

Aims and Ethos of the Boarding Community

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. They have a right to be safe in school and the school follows a specific child protection policy.

We are committed to creating and maintaining an environment that discourages bullying and deal constructively with any instances that may occur following the whole school anti-bullying policy

We aim to promote an open and trusting ethos ensuring each child's right to privacy, dignity, independence and individuality. Each child must be treated fairly and we aim to encourage children to learn to exercise a degree of freedom in a responsible way which develops behaviour traits of courtesy, honesty, care, co-operation and building positive relationships between each other. We follow the whole school behaviour and discipline policy, which is designed to support the way in which all members of the school live and work together.

We cannot and should not replace the child's parents and we must take great care not to make statements to a child that are value judgements on his / her home or parental situation. Parents should feel part of the boarding process and not be excluded. We are committed to ensure that the children have the opportunity to achieve the highest standards and we all build positive relationships with parents. However, the school has procedures in place in case there are any complaints following a specific complaint policy.

We respect the privacy of children in the bathrooms and dormitories. All staff should exercise sensitivity if pupils are in a state of undress and quietly administer their duties.

Children's letters and phone calls, both incoming and outgoing, are completely without censor, they must be allowed to express their feelings to those outside as a necessary release of tension. However, if you are concerned about something you have overheard consult the houseparents before acting. A child's tuck box and personal cupboard space are totally private and must not be entered unless the child is present and you have the agreement of the child and the houseparents.

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.



ST HUGH'S SCHOOL

BOARDING INFORMATION

House Parents: Mr Gilbert Watson
Mrs Natasha Watson

Head Matron Mrs Jan Allen

Assistant Matrons:
Resident: Mrs Juliue Husband
Non-resident Mrs D Pargeter

Headmaster Mr Andrew Nott
Headmaster's PA Mrs Alison Castillo-Bernhaus

School Address Carswell Manor
Faringdon, Oxfordshire SN7 8PT

Telephone – House Parents 01367 870712
Matrons 01367 870715
School office 01367 870700

Telephone – pupils No incoming line at present.
Pupils have open and exclusive access to a boarders' telephone and can make calls using a 'phone card purchased from the Bursar. Parents can contact pupils in an emergency through the Houseparents.

Fax 01367 870707
Email boarding@st-hughs.co.uk

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Boarding Pupils' Daily Routine

7.15 a.m.	Boarders awoken by matrons
7.50 a.m.	Assemble in the front hall before breakfast.
8.30 a.m.	School begins: registration in form rooms.

School day ends at 4.30 p.m. for all pupils.

4.30 - 5.30 p.m.	Supervised clubs, activities and free time.
5.40 p.m.	Supper bell rings. Pupils assemble in the front hall.
5.50 p.m.	Supper.
6.30 p.m.	Supervised prep
7.00 p.m.	Prep ends for junior pupils – years 3,4 and 5
7.30 p.m.	Prep ends for years 6 and 7 and Year 8 on a Friday.
7.30 – bedtime	Free time, which includes supervised activities and snacks.

Bedtimes

The system of bedtimes differs depending on age. The simple principle being that the older the pupil the later the bedtime.

Normal times:

Years 3, 4 & 5:	upstairs at 8.20 p.m., lights out at 8.45 p.m.
Years 6 & 7:	upstairs at 8.30 p.m., lights out at 9.00 p.m.
Year 8:	upstairs at 8.45 p.m., lights out at 9.15 p.m.

Friday Nights

On Friday nights boarding pupils may have the opportunity to watch a video either in the Houseparents' flat, the common room or in the school lecture theatre.

Organisation of Dormitories

All the boarding accommodation is contained within the main building which also contains the Houseparents' and Matron's flats. The girls are on the first floor and the boys on the second floor. Dormitories are arranged by age as far as is possible and practical.

Weekly boarding pupils are allocated a bed at the beginning of the school year and generally keep the same bed for the term/year. They can negotiate a mutual swap if they wish but must gain permission from the Houseparents before moving. Pupils are free to decorate their dormitories with posters and other personal belongings that help them feel more at home.

Bedding

All weekly boarders are encouraged to bring their own duvets and pillow cases. This again helps to develop the feeling of home and personal space. Those pupils who do not bring their own duvets and pillow cases have them provided by the school.

Boarders' Common Rooms

There is one common room for the exclusive use of boarding pupils on the ground floor of the Music suite. There is also common space outside the houseparents flat. In addition to the common room, boarders have the recreational use of the library, music suites, ICT room, art room, the floodlight play area, the fields and sports hall.

Activities

The school's clubs programme operates between 4.30 and 5.30 p.m. every day of the week. All weekly boarding pupils take part in as many activities as they want which the House staff help them to select at the start of every term.

Prep

All boarding pupils attend prep. The members of staff on duty will supervise prep for the older pupils normally in the Geography room/History room. Younger pupils have supervised prep in the Library or Oak Room.

Tutor System

In addition to the Houseparents and Matrons, all weekly boarding pupils have a member of staff who acts as their personal tutor. Pupils can list the names of three preferred staff and the Headmaster allocates one of these as the tutor.

Boarding Duties

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. These duties may include tidying the common room setting up and clearing of snacks and unlocking the school in the morning.

Boarding Pupils' Reports

At the end of the autumn and summer term a report is written on the strengths and weaknesses of those pupils who have been weekly boarders.

Applications to Board

Each summer term a form will be sent out asking parents to register their boarding requirements for the following academic year, if they are able to do so. At other times, parents wishing to reserve a weekly boarding place should apply in writing to the houseparents and parents wishing to book regular nights or one-off nights should complete a boarding application form obtainable from the day room or the school website – www.st-hughs.co.uk The form will then be passed directly to the Houseparents who will confirm whether a place is available. Priority is always given to weekly boarders and to those staying regularly on several nights each week.