

ST HUGH'S SCHOOL

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22nd January, 2010

Dear Parents

We would like to start this letter by thanking you all for the warm welcome we have received to St. Hugh's. Although it has been a rather unusual start with all the snow, everyone (particularly the boarders themselves) has made us feel at home, and we have settled in well.

We have had a good chance to see how the boarding system operates here at St. Hugh's, and it has quickly become clear to us how happy and friendly the boarders are.

There are a few areas upon which we have placed particular focus during our first few weeks – these are the importance of the children settling down and getting to sleep after lights out, and also a close monitoring of prep, for all boarders, but in particular the Year 8's. In order to develop consistency during prep, Mr Watson (and Mr Avery on a Thursday) has been taking Year 8 prep, closely monitoring their work and signing off prep diaries each evening. We will be continuing with this system in order to develop continuity for the Year 8's. The duty teacher has been taking prep for Year 7 and below, and after the exeat weekend we are going to develop a system of these boarders all showing their prep diaries to Mr Watson on a weekly basis, so that we can also keep a close eye on all of the boarders prep work.

We are also planning to develop a more calming routine prior to bed time, and plan to introduce a period of 'quiet time' for each dorm before lights out. This will mean that the boarders will come up to their dorms at the usual times (8.20pm for Year 6 and below, 8.30pm for Year 7, and 8.45pm for Year 8). They will then have 20 minutes to shower, brush teeth and get ready for bed, and should all be on their beds quietly reading a book for ten minutes before their lights are due to then go out, again at the usual times of 8.45pm for Year 6 and below, 9.00pm for Year 7 and 9.15pm for Year 8.

We are in the process of discussing with the weekly boarders various activities and trips that we will run on Wednesday evenings. As soon as we have confirmed a programme we will put up this information on the boarding notice board outside the Day Room.

We also have use of a new common room on the first floor outside our flat, which is predominantly for use by the Year 8's. Again we are involving the children in discussions regarding how they would best like to use this room and refurbish and equip it.

Finally, an area we would like to tighten up on with the boarders is signing out, both during the week if a weekly boarder is going home for a night, and also at weekends after Saturday lessons. On a Saturday, boarders need to come and sign out in the Front Hall with a member of boarding staff once somebody has arrived to collect them. During the week, we would like weekly boarders to sign out in a red boarders folder at the front desk if they are going off the school site, again once somebody is here to collect them. As before, boarding staff should know of any arrangements for boarders going out during the week prior to them leaving school. We would greatly appreciate your cooperation in this, especially as it is crucial we know exactly which children are in school at any time.



Please do contact us, (preferably by e-mail in the first instance, as we are often away from the telephone when on duty), if you have any questions regarding the above or if there is anything else you would like to discuss.

We hope you all have an enjoyable exeat weekend.

Kind regards,

Gilbert & Natasha Watson

Gilbert and Natasha Watson
Houseparents