



UPPER SCHOOL HANDBOOK



2021-22

Upper School Values Tree



ST HUGH'S UPPER SCHOOL

We are delighted to welcome your child to Upper School. We hope that the information in this handbook will be useful to you.

Morning and Evening Routine

The school day begins with registration and a short session with form teachers at 8.20am. It is essential for children to be here in good time for registration before they go off for lessons at 8.40am. Middle and Upper school children have assembly on Monday morning, starting at 8.30am. Form rooms are supervised from 8.15am, although children may, if necessary, be dropped off at the tennis courts from 8.00am where they will be supervised before going to form rooms at 8.15am. However, if in an exceptional circumstance, you need to bring children in before this, please seek permission, as supervision is not usually available before this time.

If a child has a pre-arranged lesson earlier than 8.15am, they must be registered 'present' by the receptionist before going to their lesson. Any children arriving at school after 8.30am (the close of class registration), should register with the receptionist before going to their first lesson.



If your child is unwell and unable to come to school, please telephone the school on 01367 870700 or email reception@st-hughs.co.uk, before 8.15am to inform us. This contact needs to be made on each day that your child is off school.

Morning break is from 10.40am to 11.10am and morning lessons end at 12.50pm. Upper School pupils have a break from 12.50pm to 1.50pm during which time they have lunch. The timing of lunch varies each day depending upon commitments, such as choir, orchestra and away matches.

Lessons end at 4.40pm when children either go home, to activities, late stay or boarding. Children going home must sign out with the member of staff on duty.

Before the beginning of term, please respond to email requests to sign up for activities and tea.

If you are going to be late collecting your child or have arranged for someone else to collect them (including when children are playing in 'away' matches), please ensure that you notify the receptionist.



Day children may be collected at 4.45pm or at 5.30pm after activities. Homework Club (Late Stay) is held daily from 4.45-5.30pm, supervised by a member of staff (this is often helpful if one sibling is doing a club and others are not). Pupils are welcome to stay for tea, but we require a minimum of 48 hours' notice if you wish to book them in. Day pupils' tea finishes between 6.00pm and 6.15pm and pupils must be collected from the Manor House by 6.15pm at the latest.

Whatever time children are collected, or whichever car park you are using, their waiting point is the front of the Manor House: after dark or in bad weather they will be expected to wait inside the building. Please do not ask them to wait for you in other places.

Parking

Morning drop off:

- Pavilion Car Park - this operates a supervised 'drop and go' system whereby children can exit cars quickly and then remain on the tennis courts until being escorted to form rooms at 8.15am.
- Manor House Car Park - this operates a 'park and help' system with parents being welcome to park and get out of their cars

Afternoon collection:

- Year 7 and 8 collection before 5pm is from the Pavilion Car Park
- Year 5 and 6 collection before 5pm is from the Manor House Car Park
- Collection of all Upper School children after 5pm is from the Manor House Car Park

The **Dog Walking Car Park** at the A420 end of Carswell Lane is accessible every morning.



Medical Matters

If your child is unwell and unable to attend school, please email or telephone the receptionist by 8.15am. Please inform the nurses if you have given any pain relief prior to school so that there is no risk of your child being overdosed. If your child requires medication while in school, please deliver this in person to the Medical Centre in its original packaging.

A consent form must be signed so that medication can be administered during the day. The consent form can be found on the school website or the nurses will provide one in the Medical Centre.

Please inform the nurses if your child undergoes an operation, has a significant accident or illness. If your child is unable to take part in sport please email the school nurses: nurse@st-hughs.co.uk at the start of the day indicating how long they are to be off games.

May we also remind parents that children should not return to school until they have fully recovered from any illness and their temperature is normal. In the case of vomiting or diarrhoea this is 48 hours after the last occurrence.



Upper School Staff

In Upper School, pupils are placed in a form for registration with a form teacher and then move to a specialist subject teacher in a subject room for each lesson.

A full list of subject teachers, as well as administrative and support staff, can be found on the website.



Contact with Staff

During the course of the year there will be parents' evenings which give you an opportunity to discuss your child's progress with the staff. These are marked in the calendar.

If you are unable to attend the allocated day of your child's parents' evening, please let us know at least one week in advance and we may be able to reschedule appointments for another day. At other times please feel free to contact your child's form teacher to discuss any issues which arise.

The children should also feel that they can talk to us and we like to encourage them to deal with general queries and minor issues themselves as a further step towards independence.

In Years 3 to 5 each child has a prep diary which should be filled in every day. It would be helpful if you could monitor this use and sign it at the end of each week to show that you have overseen the work and have no concerns. The preferred method of communication with form teachers or subject teachers is through emails. There is no formal prep set on Wednesday evenings but all children are expected to read for at least 30 minutes, in line with the routine of the boarders.

