



Queen Mary's

SCHOOL

Boarding Handbook

Welcome to Boarding at Queen Mary's School

This booklet is designed to provide you with information about boarding at Queen Mary's.

We offer the following boarding options:

1. Full boarding

Full boarders stay at school 7 days a week, but must leave school when there is a leave out weekend and at half term. Girls may be invited out to friends' homes at weekends and this is allowed providing permission has been given by both sets of parents. They may also invite a friend to stay for the weekend with the permission of Mr MJ.

2. Weekly Boarding

Weekly boarders follow the same routine and rules as full boarders, but go home when school finishes for the week:

Year 5 and below – Friday 4.10pm

Year 6 and above – Saturday 12noon or after their school commitments such as choir / matches.

They return on either Sunday evening or Monday morning.

3. Flexi-boarding

Flexi boarding is often used as a way of introducing girls to boarding on a permanent basis. It may be to fit in with after school activities or because parents are away from home. Whether it be for one or more casual nights, or a regular arrangement, Mrs Hickling must be contacted at least 48 hours in advance as space is limited. The current charge is based on a sliding scale, per night, of £33.50 for 1 night, £31.50 for 2 nights and £29.50 for 3 or more nights in any one week and includes all meals. Flexi-boarders sleep in dormitories set aside for them.

Change in Status

If parents would like to change boarding status for their daughter, this should be done in writing to confirm and comply with school procedure

Morning Routine

Prep school pupils are woken at 7.10am and supervised by a junior matron to ensure they are ready for school.

Senior girls are also woken at 7.10am by a junior matron and are expected to get themselves ready for school.

Breakfast is served between 7.30 and 8.00am and a register is taken to ensure all girls are up and have eaten. All girls are expected to be in the dining room by 7:45am

School begins at 8.30am It is expected that all girls will be downstairs by 8.20am.

After school routine

Lessons finish at 4.10pm after which there is a break where the girls may get a small snack from the kitchen should they wish to do so. There are after school activities and clubs arranged every evening, which are available to all girls.

For Year 5 and below tea is served between 5.15 and 5.45pm. This is followed by prep and then activities before supper snacks and bedtime.

For years 6 to S3 tea is served between 5.30 and 6.00pm. Early or late teas can be arranged via the kitchen should the need arise. A register is also taken at tea. Supper is available from 7.30pm.

Prep takes place every evening and is supervised by the teaching staff.

Prep finishing times are as follows:

Years 3, 4 & 5	7:00 pm
Year 6	7:00pm
Year 7	7.30pm
Year 8	7.45pm
S1, S2 & S3	8.00pm

After prep toast is available and there is time for the girls to relax, play or for extra study.

The housemistress and a GAP girl ensure that the girls are in bed at the right time. There is time for reading before lights out.

Lights out:	Years 3, 4 & 5	8.30pm
	Year 6	8.30pm
	Year 7	8.45pm

Year 8	9.15pm
S1	9.45pm
S2	10.00pm
S3	10.15pm

All girls are expected to be in bed at least 10 minutes before lights out.

Dormitories

Girls are grouped in dormitories according to their year group, although it is sometimes necessary to put two year groups together, particularly in prep school. Dormitories vary in size with 3 to 7 beds in each room. Full and weekly boarders have their own dormitories. Flexi boarders sleep in dormitories set aside for them.

Each dorm is assigned a Dorm captain who is responsible for ensuring all the dorm are safely out in a case of an evacuation and also for tidiness and general morale of the room. These are reassigned each term.

Safeguarding children – restricted access the boarding staff only, if you need to bring in personal items for you daughter, please go to the day room and they will be happy to help.

Dorm Choices

The residential team is responsible for deciding in which dorms the girls are placed and every effort is made to ensure the girls will be happy in the dorm selected for them.

Weekends

The weekend begins after Saturday school when Queen Mary's becomes more relaxed and like a home. Mr MJ and Mrs Hickling take responsibility for all weekend boarders. Activities/Outings are often arranged for the girls to enjoy. Girls may invite a friend to stay for the weekend but must gain permission from Mr MJ or /Mrs Hickling first.

Sunday Evenings

Some weekly boarders choose to return on Sunday evening. The cooks prepare supper (usually a roast dinner) for the full boarders at 6pm. Weekly boarders, and their parents, are welcome to join the full boarders for supper as long as they tell the office by the Friday before. (NB There is a light supper prepared by residential staff on the Sundays of leave outs or half terms).

Going out Routine

Should a boarder need to leave school during the time that she is expected to be in school then parental permission, preferably written or by email, must be sought. Boarders **must** sign out when leaving and sign in on their return in the Signing Out book in the Outer Hall. Registers are kept in the school office Monday – Friday 8.30am - 5.00pm, with the duty staff until 8pm and then with the matrons. For safety reasons it is vital we know the whereabouts of each pupil. It is particularly important that we know which girls are returning on a Sunday night and that they sign in on their return.

Invitations to stay at friends – should a boarder be invited to stay at a friend it is important that an invite and written confirmation is needed from both parties.

Laundry

Uniforms and essentials are laundered on set days on school premises and are usually washed and returned to the girls on the same day if handed in by 8.30am or the following morning if later than this. It is vitally important that all items are named including home clothes, towels, duvets and underwear. Weekly and Flexi boarders are expected to take their home clothes home to be washed at the weekends. Any items that are unnamed and are in lost property at the end of each term will be taken to the local charity shop.



Sheets and Duvets

All girls should provide their own duvet and pillow with two named duvet covers and pillow cases. Sheets are provided by the school.

