



St Hugh's  
School  
Woodhall Spa

## Welcome to St. Hugh's

We would like to thank you for asking us to educate your child. We appreciate you have a choice and are delighted that you have elected to entrust your child's education to St. Hugh's. Please be assured we will do our very best to make your child's time here happy, fulfilling, and exciting. We believe in our ethos and educational aims:

### **Ethos**

St. Hugh's School aims to provide a caring, family atmosphere allowing each child to develop their independence and individuality. St Hugh's equips your child for life!

### **Educational Aims**

- To offer a broad, stimulating curriculum that helps each and every child to develop and to fulfil their potential, both within and beyond the classroom.
- To provide a happy and stimulating environment in which every child feels safe, valued and cared for.
- To encourage the traditional values of courtesy, honesty and hard work, together with a sense of responsibility and consideration for others.
- To promote an inclusive environment based around Christian values through the experiences offered to each and every child.
- To prepare children successfully for transfer to a wide range of senior schools.

In partnership with you and your child, we are confident we are able to achieve this.

The purpose of this booklet is to provide you with essential information about the school and how to find out other information that you may need at a later stage.

**Headmaster: Mr. C. Ward**

## COMMUNICATION

### **Information about St. Hugh's**

During the holidays you will receive the school calendar for the next term. At the end of the first week of each term you will receive a circular from the Headmaster giving details of alterations and additions to the calendar, lists of hobbies, notification of parent/teacher meetings etc. There is a regular update recording events at the school which is posted on the school's website, [www.st-hughs.lincs.sch.uk](http://www.st-hughs.lincs.sch.uk).

### **Contacting the School**

At the beginning of this booklet is a list of telephone numbers relating to the school. For general enquiries please contact the School Office who will redirect your call if they cannot answer it. Urgent matters should always be communicated to the school during normal office hours. The School Office is manned from 8.15am to 5.30pm. The Main Office number is 01526 352169. If you need to contact the school outside these hours our outside office hours emergency number is 01526 351524.

Most other enquiries relating to your child should, in the first instance, be directed to your child's form tutor. Enquiries relating specifically to boarding issues should be directed to the Houseparents.

As a school the majority of our communications to parents are sent via email. Please ensure that we have a current email address.

All teaching staff at St. Hugh's have a school email address and wherever possible we encourage you to communicate directly with any teacher with whom you wish to ask a question or raise a concern.

Their email addresses are listed on the website under the section relating to staff. You will find these under the tab 'Contact Us'.

Should you feel the need to meet with an individual teacher in person please feel free to arrange an appointment, we would strongly encourage you to do so.

### **Contacting your Child**

Children are free to phone out at any stage during the school day (or the Secretary on their behalf), apart from during lessons. Coins for phone calls will be supplied from the School Office and you will be charged for these at the end of term. Please let staff know of any problems that arise during the course of conversations. Pupils are able to have their own email address. If you wish to write to your child, addressing it to the school address will be sufficient to ensure that your child receives it.

**Reporting your Child's Progress**

The Form Teacher fulfils a vital role in relation to individual children's progress. Do please contact your child's form teacher if you have a problem. All staff are happy to see parents to discuss any problems arising during the course of the term provided that a prior appointment has been made. Parents' evenings are arranged at least bi-annually for the purpose of discussing a child's progress with his/her teachers. Parents of pupils in Reception to Year 2 will be offered an individual appointment each term with the child's teacher. Parents of pupils in Year 3 will be offered an individual appointment with their child's form teacher in the autumn and summer terms. Parents of pupils in Years 4 to 8 will be invited to attend two meetings in the Forbes Hall during the course of the school year. No appointments are made for these occasions. All teaching staff are available for parents to speak with. Full written reports are sent home at the end of the autumn and summer terms. Short reports are sent home at more frequent intervals.

**Visiting School**

Parents are welcome to visit the school on Wednesday or Saturday afternoons and to watch any home matches. Parents of team members are also invited to support our 'Away' teams. Team lists with departure and return times are published in advance, and can be found on the notice board at the end of West Corridor and outside the Pavilion. Tea, coffee and biscuits are provided for parents in the pavilion every Wednesday and Saturday afternoon at approximately 3.30 pm. On match days, tea in the pavilion is for our parents and any visiting parents and not for the children, although, of course, you are most welcome to chat to your child.

**Parents' Association**

This was formed to promote closer links between parents and between home and school and to raise funds for the benefit of the children in the school. The P.A. has a notice board situated in the West Corridor, where events are publicised.

