ST HUGH'S
BOARDING

BOARDING HANDBOOK
FOR PARENTS

Reviewed by: Mr Auld July 2026

Latest date for next review: July 2027

Dear Parents,

We are delighted you are considering or, have chosen for your child to board at St Hugh's. This Handbook has been designed to provide you with an overview of boarding. It outlines our aims and ethos within the Boarding House, including policies that we adhere to, and expectations we have.

Our core aim is for the boarding community to be an extension of our own family where each child has structure and feels safe, included, valued and happy. We strive to create an environment that will enhance their educational experience and where they can continue developing and learning.

If you have any additional questions or wish to discuss anything further please do get in touch with us directly on 01367 870700 or via email at boarding@st-hughs.co.uk.

We look forward to welcoming you.

Best wishes,

Freddie and Rachel Auld

Boarding Staff

Houseparents	Mr and Mrs Freddie and Rachel Auld
Assistant Houseparent	Miss Val Guanchez
Boarding Governor	Mr Dan Paynter
Independent Person	Mrs Helen Ronaldson
Headmaster	Mr David Griffiths
School Address	Carswell Manor Faringdon Oxfordshire SN7 8PT
Telephone Houseparents'	01367 870712
Boarding Mobile	07519 316095
Houseparents' email	boarding@st-hughs.co.uk

Aims and Ethos of Boarding at St Hugh's

To ensure each child develops and grows on many levels is what drives how we run our Boarding House. Through being part of our close community children will experience an environment where they feel safe and are able to build relationships, develop lifelong skills and embrace independence. We pride ourselves on getting to know each child individually and are committed to ensuring we meet the needs of all the children in our care.

Our aims

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

The school ensures its boarding practice complies with the National Minimum Standards.

<u>Our Values</u>

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

Applications to Board

Weekly Boarding

Parents wishing to reserve a weekly boarding place (Monday to Thursday) should respond to the boarding request link sent during the second half of each term. However, if your child requires a weekly boarding place partway through a term, please contact us using the email: boarding@st-hughs.co.uk or via phone on 01367 870700. If there is a space available, we will be delighted to welcome your child and will confirm this directly with you. We will provide all the necessary information about your child becoming a weekly boarder via email and are always available to meet in person if this is preferable. We actively encourage children looking to weekly board to come and have a look around themselves providing an opportunity for them to ask any questions.

Flexi Boarding

Parents wishing to book flexi boarding should respond to the boarding request link sent during the second half of each term or e-mail us with at least 48 hours' notice at boarding@st-hughs.co.uk. As is the case with weekly boarders, once places are confirmed, we will send out a list of what your child will need to bring with them (included towards the end of this document). If you or your child wish to come and look around the Boarding House and have any questions this can always be arranged. Places are allocated on number of nights, and weekly boarders will always be allocated first and then flexi boarders on a first come, first served basis. Please rest assured we will always do our best to accommodate as many children as is possible.

Outline of the Boarding Routine

Monday, Tuesday and Thursday Boarding

7.00 a.m.	Residential Staff to wake boarders
7.30 a.m.	Roll Call and notices
7:40a.m.	Breakfast
8.10 a.m.	Finish Breakfast
8.20 a.m.	Registration in form rooms
8.20a.m. - 4.40 p.m.	*School Day*
4.40 p.m.	Boarders to clubs
4.40 - 5.30 p.m.	Supervised clubs
5.40 p.m.	Supervised club students to sign in (Supper)
5.30 - 6.15 p.m.	Supper (All Years)
6.15 - 7:15 p.m.	Prep (Years 4 and 5. 30mins) (Years 6, 7, 8. 60mins)

Junior Evening Times (Years 3, 4 and 5)

6.45 – 7.15 p.m.	Activity & free time
7.15 p.m.	Evening snack
7.45 - 8.30 p.m.	Lights out (times vary depending on age, see bedtime)

Senior Evening Times (Years 6, 7, 8)

7.30 - 8.30 p.m.	Activities and free time
8.00 p.m. onwards	Evening snack
9.00 p.m.	*Lights out (times vary depending on age, see bedtime)*

In the light Spring/Summer evenings pupils are actively encouraged to enjoy their free time outside in the beautiful school grounds. When the daylight starts to fade, heading into the winter period, pupils will enjoy their free time in the Manor House or in one of the other internal spaces we have access to in the school. At this time, they will only be outside if they are taking part in an organised or supervised activity. All pupils will be in the Boarding House by 8.30pm.

