



# Queen Mary's

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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 from school to stay for the weekend with permission.

### **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 is 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 £34.50 for 1 night, £32.50 for 2 nights and £30.50 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**

Junior school pupils are woken at 7.10am and supervised by a gap student to ensure they are ready for school.

Senior girls are also woken at 7.10am by a gap student 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 5.00 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 5.00 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 6:45 for years 3-6 and between 7.30- 8:45 pm for the others

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

Prep finishing times are as follows:

Years 3, 4 & 5	6.45 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	8.45pm
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 and within the main dorms.

Each dorm is assigned a Dorm captain who is responsible for ensuring the entire 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** – Adult access is restricted to the boarding staff only in the dorms. 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. Mrs Hickling with the help of Miss Charmer will take responsibility for all weekend boarders. Activities/Outings are often arranged for the girls to enjoy. Girls may invite a friend from school to stay for the weekend but must gain permission from 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 Boarding staff by the Friday before. (NB There is a light supper prepared by residential staff on the Sundays of leave outs or half terms). It is particularly important that we know which girls are returning on a Sunday night and that they sign in on their return.

## **Going out Routine**

Should a boarder need to leave school at any time then parental permission, preferably written or by email, must be sought. Boarders **must** sign out in the registers which are kept in the office Monday – Friday 8.30am – 5.00pm, with the prep teachers from 5.00pm to 8.00pm and then with house staff from 8pm onwards. They must also sign out in the book in the Outer Hall. For safety reasons it is vital we know the whereabouts of each pupil. If they attend evening activities – girls must sign out in the day room if they are attending activities not in the main school building e.g. the stables, tennis courts or for a run etc

Invitations to stay at friends – should a boarder be invited to stay at a friend's house it is important that an invite and written confirmation is received 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. Flexi boarders are expected to take their clothes home to be washed. 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 to Friday from 8.15am to 2.15pm. All residential staff are trained in first aid. Full and weekly boarders are registered at Thirsk Health Centre. Dr Jane Rajan, the school doctor, 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. Girls normally have Mrs Beaumont present during consultations, but girls may also freely request that they see the doctor or dentist unaccompanied.

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 house staff 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, i.e. 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 herself 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.



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 to full and weekly boarders by the school nurse and doctor. 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 silicone lotion. If you require any further information about head lice detection and treatment please visit [www.advicebank.co.uk](http://www.advicebank.co.uk), register using your own email address and licence key number 153-682-100.

## **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 house staff on the premises, however occasionally girls need to be taken to the Accident and Emergency Department at Northallerton.

## **Hospital Appointments**

We encourage parents to take their daughters to any routine hospital appointments. However, if this proves difficult, the school nurse or a member of the house staff can escort your daughter and you may be charged for this.

## **Dental and Eye Care**

Wherever possible please can parents ensure that girls' routine dental and eye examinations are carried out during the school holidays. However, in an emergency the school nurse or house staff can escort your daughter.

Mrs Hickling and her team welcome contact with parents and any concerns that you may have will be answered. The house staff 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 small 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.

## **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.

## **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, e.g. a chocolate bar or a packet of crisps. On Tuesday this is "healthy tuck" e.g. raisins or apricots. This will be charged to the end of term bill.



### **Pocket Money**

Mrs Hickling and Ms Barton are 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.

### **Boarders Shop**

The day room has a small shop where girls can purchase essential items, such as tights, toothbrushes, shower gel etc. The cost of any items purchased will be added to your termly bill as an extra.

### **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 returned at breakfast. This is to reduce disturbance at night.

### **Contact with Children**

Parents are encouraged to ring their daughters particularly after prep. They may ring the boarding phone (01845 575044) and an assistant house staff or gap student will try to find the child. Messages may be left on the day room phone if it is not answered. Alternatively there is a phone available for parents to call their daughters, under the stairs by the office, where girls and their parents can organise a mutually convenient time to catch up. The number for this phone is 01845 575005 and it only accepts incoming calls.

### **Uniform**

All uniform is to be purchased using the internet based company [www.schoolblazer.com](http://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.

### **Rewards**

Dorms can earn points and gain treats for their dorms by keeping their dorms tidy.

## **Boarding Staff and Contact details**

**For general matters please contact:** [boarding@queenmarys.org](mailto:boarding@queenmarys.org)

Mrs Hickling  
Head of Boarding 01845 575023  
[a.hickling@queenmarys.org](mailto:a.hickling@queenmarys.org)

Ms D Barton  
Assistant Housemistress 01845 575044  
[boarding@queenmarys.org](mailto:boarding@queenmarys.org)

Miss C Rawlinson  
Assistant House Staff 01845 575044  
[boarding@queenmarys.org](mailto:boarding@queenmarys.org)

Mrs Beaumont  
School Nurse 01845 575045  
[beas@queenmarys.org](mailto:beas@queenmarys.org)

### **Weekends**

Mrs Hickling  
Head of Boarding 01845 575023 or 01845 575044  
[a.hickling@queenmarys.org](mailto:a.hickling@queenmarys.org)

### **Concerns and issues**

If you have any concerns please contact Mrs Hickling or Mrs Sandra Lewis Beckett

The school complaints policy can also be found in the parent's handbook.

The following organisations also have a complaints procedure:

- National care standards commission [www.dh.gov.uk](http://www.dh.gov.uk)
- Ofsted [www.ofsted.gov.uk](http://www.ofsted.gov.uk)