect

Showing respect for others is so important when being a boarder. Being respectful means showing care towards people and your surroundings.

Showing respect includes:

Listening to others

Playing fairly

Being kind

Using good manners

Waiting your turn

Helping

Having patience

Complimenting someone

Picking up after yourself

Mindful of how you are treating others

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

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Boarding Guidelines

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

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

Boarders Code of Conduct

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

Clubs/Activities

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

Free time

- Always stay within the school boundaries we are using at the time.

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- Respect school property and do not take what does not belong to you.

Breakfast/tea

- Talk quietly in the Dining Room
- Show good table manners.
- Eat well and help to clear your table.
- Prep time: make sure you have your Prep Diary and all the things you need at the beginning of prep.
- Work quietly and respect others around you.
- Dormitories Respect the dorms and your peers. Be calm, talk quietly and walk around the Boarding House. Please do not run.
- Keep your bed area tidy and always hang up your dressing gown and fold your uniform ready for the next day.
- Stay quiet after lights out and respect each other's needs for sleep.

Boarders Rewards and Consequences

Boarding Points for:

- Acts of kindness (1)
- Helping others (2)
- Showing initiative (3)
- Organisation (4)
- Acts of leadership/respect (5)

Every six Boarding Points will result in a reward.

Consequences:

1 minus:
- talking after lights out
- poor table manners
- incorrect attire
- entering dormitories/showers without permission
- untidy beds or dormitories

2 minuses:
- Rudeness to staff
- Teasing
- Unkindness
- Spitting
- Over-physical behaviour
- Swearing or inappropriate language

3 minuses:
- Major incidents of poor behaviour
- Any form of bullying
- Serious physical incident
- Wilful disobedience
- Vandalism
- Highly inappropriate language

If a pupil receives three minus points, they will lose their activity time the following evening. If a pupil loses six or more, parents will be informed and there will be a possibility of exclusion from boarding.

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