



**BOARDING PARENTS  
HANDBOOK**

**Reviewed by:**

**K and H Perry-Evans**

**July 2023**

**Next review: July 2024**

**CREATING A COMMUNITY, WHERE  
CHILDREN ARE HAPPY, HONEST  
AND VAUED.**

## Welcome to the Boarding Family

Dear Parents,

We are delighted you are considering or, have chosen for your child to board at St Hugh's. This handbook has been designed to provide you with an overview of boarding. It outlines our aims and ethos within the Boarding House, including policies that we adhere to, and expectations we have.

Our core aim is for the boarding community to be an extension of own family where each child has structure and feels safe, included, valued and happy. We strive to create an environment that will enhance their educational experience and where they can continue developing and learning.

If you have any additional questions or wish to discuss anything further please do get in touch with us directly on 01367 870712 or via email at [boarding@st-hughs.co.uk](mailto:boarding@st-hughs.co.uk).

We look forward to welcoming you.

Best wishes,

Kevin and Harriet Perry-Evans  
Houseparents'

## Boarding Information

Houseparents'	Mr Kevin Perry-Evans Mrs Harriet Perry-Evans
Assistant Houseparent Matrons	Miss Emma Kruger Mrs Denise Pargeter Mrs Kim Titcombe
Boarding Tutor	Miss Sarah Coles Mr Jonathan Harris-Bass Mr Joel Rundle Mr Ben Rogers Mrs Jill Du Plessis Miss Taysie Gujrel Mr Tom Judge Miss Charlotte Cleere Mrs Nicola Bunter
Boarding Governor	Mr Alex Wildman
Independent Person	Mr Hilary Lloyd
Headmaster	Mr David Griffiths
School Address	Carswell Manor, Faringdon, Oxfordshire SN7 8PT
Telephone	
Main Office (daytime)	01367 870700
Houseparents'	01367 870712
Day Room	01367 870715
Boarding Mobile	07519 316095
Houseparents' email	<a href="mailto:boarding@st-hughs.co.uk">boarding@st-hughs.co.uk</a>
School email	<a href="mailto:office@st-hughs.co.uk">office@st-hughs.co.uk</a>

## **Aims and Ethos of Boarding at St Hugh's**

To ensure each child develops and grows on many levels is what drives how we run our Boarding House. Through being part of our close community children will experience an environment where they feel safe and are able to build relationships, develop lifelong skills and embrace independence. We pride ourselves on getting to know each child individually and are committed to ensuring we meet the needs of all the children in our care.

### Our aims

- to promote an open environment where each child feels comfortable in expressing their views, opinions and concerns.
- to create an environment that is structured with clear boundaries.
- to encourage individuality and independence.
- to ensure the wellbeing of each child.
- to develop a culture of honesty and mutual respect
- to encourage social interaction across year groups and genders.

The school ensures its boarding practice complies with the National Minimum Standards.

## **Applications to Board**

### **Weekly Boarding**

Parents wishing to reserve a weekly boarding place should respond to the boarding request link sent during the second half of each term. However, if your child requires a weekly boarding place partway through a term, please contact Mr and Mrs Perry-Evans using the email [boarding@st-hughs.co.uk](mailto:boarding@st-hughs.co.uk) or via phone on 01367870712. If there is a space available, they will be delighted to welcome your child and will confirm this directly with you. Mr and Mrs Perry-Evans will provide all the necessary information about your child becoming a weekly boarder via email and are always available to meet in person if this is preferable. They actively encourage children looking to weekly board to come and have a look around themselves providing an opportunity for them to ask any questions.

### **Flexi Boarding**

Parents wishing to book regular flexi boarding should respond to the boarding request link sent during the second half of each term. If places are needed partway through the term, parents should email Mr and Mrs Perry-Evans at [boarding@st-hughs.co.uk](mailto:boarding@st-hughs.co.uk). As is the case with weekly boarders, once places are confirmed Mr and Mrs Perry-Evans will send out a list of what your child will need to bring with them. This information can also be found on the school website. Additionally, if yourselves or your child wish to come and look around the Boarding House and have any questions this can always be arranged.

