



St Hugh's  
School

Woodhall Spa

Boarding  
at St Hugh's

Flexible Boarding Options to Suit Your Needs ○

# Flexible boarding at St Hugh's: As easy as 1, 2, 3...

## 1. Drop us a line...

Let us know that you would like your child to stay with us here in the Boarding House. You can make a reservation via the school office, we do appreciate some notice but we do understand that family life can be extremely hectic so we are also able to accommodate your requests at short notice. We are extremely flexible, and aim to meet the needs of the children as well as the demands of busy working parents.

## 2. Make sure they are packed

A full list of everything your child needs can be found on our website.

## 3. Sit back and let us do the rest!

The children are very well catered for and greatly enjoy the full and diverse programme of activities and hobbies that is provided for all of our boarders.

The boarders are all under the watchful eye of house parents and assistant tutors, not forgetting Mr & Mrs Ward are also onsite. We are proud that the Boarding House has a strong family feel, giving the children a real sense of security and family warmth. The ethos of the houses is different from school so the children feel they are "at home" rather than at school.



For more details of how flexible boarding can work for you and your family, please get in touch:

Email: [office@st-hughs.lincs.sch.uk](mailto:office@st-hughs.lincs.sch.uk) / [boarding@st-hughs.lincs.sch.uk](mailto:boarding@st-hughs.lincs.sch.uk)

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# Boarding at St Hugh's

## STATEMENT OF THE ST. HUGH'S PREPARATORY SCHOOL'S BOARDING PRINCIPLES AND PRACTICE

The principles on which boarding is based are that it is an intrinsic part of the life of St. Hugh's Prep School. We aim to make boarding a rich and rewarding experience. Children who board have the experience of not only being cared for, but also caring for others. This develops a social awareness that comes from living, working, playing and having fun with others in the house. The 'boarding experience' enables boarders to form close friendships, and develop independence, self-discipline and responsibility for themselves and others in a friendly, family-based environment.

We aim to:

- Ensure our boarders are happy, that they feel safe and that they are given every opportunity to develop as a whole person.
- Provide our boarders with lots of new experiences to help them grow and develop into confident, independent and positive people who want to be involved in as much as possible in all aspects of school life.
- Ensure that all our boarders flourish as part of a mixed community and that they will make a positive contribution to society.
- Produce an open and trusting ethos in which each boarder feels able to approach any other member of the community (staff or pupil) confident in the knowledge that he/she will be treated and respected as an individual.

Introduction to boarding at St. Hugh's:

St Hugh's has a long tradition as a boarding school. However, boarding today is very different to what it once was. Your experience or knowledge of boarding may be very different to that of today. The purpose of this document is to explain the aims and ethos of boarding at St. Hugh's in order to help you make a decision about boarding for your child.

As a preparatory school, one of our primary aims is to prepare children for the transition and progression to their senior schools. As the majority of the schools we feed are boarding schools, part of that preparation is helping children settle in a boarding routine that will reassure them and ease that transition.

## WHY CHOOSE TO BOARD?



The first question you may ask is why should your child board? It can be a difficult decision and not one that you will take lightly. Boarding is central to life at St. Hugh's and we believe that boarding will enable your child to get the very best out of school life.

Boarding should be a partnership between the school and family that results in helping your child to develop and grow within a varied and supportive environment. or knowledge of boarding may be very different to that of today.

The purpose of this document is to explain the aims and ethos of boarding at St. Hugh's in order to help you make a decision about boarding for your child.

Boarding helps children to develop personal skills like:

- Confidence
- Community spirit
- Independence
- Social skills
- Cultural awareness
- Respect for others
- Tolerance
- Self-motivation
- Responsibility
- A wide variety of interests

At St. Hugh's we aim to help the children develop in all these ways and to give them the self-assurance to move onto their next schools without concerns for their ability to live away from home.

Successful boarding should result in a more settled school routine and better quality time spent at home.

