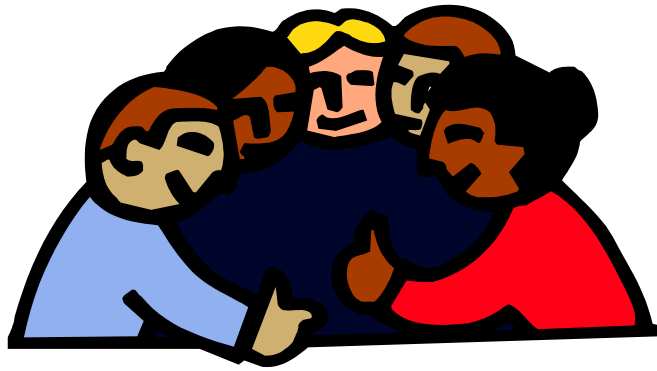




ST HUGH'S SCHOOL

BOARDING HANDBOOK FOR PUPILS



Dear Children,

This booklet is intended as a guide for both new and existing boarders. It tells you a bit about the staff involved, the daily routine and what you can expect in your life as a boarder. Hopefully, you will find your experience as a boarder one that is fun, action packed and you will make lots of friends here.

If this booklet was to include everything about boarding it would be 100+ pages long which we are sure you would not want to read all at once. Instead it just has the basics and you can add to it anything you want to at the back where there are some blank pages.

The best way to learn about boarding is to do it and enjoy it.

REMEMBER though, if there is anything bothering you, however big or small, TALK TO SOMEONE. There will always be someone willing to help.

Mr and Mrs Watson
House parents

Aims of the boarding house

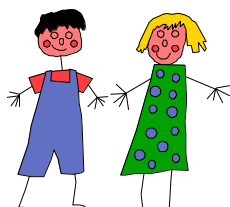
Below are statements, which outline the main aims of the boarding house and what we are trying to achieve. These aims can be achieved if staff and pupils work together to ensure we create a safe, enjoyable and happy place to live within.

- △ In boarding we aim to provide each child with an environment in which he / she can flourish, develop and fulfil their potential whilst staying away from home.
- △ The health, safety and well being of all our children are of paramount importance to all the adults who work in the school.
- △ All children have the right to protection, regardless of age, gender, race, culture or disability, ensuring a secure and stable environment exists.
- △ We are committed to creating and maintaining an environment that discourages bullying and deal constructively with any instances that may occur.
- △ We aim to promote an open and trusting ethos ensuring each child's right to privacy, dignity, independence and individuality.
- △ Children, like adults, need to express their fears and emotions. The resident staff and the team of matrons are the shoulders to cry on, the listening ears and, at times, the wall to bang the head upon.
- △ We expect and maintain high standards of politeness and awareness of others but we should be aware of the tensions in a closed community and treat the occasional outburst in this light.

STAFF

There are a number of people you will come across in the boarding house. They are:

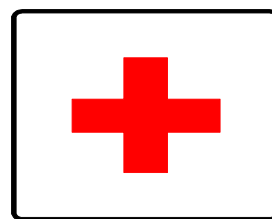
The Houseparents



Mr and Mrs Watson are the houseparents and live in a flat within the boarding house. You can always contact Mr and Mrs Watson using the bell outside their flat although you will see them around the boarding house all the time. They oversee the running of the boarding house, making sure all the boarders are looked after and they are in overall control of boarding. Mr Watson also teaches Latin and is in charge of boys' games and Mrs Watson teaches girls' games.

Resident matron

Mrs Husband lives in a flat on the top floor at the end of the boys' corridor. She looks after the boarders making sure that everyone is kept well, cared for and that their socks have no holes in them ! She can be contacted at night for any medical emergencies.



Matrons

Mrs Allen is the head matron and along with Mrs Husband and Mrs Pargeter they form the team of matrons. They are all on duty at different times during the week. You will normally find them in the day room or upstairs on the dorms when you wake up or are going to bed. They are all very helpful so be very nice to them all.

Staff

Members of staff will also help you while you board and you will come across a number of staff members who will take your prep and run activities in the evening.

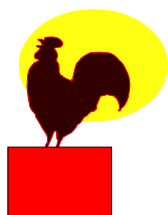
Gap Students



At St. Hugh's we are very lucky to have great gap students who will help to entertain you in the evenings.