**GENERAL INFORMATION**

## Length of School Day

### Day children

Children should not arrive before 8.15am but should be in school for registration at 8.30 am. The day ends for Pre-Prep (Years 2 and below) at 3.30pm. Year 3 children and above may opt to finish school at either:-

#### Years 3, 4 & 5

- a) 5.00 pm before tea
- b) 5.30 pm after tea

#### Years 6, 7, & 8

- a) 5.00 pm before tea
- b) 5.30 pm after tea
- c) 6.30 pm after prep

We encourage day pupils to go home unless they are staying for an evening activity.

At the end of the day, day pupils in Years 3 to 8 should be signed out by the adult collecting them. **If parents wish to arrange for their child to sign themselves out, a written letter is required.**

**On Wednesdays day children are generally free to go home at 3.30pm unless they are in a match or they are required for extended sports practice or extra music or drama rehearsals.**

**Children in Years 5 to 8 are required for games on Saturday afternoon regardless of whether they are in a match until 3.00pm**

### Boarders

Boarders go to their boarding houses at the times set out below:

	To boarding house	Lights out
Year 3	6.30 pm	8.00 pm
Year 4	6.30 pm	8.00 pm
Year 5	6.30 pm	8.30 pm
Year 6	7.30 pm	8.30 pm
Year 7	7.30 pm	9.00 pm
Year 8	7.30 pm	9.00 pm

### Before school care

In order to help working parents, you may book your child in for breakfast. Day children may arrive in time for breakfast at 7.45 am. Please ensure that your child is taken directly to the dining room and registers with a member of staff. Flexibility is possible with this service but we would ask that you try to establish a regular weekly pattern. (A charge is made for day children who attend breakfast.)

### Hobbies

The school offers a number of hobbies as end of day activities. The majority of these are arranged and organised by members of staff but some such as golf, judo, and tennis coaching, are led by qualified instructors who are not members of staff and as such they charge for these activities. Extra Curricula activity is a vital part of the educational provision at St. Hugh's and a programme of this is published at the start of each term.

### **Beginning and end of term arrangements**

Dates for all holidays and Exeats are published annually and we hope that parents will abide by these.

At the start of term Boarders should return to school between 6pm and 7pm; on return all pupils should report to the Houseparents. A meal will be available at 6pm. It is not necessary for boarding children to arrive in their school uniform .

At the end of term we request that all trunks should be taken home.

### **Exeats and Half-terms**

There are usually two Exeats per term, one either side of half-term, and it is expected that all boarders will go home or to friends. Please would you let the School Office know of any arrangements that have been made and ensure that host families confirm these arrangements with the school. Boarders may return for bed on Sunday evenings or by 8.30 am on Monday. School ends at 3.30pm on Exeats and half-term.

### **Extra equipment needed when entering the school**

- a. **Pre-Prep** – none.
- b. **Years 3 and above** – school hymn book, pencil, rubber, set of coloured pencils, pencil sharpener and 30cm ruler in a pencil case. Please ensure all items are named.
- c. **Years 5 and above** – a handwriting pen or a Fountain pen with a supply of washable blue ink cartridges. No biros please.
- d. **Years 6 and above** –transparent protractor, pair of compasses and a Casio fx-83GT or fx-85GT scientific calculator. A letter will be sent home at the end of the Summer Term to confirm the make and model.

### **Watches**

Children may wear a watch to school. It must have the owner's name or initials engraved on the back.

### **Homework/Reading Diaries**

All children in Years 6, 7 & 8 have homework and reading diaries and we would ask parents of day children who leave before evening prep to check and sign their child's homework and reading diaries each evening noting any difficulties or problems that occur. Prep that is completed at school will be checked in the same way by duty staff.

## Medical Care

A matron holds a surgery twice a day to cover routine medical matters. For boarding pupils registered at the New Surgery in Woodhall Spa, we will arrange doctor's appointments as necessary.

In order that we maintain up to date medical records it is very important that the school is informed of any illness of a serious nature contracted during the holidays, or of any visits to a specialist arranged other than through the school doctor. We also ask, where possible, that appointments to see the dentist or the optician are made in holiday time.

The matrons are happy to dispense over the counter medicines and prescribed medication for both boarders and day pupils. Any medication brought into school must be in the **original container**, and clearly marked with the pupil's name and dosage instructions. The school cannot make changes to the instructions regarding dosage on the container. The medication will be stored appropriately and returned to the child's parent/ guardian, when the child is collected. In almost all cases prescribed medicines will be administered by the matrons from the surgery during the usual surgery hours. A record is kept for each child indicating the time and dosage administered.