In addition to this boarders comment that they feel they have:

- A good social life
- An enhanced education
- Closer relationships with family through more 'quality time'
- Friends for life
- A better understanding of their peers
- Greater access to school facilities
- Good working relationships with teachers
- A wide variety of activities

# General Boarding Matters

## WHEN CAN MY CHILD BOARD?

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Children can board from Year 3 upwards. Flexi boarding early on can help them feel more settled about boarding later. Older children often prefer to board full time as they find this easier with their studies.

## WHERE WILL MY CHILD SLEEP?

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Your child will be put into dormitories with children from their year group and/or the year group above/below.

We occasionally group single year groups but often vary it so that two year groups share. This works very well with the older children taking on roles of responsibility within the dormitory.

Dormitories are switched around from time to time to ensure that all pupils have a chance to mix and socialise.

## WHAT FACILITIES ARE AVAILABLE TO MY CHILD?

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When appropriate and under supervision all the school's facilities are available during boarding time.

The boarders also have a designated kitchen and living spaces, which are bright and homely.

There are also other 'quiet' areas for pupils to work, read or just 'chill out'.

## WHO WILL LOOK AFTER MY CHILD?

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Boarding is overseen by Miss Hainsworth who makes sure that all runs smoothly in the house. She is assisted on different nights by a number of other staff. Three assistants (post-graduate) also help out and are always around for pupils to talk to. During the day there are two matrons who help to launder belongings and ensure that pupils have everything they need as well as administer first aid. Should you have any medical enquiries, please email [matron@st-hughs.lincs.sch.uk](mailto:matron@st-hughs.lincs.sch.uk).

## HOW DO WE SIGN UP FOR BOARDING?

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If you would like your son or daughter to start boarding please email the house parent using [boarding@st-hughs.lincs.sch.uk](mailto:boarding@st-hughs.lincs.sch.uk).

Following this, beds will be allocated towards the end of term for the following term. If we do not have enough places to offer, priority will be given to those who made contact first.

Additionally, full time boarders will take precedence over flexi boarders. Once a child has become a boarder we will assume that they will continue to board for subsequent terms unless we hear otherwise. If you intend to change your arrangements or would like additional nights please contact us as soon as possible.

Flexi boarders can often be accommodated on an adhoc basis; please let the House Parents know as soon as possible.

## CAN I BE SURE MY CHILD WILL GET A GOOD NIGHT'S SLEEP?

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It is our main priority to ensure that pupils are fully rested for the school day. Some of the children will go to bed earlier and some later than they do at home but we set lights out according to the age of the children to ensure they get a good night's sleep. We monitor the children after lights out to ensure that they go to sleep. The days of midnight feasts and dorm raids are long gone! Once children have settled into a boarding routine, they soon get used to their surroundings and the sleeping routine. Boarders can easily alert house parents or assistant house staff at any time of the night if need be.

## CAN I TAKE MY CHILD HOME FOR A NIGHT?

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Yes, this is possible. Please contact the house parents to let them know in advance.

For more details about how **flexible boarding** can work for you and your family, please get in touch:  
Email:

[office@st-hughs.lincs.sch.uk](mailto:office@st-hughs.lincs.sch.uk)

[boarding@st-hughs.lincs.sch.uk](mailto:boarding@st-hughs.lincs.sch.uk)

## CAN I SEND IN TUCK?

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Boarders are allowed a small, named container for a few treats; this will be kept in the kitchen and monitored by staff. Parents are welcome to bring in a cake for their child when it is their birthday and the children are encouraged to share this with others in the boarding community. Otherwise, pupils are given a well-balanced diet and always have access to fruit. A nightly snack is also arranged.

## DOES MY CHILD REQUIRE HOME CLOTHES?

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Yes: children are encouraged to change out of their uniform for their time in the boarding house in the evenings and at weekends. For flexi boarders set of home clothes is enough, full time boarders may have more. Lots of our boarding activities are active and so we encourage you to send in clothes that can get dirty or messy.

As with all school wear, please name everything!

