



St Hugh's
School

Woodhall Spa

Boarders Guide
2023-2024

Who's who?

The House Parents:

Mrs Warwick-Smith, as Head of Boarding, oversees the operation of the boarding house and is the primary point of contact for all boarders. Mrs Warwick-Smith with her husband, Mr Smith lives in the main building with her son, Grayson, and their dogs, Lola, Slippers and Rolo. You can speak to us about anything at all. If it matters to you, it matters to us.

Our flat is located on the top floor of the main building. If you ever need help with anything before bedtime, all you have to do is ring the doorbell at the bottom of our stairs. During the night, there is a bell in each corridor and all you have to do is pop out and ring that one and we'll be right with you.

The Matron:

We have Miss Green, Matron, who is supported by Mrs Ellicker-Campling. They are responsible for medical and health issues, hygiene, laundry and tidiness. They are always keen to chat and are available throughout the day.

Resident Staff:

Miss Kilby is our resident Assistant, who helps to manage the Boarding House on a daily basis. Miss Kilby is located on the boys' corridor, both of which are accessible during the night in addition to our flat bell.

Other boarding staff:

Mr Viv Jeffery, Mrs Bernie Costello, Madame Clayton, Mrs Claire Corner, Miss Ellie Henderson, Miss Brabant, Mrs Foote, Mrs Revell, Mr Pickering and Miss Fish.

Whatever the time, day or night, there will be a friendly face amongst the staff around.

Dorms

You will be in a bedroom with children of a similar age. One of the benefits of boarding is that you learn to get along with a wide range of individuals, and you will be able to make friends with all of the boarders at St Hughs, regardless of which bedroom you are in.

We encourage you to bring pictures and photos to display on your pin board, and we love to see decorated and personalised dorms. For the allotted reading time before lights out each night, you should always have a book beside your bed.

Helping each other



A "Boarding Buddy", typically an experienced boarder of similar age, will assist you in adjusting to your new surroundings and routines when you first board. All boarders are, however, encouraged to assist one another, and they would be pleased to assist you if you have any questions. Additionally, there is a wellbeing advocate who is chosen at the beginning of each year. Additionally, they are there to assist you with any problems or concerns.

Keeping in touch with home

During the day you can ask Mrs Brett in the office to phone home. There is also one phone booth from which you can phone home in the evenings; but you must remember to inform the duty member of staff before using the phone. You can also phone home from the surgery should you need to.

You can use your mobile phones in the allotted time of 19:45-20:15 pm however, both parents and pupils must sign to ensure that they have read and understood the phone policy.

Food and drink

There is an abundance of food! Every breakfast consists of bread, cereal, fruit juice, yoghurt, tea, and a hot dish that varies every day. For lunch, a hot meal is served along with pudding. Tea is served at 5pm, and you are also given supper before going to bed. In the evenings, bread, fruit, and hot chocolate are also provided. Additionally, a St Hughs water bottle will be given to you for use at night. You're welcome to bring your own tuck, too.

An example of a supper rota might be:

Monday	Tuesday	Wednesday	Thursday
Bagels with fruit/spread	Rainbow fruit skewers	Chocolate dipped fruit filled waffle cones	Eat your veggies!
Apple nachos	Fruit sparklers	Apple and honey dippers	Rainbow fruit tray
Frozen banana yoghurt pops	Mini pancake/crepe fruit skewers	Fruit race cars	Cheese board

Health and Safety

The boarding areas and the main school building are alarmed. No one can enter or leave the boarding areas without waking everybody up. We will also practise fire drills at various points throughout the year.

What to do if you've lost something



You must look after your possessions properly; always make sure you possessions are clearly named and ensure that you put them away after you have used them. The Matron stores items that are found in the boarding house - check with them if you are still unable to find what you have lost. You should inform a member of staff if you are unable to find something.

What to do if you are upset or worried about something

You should talk to somebody! This could be Mrs Warwick-Smith, or any of the other boarding staff, the Matrons, your Form teacher, the house wellbeing advocate or even a friend.

Alternatively, you can contact Julie Turbin who is completely independent to the school. Please also see the posters in the dorms and corridors in the Boarding House, as well as around school, for the relevant contact details.