Wednesday night routine

There is a different routine for Wednesday evenings due to sporting fixtures during the afternoon. It is a more relaxed approach with no formal prep time.

7.00 a.m.	Residential Staff to wake boarders
7.30am	Rollcall and notices
7.40 a.m.	Breakfast in dining room
8.10 a.m.	Finish Breakfast
8.20 a.m.	Registration in form rooms
8.20a.m. - 4.15 p.m.	*School Day & Sports Matches*
5.30 - 6.15 p.m.	Sign in & supervised tea (Whole House)
6.45 – Bedtimes	Activities/Free time

Bedtime Routines (times vary depending on age, see bedtime)

Breakfast

We will wake the boarders at 7.00am and supervise pupils getting ready before breakfast, including ensuring they have brushed their teeth and left their dorms tidy. Once the children are ready, they must be dismissed by a member of the boarding team.

By 7.30am all boarders are expected to be together on the boarders landing where we will take a rollcall, as well as check uniform. At 7.40am all pupils make their way to the Dining Room.

Children are free to help themselves to cereal, toast, fruit etc and then each table will be let up for a cooked breakfast (option changes daily). At the end of breakfast, pupils will be expected to clear and wipe down their tables. Any notices for the day will be given.

End of the school day

The school's club programme operates between 4.40pm and 5.30pm every day of the week, except Wednesdays when pupils are involved in sports fixtures. Boarders are expected to join clubs on each day when they are in school.

Supper

All boarders assemble in the Boarding House at 5.30pm to dress down into home clothes before Supper begins at 5.40pm. An additional register is taken to ensure all pupils boarding that night are accounted for. The House staff sit amongst the boarders to encourage good table manners and keep an eye on individual's appetites and healthy eating. All pupils are expected to help with the clearing and cleaning of their tables at the end of supper as they are at breakfast.

Prep

All boarders attend prep, which occurs after supper. This is well supervised to provide as much support as is possible for the children. Prep for Years 4, 5 and 6 usually takes place in F2 and years 7 and 8 takes place in ICT1 and ICT2. Prep times vary for different ages. Below shows the current timetable for all age groups:

	Years 4 & 5	Years 6, 7 & 8
Monday	6.20pm-6.50pm	6.20pm-7.20pm
Tuesday	6.20pm-6.50pm	6.20pm-7.20pm
Wednesday	No prep	No prep
Thursday	6.20pm-6.50pm	6.20pm-7.20pm

Boarders' Kitchen and Snacks

All main meals are produced by the school kitchen, however, boarders also have the exclusive use of a boarders' kitchenette within the Boarding House. Drinking water and fresh fruit is always available and as part of the boarders' snack, cereal, toast and fruit is also available through the week 15 minutes before their bedtimes. The children are expected to keep the kitchen tidy at the end of every evening, and we have a rota of responsibilities in place for all our Year 8 boarders.

Boarders' Tuck

We have in-house tuck that is offered to boarders on a Wednesday evening. Boarders are **not** allowed to bring sweets and food into the Boarding House and if found they may be asked to take a break away from boarding. We would really appreciate your support in this as tuck is offered as part of our boarders' reward system and if children have access to their own supplies, it completely devalues this.

Evening activities

Following prep, boarders have activities time which is supervised by the boarding team. There are a variety of options available to boarders which will be published at the beginning of each week:

Sports Hall activities – supervised by House staff and / or Duty staff
Tennis
Astro Games
ICT and Art – supervised by Duty staff
Music practice
Board games
Fields and Woods – supervised by Duty staff (when light enough)
Swimming if pool available – supervised by two House staff / Duty Staff (one must be lifesaver qualified)
Spotlight
Baking

Boarders' Common Areas

Boarders have exclusive use of communal areas which include a Common Room where there is a TV as well as a PS4 and Wii and a Games Room on the top floor of the House. All common rooms (and dorms) are only accessible to boarders, and this is only during boarding hours. It is important that the boarders take responsibility for these areas and treat them with respect otherwise they will be made 'out of bounds' for a period of time.