A typical day boarding at St. Hugh's

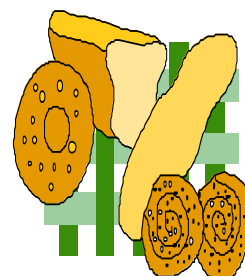
7.15 a.m. WAKE UP TIME



The matrons will wake you up and help you to get ready for your day ahead. You will need to get washed and dressed into school uniform before meeting everyone else in the front hall before 7.50a.m.

7.50a.m. THE BIG BREAKFAST

Cereals, toast, hot tea and cooked breakfast all ready to get you going for a full day ahead. Some of you will be table heads in charge of manners and order on your table. Make sure you are looking smart though, shirts tucked in and hair brushed otherwise it's another trip upstairs.



8.20a.m OFF TO SCHOOL



Make sure you have everything and away you go to a fun packed day of learning everything from How to kick like Wilkinson to how to write like J.K.Rowling. You'll love it because school is great!

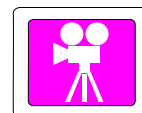
DURING THE DAY.

During the day you should not go back upstairs to the dormitories unless it is absolutely necessary. Even so you **must** get permission from one of the matrons before you do.

4.30pm LESSONS FINISH – CLUBS AND FREE TIME BEGIN.

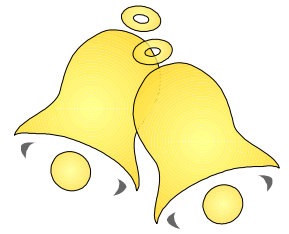


At 4.30pm when you have finished all your lessons, you can choose to attend one of the numerous clubs available which last until 5.30pm. At the start of each term, Mr and Mrs Watson will sit down with you and you can decide which clubs you want to do. You should do at least two clubs a week but you can do more. Clubs are really wide ranging and you're bound to find something you like.

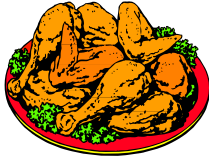


5.35pm MEET IN THE FRONT HALL

We all meet in the front hall no later than 5.35p.m. A bell will ring at 5.35pm and you should be down before it goes if you can. A register of everyone will be taken as well as any notices. Try not to be late.



5.45pm SUPPER



After a long day supper is a great time to see everyone, have a really good chat and get fuelled up for the rest of the evening. It's important to eat well and healthily so **NO TUCK BEFORE SUPPER !**

6.30pm PREP

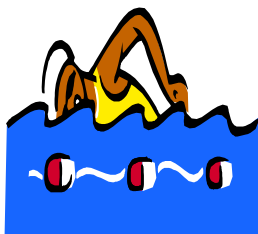
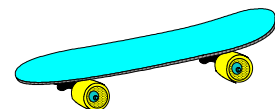
Time to knuckle down to prep and get that work done. Make sure you work quietly otherwise you might find prep lasting longer than you expected!



7.00pm / 7.30pm ACTIVITIES / FREE TIME

After your prep finishes which will depend on your age (Years 4 + 5 - 7.00pm; Years 6 + 7 - 7.30pm and Year 8 - 7.45pm) you have free time before you go up to bed.

During this time there are set activities such as Sports Hall, ICT or Art room or you can use the Librar, the music rooms to practise your instruments or just relax in the common room. Some people like to use their skateboards or rollerblades. In the summer you could go swimming, play tennis or just play under supervision in the woods or fields.



If you want to do something specific then let one of the staff know and we might be able to accommodate it for you. You control through your suggestions what you do in this time.

7.45pm – 8.15pm SNACKS

If you are still feeling hungry then you can come and have snacks before going up to bed. These include hot toast, jam and the best of all – **HOT CHOCOLATE.**

8.20pm onwards

BEDTIME

At 8.20 Years 4 and 5 go upstairs to get ready for bedtime. Years 6 and 7 go up at 8.30pm and Year 8 go up at 8.45pm !

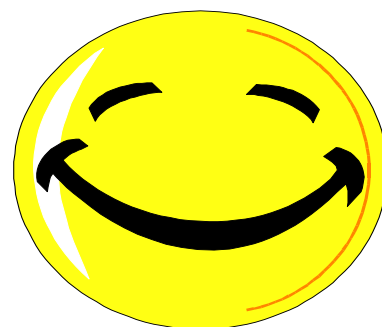
When you go up to bed you will have a shower, get changed into pyjamas, hang up your uniform and tidy your space. Make sure you help matrons and do what they ask you to do. Remember they wake you in the morning !

Lights will go out at different times depending on your age. Years 4 + 5 – by 8.45pm, Years 6 and 7 – 9.00pm and Year 8 – 9.15pm

When your lights are out **YOU MUST NOT TALK**. If you are caught talking we will not be pleased. If we feel you have not stopped talking then you may lose some of your free time. It is important that when you go to bed you try and go to sleep. If you can not sleep straight away, stay quiet and calm because if you talk you might disturb others who can sleep.

