



ST HUGH'S

OXFORDSHIRE



INFORMATION 2011/12



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St Hugh's is a co-educational preparatory school with a clear sense of purpose: to give our pupils a secure educational foundation and the confidence to be adaptable and independent as they prepare for life beyond the school. We aim to give them all the opportunity and encouragement to develop their own interests and talents, while learning to work and play together and to contribute positively to their community.

There is no competitive selection: we both welcome and cater for pupils of a wide range of ability. Our aim is to foster confidence and a love of learning across this range – an outstanding Scholarship and Common Entrance record and the provision of integral learning support both bear testimony to our inclusive approach.

St Hugh's is proud of its very good reputation and if you would like to find out more about what makes our school such a special place then please do arrange to visit.

A J P Nott, Headmaster

ADMISSIONS

The normal procedure is for parents first to request a prospectus and other information about the school. They are invited to arrange a personal visit after this. When parents visit, they are given registration forms to complete if they wish to apply for space. The children's names are then added to the appropriate entry list/lists, depending on the preferred age of entry. If their names are very near the top of the list, parents will be reassured that space will be available. Once the list nears the normal target number, parents are told that there is no guarantee of space. At this stage, there is no definite commitment made or expected.

In the autumn term of the year preceding proposed entry, we work our way down the list of registered pupils and send acceptance forms to parents to complete and return, along with a deposit. This process follows the order of registration, with the possible exception in marginal circumstances of our giving preference to siblings (as indicated to parents when they register).

Children who enter the Pre-Prep have no formal assessment, although they visit in the term before entry for familiarisation and for us to form an idea of their progress to date. Those entering Middle or Upper School (from 7 onwards) are assessed and parents understand that the offer of space is subject to successful assessment. However, this assessment is never competitive.

We only assess those children for whom there would definitely be space and only withdraw the offer if it is clear that the child would not cope with the school's curriculum or circumstances. In such rare cases we always discuss the position very carefully with parents. If either we or parents believe that learning support may be needed, then our specialist staff will be asked to contribute to the assessment. We encourage parents to alert us early to any known needs and our assessments are carried out at a level and in a way that enables a child to show us what he/she can do. Reports are requested from previous schools and we endeavour to accept children if at all possible.

Once this process is complete, parents of children whose position on the list has not allowed us to offer them space will be informed and they will be asked if they wish to keep their names on the lists for possible later entry.

FEES

Termly fees with effect from Autumn Term 2011/12	£
Reception (4+)	3,010.00
Pre-Prep	3,280.00
Middle School	4,710.00
Upper School	5,095.00

Weekly Boarding	
Middle School Boarding	1,010.00
Upper School Boarding	1,010.00

Flexi-Boarding	
Single Nights	25.50
Single Nights – sibling	16.00

Optional Extras	
Primary Ballet / Gym Club	53.00
Others: (Golf, Judo, etc.)	102.00
Music – Individual Instrumental & Singing Tuition (per half hour session)	19.00

The Cottage Nursery	
Morning session (per term)	310.00
Afternoon session (per term)	235.00
Full day (per term)	545.00
Single morning session	32.00
Single afternoon session	26.50

ALL INCLUSIVE FEES

The School fees at St Hugh's are **inclusive**, with very few compulsory extras.

Most schools charge for trips to **museums, concerts, plays**
– at St Hugh's these are included in the fee

Most schools charge for **learning support** (typically £35-£50 an hour)
– at St Hugh's this is included in the fee

Most schools charge for **after school supervision**
– at St Hugh's this is included in the fee

Most schools charge extra for **tea**
– at St Hugh's this is included in the fee

Many schools charge for **lunch**
– at St Hugh's this is included in the fee

Many schools charge for **extra-curricular activities**
– at St Hugh's these are included in the fee

Many schools expect parents to pay for the full cost of **residential trips**
– at St Hugh's we subsidise these heavily

Most schools charge for **leadership training**
– at St Hugh's these are included in the fee

BURSARIES

The Governors of St Hugh's recognise that independent school fees are now at levels that, despite the best endeavours of their parents, exclude many children from St Hugh's. Accordingly, the Governors set aside a fixed sum each year to provide bursaries for children whose parents could not otherwise afford to send them to St Hugh's. Means testing is used to determine whether a bursary is to be awarded and to what value, with the maximum award being 100% of the fees. In exceptional circumstances, any extra charges will also be paid.

Parents applying for bursaries will be asked to complete a means test form and provide the validating documentation requested. All documents will be treated as confidential. Successful applicants will also be required to furnish information annually regarding their current financial circumstances, so that the level awarded can be reviewed and adjusted where necessary. Please contact the Headmaster for further details.

