



Hethersett Old Hall School



Boarders' Handbook

www.hohs.co.uk | enquiries@hohs.co.uk | 01603 810390

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Welcome to Boarding at HOHS

STATEMENT OF BOARDING PRINCIPLES AND PRACTICE

The aim of boarding at HOHS is to allow each girl to enjoy a friendly, well-ordered, comfortable and safe environment in which to form positive friendships and develop as a person.

Boarders are in the care of the Headmaster, the Deputy Headmistress and the boarding staff team. Each boarder will, because of the size of the school and its particular sense of family and community, have frequent and regular contact with members of the team.

Most girls are with others close to their own age in bedrooms, or occupy their own study bedroom. Sixth-form boarders have their rooms in the sixth-form building.

Parents are encouraged to make contact with the boarding staff at any time if they have any concerns about their daughter and the pupils are able to contact their parents and others freely whilst in residence at the school.

It is usual for a new boarder to visit the school to meet pupils of her own age and to spend a little time getting to know her way around.

Before her arrival, she and her parents will have received full information about practical routines and things she will need to bring with her. On arrival the house staff will help her to settle in, explain the normal routines to her, and make sure that there is a sympathetic and friendly pupil of the same age to look after her to begin with.

Parents are encouraged to telephone the school to ask how their daughter is settling in and will be able to talk to house staff about any worries. Parents are also encouraged to keep calls to their daughter brief at first to avoid prolonged homesickness.

THE ROLE OF THE BOARDING STAFF

The Senior Housemistress and Assistant Housemistresses are experienced in working with young people away from home and use this experience and skill in their work in encouraging the personal and social development of each pupil. Overseas gap year assistants also assist with boarding life.

There is always at least one member of staff sleeping in the main boarding house and one in the sixth-form house, with other staff not far away. Mr and Mrs Crump live in a house on site and can be called upon at any time to assist the boarding staff.



Each member of the boarding staff will ensure that every pupil is treated fairly and equally at all times. They will work to encourage respect for the individual and for the community, and will try to organise the boarding regime in order to help each pupil grow in confidence in organising herself

and her belongings; to be responsible and caring in her relationships with others and to take an increasingly active part in assisting with organisation as she grows older.

BOARDING ROUTINE

The daily routine for boarders is shown further on in this booklet. The termly calendar provides information about the timing and availability of extra-curricular activities and the special events and activities for the whole term. Whilst the boarding routine needs to be regular and predictable, changes do take place from time to time to provide scope for one-off activities or to meet particular individual needs. Academic staff are involved in weekend activities and trips off site.

Boarders up to and including girls from Year 10 attend supervised prep between 5.00 - 6.00pm in the Quiet Room and Music Room.

Year 11 boarders are not required to attend supervised prep, although this can be arranged if necessary. They are, however, required to undertake quiet study in the Library or other designated areas.

Boarders from Years 5 and 6 are supervised from the end of school at 3.45pm until 6.00pm.

CHILD PROTECTION PROCEDURES

The school has a comprehensive child protection policy and pays the highest regard to the safety and wellbeing of all pupils.



The Headmaster is the senior member of staff responsible for child protection matters, assisted by the Deputy Headmistress, Mrs Collin. Mrs Collin is responsible for pastoral care in the senior school. The Senior Housemistress, Miss Kirkham is responsible for liaising with the above if a boarder is involved. All members of staff in school have a duty to safeguard pupils.

The school's copy of the **Local Safeguarding Children's Board Procedures**, and associated documents, are kept in the Headmaster's study.

A copy of the school's safeguarding policy can be found on the school's website.

Any child protection issue will be treated in accordance with the school's policy and the laws governing the safety and welfare of children and young people.

Telephone numbers of appropriate organisations to which children can report concerns are clearly displayed in the boarding areas.

THE RIGHTS AND RESPONSIBILITIES OF BOARDERS

Boarders at Hethersett Old Hall School have the right to live in a safe and supportive environment, free from intimidation and bullying, where their individual needs (both academic and pastoral) are met, and their ideas, views and beliefs are respected.