You may find the numbers below useful:

Child Line: 0800 1111

NSPCC: 0800 100 2523

The Advocacy Scheme: 0800 581 862

Samaritans: 08457 90 90 90

Independent Schools' Inspectorate: 020 7600 0100

The Children's Commissioner: 0800 528 0731



There is a suggestion box located within the boarding house. You can do this to voice concerns, ideas, or complaints. Please leave a message in the suggestion box if you have any worries or concerns that you would not feel comfortable discussing with a staff member directly so that we can address them. If you'd prefer, you can sign the note with your name or remain anonymous.

In the first instance, you should address your concerns with a member of staff, such as your Form Tutor, Houseparent, Mentor, Matron, Headmaster, or any other member of the school's staff. You might want to submit a formal complaint in writing to your Form Tutor, Houseparent, or Headmaster if the staff member is unable to quickly solve the issue for you. The Headmaster should be contacted if you have an issue with a staff member. If you'd like, you can speak with another staff member who will take your complaint and forward it to the Headmaster. You can speak to a Deputy Head or any teacher if your issue is against the Headmaster and the Deputy Head will help to investigate.

Boarding Council:

You can speak with your Chair of Boarding Council about anything related to boarding. They will have frequent meetings with Mrs Warwick-Smith and provide assistance to all new boarders. Every three to four weeks, the Boarding Council Chair will meet with Mr Wyld and Mrs Warwick-Smith to discuss various boarding-related topics. In preparation for this meeting, members of the Boarding Council should gather their thoughts and viewpoints, then report back to you on what was discussed.

What to do if I don't feel well

You only need to let Miss Green or Mrs Warwick-Smith know if you do feel sick so we can take care of you. You might only need to have a good night's sleep, or Matron might administer you some medication to help you feel better. You might occasionally need to visit the sick bay (where you can sleep and be looked after under close supervision).

If you feel unwell in the middle of the night, you can talk to Miss Kilby or Mrs Warwick-Smith.



Living in a Boarding House - a few Golden Rules

Although boarding at St Hugh's is a lot of fun, there are a few guidelines we request you go by in order for everyone to have a good time:

1. You must treat every member of the boarding team with respect.
2. Be courteous to both children and adults in the boarding house.
3. Honor other people's property and personal space.
4. You should only enter another person's dorm with the boarding staff's approval.
5. Be considerate of one another's need for sleep; avoid talking after lights out.
6. Take good care of your fellow boarders.

What do I pack to board?

Weekly Boarders Kit List (4/5 Nights)

At the start of each term, weekly boarders are welcome to return on the evening prior to the first day of school. You should bring with you the following items which should be carefully labelled. All clothing/bedding/towels will be laundered within school throughout the term.

1. Socks and Pants x5.
2. Shirts x3.
3. Jumpers x2.
4. Trousers/Skirts/Dresses x2.
5. Own Clothes x2 Sets (no crop tops or skin-tight gym shorts will be allowed).
6. A coat and a pair of shoes for evening activities - your sports shoes cannot always be accessed.
7. Towels x2.
8. Bedding and bedding cover *if you wish* - these remain at school for the whole year and return in July.
9. Pyjamas (bottoms must be mid-thigh to full length - no short pyjama shorts will be allowed), a dressing gown and a pair of slippers (must be suitable for wearing outside in any weather - during fire drills or in case of a fire).
10. Spare name tapes (to be handed into Matron).
11. A wash bag containing shower gel, shampoo and conditioner, toothbrush and toothpaste, hair bobbles, grips etc.
12. Electronics, soft teddies/blankets (x1 of each), books, photographs, posters (homely items; lights etc must be battery operated).
13. Boarders hoodie.

Flexible Boarding (Regular Nights Each Week)

If you are boarding on the same nights weekly, you may leave your boarding bag and clothes at school. Anything left at school will be laundered and ready for your return each week.

1. Clean uniform enough for each day you are boarding including pants and socks/tights.
2. If you board for two nights consecutively, you may put one set of home clothes in the wash, and it will be ready for the third day (no crop tops or skin-tight gym shorts will be allowed).