Medication brought in by day children must be brought straight to the Office and handed to the matron on duty.

All medication is stored in a locked cupboard with the exception of items stored in the fridge. Out of date medication is either returned to the parent or pharmacy. We do not expect pupils to carry their own medication around school with the exception of asthma inhalers.

Any child suffering from sickness or diarrhoea is isolated as soon as possible, the parents contacted and arrangements made for the child to be collected from school if possible. Boarding children who are unable to go home are isolated in the appropriate sickroom for the duration of the illness and twenty four hours afterwards. **Any child who has suffered a bout of either sickness or diarrhoea should be kept off school for forty eight hours after the last symptoms occur.**

Should you or the school have concerns regarding your child's hearing the school will liaise with the Schools' Nurses. Should there be concerns regarding eyesight it is recommended that you visit an ophthalmic optician to arrange for an eyetest.

## Meals

Breakfast for boarders is at 7.45 a.m. Children sit with an adult and have a choice of cereals, fruit and yoghurt, as well as a variety of cooked foods.

Lunch is provided for all pupils. Like breakfast, it is a more formal meal. Again there is plenty of choice. Children may choose a salad or either of the two meat dishes or a fish dish. A vegetarian option is also available. Children are encouraged to have two vegetables with their meal. Fresh fruit is always an option for pudding. Pupils sit at tables with a member of staff where we encourage good table manners. Should your child have any specific dietary requirements please write to Mr Wilson, our Chef.

Tea is a more informal meal served at 5 pm.

## Uniform

Pupils are expected to wear their uniform with pride. Uniform must be worn to and from school.

The Headmaster's wife runs both the school shop and the P.A. second hand shop. Items of school uniform may be placed in the shop for the school to sell on your behalf. Two thirds of the total cost is returned to you whilst one third goes to the P.A. All clothing must be laundered, priced and labelled. A suggested price list is available from the School Office and website. Prompt payment for items supplied during term time would be appreciated.

Opening times are published in the shop door.

## Examinations

Children in Year 3 and above undertake some form of exams or tests on an annual basis. For children in Years 5 and below we try to keep these as informal as possible within class time. We feel that one should never underestimate the anxiety and stress that exams can create, even for young children.

Autumn Term	Spring Term	Summer Term
Year 7 Cognitive assessment tests Year 5 Cognitive assessment tests Year 8 exams INCAS –Years 2-6	Year 8 Scholarship trials Year 8 CE trials Year 7 exams	Year 7 exams Year 3 – 6 exams

A small number of children take the 11+ exams for entry to grammar schools during the first weeks of the autumn term of Year 6 and are given some practice prior to the exam.

## Hair

Girls' hair, if long enough, must be kept off the face with a hairband or tied back. Hairbands, scrunchies etc. must be navy blue, red, white or tortoiseshell.

Boys' hair must be cut into a neat, short style and should be off the collar. Stepped cuts, wedges, patterns etc. and the use of gel or mousse are not acceptable.

## Pocket Money

Pupils should not bring any money to school. Any money that is needed for phone calls or outings will be supplied by the School and charged retrospectively on the school bill. Year 8 pupils will be given £2.50 to spend in the village.

## Toys

Children may bring a few small toys to school that can be stored in their tubs. Children are allowed to bring ipods, Gameboys and other electronic devices, such as mobile phones, to school but these may only be used when travelling to and from school for listening to music or playing games. Full details of our approach to electronic devices can be found in our Electronic Policy which can be found on the website. **Obviously all personal possessions including electronic devices and games cartridges must be clearly named and handed in to the Office on arrival.**

There are separate arrangements for use of electrical items in the boarding house.

## **BOARDING - principles and practice**

We believe that living and working together in a co-educational boarding community whether as a day pupil or boarder, is a positive experience and a valuable education for life.

We believe that the ethos of St. Hugh's is well portrayed within our boarding community and that the boarding opportunity further enables pupils to develop their unique gifts. The children are in a secure environment, cared for by adults whom they can trust and respect, who are concerned for the welfare and well-being of the children.

If boarders wish to visit their friends, for example at the weekend, we will **require written permission from both sets of parents.**

### **Flexi-boarding**

The School is usually able to accept day pupils as boarders on a casual basis. This provides day children with a taste of boarding life and can help parents who have to be away from home during term-time. Please contact [boarding@st-hughs.lincs.sch.uk](mailto:boarding@st-hughs.lincs.sch.uk) for further details and to check availability. There is naturally a charge for this.