Each girl has a responsibility to live co-operatively with others, fulfilling certain duties: keeping the boarding rules; respecting the rights and property of others; behaving responsibly in relation to health and safety and being tolerant, well-mannered and kind, balancing her own needs against the needs of the community.



Boarders are entitled to raise any issue or concern with house staff, the Senior Housemistress, the Deputy Headmistress, the Headmaster or any other member of staff. If they wish to raise concerns with an independent person outside the school, they can talk to Mrs Redington or Mrs Thorman. Their phone numbers and contact details are displayed on the boarding noticeboards.

In the following information, sections headed *Dear boarder...* are addressed to the girls themselves.

THE BOARDING TIMETABLE

Dear boarder....

Remember it is important to be in the right place at the right time with the right equipment; it is your responsibility to be reliable! We will help you in any way that we can – you only have to ask.

Weekday Routine

Morning

- 7.00am Housemistress wakes girls
- 7.30 Housemistress checks girls are up
- 7.45 Breakfast in dining room
- 8.10-8.30 Tidy rooms and get ready for school
- 8.30 Leave the house in correct uniform and go to form rooms for registration
- 8.30 School nurse in Sick Bay for consultation or medication
- 8.40 Registration in form room
- 8.50 School assembly or form time, depending on day of the week
- 9.05/9.10 Morning lessons begin

Afternoon

- 12.30/12.45pm Lunch in the dining room
- 1.25/1.40 Afternoon registration
- 1.30/1.45 Afternoon lessons begin

3.45	Lessons end Change into home clothes
4.00	Tea
5.00-5.45	Prep for Preparatory School pupils
5.00-6.00	Prep for Senior girls

Evening

6.00pm	Supper, followed by evening activities
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Night time routines

	<u>Prepare for bed at:</u>	<u>Lights out at:</u>
Prep pupils	7.30pm	8.00pm
Year 7	8.00	8.30
Year 8	8.00	8.30
Year 9	8.30	9.00
Years 10 & 11	9.30	10.00

NB Boarders should not return to the boarding house before 3.45pm unless they need to see the School Nurse. Day girls are not allowed in the boarding areas during the school day; their presence at other times is at the discretion of house staff.

Evening Activities:

Various activities take place on site and boarders are welcome to join these activities. The music rooms are available to girls by arrangement with teachers concerned.

The ICT room with internet access is open to boarders until 9.00pm by arrangement with the Senior Housemistress.

Typical Weekend Routine

Friday evening

7.30-8.30pm	Boarders' swimming
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Saturday

9.00-10.00am	Breakfast
12.00 noon	Lunch
6.00pm	Dinner (to be flexible to accommodate activities)



A visit or activity takes place on Saturday. Examples include sight-seeing in London, punting in Cambridge, ice-skating, roller skating, tubing and bowling. There is a termly rota of visits and activities led or supervised by academic and house staff. Organised shopping trips also take place subject to demand. Lights out times on Saturdays may be later than on weekdays at the discretion of the house staff.

Sunday

9.00-10.00am	Breakfast
12.30pm	Formal Lunch
6.00pm	Light Dinner

The sports hall is used for supervised activities 3.00-4.00pm.

Older girls may visit Norwich for shopping on Sunday, subject to certain conditions.

The tennis courts are available for boarders' use over the weekend subject to house staff permission.

All boarders have access to the Quiet Room during free time over the weekend for quiet study or homework.

NB Please note that weekend routines may vary.

KEEPING SAFE IN THE BOARDING HOUSE AND AROUND THE GROUNDS

Dear boarder...

There are some simple but important rules that you must follow which are directly related to your safety.

You must not go on the road at the front of the school or beyond the locked perimeter once the school day has ended unless permission has been given by staff.

Outside of the school day, all outer doors and perimeter gates should be kept shut. Boarders have access through the keypads.

Out of bounds areas within the school grounds

(see 'Security of Boarders' document)

- All resident staff rooms including staff cloakrooms and offices.
- The kitchen, food stores, boiler room and workshop.
- All classrooms, labs and art rooms.
- School grounds beyond the senior teaching quadrangle and the road at the front of school.