We also offer bursaries to children whose parents work in the armed services. For further details please contact the Registrar.

SENIOR SCHOOLS

At the age of 13 our pupils go on to a wide variety of senior schools, both boarding and day, co-educational and single sex. Academically, we are non-selective but very successful, with an excellent record in both CE and Scholarship. In the last 5 years 68 awards have been won by our pupils. Academic awards have been matched by others for art, DT, drama, music, sport and all-round strengths and leadership qualities.

The schools which pupils move on to include:

Co-educational schools

Bloxham School

Bradfield College

Canford School

Cheltenham College

Clifton College

Cokethorpe School

Dean Close

Leckford Place

Malvern College

Marlborough College

Oundle

Our Lady's, Abingdon

Pangbourne College

Rugby School

St Edward's School, Oxford

Stowe School

Uppingham School

Boys' schools

Abingdon School

Eton College

Magdalen College School

The Oratory School

Radley College

Shiplake College

Winchester College

Girls' schools

Cheltenham Ladies' College

Downe House

Headington School

Oxford High School

The School of St Helen & St Katharine

St Mary's, Calne

Tudor Hall School

Wychwood School

Wycombe Abbey School

SCHOOL HOURS

The Cottage Nursery	
8.30am – 12.15pm	Morning Session <i>(including lunch)</i>
12.30pm – 15.30pm	Afternoon Session <i>(without lunch)</i>

Pre-Prep (Rec, Yr 1, Yr 2)	
8.25am	Arrival
8.40am	Registration and Assembly
3.30pm	School Ends <i>(optional 'After School Club' begins)</i>
4.20pm	Final Pick Up

Middle School (Yr 3, Yr 4)	
8.25am	Arrival and Registration
4.20pm	School Ends
4.30pm	After School Clubs <i>(optional)</i>
5.30pm	Final Pick Up

Upper School (Yr 5, Yr 6, Yr 7, Yr 8)	
8.25am	Arrival and Registration <i>(Classrooms are open from 8.15am although children may, if necessary, be dropped off from 8.00am)</i>
4.20pm	School Ends
4.30pm	After School Clubs <i>(optional)</i>
5.30pm	Tea <i>(optional)</i>
6.30pm	Supervised Prep <i>(optional)</i>

Saturday School for Yr 6, Yr 7, Yr 8. 8.25am – 12.45pm



GOVERNORS

Chairman:
Mr James M Guillum Scott
Mrs Jennifer Allan
Mr Andrew Ashton
Mr Ronald W F Barnes
Mr Peter Boggis
Mr Antony Clark
Mr Peter Chambers
Mr Paul G Daffern
Mrs Judy Forrest
Mrs Susan J Jackson
Mr Ted Sandbach
Mr Andrew Trotman

Correspondence for the Chairman of Governors should be addressed c/o The Clerk to the Governors at the school address.

SCHOOL POLICIES

The following school policies and documents are available to you on the school website or can be obtained from the school office.
Admissions Policy
Educational Visits Policy
Complaints Procedure
Child Protection (Safeguarding) Policy
Special Educational Needs Policy
Curriculum Policy
Behaviour Management Policy
Anti-bullying Policy
First Aid Policy
Travel Policy

STAFF

Headmaster:

Mr Andrew J P Nott, BA (Wales), PGCE

Joint Deputy Heads:

Mr R S B Avery, BA (Sussex), PGCE, Head of Geography

Mr A R Matthews, BSc (Exeter), PGCE, Science

Head of Middle School:

Miss R Williams, BA (Reading), QTS

Head of Pre-Prep:

Mrs S Russell, B Ed (Sussex)

Houseparents:

Mr G Watson, B Ed (Wales), QTS, Head of Boys' Games

Mrs N Watson, BSc (Surrey), QTS, Girls' Games

Teaching Staff:

Mrs C A Avery, B Ed (London), Head of Design Technology

Mrs L Batho, BA (Exeter), PGCE, Pre-Prep

Mrs C Berry, BA (Hull), Pre-Prep

Mrs K Boswell, BA (PTE) (Oxford Brookes), QTS, English, Maths, History

Mrs J Bown, BA (Birmingham), PGCE, Pre-Prep

Mrs C Bremner, B Ed (Strathclyde), Pre-Prep

Mrs R Cartwright, Library

Miss E Chamier, BA (Durham), PGCE, Middle School

Mr R J G Clarke, BA (Canterbury), QTS, Head of Maths

Mr R L Cleaver, BA (Newcastle), PGCE, Maths

Mrs S Dams, BA (London), PGCE, Learning Support

Mrs L Davies, B Ed (Sheffield Hallam), PGCE, English

Mrs S Ewins, ARCM, Dip RCM perf, Assistant Head of Music (Performance)