If you have any concerns or queries which are not covered by the above, do feel free to contact us.

Staff may be contacted by email using their surname and their first initial followed by @st-hughs.co.uk (eg. smithj@st-hughs.co.uk). Alternatively, you may telephone the school and the Receptionist or the School Secretary will be happy to help put you in touch with the appropriate member of staff.

Reports

A schedule of reporting to parents can be found on the website.



House Point System

House points are awarded by staff for a good piece of work or good citizenship. A golden house point (worth 5 points) is awarded for exceptional pieces of work, outstanding effort or notable acts of citizenship. Individual accumulation of house points and golden house points will earn Headmaster's awards for Years 3 to 6 and Headmaster's Rewards for Years 7 and 8.

House System

Each pupil is a member of one of four houses: Bickley, Carswell, Chislehurst and Malvern. There are lots of healthy competitions within the houses including the rewards system, music, quiz and sport. There is a whole school house event each term.

Winning houses receive a feast at the end of term and also the winning house over the whole year lifts the 'King Pot' cup at Speech Day. Each house supports a specially chosen charity for which they raise funds and increase awareness.

Leadership and Positions of Responsibility

Leadership guidance begins in the summer term of Year 7 when the pupils attend sessions with the Headmaster. In this term, pupils are also invited to apply for positions of responsibility, including prefects, House captains, sports captains and subject mentors. Through this process pupils gain experience in writing a letter of application, attending an interview and an understanding of what is expected in such a role.

Mental Health and Wellbeing

Positive mental health is promoted for all pupils. We recognise that mental health affects all aspects of a child's development, including their reading and writing abilities, as well as their emotional wellbeing. For most, the opportunities afforded for learning are exciting but can occasionally give rise to anxiety and stress. We recognise that children may also suffer mental health issues due to circumstances outside school.



At St Hugh's we are committed to providing a safe and secure environment for pupils and to promote a climate where pupils feel confident about sharing any concerns they may have.

Our Wellbeing focus:

- to promote positive mental health and emotional wellbeing for all students
- to increase understanding and awareness of common mental health issues
- to provide support to pupils suffering from mental ill health and to support their peers and their parents

These aims are met in a variety of ways in Upper School:

In form time: Pupils will meet their form teacher every morning. The morning session is a calm and relaxing session to prepare belongings for the lessons ahead, to read quietly or to discuss current affairs. The form teacher is always on hand to deal with any concerns.



In House meetings and assemblies: Each House forms a close bond and through events, raising money for a chosen charity or the awarding of certificates, a sense of belonging is created. School Assemblies occur once or twice a week with themes, hymns and guest speakers being a regular occurrence.

In PSHEE & Wellbeing lessons: To support the form teachers and to further develop pupils personally and socially, the PSHE and Wellbeing curriculum provides enriching, varied and thought-provoking lessons.

In Wellbeing lessons, pupils learn yoga, mindfulness and breathing techniques in order to give them tools to cope in their daily lives with a sense of calm and positive thought.





Bags and Belongings

In Upper School, where the children move to subject rooms for most of their lessons, they have a locker in their form room and we encourage them not to carry more than is strictly necessary. It would also be beneficial if you could help to keep the weight down by dissuading your child from carrying unnecessary items! Sometimes this is easier said than done and their bags can become quite heavy. We have a regulation school bag which is designed to reduce the effects of carrying heavy loads.

The peripatetic lifestyle of the Upper School often results in items being left behind in the form rooms. Please would you ensure that all your child's belongings are clearly named so that stray items can be more easily reunited with their owners. A list of pencil case requirements can be found on the downloads section of the school website.



Sports kit should be clearly labelled and delivered to the Sports Hall (in which lockers will be allocated at the start of term) on Monday mornings before registration. Kit should be collected for washing at the end of the week. Laundry for weekly boarders only is done in school.

Sports Fixtures

Please check the calendar and sports website for fixture information. These include times of departure and return for away matches.

Any changes to fixtures or timings are announced in the Cygnet (the weekly newsletter emailed to parents on Fridays) and are also posted to the website as soon as they are known. For the most up-to-date information, please remember to check the website regularly on fixture days.



Music

We have a school orchestra, various instrumental ensembles and several choirs. All pupils are welcome to join the school choir and auditions are held each year for the Chamber Choir. Those who are interested should speak to the Director of Music or a member of the music staff.

We offer tuition by visiting teachers in a range of instruments. If you wish your child to learn an instrument, you must complete an online form requesting instrumental lessons, which can be accessed from the school website. Further information about individual music tuition is available from Miss Sally Ewins, Director of Music.



After School Activities

After school activities run between 4.45pm and 5.30pm on a Monday, Tuesday, Thursday and Friday, and happen throughout the term (apart from the last afternoon before we break up for holidays).