3. A coat and a pair of shoes for evening activities - your sports shoes cannot always be accessed.
4. Pyjamas (bottoms must be mid-thigh to full length - no short pyjama shorts will be allowed), a dressing gown and a pair of slippers (must be suitable for wearing outside in any weather - during fire drills or in case of a fire).
5. A wash bag containing shower gel, shampoo and conditioner, toothbrush and toothpaste, hair bobbles, grips etc.
6. A towel.
7. Your own bedding and bedding cover *if you wish* - these remain at school for the whole year and return in July.
8. Electronics, soft teddies/blankets (x1 of each), books, photographs, posters (homely items; lights etc must be battery operated).
9. Boarders' hoodie.

Flexi Boarding (Occasional Nights)

If you would like to try boarding or want to board on the occasional evening, you will need the following:

1. Clean uniform for the next day - including underwear and socks/tights.
2. A set of home clothes, including a coat and shoes, for the evening activity (no crop tops or skin-tight gym shorts will be allowed).
3. Pyjamas (bottoms must be mid-thigh to full length - no short pyjama shorts will be allowed), a dressing gown and a pair of slippers (must be suitable for wearing outside in any weather - during fire drills or in case of a fire).
4. A wash bag containing shower gel, shampoo and conditioner, toothbrush and toothpaste, hair bobbles, grips etc.
5. A towel.
6. Electronics, soft teddies/blankets (x1 of each).
7. Boarders' hoodie.

*Bedding will be provided.

Boarders Routine

Morning

7:00-7:10am	Get up, brush your teeth, and get dressed. Your dorm should be clean and organised, and your hair should be combed or brushed.
7:40-8:00am	Breakfast. Return to your dorms after breakfast. Make sure your boarding bag is prepared and ready to be picked up.
8:00-8:25am	Matron and house staff perform a last inspection of the dorms. One dorm at a time, boarders must wait to be let out. Before heading to registration, boarders watch the news in the TV lounge.

Evening

17:00	Tea
17:30-18:30	Prep
18:30-19:30	Boarding activities as per the activity timetable. Year 8 prep finishes at 7pm.
19:30	Each boarder returns back in house, takes a shower, and eats supper. Before going to bed, boarders unwind and chill.
19:45-20:15	Supervised use of mobile devices is permitted for 30 minutes.

Bedtimes

Year Group	Showers	Supper	Toiletries	Reading	Lights Out
3/4	19:15	19:30	20:00	20:15	20:30
5/6	19:25	19:30	20:15	20:30	20:45
7/8	19:30	19:40	20:30	20:45	21:00

My Birthday

There are many boarders whose birthdays fall during the school year. As house parents, we work hard to make your celebration enjoyable. This usually entails a birthday cake (which you are welcome to bring in) and a "Happy Birthday" song from all of your fellow boarders. If you are invited as a boarder to a friend's birthday party, we will make sure you have a card and a present for them, as well as transportation to and from the party.

What about my clothes?

All of your clothing will be kept in your dorm (you will only have two or three sets of home clothes). Weekly boarders are provided with a drawer, a bedside table, and bed boxes. You can hand them in to laundry if they are dirty or need to be washed. Your entire school outfit will also be cleaned by Matron.

All products must have visible labels. Aerosols are not permitted at school, so we recommend that you use roll-on deodorants or pump sprays. Hair gel and other cosmetics are permitted when dressed casually, as long as they are applied responsibly.

What do I do if the fire bell rings?



Make your way to the nearest exit as quickly as possible. If you are in bed, make sure you have your slippers and dressing gown on and then go quickly and quietly out of the nearest

exit. During the day you will line up on the hard courts and at night time you will need to line up outside on the Headmaster's Lawn.

What if I am homesick?

Every boarder will occasionally miss home, but as boarding staff, we are highly knowledgeable about the signs of homesickness and how to handle them. It can't be fixed with a quick call home in the middle of the night, but rather by boosting your self-assurance and familiarity with your surroundings, assuring you that everyone experiences homesickness occasionally, and making sure that everyone can identify when and why they are experiencing it. For this reason, we encourage everyone to bring in as many "homely" items as they can.

We look forward to having you board with us at St Hugh's and we are sure you will enjoy it!

Mrs Warwick-Smith
Boarding House Parent