Mrs J Fisher, BA (Newcastle), PGCE, Pre-Prep

Miss E J Fleming, B Ed (Southampton), Pre-Prep

Mrs H Flower, BSc (Open University), Pre-Prep

Mrs S Grenfell, B Ed (Oxon), PGDipSpLD (Dyslexia), AMBDA, Head of Religious Studies, Head of Cognitive Skills Development

Mrs S Halliday, BA (Reading), PGCE, Maths, Geography

Mr C Hallion, BSc (Loughborough), PGCE, Pre-Prep

Mr M D Hargreaves, BA, PGCE, CPSE, Head of History

Mrs J Havelock, LTCL, Assistant Head of Music (Administration)

Mrs S Hunter, MSc (Oxon), BSc (Bristol), PGCE, Head of Science, Head of Assessment

Mrs D S Landray, BSc (York), PGCE, Science, Head of PSHE

Mr B Leullier, MSc (Lille/Stafford), PGCE, French

Mrs A Lings, B Ed (Oxon), Pre-Prep, Drama

Mrs S Lonsdale, B Ed (Nene), Pre-Prep

Mrs J M Macdonald, Cert Ed, Science

Mrs C Marnham, BA (Bristol), PGCE, Head of French

Mrs P McBroom, BSc (Roehampton), PGCE, Middle School

Miss S A Middleton, GRNCM, PGCE, Head of Art

Mrs S J North, MA (St Andrew's), PGCE, Head of Drama, English

Mrs H Owen, DipTeach (Brisbane), Director of Sport, Head of Girls' Games

Mr A Pearson, BSc (Oxford Brookes), Assistant Head of Boys' Games

Miss J Please, BSc (Abeystwyth), PGCE, Pre-Prep

Mr J P Ridgway, BA (Dartington), PGCE, Head of Music, RS

Mrs J Robinson, Cert Ed (Nottingham), Drama

Mrs J L Russell, B Ed (Newport), ICT

Mrs A Smith, B Ed (Sussex), Pre-Prep

Mrs L Smith, Pre-Prep

TERM DATES

Mrs L Soames, BA (Bristol), PGCE, Head of Classics
Mrs M Stott, CertEd (Southampton), BEd (Exeter), QTS, Dip.SpL.D (Warwick), Head of Learning Support
Mrs S A Strange, BSc (Aberystwyth), PGCE, Maths
Mrs H Swan, B Ed (Bedford), Assistant Head of Girls' Games
Mr C Thomson, BSc (London), QTS, Maths, Science, Head of Activities
Mrs H Topp, BA (London), Middle School
Mrs S Ward, BA (East Anglia), PGCE, Middle School
Mrs C Withers, B Ed (London), Head of English
Mr G Wootten, B Ed, Head of ICT

The Cottage Nursery:

Mrs J Bythe, BA (PTE), (Oxford Brookes), Head of Nursery
Mrs A Hiscock, CACHE Level 3 Diploma, Teaching Assistant
Mrs J Farrant, Teaching Assistant – Nursery and Pre-Prep

Non Teaching Staff:

Bursar: Mr A Robinson, BSc, MCGI, PGCE, CMet
Assistant Bursar: Mrs J Brown
Registrar: Mrs S E Macpherson
Communications/Recruitment/Marketing: Mrs S Nott MA (Cantab)
School Secretary: Mrs A Castillo-Bernaus
Receptionist: Mrs S Nobes
Assistant: Mrs H Wright
Estates Manager: Mr T Simmonds
Groundsman: Mr R Stallard
Caretaker: Mr G Bowerman
Head Matron: Mrs J Allen
Resident Matron: Mrs J Husband
Matron: Mrs D Pargeter

2011 Autumn Term

Wednesday, 7th September	Term begins
24th and 25th September	Exeat weekend
Wednesday, 19th October	Half-term begins (4.30pm)
Monday, 31st November	Half-term ends (8.30am)
20th and 21st November	Exeat weekend
Wednesday, 14th December	Term ends

2012 Spring Term

Monday, 9th January	Term begins
Friday, 10th February	Half-term begins (4.30pm)
Monday, 20th February	Half-term ends (8.30am)
Friday, 30th March	Term ends

2012 Summer Term

Wednesday, 25th April	Term begins
Wednesday, 30th May	Half-term begins (4.30pm)
Thursday, 6th June	Half-term ends (8.30am)
Saturday, 7th July	Term ends

2012 Autumn Term

Wednesday, 5th September	Term begins
Wednesday, 19th October	Half-term begins (4.30pm)
Monday, 31st October	Half-term ends (8.30am)
Wednesday, 11th December	Term ends

