St Hugh's School

Woodhall Spa

Boarders Guide

2024-2025

Reviewed Feb 2025 SLWS
Next review due Sept 2025

Who's who?

Mrs Warwick-Smith
Head of Boarding
Mrs Warwick-Smith is in charge of the Boarding House and is the main person to talk to for all things related to boarding. She lives in the main building with her husband and their son, Grayson. When she's not in the Boarding House, you might see her teaching Games or Religious Education.

Miss Green
Matron
Miss Green is here during the day and takes care of all the pupils' health needs at St Hugh's.

Mrs Ellicker-Campling
Mrs Ellicker-Campling works alongside Miss Green to help look after pupils' health.

Miss Kilby
Resident Assistant
Miss Kilby is one of our Resident Assistants who helps run the Boarding House every day. She also supports the sports department.

Miss Pratley
Resident Assistant
Miss Pratley is another Resident Assistant who helps with the Boarding House on a daily basis. She also supports the sports department.

Dorms

You will share a bedroom with other children your age. One of the great things about boarding is learning to get along with lots of different people, and you'll have the chance to make friends with all the boarders at St Hughs, no matter which room you're in.

Feel free to bring pictures and photos to decorate your space – we love seeing rooms that are personal and creative! Each night, during the reading time before bed, please make sure you have a book by your side. We kindly ask that you avoid using Blu-Tack or plug-in items, and all lights should be battery-operated.

Helping each other

When you first start boarding, you'll have a "Boarding Buddy," who is usually an experienced boarder around your age. They'll help you get used to the new routines and environment. But remember, all the boarders are there to help each other, and they'll be happy to answer any questions you have. At the beginning of each year, a wellbeing advocate is also chosen to help with any concerns or problems you might face.

Keeping in touch with home

During the day, you can ask Mrs. Cobb in the office to help you make a phone call home. There is also a phone booth available in the evenings, but please remember to tell the duty staff member before you use it. If needed, you can also use the phone in the surgery.

Food and drink

There is an abundance of food! Every breakfast consists of bread, cereal, fruit juice, yoghurt 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.

An example of a supper rota might be:

Monday	**Tuesday**	**Wednesday**	**Thursday**
Bagels with fruit/spread	Rainbow fruit skewers	Chocolate dipped fruit	Confetti cake

		filled waffle cones	
Apple nachos	Nachos	Apple and honey dippers	Rainbow fruit tray
Pitta pizzas	Mini pancake/crepe fruit skewers	Toasties	Cheese board

Health and Safety

The boarding areas have alarms at night, so no one can go in or out without everyone being alerted. If you need a staff member during the night, there are doorbells you can use to contact them, so they can help you quickly. We will also have fire drills at different times during the year to practice staying safe

What to do if you've lost something

Take good care of your things. Make sure everything is clearly labelled and put away after you've used it. If you lose something, the Matron keeps any found items in the boarding house, so you can check with them. If you still can't find it, let a staff member know.

What to do if you are upset or worried about something

If you need to talk, there are lots of people who can help! You can talk to Mrs Warwick-Smith, any of the 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 in the boarding house where you can share any worries, ideas, or concerns. If you're not comfortable talking to a staff member directly, you can leave a message in the box, and we'll make sure to address it. You can choose to sign your name or stay anonymous.

If you have a concern, it's best to first talk to a staff member, like your Form Tutor, Houseparent, Mentor, Matron, Headmaster, or anyone else at school. If the issue isn't resolved quickly, you can write a formal complaint to your Form Tutor, Houseparent, or the Headmaster. If you have a problem with a staff member, you should contact the Headmaster, or you can speak to another staff member who will

pass the complaint on to the Headmaster. If your concern is about the Headmaster, you can speak to a Deputy Head or any teacher, and they will help look into it.

Boarding Council:

If you have any questions or need help with boarding, you can talk to a member of the Boarding Council. They meet regularly with Mrs Warwick-Smith and help new boarders feel welcome. Every few weeks, the Boarding Council meets with Mrs Warwick-Smith to talk about different boarding topics. Before the meeting, they gather ideas and then share what was discussed with everyone.

What to do if I don't feel well

If you're feeling sick, just let Miss Green or Mrs Warwick-Smith know, and they will help you. Sometimes, all you need is a good night's sleep, or Matron might give you some medicine to help you feel better. If you're really unwell, you might need to go to the sick bay to rest and be looked after.

If you feel unwell during the night, you can talk to Miss Kilby, Miss Pratley, 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 can I bring to the boarding house?

There are lots of fun things to do in the boarding house, and plenty of people to play games with and chat to. Please don't bring expensive games, as we don't have enough space to store them and they might get lost or broken. You can bring a teddy, books, a Kindle, magazines, and playing cards, but make sure they are clearly labelled.

You can bring money and snacks, but please remember, you're responsible for them. Mobile phones aren't allowed in the boarding house. If you have any valuable items, we suggest giving them to Matron to keep safe and locked away when you're not using them. It's important to look after your things!

What do I pack to board?

Weekly Boarders Kit List (4/5 Nights)

At the beginning of the Autumn term, weekly boarders are welcome to return the evening before the first day of school. They should bring the following items, ensuring that everything is carefully labelled. All clothing, bedding, and towels will be laundered at school throughout the term, except for personal clothes, which should be taken home over the weekend for washing.

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 (optional).

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 (optional).

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 (optional).

*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.

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

Lots of boarders have birthdays during the school year, and in the boarding house, we try to make your day extra special. We plan fun activities around your birthday so we can celebrate together as a boarding family. This usually includes a birthday cake (which you can bring if you like) and a “Happy Birthday” song from all your fellow boarders.

What about my clothes?

All your clothes will be kept in your dorm, and you’ll only need a few sets of home clothes. Weekly boarders get a drawer, a bedside table, and bed boxes to store things. If your clothes get dirty, you can give them to laundry to be washed. Matron will also clean your school uniform.

Make sure everything is clearly labelled. Aerosols are not allowed at school, so it’s better to use roll-on deodorants or pump sprays. Hair gel and other cosmetics are fine when you're dressed casually, as long as you use them responsibly.

Home clothes should be taken home on the weekends. This helps to make sure your personal items don’t get lost and stops you from building up too many clothes, which can make your space untidy.

What do I do if the fire bell rings?

If the fire bell rings, go to the nearest exit as quickly as you can. If you’re in bed, put on your slippers and dressing gown, then leave quietly through the nearest exit. During the day, you’ll line up on the hard courts, and at night, you’ll line up outside on the Headmaster’s Lawn.

If you hear the intruder alarm, head straight to Mrs Warwick-Smith’s RE classroom.

What if I am homesick?

It's normal for boarders to miss home sometimes, but our staff are really good at helping with homesickness. It’s not something that can be fixed with a phone call in the middle of the night, but by helping you feel more confident and comfortable in your new surroundings. Everyone feels homesick sometimes, and we’ll help you understand why and when it happens. That’s why we encourage you to bring items from home that make you feel cozy and happy.

We hope you have a great time boarding with us at St Hughs and can’t wait to welcome you! We’re sure you’ll have a wonderful year at St Hugh's and enjoy your time here!

Mrs Warwick-Smith
Boarding House Parent