MATRON

If you feel really unwell during the night then you may ring the matron's bell who will come and attend to you. Do not worry about doing this as we all there to help you through the night. It is important you get a good night of sleep, as you need all your energy to be on top form the next day.



AND THAT'S A TYPICAL DAY, WE HOPE YOU ENJOY IT!

REWARDS AND SANCTIONS

The school has a system of **credits** in use during the school day. In the boarding house there are rewards in the form of '**smiles and frowns**'. The smiley face stickers are awarded by all boarding staff and stuck up on a chart on the boarding notice board. When you have achieved ten smiley faces you can choose a prize from a box full of goodies.

A smiley face is awarded when someone has shown any form of commendable behaviour, generosity, kindness, helpfulness, good personal organisation, personal effort and general improvement in the boarding house.

As well as smiles, frowns can be given for poor and unacceptable behaviour. These are rarely given and are not put up on the chart but recorded by the Houseparents. A frown effectively 'deducts' a smile from that person's total, although nothing is removed from the chart.

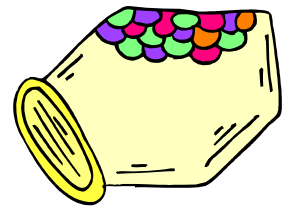
Not all days are typical days

On **Wednesdays** you do not get PREP !!

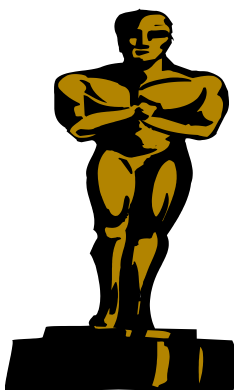
So after supper you either have a reading rest, practise your music instrument if you play one or catch up on work for ½ an hour.

Then you have a long evening of free time.

We might organise trips out to cinemas, laser quest, bowling or you may listen to a guest speaker. Alternatively we may have a special night in or simply a longer time in the sports hall, ICT, Art room. You are welcome to make suggestions (put it in the suggestion box) on what you might like to do and we can try and arrange it for you.



we



On **Fridays** you do get prep BUT after it you get to watch a film in either the houseparents' flat or in the Barn.

This film will go on a bit later than normal bedtime so you also get to go to bed a bit late.

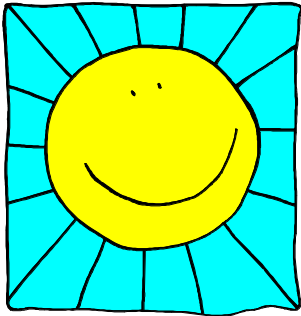
It's great fun and everyone brings popcorn, sweets and settles down in their pyjamas, dressing gown and slippers to an enjoyable film.

We also run lots of special evenings such as discos, parties, pancake days, water fights, talent shows, football or netball tournaments, barbeque nights, the famous game of spotlight to name but a few things. There is always something going on and if you keep an eye on the notice boards you will see what special events are coming up.



WHERE WILL I SLEEP?

The boys' dormitories are on the top floor and the girls' dormitories are on the first floor of the main manor house.



There are six boys' dormitories and four girls' dormitories and you will be allocated one of the beds in one of these dormitories depending on your sex and age.

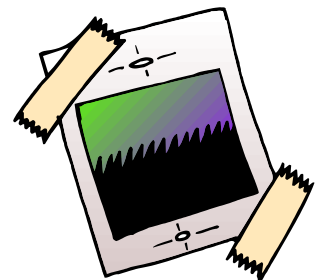
We try where possible to keep you with other boarders of the same age. It is possible by talking to Mr or Mrs Watson that you can arrange a swap to another dormitory but there has to be a good reason.

If you are a weekly boarder we hope you will bring your own duvet cover which can be any colour or design. This makes it feel more like home for you.

You can also decorate your dorm with posters, photos or anything personal to make it feel more like home.

The dormitory space is like a blank canvas for you to stamp your mark on within obvious confines.

In the dormitory there will be a dorm captain who must try and help matrons, report damage, lead dorm to safety if there is a fire drill, set a good example and see a member of staff if there are problems in the dorm at night.



What about food?

You will never go hungry, as there is always food available.