### **All Boarders**

Places are allocated on number of nights, weekly boarders will always be allocated first, and then it will be done on a first come first served basis. We fully appreciate on occasion people may be left disappointed however, due to limited availability this seems the fairest way to organise the dorms. Please rest assured we will always do our best to accommodate as many children as is possible.

## Outline of the Boarding Routine

### Monday, Tuesday and Thursday Boarding

7.00 a.m.	Residential Staff to wake boarders
7.30 a.m.	Roll Call and notices
7.40 a.m.	Breakfast
8.10 a.m.	Finish Breakfast
8.20 a.m.	Registration in form rooms
<i>8.20 a.m. - 4.40 p.m.</i>	<i>School Day</i>
4.40 p.m.	Boarders to sign in if not in clubs
4.40 -5.30 p.m.	Supervised clubs/ free time/ music practice
5.30 p.m.	Supervised club students to sign in (Supper)
5.30 - 6.15 p.m.	Supper (All Years)
6.15 – 7.15 p.m.	Prep (Years 3, 4. 20mins and 5. 30mins) (Years 6, 7, 8. 60mins)

#### Junior Evening Times (Years 3, 4 and 5)

6.45 – 7.15 p.m.	Activity & free time
7.15 p.m.	Evening snack
7.45 -8.30 p.m.	Lights out (times vary depending on age, see bedtime)

#### Senior Evening Times (Years 6, 7, 8)

7.30 -8.30 p.m.	Activities and free time
8.00 p.m. onwards	Evening snack
9.00 p.m.	Lights out (times vary depending on age, see bedtime)

In the light Spring/Summer evenings pupils are actively encouraged to enjoy their free time outside in the beautiful school grounds with a member of staff supervising. When the daylight starts to fade, heading into the winter period, pupils will enjoy their free time in the Manor House or in one of the other internal spaces we have access to in the school. They will only be outside if they are taking part in an organised or supervised activity. All pupils will be in the Boarding House by 8.30pm.

### Wednesday night routine

There is a different routine for Wednesday evenings due to sporting fixtures during the afternoon. It is a more relaxed approach with no formal prep time.

7.00 a.m.	Residential Staff to wakeboarders
7.30am	Rollcall and notices
7.40 a.m.	Breakfast in dining room
8.10 a.m.	Finish Breakfast
8.20 a.m.	Registration in form rooms
<i>8.20a.m. - 4.15 p.m.</i>	<i>School Day &amp; Sports Matches</i>
5.30 - 6.15 p.m.	Sign in & supervised tea (Whole House)
6.15 - 6.45 p.m.	Quiet time/music practice/prep/boardgames
6.45 p.m. onwards	Enrichment Program
	Bedtime Routines (times vary depending on age, see bedtime)

### Friday Routine

Friday night boarding is an opportunity for the boarders to celebrate the end of the week where various special events and activities are planned. This will include activities such as laser tag, outdoor cinema, treasure hunts to name just a few.

7.00 a.m.	Residential Staff to wakeboarders
7.30 a.m.	Rollcall and notices
7.40 a.m.	Breakfast in dining room
8.10 a.m.	Finish Breakfast
8.20 a.m.	Registration in form rooms
<i>8.20 a.m. - 4.40 p.m.</i>	<i>School Day</i>
5.30 - 6.15 p.m.	Register & supervised tea (Whole House)
6.15 - 6.45 pm	Free time
6.45pm - 8.30pm	Activities
8.30/9.00 p.m.	Bedtime Routines



## Saturday morning routine

8.00 a.m.	Residential Staff to wake boarders
8.15 -9.00 a.m.	Breakfast & Sign in
9.00- 10.00 a.m.	Study session/relax in Common area
9.45 - 10.00am	Children to be collected by parents

## **Breakfast**

Mr and Mrs Perry-Evans and Miss Kruger wake the boarders at 7.00am and supervise pupils getting ready before breakfast, including ensuring they have brushed their teeth and left their dorms tidy. Once the children are ready, they must be dismissed by a member of the boarding team.