### **Weekend Activities**

We arrange a varied programme of visits and activities for those staying for the weekend.

### **Tuck/Sweets**

We would ask that day pupils do not bring sweets to school and that boarders are supplied with only small amounts. Boarders are permitted to have a small shoe-box size tuck box which may be re-stocked at half-term. The Houseparents will monitor quantity and consumption!

## **ADMINISTRATION**

### **Absence from School**

Notes relating to absence from school should be addressed to the school office.

Our school holidays are sufficiently long for it to be unnecessary for children to miss school to go on holiday. Please do try to keep to the set holidays – they are advertised well in advance. Absences do disrupt a child's routine, whilst other children naturally think the absence is 'unfair'.

Permission for absence for a 'special occasion' should be sought, in writing, from the Headmaster well in advance.

### **Insurance**

The school offers two insurance schemes run by Marsh Brokers Ltd: **A Fees Refund Scheme** that covers illness of pupils which results in them being absent from school and a **Personal Accident Scheme with Dental Protection Cover.**

There is a termly charge for each of these schemes. Information regarding both schemes is available from the school office. Upon joining the school, parents are asked to complete a form stating which policies, if any, they wish to join. Existing pupils may join any of the schemes at any time during the school year, provided a term's notice is given.

### **Inspections**

As an independent school the school is not subject to Ofsted inspections as the Headmaster is a member of IAPS, (The Independent Association of Preparatory Schools) and as such the school is inspected by the Independent Schools' Inspectorate (ISI) every six years. The Headmaster is also a member of the Boarding Schools' Association. ISI is also required to monitor the quality of provision for boarders the Nursery and therefore inspects these are of the school every three years. Reports regarding these inspections are available to parents from the school office.

### **Senior School entry**

It is advisable to discuss your child's entry to Senior School with the Headmaster when your child is in Year 5 at the latest.

### **In case of an Emergency**

It is vital that the School has up to date information of telephone numbers in case of emergencies. Please notify the School Office **as soon as possible** of any changes to address or mobile, home or work telephone numbers. In the case of boarders, would parents please notify the school of alternative contact numbers when they are away from home, both overnight and for longer periods. If both parents are out of the country the School Office should be notified in writing of an alternative adult, resident in this country, who is able to act as guardian should the need arise.

## SPORT

The Aims of the Games Department are:

- To give all children the equal opportunity to reach the appropriate level of attainment according to their own ability.
- To entitle all children to participate in activities that are fun, lead to achievement and progress, and bring recognition and promote self-worth.
- To give the children exposure to a wide variety of games and activities aimed at improving all their gross and fine motor skills.
- To encourage a healthy lifestyle through sport and play.
- To give each child the opportunity to work as part of a team and to encourage better social skills and sportsmanship through this.
- To give every child the opportunity to develop a love for sport which they will hopefully carry on into life outside of school.

The games afternoons focus on the following sports:

- Autumn Term - Girls' Hockey and Boys' Rugby
- Spring Term - Girls' Netball and Boys' Football/Hockey (Year 7 & 8)
- Summer Term - Girls' Rounders and Boys' Cricket

During PE lessons and hobbies, St. Hugh's offers a wide range of activities. These provide children with the opportunity to improve skills and to promote an understanding of the disciplines of different sports. There are also opportunities to participate in inter-school competition. The activities offered vary from year to year, but may include:-

Water polo	Cross Country*	Netball*	Table Tennis
Athletics*	Dance	Rugby*	Tennis*
Badminton	Golf	Football*	Trampolining
Ball Skills	Swimming*	Softball	Cricket*
Basketball	Hockey*	Sports Hall Athletics*	Indoor Bowls
American Football	Petanque	Lacrosse	

\*Indicates inter-school competition available.

The teams at St. Hugh's are chosen according to the following criteria:

- 'A' Teams are chosen on merit – The children will be chosen according to their ability, commitment and sportsmanship. There is an emphasis on performance in the 'A' teams.
- 'B' and 'C' teams are chosen to give children the opportunity to play inter school fixtures. Where possible and at the discretion of the coach, all children will be given the opportunity to play in an inter-school fixture during the course of the season. 'B' team matches are friendly matches

aimed at giving children the experience of playing in a team, which is very important for children of all ages.

### **Match Day Procedure**

Teams are generally published at least 48 hours in advance. Parents are welcome to support their children at home and away fixtures.