During the hours of darkness you must not go outside the lit-up area of the courtyard, as shown on the map.

When it is light you may walk round the grounds but you must go in a group of at least three and you must tell the house staff when you are going and when you get back. You are not allowed on the area by Room 14 or near the Sports Hall.

Leaving the grounds

You must not go off-site under any circumstances without the knowledge and permission of house staff.

Older girls are allowed to visit local shops under certain conditions. Please check with house staff first.

Special excursions during the week or weekend must be requested by parents, in writing, giving at least a week's notice.

SMOKING, ALCOHOL AND DRUGS

Smoking, alcohol and drugs are forbidden in school and in the school grounds. Any boarder caught smoking, drinking or using drugs or who is found to be under the influence of such substances will be sent to the Headmaster or the Deputy Headmistress and will be dealt with according to the school's policies and procedures.

No matches or lighters may be brought into the boarding house as these create a serious fire risk.

No boarder, even if she is aged 18 or over, may drink alcohol off the premises whilst in residence at the school.

ELECTRICAL EQUIPMENT

Dear boarder....

Please do not bring into school any heater, kettle or device for heating or cooking food. You may have a music device which plugs into the mains, but ear phones are more suitable for younger girls sharing dormitories as inconsiderate use of musical equipment may result in confiscation.

Other electrical equipment may only be brought to school at the discretion of the Senior Housemistress in consultation with the school electrician. The school cannot take any responsibility for the security of such equipment and we advise against valuable equipment being brought to school.

Your personal electrical equipment will be inspected for electrical safety and compatibility with school health and safety/fire prevention policies prior to use. All mains-operated electrical equipment should be fitted with an appropriately fused 13 amp plug. Plug adapters and voltage conversion devices should be avoided if at all possible. **All electrical equipment must be PAT tested.** It is your responsibility to make sure that any new electrical item brought to school is PAT tested immediately.

Girls are allowed to bring their own laptops and may use them after school during the week up until 'lights out'. At the weekends they can be used throughout the day as long as this does not affect other activities going on.

The school cannot take responsibility for your possessions and you are encouraged not to leave items lying around the boarding house.

FIRE PROCEDURES

Fire practices are held twice every term for your safety, with the first practice normally held during the first week after supper. This practice is to ensure that you know what the fire bell sounds like and the exit routes from the boarding house.

The second practice will be a surprise one and is usually held at a time when most girls are asleep. As soon as you hear the fire bell you leave the building by the closest exit. If you are in your night clothes, you must put on a dressing gown and sensible shoes because you may need to wait out in the cold for some time, and slippers and flip-flops can be dangerous on the fire stairs. Go straight to the fire assembly point, which you will be shown at the first practice, and do not talk.

If you are the first girl out of Crocus or the Year 11 annexe, you take the fire list by the door and give it to a member of staff, who will take the roll call. When your name is called you answer 'yes'. You will not be allowed back into the building until the alarm bell has been silenced.

COMMUNICATION BETWEEN BOARDERS AND HOUSE STAFF

Dear boarder....

At least one member of the boarding staff is always available in the Duty Room, where there is an open door policy. If you want to speak to boarding staff in private, we can take you to the Sick Bay room for greater privacy.

A boarders' meeting is held after supper each Wednesday. You must attend this meeting as information will be given out and you can also raise any topics or ask questions.



There is a suggestion book in the Duty Room. You can put in any suggestion on any topic, including maintenance requests, but all suggestions must be signed and dated. House staff will look at the book regularly and act on the suggestions within as short a time as possible. Feedback will be written into the book so that everyone can read it.

The boarding corridors, bedrooms, dormitories and bathrooms are private areas for boarders and house staff. Female teachers may visit the Duty Room to see house staff but no staff are allowed in the boarding areas when girls are present except house staff, the Deputy Headmistress and the Headmaster, who will be accompanied by a female member of staff should he need to visit whilst girls are present.

The boarding staff will always respect your privacy to the best of their ability but girls need to accept that boarding staff have to enter the rooms occasionally for many different reasons – eg to say goodnight; to deliver messages; to ensure that girls are not late for school, prep, meals, outings etc.