By 7.30am all boarders are expected to be together on the boarders landing where Mr or Mrs Perry-Evans will take rollcall, as well as check uniform and make sure any notices are passed on. At 7.40am all pupils make their way to the Dining Room. Children are free to help themselves to cereal, toast, fruit etc and then each table will be set up for a cooked breakfast (option changes daily). The dorm of the day will go first (one for the boys and one for the girls) which gives an incentive to be quick and efficient in the morning and to work as a team. At the end of breakfast, pupils will be expected to clear and wipe down their tables.

## **End of the school day**

The school's club program operates between 4.40pm and 5.30pm every day of the week, except Wednesdays when pupils are involved in sports fixtures. All weekly boarders are encouraged to take part in at least two activities a week. Boarders may choose to do more and are encouraged to follow a variety of pursuits.

If a boarder is not attending a club during this time, they must sign into the Boarding House with a member of staff at 4.40pm and change into home clothes.

## **Supper**

All boarders assemble in the Dining Room at 5.30pm and an additional register is taken to ensure all pupils boarding that night are accounted for. The House staff sit amongst the boarders to encourage good table manners and keep an eye on individual's appetites and healthy eating. All pupils are expected to help with the clearing and cleaning of their tables at the end of supper as they are at breakfast.

## Prep

All boarders attend prep, which occurs after supper. This is well supervised to provide as much support as is possible for the children. Prep for Years 4, 5 and 6 takes place in F2 and years 7 and 8 takes place in ICT1 and ICT2. Prep times vary for different ages. Below shows the current timetable for all age groups:

	Years 3, 4 & 5	Years 6, 7 & 8
Monday	6.20pm-6.50pm	6.20pm-7.20pm
Tuesday	6.20pm-6.50pm	6.20pm-7.20pm
Wednesday	Quiet time	Quiet time
Thursday	6.20pm-6.50pm	6.20pm-7.20pm
Saturday a.m.	9.00am-10.00am	9.00am-10.00am

## **Boarders' Kitchen and Snacks**

All main meals are produced by the school kitchen however, boarders also have the exclusive use of a boarders' kitchenette within the Boarding House. Drinking water and fresh fruit is always available and as part of the boarders' snack, cereal, toast and fruit is also available through the week 15 minutes before their bedtimes. As a Year 8 boarders' privilege they are also allowed to make a hot drink. The children are expected to keep the kitchen tidy at the end of every evening, and we have a rota of responsibilities in place for all our Year 8 Monitors.

## **Boarders' Tuck**

We have in-house tuck that is offered to boarders on a Wednesday and Friday evening. Boarders are **not** allowed to bring sweets and food into the Boarding House and if found they may be asked to take a break away from boarding. We would really appreciate your support in this as tuck is offered as part of our boarders' reward system and if children have access to their own supplies, it completely devalues this.

## **Evening activities / Freetime**

Following prep, boarders have free time which is supervised by the boarding team. There are a variety of options available to boarders:

Sports Hall activities – supervised by House staff and / or Duty staff

Table tennis

Tennis

Astro Games

ICT and Art – supervised by Duty staff or Gap student

Music practice

Board games

Fields and Woods – supervised by Duty staff (when light enough)

Swimming if pool available – supervised by two House staff / Duty Staff (one must be lifesaver qualified)

Spotlight

TV  
PlayStation/ Wii  
Relaxing

## Boarders' Common Areas

Boarders have exclusive use of communal areas which include a Common Room where there is a TV as well as a PS4 and Wii. Additionally, they have the Boarders Landing where the pool table and piano can be found as well as being welcomed into Mr and Mrs Perry-Evans sitting room at certain times providing very much a home from home environment. All common rooms (and dorms) are only accessible to boarders', and this is only during boarding hours. It is important that the boarders take responsibility for these areas and treat them with respect otherwise they will be made 'out of bounds' for a period of time.