Children's involvement is more than just the match. They are expected to attend tea after the match, to act as hosts to the opposition. Children are expected to travel to away matches with the school but may be taken home from the away match by parents. If your child is being collected by anyone other than yourselves the school should be informed in advance in writing.

We understand that parents may wish to question team selections and we ask that, as with any issues relating to your children's progress at school, the correct avenues are pursued. Naturally, if a parent is unhappy with the information provided by the team coach they should raise the matter with the Director of Sport.

Sports colours are awarded to senior pupils who have displayed outstanding commitment and excellence in their particular sport at 1st team level. Representative colours are awarded to senior pupils who have been regular 1<sup>st</sup> team members and who have displayed excellent commitment but perhaps not the same level of natural ability. The sports for which colours are currently awarded are:-

Rugby  
Netball  
Swimming

Girls' Hockey  
Cricket  
Cross-Country

Boys' Hockey  
Rounders  
Athletics

## MUSIC

Music plays a central role at St. Hugh's. In addition to class music the school runs orchestras and choirs, performing to a high standard both in and out of school. Concerts and recitals take place throughout the year. All pupils are expected to attend the autumn concert and Christmas Carol Service; other events are not compulsory. Stage shows are produced in the spring and summer terms. The Advent Carol Service is also a popular event. Children are regularly entered for music exams and local competitions. Music thrives at St. Hugh's where standards are high and participation is considered normal.

The timing of entry into the orchestras is left to the combined judgment of the music staff. Entry into the choirs is by audition. In general the 2nd Choir is for younger singers and those whose reading speed is such that they would not cope with the demands of quick learning expected in the 1st Choir. Membership of the 1st Choir is a special privilege and entails a firm and ongoing commitment to participate in occasional events outside school, as well as in our weekly routine.

### **Instrumental Lessons**

A large number of children elect to take individual instrumental lessons on a wide range of instruments. Playing is encouraged: for most this will be a once in a lifetime opportunity. In the first instance, interested parents are encouraged to contact Mr. Hardacre to begin the inclusive and flexible path towards choosing the right instrument.

The school is fortunate to have a very dedicated and talented peripatetic music team which over the years has helped many children to gain satisfaction and enjoyment from their playing. We aim to cater for those who will become serious about their study, possibly going on to take a music scholarship, but also to provide a sense of achievement for those whose technical progress will not be so rapid.

Tuition is available on string, brass, woodwind instruments, and on piano and voice. The school does not teach percussion, organ, harp, keyboards or guitar.

In the course of time a second instrument may be considered (this is quite common), with voice or piano being a useful complement to an orchestral study or vice versa.

Generally children are encouraged to wait until they reach the main school (Year 3) before learning: before this time the choice available is severely limited by physique, and learning speed is such that students will quickly reach the same standard if they wait. (Early learning really only works if there are musicians in the family and if parents are realistically prepared for the very considerable time commitment involved).

Lessons predominantly last 35 minutes and are arranged on a rota basis during the academic day. Peripatetic teachers are self-employed and collect their fees independently of the school.

Invoices are sent near to the beginning of the term, and payment is expected by first Exeat. Lessons will be suspended after this date until payment is received and no reduction will be made for any lessons missed as a result in the interim period.

Tuition books and music will generally be billed to pupils' school accounts and prior permission will not be sought; likewise, the school believes in the usefulness of Associated Board Music exams as both a marker for pupils' progress and a target, and children will be entered when the time is right. If this arrangement presents any difficulty, parents are encouraged to contact Mr. Hardacre. Parents are

equally advised that the exam system is not intended as a self-sufficient treadmill, and all teachers will want to move children sideways as well as relentlessly up the ladder.

The fee for 2016/17 will be £18.60 per 35 minute lesson.

Please note that the teacher is considered hired for one lesson per week, and, whilst every reasonable attempt will be made to re-timetable lessons that the children may miss due to medical appointments, illness, family events etc, should this not be possible payment will still be expected. No reimbursement or rescheduling will take place for children withdrawn during term time for holidays and so forth. Whilst payment for a missed lesson can be irritating, parents are also encouraged to take a long-term view. Most children will receive a great deal of counterbalancing 'free tuition' at various points in their 'careers' during the run up to exams, before music competitions, and casually during break times.

Please also note that after the first half term's lessons a term's notice is required in case of withdrawal to protect the teacher's income from sudden and unexpected fluctuations, and to enable us to continue to offer tuition to all children. This means it must be received before half-term prior to the requested withdrawal.

The school has a limited number of instruments for hire: these are allocated on a first come basis. Normally we would expect a child to buy their own instrument after a few terms to allow others to hire.