Before entering a room, a member of the boarding staff will knock, wait for a "come in" and enter, but if there is no response to the initial knock, she will knock again and then enter without waiting for a summons because a knock is not always heard.



In the mornings boarding staff will go round at 7.00am and 7.30am to ensure that you are up and getting ready for breakfast.

If you wish to enter the Duty Room, boarding staff expect the same courtesy and you should not just walk in, especially when a conversation is in progress.

Girls should also respect each other and knock before entering any dormitory apart from their own.

There are times when certain areas are out of bounds to girls visiting because of the need to preserve the privacy of a whole year group.

Main house boarders may not enter the sixth-form house and sixth-formers should always make their presence known to boarding staff when visiting younger girls in the main house and explain

why they are there. They must also tell their own housemistress where they are going and for how long.

The common rooms are open to girls and boarding staff and knocking is not expected.

Except in an emergency, boarding staff will never enter any bathroom, shower room or toilet when girls are in there; if necessary they will call to a girl from the door.

If you need to talk with a member of the boarding staff in private, Sick Bay rooms can be used. Confidentiality will be respected except in cases where child protection issues mean that boarding staff have to follow the school policy and inform the Headmaster.

COMMUNICATION WITH PEOPLE OUTSIDE THE SCHOOL

Dear boarder...

Letters and e-mails

We encourage you to keep in close contact with your families while you are boarding. Each girl has an e-mail address and the ICT room is open to boarders outside school hours until 9.00pm. E-mails can be sent to you directly and your parents or guardian can also send e-mails to the school office and to the Senior Housemistress at boarding@hohs.co.uk.



Please note that the Duty Room computer is only for staff use.

If you want a letter to be stamped, you give it to the Senior Housemistress, who will take it to the school office for posting. The school is gradually moving over to more electronic communication with parents but a personal letter is still appreciated by parents and family!

Telephone contact

The main boarding house phone is in the Duty Room (01603 810281). This is primarily for the use of staff, although you may be given permission to use it for brief calls connected with the school. Pupils with parents living overseas may have permission to use the house phone on occasion.

If your parents or anyone else phones you on this line, the house staff will fetch you but will not expect the call to last long, nor can they guarantee total privacy.

Girls are not allowed to make or receive calls after lights out.



The majority of girls have their own mobile phones but use of these is not allowed in school during the school day. Mobile phones are allowed in the boarding house; house staff will monitor the way you use your phone and, if they consider it in your best interests, will ask you to deposit your phone with them for a period of time.

The number of every mobile phone is kept in the Duty Room just in case boarding staff need to contact girls who are out of the

house. Please make sure the number of your phone is known to staff, especially if you change your phone.

Visitors

If family or relatives wish to visit you when the school is in session, prior arrangements must be made with house staff and the Headmaster or Deputy Headmistress must be informed. You will normally meet them in the Quiet Room. Visitors must under no circumstances go into the boarding areas.

HOME LEAVE : WEEKEND AND TRAVEL ARRANGEMENTS

Full boarders

Full boarders go home at half term. Most full boarders also go home at exeat weekends; however, it is possible to remain in school over exeat weekends if you are booked in with house staff. Your parents must contact the school to arrange this, giving plenty of notice. There is an extra charge to stay in school over exeat weekends. For all other weekends, full boarders are expected to be in school.

Each term, girls are permitted one extra weekend out of school for family events etc. We ask that parents give written notification if they wish to avail themselves of this extra exeat, giving as much notice as possible so that arrangements for weekend activities are not disrupted.

There is always a weekend activity arranged for boarders such as roller skating, visits to places of interest, bowling, visits to the city or on-site activities. Academic staff are involved in these activities, and so the school needs to be aware of the number of girls in over a weekend.



Weekly boarders

Weekly boarders are expected to sleep in school from Sunday night to Thursday night. If in exceptional circumstances parents wish a girl to sleep out during the week, a request in writing should be submitted to the Senior Housemistress who will discuss it with the Headmaster.

Weekly boarders may join in weekend activities, for which notice in advance is required and for which an additional charge will be made.