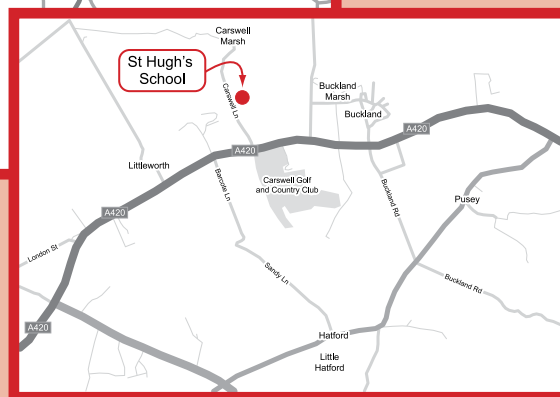
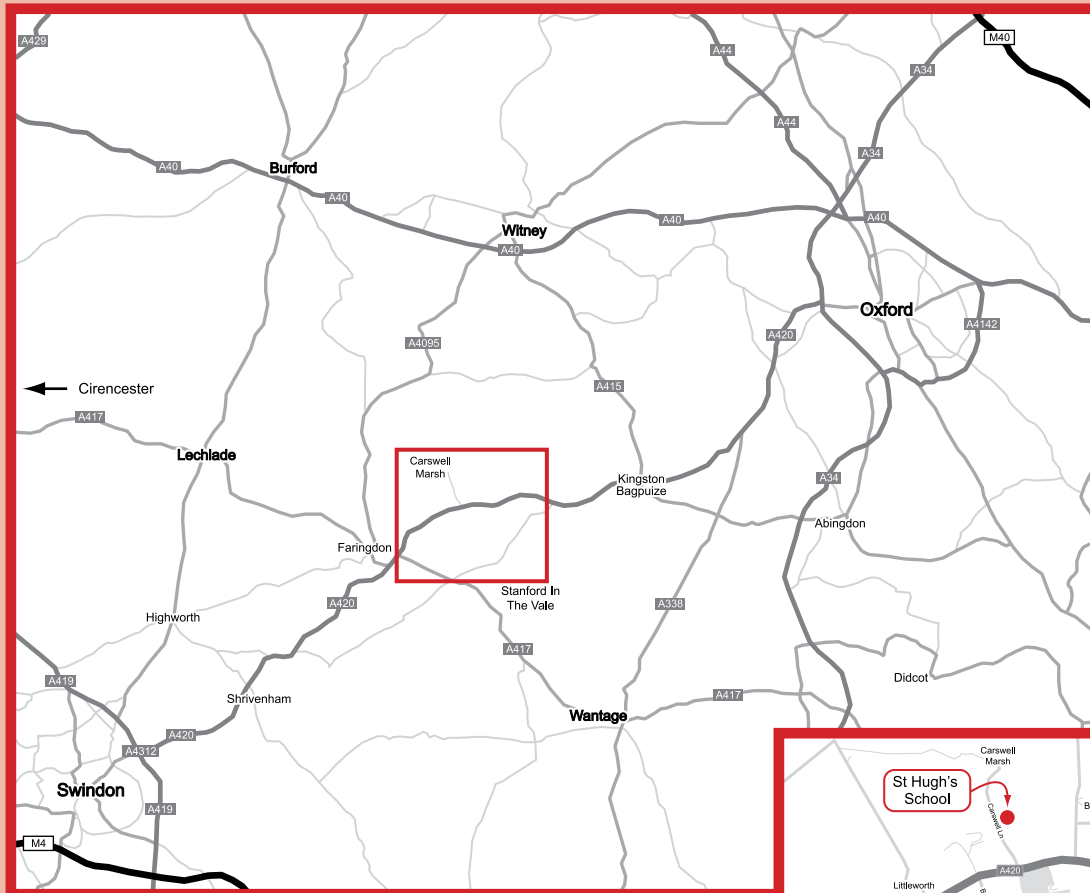
2013 Spring Term

Wednesday, 9th January	Term begins
Friday, 8th February	Half-term begins (4.30pm)
Monday, 18th February	Half-term ends (8.30am)
Friday, 27th March	Term ends

HOW TO FIND US

St Hugh's is conveniently situated off the A420 between Oxford and Swindon. Our catchment is extensive and pupils come from as far as Chipping Norton and Charlbury in the North, to Lambourn in the South, from Fairford in the West to Oxford and Didcot in the East.

The school is clearly signed driving North or South on the A420 and after turning off the main road the school can be found 300 yards down Carswell Lane. There is plenty of parking for visitors.



ST HUGH'S
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Carswell Manor Faringdon Oxfordshire SN7 8PT

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Email: registrar@st-hughs.co.uk www.st-hughs.co.uk