There is;



BREAKFAST – cereals, toast, hot tea and a cooked breakfast

LUNCH – whilst at school there will be a cooked school lunch

SUPPER – another cooked meal or a salad choice if you prefer

SNACKS – before bedtime – Yummy Hot Chocolate, Toast, Jams or your favourite snacks

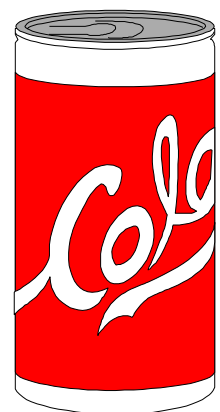
FRUIT – there is always fruit available for you to help yourself.

And of course let's not forget

TUCK

If you are a weekly boarder you can bring a tuck box in and keep it downstairs near the common room. You should bring enough tuck for one week at a time working on a basis of about a small chocolate bar (or something similar) per day.

If you are a day boarder you must drop off your tuck with matrons in the day room in the morning (they will not eat it) and then collect it when you want it later on when the school day is finished.



Tuck can only be eaten in the common room or in the tuck box area for weekly boarders. Do not get caught eating tuck elsewhere.

Will I have duties to do ?

To foster the feeling of responsibility all weekly boarders are required to undertake boarding duties. These are organised by the houseparents and posted on the notice board. Pupils are notified of their duties on Monday evenings after the boarding register is taken.

Duties include: Making sure the library and common rooms are tidy in the morning.
Helping the matrons to set up and clear away snacks.
Checking the school has been unlocked in the morning,
Making sure the newspapers go to the library and staff room.

In addition to this all boarders have the duty to keep the boarding house tidy and their dormitory space tidy.

Clothes should be hung up and not left lying around.

We all have a duty to make ourselves look smart.

Duties are not supposed to be a chore but instead a way we all live together to ensure a better place for all.



What if I want to contact someone.



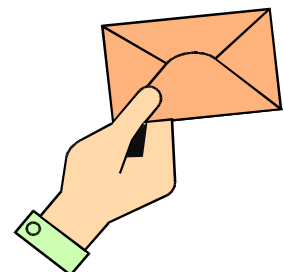
There is a telephone for you to use at any time and you can get phone cards from the Day room.

Although there is no direct line for parents to phone you they can contact the school and leave a message or ask you to phone them.

If you are a weekly boarder you are allowed mobile phones. We have some rules to make sure they are used properly.

You all have an email address and you can email parents and friends

Or you can simply write a letter and post it. If you need paper, envelopes, stamps etc just ask your houseparents and they will get them for you.



What to do if something is worrying you.



Sometimes things go wrong and you might want to talk about something which is bothering you. You might want to let off some steam, complain about something or get some help with something.



Here at St. Hugh's there is always someone you can talk to and try to remember:

A PROBLEM SHARED IS A PROBLEM HALVED.



Who can I talk to?

Basically anyone you want to but below are some key people who will always be willing to help you.

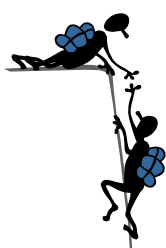
1. House Parents - Mr and Mrs Watson will always listen to you and you can talk to them as much as you want.
2. The matrons
3. Your tutor
4. Members of staff
5. Your parents
6. Your friends



You might want to let somebody know something without actually talking to anyone - You can always write it down and put it in the Suggestion Box which can then be dealt with.

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 or complain to someone in the school however if you want to talk or complain to someone outside of the school there are lots of people designated to help you.



1. There is an organisation called **OFSTED** who work with boarding schools to make sure everyone is looked after properly. You can call them on 08456 404040 and they will listen to any complaints you have.

You can alternatively write to them at Ofsted Complaints department, National Business Unit, Royal Exchange buildings, St. Anne's Square, Manchester, M2 7LA or email them at enquiries@ofsted.gov.uk

2. You can also call **CHILD LINE** on 0800 111111 who will listen and try to help.

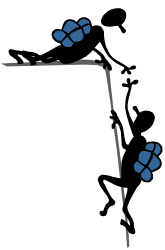
PLEASE REMEMBER THAT IN LIFE WE ALL HAVE PROBLEMS, BAD DAYS AND GOOD DAYS AND THERE ARE TIMES WHEN WE NEED HELP. SHARING THESE PROBLEMS MAKE THEM EASIER TO DEAL WITH.



Complaints.

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

You can talk the problem through with your houseparent, form tutor, personal tutor or subject teacher. If the problem is still not resolved you can talk with a deputy headteacher; Mr. Avery or Mr. Matthews or you may want to ask to talk it through with the headmaster - Mr. Nott.