## Bedtimes

The system of bedtimes differs depending on age. The simple principle being that the older the pupil, the later the bedtime. Consideration must be given, however, to dormitories where there might be more than one age group. In this situation, a single bedtime may be applied to minimise disturbance caused by other pupils entering the dorm as one group is settling down. All the dorms have a time when their main light is turned out and children have 15 minutes reading time using their individual nightlights. After that time house staff will insist on silence. Bedtime routines and lights out times have been carefully planned to allow children as much free time as possible, balanced with appropriate rest. Staff remain in the main corridors of the Boarding House for a period of time after the last dorms have been asked to be silent.

Year 3/4: Upstairs at 7.30pm lights out at 8.00pm  
Year 5: Upstairs at 7.45pm lights out at 8.15pm  
Year 6: Upstairs at 8.00pm lights out at 8.30pm  
Year 7: Upstairs at 8.15pm lights out at 8.45pm  
Year 8: Upstairs at 8.30pm lights out at 9.00pm

It would be extremely helpful if you could try to follow a similar routine the week before you start boarding. We hope this will help your child/ children settle in more quickly.

## **Overnight problems**

We want to ensure your children always feel safe and supported and understand as staff we are always available to them. Therefore, if your child is feeling unsettled or unwell during the night, they are able to access Miss Kruger and/or Mr and Mrs Perry-Evans via a bell or phone/intercom system. If there is the need for your child to be cared for outside of the dorm and sleep in a separate space there is an allocated 'sickbay' room on both the boys and girls landing.

## **Medication/Medical Support**

Should your child require medication whilst boarding, please make sure that it is handed in to the Nurses along with a signed consent form. This medication must be delivered in its original packaging, written in English and in date. In line with the school policy, medication will not be accepted if it does not meet these requirements. If a medication is required on a regular basis, then we request at least six weeks supply. Your child should never have any medication in their possession. During boarding hours, medication will be dispensed by Mrs Pargeter, Miss Kruger or Mr and Mrs Perry-Evans. All medication is recorded on the school database (iSAMS).

## **Organisation of dormitories**

All the boarding accommodation is contained within the Manor House. The children have dormitories on separate floors - the girls on the first floor and the boys on the second floor. Dormitories are arranged by age as far as is possible and practical.

Weekly boarders will be allocated a bed and keep the same bed for a full term whereas flexi boarders will use what there is available. We encourage weekly boarders to transform their dorms into their bedrooms. They are free to decorate their room with posters and other personal belongings. Photos and posters are a wonderful way of showing the boarding team what the children like and help the children to feel more at home. All decoration must be taken down at the end of each term to allow for redecoration.

## Access to the dorms by adults

Access to the dormitories is prohibited to **all** adults apart from the boarding staff. The only exception to this is when weekly boarders are being returned on the morning before term begins and boarding open house events.

## Bedding/washing

Both weekly and flexi boarders are required to bring their own duvet covers and pillowcases. Pillows and a duvet will be provided but they are also welcome to bring these if they would prefer. We expect all the children to learn how to change their own bed sheets. Flexi boarders are expected to change their sheet in the morning after their last night of boarding so that the bed is ready for the next boarder whereas weekly's change their beds once every two weeks. We believe this is an important life skill that will stand the children in good stead for the future as well as helping to develop a sense of community within the Boarding House.

All weekly boarders have their washing done in-house whereas flexi's will be expected to take belongings home with them every week other than their bedsheets which will be taken home at the end of every half term.