## CAN MY CHILD LOCK PERSONAL ITEMS AWAY TO KEEP THEM SAFE?

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We suggest that boarders leave valuable and precious items at home. If they do bring valuable or confidential items to school then house parents can look after these. Bedside cabinets do not have locks but children are welcome to bring a lockable container to school if they wish. These should be kept in their dormitory.

## ELECTRICAL ITEMS

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We appreciate that some children will want to bring electrical items such as ipods and mobile phones into school. We allow the use of these items under supervision in the communal areas. Pupils sign in and out these items with a member of staff and are never allowed them in the bedroom areas. Some pupils/parents do not wish to have electrical items in school and we respect that decision also.

# Full Time Boarding

## WHAT HAPPENS AT THE BEGINNING OF TERM?

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At the beginning of term, boarders return to school on the evening before the day children. The children should arrive back at school between 7pm - 7.30pm. On arrival, please see the room allocation charts to check where your child's bed is. There is always a member of staff on hand to help.

Please take their overnight bag and duvet to their dormitory and unpack it. In the dormitory you will find a bed allocated to your child. Their spare clothes can be put away. Sports kits need to be taken down to the changing room in the morning.

## WHAT HAPPENS AT THE END OF TERM?

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At the end of each term your child's clothes and belongings will go home. We would like parents to take each of these opportunities to check all uniform and replace it wherever necessary.

All clothing and equipment will be ready to collect on the last day of term from their dormitory.

# Flexi - Boarding

## WHAT DOES FLEXI-BOARDING ENTAIL?

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It is possible to flexi-board from Year 3 upwards. Pupils often like the balance it gives them between school and home and often really look forward to their nights at school. Flexi boarding works best when pupils know which nights they will be boarding in advance and they tend to get greater enjoyment from two consecutive nights rather than separate ones. Again, in order to book this in, please email the House Parents. Often a regular flexi-boarder will be assigned their own bed for the term but we cannot guarantee this.

## WHAT SHOULD I BRING AND WHERE SHOULD I PUT IT?

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Please take your child's overnight bag to the boarding landing.

Matron will then arrange their accommodation and belongings.

There is also a full kit list which can be emailed to you.

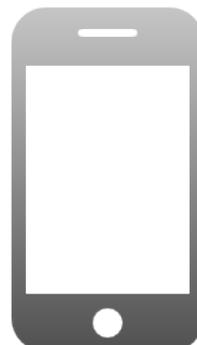
## ARE BOARDERS ALLOWED MOBILES, IPODS AND OTHER ELECTRONIC DEVICES?

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We appreciate that some children will want to bring electrical items such as ipods and mobile phones into school. We allow the use of these items under supervision in the communal areas.

Pupils sign in and out these items with a member of staff and are never allowed them in the bedrooms areas.

Some pupils/parents do not wish to have electrical items in school and we respect that decision also.



## WHAT IS THE EVENING ROUTINE?

### **JUNIOR Boarders 5:30pm – 6:30pm**

Junior boarders return to the boarding house at 6:30pm. On their return the member of staff on duty will register the boarders. Boarders are encouraged to check the whiteboard for notices and laundry rota. They will then complete any reading/tables/spellings they may have. They should also be sent to their dorm to put any clean laundry away in their drawers/boxes and get changed into home clothes. After this they may watch TV/play board games/use the pool table/table football/use craft equipment/ or use the x-box (15 minutes max).

### **Boarders Activity 6.30pm – 7.30pm**

Senior boarders return to the boarding house at 6:30pm, following prep and hobbies. On their return the member of staff on duty will register the boarders. Boarders are encouraged to check the whiteboard for notices and the laundry rota. Boarders should then go to dorms to put clean laundry away before changing into home clothes. Boarders will then meet in the lounge for registration before heading to their chosen activity – see the separate Boarders' Programme to see our amazing choice of events and activities.

### **Bedtime**

When showered and changed boarders may use their electrical items for a short time (these must be signed out). They should then go to the kitchen for their snack at the appropriate time. Boarders may relax and choose an activity until quiet time/bedtime. No boarder is allowed to use electrical items approximately 30 minutes before bed. Boarders are sent to dorm 15 minutes before lights out for quiet time – reading is encouraged and all pupils should bring their own book or borrow a school one.