Bedtimes

The system of bedtimes differs depending on age. The simple principle being that the older the pupil, the later the bedtime. Consideration must be given, however, to dormitories where there might be more than one age group which will be likely due to our new format this year. In this situation, a single bedtime may be applied to minimise disturbance caused by other pupils entering the dorm as one group is settling down. All the dorms have a time when their main light is turned out and children have 15 minutes reading time. After that time house staff will insist on silence. Bedtime routines and lights out times have been carefully planned to allow children as much free time as possible, balanced with appropriate rest. Staff remain in the main corridors of the Boarding House for a period of time after the last dorms have been asked to be silent.

Year 4: Upstairs at 7.30pm lights out at 8.00pm
Year 5: Upstairs at 7.45pm lights out at 8.15pm
Year 6: Upstairs at 8.00pm lights out at 8.30pm
Year 7: Upstairs at 8.15pm lights out at 8.45pm
Year 8: Upstairs at 8.30pm lights out at 9.00pm

It would be extremely helpful if you could try to follow a similar routine the week before you start boarding. We hope this will help your child/ children settle in more quickly.

Overnight problems

We want to ensure your children always feel safe and supported and understand as staff we are always available to them. Therefore, if your child is feeling unsettled or unwell during the night, they are able to access Miss Guanchez, our Assistant Houseparent, and/or us via a bell or phone/intercom system. If there is the need for your child to be cared for outside of the dorm and sleep in a separate space there is an allocated 'sickbay' room for both the boys and girls separately.

Medication/Medical Support

Should your child require medication whilst boarding, please make sure that it is handed in to the Medical Centre that morning along with a signed consent form. This medication must be delivered in its original packaging, written in English and in date. In line with the school policy, medication will not be accepted if it does not meet these requirements. If a medication is required on a regular basis, then we request at least six weeks supply. Your child should never have any medication in their possession. During boarding hours, medication will be dispensed by Miss Guanchez or Mrs Auld. All medication is recorded on the school database (iSAMS).

Organisation of dormitories

All the boarding accommodation is contained within the Manor House. The children have dormitories on the same floors with an alarmed door separating the boys and the girls. Dormitories are arranged by age as far as is possible and practical.

Weekly boarders (Monday to Thursday) will be allocated a bed and keep the same bed for a full term whereas flexi boarders will use what there is available. We encourage weekly boarders to transform their dorms into their bedrooms. They are free to decorate their room with posters and other personal belongings. Photos and posters are a wonderful way of showing the boarding team what the children like and help the children to feel more at home. All decoration must be taken down at the end of each term to allow for redecoration. Weekly boarders also have the option to lock valuable items or possessions into one of our lock boxes for the week.

Access to the dorms by adults

Access to the dormitories is prohibited to **all** adults apart from the boarding staff. The only exception to this is when weekly boarders are being returned on the morning a term begins or boarding open house events.

Bedding/washing

Both weekly and flexi boarders are required to bring their own duvet covers and pillowcases. Pillows and a duvet will be provided but they are also welcome to bring these if they would prefer. We expect all the children to learn how to change their own bed sheets. Flexi boarders are expected to change their sheet in the morning after their last night of boarding so that the bed is ready for the next boarder whereas weekly's change their beds once every two weeks. We believe this is an important life skill that will stand the children in good stead for the future as well as helping to develop a sense of community within the Boarding House.

All weekly boarders have their washing done in-house whereas flexis will be expected to take belongings home with them every week other than their bedsheets which will be taken home at the end of every half term.

Boarders signing in/out procedure

If a weekly boarder is leaving the school premises for any reason (other than a school trip or match) parents must email or call the school to inform us of their child's absence. This system also applies to any flexi boarder who is due to be boarding that evening.

It is essential that all parents cooperate with these systems so that the boarding team know exactly which boarders are on the premises and that they are accounted for.

Pastoral Support

Pastoral support is at the centre of everything we do in the Boarding House. An environment where the children feel completely safe and supported is what we strive for. Through building strong relationships with the children, we are aim to meet all their individual needs. We openly encourage the boarders to share the good things in their lives, as well as seeking advice or support when they are finding things challenging. Talking with the house parents help to develop a rounded perspective; socially, academically, and personally for the boarders. Problems can be shared, targets can be set/reviewed, and guidance given. Additionally, regular communication with the wider school and parents, we find, strengths the pastoral care.