## Boarders signing in/out procedure

If a weekly boarder is leaving the school premises for any reason (other than a school trip or match) parents must email or call Mr and Mrs Perry-Evans to inform them of their child's absence. This system also applies to any flexi boarder who is due to be boarding that evening.

All parents are asked to sign their child in on the morning of boarding at reception where Mr and Mrs Perry-Evans will be present.

It is essential that all parents cooperate with these systems so that the boarding team know exactly which boarders are on the premises and that they are accounted for.

## Pastoral Support

Pastoral support is at the center of everything we do in the Boarding House. An environment where the children feel completely safe and supported is what we strive for. Through building strong relationships with the children, we aim to meet all their individual needs. We openly encourage the boarders to share the good things in their lives, as well as seeking advice or support when they are finding things challenging. Regular meetings with the Mr and Mrs Perry-Evans and all the boarding team help to develop a rounded perspective; socially, academically, and personally for the boarders. Problems can be shared, targets can be set/reviewed, and guidance given. Additionally, regular communication with the wider school and parents, we find, strengthens the pastoral care.

## Privileges and Consequences

We set out very clear expectations for the children to follow and develop the community through emphasising the requirement for mutual respect. We are strong advocates of the need for children to push boundaries to help them develop, learn and test the environment we are creating. However, we do make clear that those boundaries also push back.

In the Boarding House, there are different rewards and/or privileges. This includes dorm of the day where we reward the children for working together through '**dorm of the day**' where they will be first up for cooked breakfast. There is also the opportunity to be '**boarder of the week**'. Boarder of the week is awarded to an individual who has shown any form of positive behavior that has contributed to the boarding community and is in line with the school core values of kindness, respect, independence, curiosity, collaboration, and courage.

The Boarding House also has clear sanctions. Though, during boarding time 'school' sanctions will not be applied boarding staff will use their discretion to apply home-style consequences to children. If appropriate a child may be house gated. This involves a child losing their free time and giving back to the boarding community by doing some house chores. For example, if a child has taken something away from the sense of community, then they will be required to spend some time doing good for the community. Continuing or serious issues will, of course, be discussed with parents. Any poor behavior is monitored closely by all members of the boarding team and if there are any recurring concerns over a boarder's behavior, Mr and Mrs Perry-Evans will take appropriate action. If necessary, a boarder may be asked to take 'time out' from boarding. This will be recorded on iSAMs.

## **Boarders' induction**

All new boarders will be helped to settle quickly into the Boarding House by means of an induction organised by Mr and Mrs Perry-Evans. If children wish to come and look around the Boarding House prior to starting this can always be arranged. This provides the children with an opportunity to ask questions and address any concerns they may have. Additionally, on their first night of boarding children will be given a detailed tour of the house as well as advised of the Boarding House procedures and the support systems in place. To further support new starters, we have a vertical buddy system which, as much as encouraging relationships to form between year groups and build the boarding community, also creates valuable additional support to help the children settle in.

## **Boarding duties**

Within the Boarding House, children are expected to maintain high standards of dress, appearance, academic endeavor, and behavior as well as developing independence, individuality, and an ability to live with others. There are several ways children can gain Roles of Responsibility. Year 8 Weekly Boarders who consistently show excellence in these areas, as well as supporting all members of the house (staff and pupils), can expect to be appointed as a Boarding Monitor. The position of Boarding Monitor is a Year 8 responsibility, Monitors will have specific duties which aid in the running and development of the community. Additionally, there is the opportunity for those boarders to apply for Head of House. The children will be required to write a letter outlining why they feel they should be given the role. One boy and one girl will be asked to take the role on each term. The Heads of House along with the Boarding Monitors will have regular meetings with the Houseparents to discuss the term and to provide an opportunity to give feedback and voice recommendations. Finally, as all boarders are responsible for ensuring communal areas and dorms are kept tidy, they also have the opportunity to take ownerships and demonstrate leadership qualities. The boarders will have the opportunity to be a dorm captain.