Details of Clubs and booking information is emailed home at the end of the previous term, or start of the new term. Clubs do fill up quickly, so we offer them on a first come first served basis.

Activities are free with the exception of those involving an external coach. Details of charges are made clear on the Clubs timetable.

If a club is cancelled, parents are notified by email in advance. Upper School Homework Club in ICT 2 is available between 4.45pm (4.15pm on Wednesdays) and 5.30pm every afternoon for pupils in Years 5-8. In Homework Club, children are supervised and can use the computers or desks to complete prep, or read quietly.



Boarding

Boarding is available to all children in Upper School. Your child can either choose to be a Flexi or a Weekly boarder. Flexi boarders stay in the house for one to three nights a week.

Weekly boarders in Years 5-8 sleep in the Boarding House on Monday to Friday nights.

Applications for boarding places are usually organised during the term before you would like your child to begin. However, many children choose to start mid-term and we are happy to accommodate this if we have space.



An outline of the boarding experience can be found by visiting the boarding section of the school's website. If you would like to arrange a tour of the boarding house or have any questions, please contact Mr & Mrs Perry-Evans, our Houseparents at boarding@st-hughs.co.uk.

Outings

During their time in Upper School pupils will go on a number of outings and may be involved in events such as debates at senior schools.

Residential Trips

A number of residential trips are offered each year, including a short two-night residential trip for Year 5 and camping for Year 6. The staff of the French department take Year 7 to Normandy, where pupils are immersed in the French language and enjoy a range of activities in a chateau under the guidance of French staff. In their final year, pupils take part in a leavers' expedition.

Outing Notifications

Parents will be sent an outing notification regarding trips which take place during school hours.

In the case of residential trips, there may be consent and medical forms to complete and documents, such as passports, to bring into school.



Home School Liaison

Staff in the Upper School are always happy to talk to you and we value well established communication between home and school. All staff check their school emails regularly and you may find this the most useful way of communicating with your child's form teacher or other members of staff. Staff will aim to respond within 24hrs to emails sent during the school hours 08:00 - 17:30. Emails sent at the evening and weekends may take longer to respond to. Staff may be contacted by email using their surname and their first initial followed by @st-hughs.co.uk (eg. smithj@st-hughs.co.uk).

The school website **www.st-hughs.co.uk** provides a wealth of information about the school. The school calendar, news and contact details are easily accessible here.

The Swan newsletter is produced at the end of each term and features many photographs from Upper School activities as well as giving a flavour of school life from Nursery to Year 8. The Cygnet weekly news is sent out to parents via email each Friday. Further correspondence may be sent at the start of term, or regarding specific events during the course of the term via email.

In Year 5 each child is issued with their own, named, prep diary in which they should record any prep set. It also contains a copy of your child's timetable. Prep diaries are checked and signed once a week by form teachers and we ask that, at the end of the week, you sign your child's prep diary acknowledging that work has been completed at home and that you have had no concerns.

From Year 6 to 8 all preps will be set using Microsoft Teams and Class Notebook. There is a possibility that, from time to time, your child may have difficulties and, if this occurs, a member of staff will contact you immediately to discuss the situation. Our aim is to ensure all children settle happily and quickly into their daily routine of school.

If you have any worries or concerns, please do not hesitate to contact us. Your child's form teacher may be best able to assist in the first instance, Mr Clarke and Miss Ewins will also be very happy to assist with pastoral matters and Mr Leullier to offer advice concerning academic matters. Mr Thompson is also always very happy to discuss any issue with you.



Useful Contact Details

St Hugh's School
Carswell Manor
Faringdon
Oxfordshire SN7 8PT

Telephone: 01367 870700

School Secretary: Mrs Louise Allen

Email: office@st-hughs.co.uk

Manor House Receptionists:

Mrs Virginia Thomasson & Mrs Gemma Rodgerson

Telephone: 01367 870700

Email: reception@st-hughs.co.uk

House Parents: Mr Kevin & Mrs Harriet Perry-Evans

Telephone: 01367 870712

Email: boarding@st-hughs.co.uk

School Nurses: Mrs Fiona Lines (Head Nurse)
& Mrs Katharine Noble

Telephone: 01367 870715

Email: nurse@st-hughs.co.uk

Form Teachers: Email format is surname+first initial

Email: e.g. pickeringr@st-hughs.co.uk

Head of Learning Support: Mr Simon Tomlinson

Telephone: 01367 870729

Email: lshead@st-hughs.co.uk

Headmaster's PA: Mrs Kaye Everett

Email: headspa@st-hughs.co.uk

Headmaster: Mr James Thompson

Email: headspa@st-hughs.co.uk

Bursar: Mr Alistair Hamilton

Bursary: 01367 870706

Email: bursar@st-hughs.co.uk





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