Flexi-boarding

We offer day girls the opportunity to board for short periods. Please contact the office to discuss the arrangements and the availability of beds.

MEDICAL MATTERS

All girls are in the care of the School Nurse and registered with the School Doctor.

If you do not feel well during the school day, you can see the nurse or first aider on duty in Sick Bay between 8.30-8.40am and 3.45-4.00pm. Sick Bay's door is open to all pupils at break and lunch

times. Outside these times permission is needed from the class teacher to see the nurse on duty. When the nurse is off duty (including during the night) the boarding staff will give out medication and seek further help if needed from the nurse (by phone), the local surgery or the casualty department of the local hospital.

All boarders must hand their medical cards to the School Nurse on arrival and must be registered with the School Doctor.

Every boarder will have a nurse medical early in her first term and annually from then on.



Medication

All medication must be handed in to the School Nurse. Both prescribed and other medication, such as paracetamol, will be given out by a nurse or a member of the house staff. Self-medication will be discussed with individual pupils as and when appropriate.

PROBLEMS AND WORRIES

Dear boarder....

If you are worried, frightened, or have a problem or a complaint, the staff are here to help you. You can talk to any member of the boarding staff, or any of the teaching staff, or to the School Nurse or doctor. You can trust all of them to take serious problems seriously and to help you.

If you feel that you are being bullied, you must talk to someone. The school has a procedure for dealing with any situation where bullying may be involved. If you cannot discuss your worries with any member of staff, or your parents, there are people outside school who will listen to you. We have two independent listeners. Their names and telephone numbers are on notices in the school where you can find them easily. They are willing to help you if no-one else in school has been able to help you with your problems.



Like many girls of all ages you may suffer from homesickness when you first start to board and for some this may go on for a while or recur from time to time. Please do not suffer in silence. The boarding staff are experienced in dealing with homesickness and can at least offer sympathy while other girls who have also been through such feelings can often be very helpful.

SANCTIONS

RESPECT PEOPLE'S FEELINGS

*Even if it doesn't
mean anything
to you,
it could mean
everything to them.*

Boarders who are reliable, careful and respect other people will not find the rules difficult. If you break an important rule, or treat other people badly or unfairly, you may expect some punishment.

Sanctions include:

Verbal reprimand; the imposition of minor chores; withdrawal of privileges, eg loss of weekend/late bedtime for a day or two; exclusion from a particular outing; informing your parents about the particular breach of discipline; withdrawal of the privilege of going into Norwich at the weekend

(sixth form) or another form of gating. It is rarely necessary to impose sanctions.

RELIGIOUS OR CULTURAL NEEDS

Arrangements can be made for boarders to attend the place of worship of their choice.

If a boarder has any other cultural or language needs, please can parents contact the Senior Housemistress so that appropriate arrangements may be put in place.

COMPUTER FACILITIES AND INTERNET SECURITY

The ICT room is open outside school hours until 9.00pm on weekdays and at weekends for boarders to use subject to certain conditions. There is a code of conduct for the use of this room and you will be asked to sign this. Boarders may use mobile phones, wireless enabled laptops and other approved equipment at the permitted times which may from time to time be varied. Sanctions will be imposed for inappropriate use of electronic and digital devices.



Boarders have access to the internet in the boarding houses and are expected to be responsible for their online behaviour. Safe behaviour includes:

- Not accepting strangers as online friends
- Not giving out personal information such as your school, phone number, address, etc, over the internet
- Never posting any images of yourself or others that you would not want you parents or staff to see
- Not sending out material that is inappropriate or offensive and informing a member of boarding staff if anyone sends you anything inappropriate
- Not accessing age inappropriate material such as films, TV programmes or games that have an age rating higher than your age
- Not engaging in any cyber bullying and informing a member of boarding staff is you receive any unpleasant messages, post or emails

These rules are for your own safety. If anyone is found to be behaving in an unsafe manner then parents/guardians will be informed and you may have your devices confiscated.

DORMITORIES & PERSONAL POSSESSIONS

Dear boarder....

The Senior Housemistress decides which rooms are used for which year groups and you may be in the same one for a whole year or you may change termly.