## **Fire drills**

It is a requirement for a fire drill to be carried out at least once every term. Pupils are briefed on the course of action that they should take in case of an evacuation and have a practice walk through at the start of each year. The walk through is followed up with an unannounced drill during the term. The drill times are varied and can occur anytime from when the boarders return at 4.40pm through until 8.00am before school begins. With the daily change in population during the boarding week, the drills are also arranged for different days through the year to ensure that as many pupils as possible can experience them. The fire meeting point during boarding times is the front car park.

## **House staff meetings and communication**

Mr and Mrs-Perry-Evans and Miss Kruger have regular meetings to discuss any concerns or problems as well as meeting daily to discuss the running of the house and pupils. There is also a diary where notes are made eg, appointments, absences, trips to ensure all boarding staff are kept informed and make sure the house is running effectively to best support the boarders. We welcome parents to send through any reminders for children ie, clubs, music lessons etc.

## **Communication**

### Communication with staff

Our aim is to ensure that every boarder feels safe, happy, and valued within the Boarding House. Our happy, caring home away from home is based upon establishing and nurturing the closest partnerships between children, home, and the boarding team. We find the more contact, as Houseparents', we have with you the more empathically and effectively, we can meet your child's needs so please do not hesitate to call, email, or come and see us in person. We believe in honest and open communication and will always let you know if we have any concerns about your child as well as successes they have when in our care. In the same vein, if you have picked up any vibes at home or think your child has experienced something that is affecting them, please do let us know so we can find a way to best support them.

### Home communication

Though we are a no mobile phone house we fully appreciate children like to contact home. We have three available phones within the Boarding House. One situated in Mr and Mrs-Perry-Evans sitting room, the boarders phone box situated on the Boarders Landing and the boarding mobile.

The boarders are welcome to call parents at certain times during the evening (4.40pm, following prep and before snack). However, we do not encourage children to call just before bedtime as we find this is when they can become most unsettled. Additionally, if you would like to speak to them you can also contact them via calling the Boarding House directly or, alternatively if you send us through an email, we will then ask them to call.

## **Electronic devices**

No Devices allowed in the boarding house

## **Homesickness**

Boarding will be fun, structured, challenging and fulfilling, although staying at school will always differ from living at home. Everyone feels a little homesick at some stage, no matter how old or brave they are or how many nights they are boarding for it is totally natural to miss home. Some boarders will settle more quickly than others. The house staff are very experienced in dealing with home sickness and will help and support your child through it. We do recommend, after years of experience, that during your child's first night/ nights/week of boarding, communication between the child and parents is kept to a minimum. This can be hard but, in our experience, it allows the children to establish valuable relationships with others rather than being tied to a phone. Also, by the end of their first night/ nights/ week they will have lots more to talk about. Please see below three recommendations:

Please do not arrange a 'pick up deal' ('I'll come and get you if you start missing home'). In our experience this is counterproductive to your child's boarding experience.

Talk to your child before their boarding night about things they can do to counter the feeling of homesickness; keep busy, take part in the activity, rather than feeling sad, feel excited about the next time they will be home, talk to one of the boarding team.

If you would like more information on dealing with homesickness please contact or see Mr and Mrs Perry-Evans.

## Cancelation and fees

**Fees** (boarding fees are collected in advance)

- Weekly Boarding – £1780 per term
- Flexi Boarding - £50 per night
- Sibling Boarding - £40 per night
- By completing the boarding request form you are committing your child to the nights and number of nights requested for a minimum of half a term.
- Cancellation of a night/s, will require a minimum of a week's notice.

## Complaints

If at any time you have complaints about boarding at St Hugh's, procedures are in place and these can be made following a specific complaints policy, which can be found on the school website.

Should you feel the need to, complaints can also be lodged with Independent Schools Inspectorate, Ground Floor, CAP House, 9-12 Long Lane, London EC1A 9HA. Telephone 020 76000100.