Year Group	Shower and Snack	In Bed (Reading Time)	Lights Out
3/4	7.30pm	8.15pm	8.30pm
5/6	7.45pm	8.30pm	8.45pm
6/7	8pm	8.45pm	9pm

### **CAN MY CHILD BOARD FOR ONE OFF PERIODS OF TIME?**

Yes, please always contact us. Your child can board as a one off as long as we have availability although 24 hours notice is recommended.

Please contact [boarding@st-hughs.lincs.sch.uk](mailto:boarding@st-hughs.lincs.sch.uk)

### **WILL MY CHILD'S CLOTHES BE WASHED AT SCHOOL?**

If they are a regular flexi-boarder then we will wash their clothes, if not they tend to take their dirty laundry home with them.

# Contacting my child

Pupils can be contacted on the house phones or via their email or using their own phones during their free time. They have two telephone rooms for privacy.

## Complaints

We can normally resolve any issues you may have. Please email [boarding@st.hughs.lincs.sch.uk](mailto:boarding@st.hughs.lincs.sch.uk) or refer to the school complaints policy.

## Medical Issues

Please see that the School's medical record form, medical card and emergency consent form are sent to school ahead of the new term.

### WHAT IF MY CHILD NEEDS TO BRING MEDICATION TO SCHOOL?

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We should always be notified when children bring medication to school. This must be handed to matron or the school office along with consent and instructions to administer the medicine.

### WHAT IF MY CHILD USES AN INHALER?

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If your child uses an inhaler it is recommended that we are given a spare to keep in the surgery.

### OFF GAMES

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The matron will put boarders "off games" if this is appropriate. Boarding parents should contact her, or Houseparent, if it is necessary for a returning boarder to be off games for a period of time.

### WHAT IF A BOARDER HAS/IS SUSPECTED OF HAVING HEAD LICE?

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Full-boarders are regularly checked for head lice and treated accordingly. If you would like a particular treatment to be used please let us know.

## THE SCHOOL DOCTOR

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It is normal for full boarders to register with the School Doctor. This means that during the holidays the home doctor will treat your child as a 'temporary resident'.

If you do not wish your child to be registered at the local doctor's surgery please let us know.

## TEETH AND HAIR

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Please make sure your child has regular dental check-ups during the school holidays, and returns with a smart haircut, free from dyes and highlights. Please also check, so far as is possible, that your child returns to school "nit free".

# Laundry issues

## WHY DO I NEED TO LABEL CLOTHING/BEDDING?

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Clothing and bedding is washed by the school and must be labelled so that it can be returned to the correct pupil.

## WHY SHOULD UNDERWEAR BE LABELLED?

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Underwear is washed in nets alongside the others from their dorm. It must be labelled so pupils can sort it out when they return to their dorms.

## WHY DOES MY CHILD NEED SO MUCH UNIFORM?

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It takes 24 hours to launder and return items so pupils must have spares to wear.

## WHY DOES ALL SPORTS KIT, EVEN SOCKS, NEED LABELLING?

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Pupils keep their kit and change alongside many others and it is easy to mix it up. Sports kit is also always laundered in school.

# BOARDING CONTACT DETAILS

House Parent  
Anne Marie Hainsworth

E: [boarding@st-hughs.lincs.sch.uk](mailto:boarding@st-hughs.lincs.sch.uk)

School office

E: [office@st-hughs.lincs.sch.uk](mailto:office@st-hughs.lincs.sch.uk)

T: 01526 352169

Boarding House Phones

T: 01526 341453

T: 01526 341456

Matron

E: [matron@st-hughs.lincs.sch.uk](mailto:matron@st-hughs.lincs.sch.uk)

School shop

E: [office@st-hughs.lincs.sch.uk](mailto:office@st-hughs.lincs.sch.uk)



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Headmaster: Mr Chris Ward BEd (Hons)  
St Hugh's is a registered charity for the  
purpose of educating children No 527611  
Accredited by ISC



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