Alternatively if you want to get help from outside of the school you can contact **OFSTED** who work with boarding schools to make sure everyone is looked after properly. You can call them on 08456 404040 and they will listen to any complaints you have.

You can alternatively write to them at Ofsted Complaints department, National Business Unit, Royal Exchange buildings, St. Anne's Square, Manchester, M2 7LA or email them at enquiries@ofsted.gov.uk

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

The next three sections are all to do with stuff that we should all know.

1. Bullying

It is important that everyone in the school feels safe and happy. No one should feel afraid to seek help if they are unhappy or notice someone else is upset. Everyone needs to take positive steps to make sure that St. Hugh's is a happy and trusting school where bullies – of any sort – are not tolerated.

St. Hugh's follows an anti-bullying policy which we are absolutely committed to. But to make it easier for you here is a list of the key things written in a simplified way.

What is bullying ?

It can be physical:

- hitting another person
- ganging up on someone
- the repeated odd kick or punch
- pushing or shoving with the aim of causing hurt or embarrassment

It can be verbal:

- ◆ sneering at someone (and encouraging others to do the same) for whatever reason
- ◆ constant criticism of someone because of the way they look or behave
- ◆ being unkind in your language

It can be non-verbal:

- leaving someone out of your games or conversations
- making it clear that you do not like someone and getting others to follow your lead by ignoring them.

Intentionally taking, hiding or damaging someone's property is also bullying.

What can you do ?

If you spot bullying, you should take steps to stop it by doing one or more of these things;

1. Tell a member of staff
2. Tell a senior child
3. Point out, if you are brave enough, that such behaviour is unacceptable
4. Tell a friend or any other child whom you trust
5. Speak to the person who is being bullied and be a friend and let them know that it is going to be all right.

Be careful not to meet violence with violence. If you take the law into your own hands you may end up being the one in trouble.

To tell on a bully is good for everyone – the victim, the bully and the whole school community.

DO NOT LET BULLYING GO UNNOTICED – DO NOT ACCEPT IT.

What to do if you are being bullied ?

BE BRAVE + TALK TO SOMEONE

WHO

A monitor or prefect

Your form or personal tutor

Your houseparents

A matron

Or if Your parents

A teacher

A friend

The headmaster - Mr. Nott

WHERE

Anywhere around the school

Staff common room or classroom

In their flat or around the school

In the day room

At home or work

Staff room or classroom

In his study

If all else fails and you can not bring yourself to talk to someone in the school then there are people outside the school who will try to help you.

Phone Childline on 0800 1111 which are trained to help children with problems like this.

You might want you could put a note into the suggestion box passing on the information about what is happening.

BULLYING IS NOT ACCEPTABLE - DO NOT LET IT GO UNNOTICED.

2. HONESTY

‘Honesty is the best policy’ – It sure is and it is certainly true in any community and particularly within a school. We all want St. Hugh’s to be a place where we feel our possessions will be safe. To help this happen, we should all respect each other and each other’s property.

DO NOT TAKE OR MOVE THINGS THAT DO NOT BELONG TO YOU.

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 dishonesty and if you see anyone taking another person’s possession without permission then you should report it to a member of staff.

In order for us to all get along with other and trust each other we must be HONEST.

We will all at times make mistakes, do something silly or get into trouble. The important thing is not to try and get out of it but instead be brave, accept you have done something wrong, be honest about it and take whatever consequences there are. No teacher likes to have to drag out situations because people are not telling the truth.

BE TRUTHFUL, BE TRUSTWORTHY.

3. A LIST OF BOARDING RULES – BEHAVIOUR AND DISCIPLINE

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

Below is a simple list of what to do and what not to do.

- ✓ Do not bring money into school. If you need money ask the houseparents.
- ✓ Do not sell or swap any valuable item without the express permission of your parents and, in the case of a boarder your houseparents.
- ✓ Respect other people's property.
- ✓ Keep your appearance and your dormitory area tidy.
- ✓ Tuck can only be eaten in the common room or if you are a weekly boarder in the tuck box area.
- ✓ Be polite at all times, especially considerate to visitors. Do not use bad language.
- ✓ Be truthful – honesty is the best policy.
- ✓ Bullying is not tolerated – ensure it is stopped
- ✓ No mobile phones are allowed
- ✓ Be friendly to each other and look after one another – remember the young boarder who boards for the first time, take care of him / her.
- ✓ Know the out of bounds places and do not go there – a copy of this is included at the back
- ✓ Follow the rules at night – Do not talk and try to sleep

DO TO OTHERS AS YOU WOULD BE DONE BY.

Notes:

Use these pages to write any important information or thoughts.