Where school instruments are not available private purchase or rental will be necessary. Dr. Seabourne is very happy to assist with finding the right solution.

The hire fees for school instruments for 2016/17 are:

orchestral instruments except violins £43.75

violins £23.00

piano pupils' fee £13.70 (this is levied on piano students to help with the upkeep and tuning of pianos).

Parents *are very strongly recommended* not to buy instruments without consulting the music department. Every year children appear with internet or music shop 'bargains' which are of such poor quality that they will only hamper the child's progress.

Learning an instrument requires persistence and support, and parents are strongly encouraged to take an active role in this, most particularly during holiday times, where a regular twenty minutes daily practice will help to ensure progress is maintained (and money is wisely spent!). As in all spheres, children's enthusiasms wax and wane, so parental support in seeing the 'longer term' view is essential.

## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

### What does it mean?

The term “**special educational needs and disabilities**” has a legal definition.

Children with special education needs all have learning difficulties or disabilities that make it harder for them to learn than most children of the same age. These children may need extra or different help from that given to other children of the same age.

Many children will have special educational needs and disabilities of some kind during their education. Most of these barriers can be overcome quickly and easily. However a few children will need extra help for some or all of their time in school.

### Identification of special educational needs within the school setting.

Pupils are screened using:-

NFER English and mathematics standardized tests.

NFER Reading and spelling age tests.

COPS/LAS testing – (On line testing that helps to identify specific areas of weakness)

The key evidence that staff will be looking for is that your child’s progress is in line with their abilities and skill.

If any evidence suggests otherwise then you will be invited to attend a meeting in school to investigate the best way forward for your child.

Please remember that children make progress at different rates and have individual ways in which they learn best

- Staff take account of this by looking carefully at how they organize their lessons, the classroom, materials and the way they teach.
- By considering a range of options staff will deliver a differentiated curriculum to meet the needs of your child.
- If the staff have any concerns then they will provide a range of suitable activities for your child and monitor their progress carefully.
- You will be kept informed of such concerns by your child’s form or subject teacher.
- If you have concerns or worries at any time you should share them with your child’s form teacher, the Head of Additional Needs, or the Headmaster
- You will be consulted before there is any change in the level of assistance allocated to your child.

### The stages of the code of practice are :-

- 1. Initial concern:** A concern about a child’s development or progress is raised by a member of staff or a parent.
- 2. School action:** Staff are responsible for the delivery of a differentiated curriculum to the child.
- 3. School action plus:** The SENCo is responsible for the management of the differentiated programme of study delivered to your child possibly involving an outside agency.
- 4. Statement of special education need:** The Local Education Authority are responsible for funding the agreed provision. This is managed by the Head of Additional Needs and delivered by a suitable range of staff.

A huge amount of information is available on the school website. Look under 'Our School' tab, and then Policies and Guidance.

- Admissions policy for Nursery
- Admissions policy for Reception to Y8
- Anti-bullying Policy (including EYFS)
- Anti-racism Policy
- Positive Behaviour Policy (EYFS, Yr 1 and 2)
- Positive Behaviour Policy (Years 3 to 8)
- Complaints Procedure
- Complaints Procedure for EYFS
- Curriculum Statement
- Electronic Policy
- First Aid and Medical Policy (inc EYFS)
- Homework and Prep Policy
- Learning Support Policy
- Marking Policy
- Presentation Policy
- Reporting and Assessment Policy
- Reward Structure
- Safeguarding Policy (including EYFS)
- School Code of Conduct

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**We hope you have found this information booklet useful. Clearly there is not space here to write everything and as always if you have any questions or concerns please do not hesitate to contact the school. There are many policies covering all aspects of St. Hugh's which are available to you from the school office should you wish to read them.**

**ST. HUGH'S SCHOOL**  
**Cromwell Avenue, Woodhall Spa,**  
**Lincolnshire LN10 6TQ**  
**Email: [office@st-hughs.lincs.sch.uk](mailto:office@st-hughs.lincs.sch.uk).**  
**Website: [www.st-hughs.lincs.sch.uk](http://www.st-hughs.lincs.sch.uk)**

Contacts

Main Office 01526 352169  
Early Years Department 01526 351523

Outside office hours emergency number 01526 351524

House Parents [boarding@sthughs.lincs.sch.uk](mailto:boarding@sthughs.lincs.sch.uk)  
Matrons [matron@sthughs.lincs.sch.uk](mailto:matron@sthughs.lincs.sch.uk)