Current Affairs

The boarders 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.

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.

Boarders' induction

All new boarders will be helped to settle quickly into the Boarding House by means of an induction checklist organised by the House Parents. If children wish to come and look around the Boarding House prior to starting this can always be arranged. This provides the children with an opportunity to ask questions and address any concerns they may have.
Additionally, on their first night of boarding children will be given a detailed tour of the house as well as advised of the Boarding House procedures and the support systems in place.

Fire drills

It is a requirement for a fire drill to be carried out at least once every term. Pupils are briefed on the course of action that they should take in case of an evacuation. The drill times are varied and can occur anytime from when the boarders return at 5.30pm through until 8.00am before school begins. With the daily change in population during the boarding week, the drills are also arranged for different days through the year to ensure that as many pupils as possible can experience them. The fire meeting point during boarding times is the front car park.

House staff meetings and communication

The boarding staff have regular meetings to discuss any concerns or problems as well as meeting daily to discuss the running of the house and pupils. There is also a diary where notes are made e.g., appointments, absences, trips to ensure all boarding staff are kept informed and make sure the house is running effectively to best support the boarders. We welcome parents to send through any reminders for children ie, clubs, music lessons etc.

Communication

Our aim is to ensure that every boarder feels safe, happy, and valued within the Boarding House. Our happy, caring home away from home is based upon establishing and nurturing the closest partnerships between children, home, and the boarding team. We find the more contact, as House Parents, we have with you the more empathically and effectively, we can meet your child's needs so please do not hesitate to call, email, or come and see us in person. We believe in honest and open communication and will always let you know if we have any concerns about your child as well as successes they have when in our care. In the same vein, if you have picked up any concerns at home or think your child has experienced something that is affecting them, please do let us know so we can find a way to best support them.

Home communication

Though we are a no mobile phone house we fully appreciate children like to contact home. We have two available phones within the Boarding House; the boarders phone box situated on the Boarders Landing and the boarding mobile.

The boarders are welcome to call parents at certain times during the evening (following prep and before snack). However, we do not encourage children to call just before bedtime as we find this is when they can become most unsettled. Additionally, if you would like to speak to them you can also contact them via calling the Boarding House directly or, alternatively if you send us through an email, we will then ask them to call.

Electronic devices

No devices are allowed in the boarding house. This will result in an immediate suspension from boarding.

Homesickness

Boarding will be fun, structured, 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 they are or how many nights they are boarding for it is totally natural to miss home. Some boarders will settle more quickly than others and the more nights a boarder does, the more they become used to the routine. The house staff are very experienced in dealing with home sickness and will help and support your child through it. We do recommend, after years of experience, that during your child's first night/ nights/week of boarding, communication between the child and parents is kept to a minimum. This can be hard but, in our experience, it allows the children to establish valuable relationships with others rather than being tied to a phone. Also, by the end of their first night/ nights/ week they will have lots more to talk about. Please see below three recommendations:

Talk to your child before their boarding night about things they can do to counter the feeling of homesickness; keep busy, take part in the activity, rather than feeling sad, feel excited about the next day.

Cancellation and fees

Fees (boarding fees are collected in advance)

- Weekly Boarding – £2318 per term
- Flexi Boarding - £62 per night
- Sibling Boarding - £53 per night
- Cancellation of a night/s will require a minimum of 48 hours' notice.

Complaints

If at any time you have complaints about boarding at St Hugh's, procedures are in place and these can be made following a specific complaints policy, which can be found on the school website.

Should you feel the need to, complaints can also be lodged with Independent Schools Inspectorate, Ground Floor, CAP House, 9-12 Long Lane, London EC1A 9HA. Telephone 020 76000100.

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.

Boarding Packing List

- Pyjamas
- Duvet cover and pillowcase
- Towel
- Teddy
- Book
- Slippers
- Dressing gown

Toiletries to include:

- Hairbrush
- Shower gel, shampoo & conditioner
- Toothbrush and toothpaste
- Spare hair tie

One set of home clothes to include

- 1x Top/T-shirt
- 1x Pair of Trousers
- 1x Jumper
- Pair of Trainers or Sensible shoes
- Underwear and socks

Please do not bring in any make up, aerosol deodorants or sweets.

ST HUGH'S
OXFORDSHIRE