Health / Medical needs

The school nurse is on duty Monday and Friday from 8.15am to 2.00pm. All residential staff are trained in first aid. Full and weekly boarders are registered with Thirsk Healthcentre. Dr Jane Rajan, the school doctor, who visits school every Wednesday morning during term time. If a boarder needs to see the doctor at other times, she will be taken to Thirsk Health Centre to see a doctor.

All new boarders have a medical examination, which is completed by the school nurse and the school doctor. The weight and height of boarders will be checked at other times as necessary. It is important to let us know of any problems with your daughter's health including eyesight and hearing.

All medication **must** be handed in to the housemistress or school nurse on arrival at school so it can be kept in a safe place. The school nurse keeps a stock of over the counter medication, ie Paracetamol and Ibuprofen, therefore no boarder should have their own supply. In certain circumstances, senior girls may be allowed to self medicate prescribed medication. This is at the discretion of the school doctor and nurse. If your daughter is unwell or injured in any way you will be contacted promptly and kept informed at regular intervals. It may be necessary to make arrangements for your daughter to come home.



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If your daughter is seen by a different G.P. during the school holidays please ensure you inform the school nurse of any newly diagnosed conditions or treatments.

Scheduled childhood vaccinations will be administered by the school nurse and doctor as required. Parental consent will always be requested prior to administration.

Head Lice

Unfortunately this is an ongoing problem in all schools. Full boarders can be provided with a fine tooth comb and we will endeavour to carry out regular head checks during term time. As this can be a time consuming process we request that flexi and weekly boarders are checked by their parents at the weekends. If a full boarder is found to have head lice, she will be treated with Hedrin, a non-chemical silicon shampoo. If you require any further information about head lice detection and treatment please contact the school nurse on 01845-575045

Injuries / Accidents

If your daughter sustains an injury or is involved in an accident you will be informed as soon as possible. Some injuries / accidents can be dealt with by the school nurse or matrons on the premises, however occasionally girls need to be taken to the minor injury unit at the

Lambert Hospital in Thirsk or to the accident and emergency department at Northallerton.

Hospital Appointments

We encourage parents to take their daughters to any necessary hospital appointments. However, if this proves difficult, the school nurse or a matron can escort your daughter and you could be charged a mileage fee.

Dental and Eyecare.

Wherever possible please can parents ensure that girls' dental and eye examinations are carried out during the school holidays. If vitally necessary, girls can be seen by a dentist or an optician in Thirsk but a charge may be made for this.

Mrs Hickling and her team welcome contact with parents and any concerns that you may have will be answered. The assistant house staff and matrons are available day and evening and can be contacted by phone, letter or email. All relevant phone numbers can be found in the blue book.

Security

It is requested that all girls have a lockable box or briefcase for their private possessions.

Electrical Equipment

Electrical equipment must be checked by a member of staff before it is used in school. This includes phone chargers, hair dryers, lamps etc. Items brought into school during term time must be handed in and will be returned when they have passed their test. If an item fails the electrical test then it may not be used in school.

Common Rooms

There are three common rooms that the boarders may use after school hours – all of which contain a television, video and/or a DVD player. It is the girls' responsibility to keep their common rooms tidy.

Tuck

No girl is allowed to bring food, including tuck, into school. Every Monday, Tuesday and Thursday girls may visit the tuck shop and choose a piece of tuck, eg. a chocolate bar or a packet of crisps. On Tuesday this is “healthy Tuck” e.g raisins, apricots etc
This will be charged on the termly bill.

Pocket Money

Mrs Hickling/ Mrs Barton is in charge of issuing pocket money to the girls. If the amount exceeds £3 a week, written or email permission must be given by the pupil’s parents. This will be added to their bill at the end of each term.

Should any other pupil need pocket money she must ask the office in advance.

Mobile Phone / School Telephones

Mobile phones are permitted in school but must not be taken to lessons or prep. The phone is the sole responsibility of the owner and she is trusted to use it sensibly. If a child is found using her phone after lights out it will be confiscated.

Mobiles phones for up to year S1 are collected in each bed time for safety and to reduce disturbance at night.

Contact with Children

Parents are encouraged to ring their daughters, particularly after prep and before bed. They may ring the boarding (01845-575044) and an assistant house staff or matron will try to find the child. Messages may be left on the day room phone if it is not answered

Laptops / DVD players / iPods/DS

Girls are permitted to bring in laptop computers, personal DVD players and iPods should they wish. Again they are the sole responsibility of the owner and the girls are trusted to use them sensibly. Only DVDs passed as appropriate for the age should be viewed. If this trust is abused they may be confiscated. It is the parents’ responsibility to take out personal insurance on these items.

Uniform

All uniform is to be purchased using the internet based company www.schoolblazer.com .

This may be ordered and sent directly to school for your daughter. We do not carry any uniform stock in school although in an emergency girls will be able to purchase tights and socks through the boarding shop.

Boarding Staff and Contact details

For general matters please contact boarding@queenmarys.org

Mrs Hickling Head of Boarding 01845-575023
a.hickling@queenmarys.org

Mrs Elliston Assistant Housemistress 01845-575044
s.gott@queenmarys.org

Ms D Barton Assistant Housemistress 01845-575044
d.barton@queenmarys.org

Mrs Beaumont School nurse 01845-575045
beas@queenmarys.org

Weekends

Mr and Mrs MJ 01845-575000
ramj@queenmarys.org

Mrs Hickling Head of Boarding 01845-575023 /01845575044
a.hickling@queenmarys.org