Whenever possible the Senior Housemistress will take into consideration the wishes of the girls in relation to room allocations, but she has to be fair to every girl.

Year 11 will be given a single room whenever this is possible but some may share a double room.

These bedrooms are your own rooms and you should not visit another bedroom unless you are invited to do so. You should never go into someone else's bedroom if no one is there and you must always knock before entering another dormitory.

Most girls personalise their space and you would probably like to bring family photos, posters, cuddly toys, etc, with you as well as your own choice of bedding. You may well like to bring some games or pastimes that you like doing by yourself or sharing with others during your free time. Notice boards are provided for you to display your favourite pictures or photographs.

We have a rolling programme for refurbishing all the dormitories and, in order to keep rooms looking good for everyone, certain rules apply to each room as it is refurbished: nothing must be put on the walls with blutack, sellotape or anything else – each girl has a large pinboard.



You should bring a secure, lockable box of a reasonable size to keep things that are precious to you. The school can provide one for you if you wish. Anything of monetary value (including cash over £2) should be handed in for safe keeping, as should passports, tickets, etc. These are kept in the main school safe.

Tidiness: Girls should have sufficient space for all their belongings and anything which will not fit into the storage space provided must be packed into cases or bags and put into one of the allocated storage areas. There should be no clothes or any other items left lying on floors as this makes cleaning difficult.

Since space is limited and you are sharing rooms with others, it is important that you are tidy with your possessions. To encourage this, the housemistress checks on the state of rooms at least weekly and if a particular girl, or group of girls, has made a real effort a small prize may be given at the end of term. If a girl is so untidy that she causes real problems for the cleaner, the house staff may gather all the items left where they should not be into a black bag and take them to the Duty Room. They must be collected from there and put away properly.

Non-perishable food may be stored in dormitories but girls must only eat in the common rooms. Perishable food must be stored in the fridge or freezer in Daffodil and should be named and dated.

All rooms have desks so that boarders can study in their rooms.

DUTIES AND ROTAS

Girls carry out certain light duties in the boarding house ; for most there are rotas so you will just have to take your turn.

Girls can take their own laundry down to the laundry room for washing, but there is also a basket available each day for everyone to use.

All girls are responsible for clearing their tables after eating meals in the Dining Room and for keeping the common rooms tidy and washing up after themselves upstairs.

FOOD

Boarders eat all their meals in the school Dining Room, joining with the day girls at lunchtime.

There is always a hot and cold option at lunch and supper; at lunch a choice must be made between the hot dish and the cold option – the salad bar, which has about twenty different items to choose from. At supper girls can take a mixture of hot and cold. There is always a pudding or the choice of fruit or yoghurt and bread and butter is also available.



For breakfast there is a choice of cereals and always fruit, yoghurt, and toast and bread with butter and spreads. Once a week we have a cooked breakfast and on other mornings we have eggs, porridge, melon, pains au chocolat or rolls.

If you are a vegetarian or need a special diet for any reason, this is no problem, but we do need a letter from your parents.

In the main house common room girls can make hot drinks and cook micro-wave snacks during the evenings and at weekends and there is a fridge and small freezer for perishable foods. Boarders are not allowed to eat in their rooms.

The school council will allow pupils to discuss food and nutrition, and items from council meetings will be passed to the appropriate staff.

GUARDIANS

Overseas boarders must have a guardian in this country, appointed by the pupil's parent. This guardian is the main contact person while you are at school and is responsible for all travel and exeat arrangements (ie for making these arrangements and liaising with the house staff to make sure that both sides know what is happening), for giving permission for outings, etc, for taking you away from school in the unlikely event that you are excluded for a serious disciplinary infringement, and for dealing with any emergency that may arise in the same way that a parent would be involved.

When a girl first enters the school the Senior Housemistress liaises with the Registrar to ensure that we have details of her guardian.

House staff cannot take over responsibility for organising exeat accommodation – eg suggesting where you might stay - as we are not legally responsible for pupils during exeat weekends.

If you are with a guardian agency, you will probably be placed with a host family for exeat, but these people are not your guardian and cannot give permission, etc.

If your parents cannot speak English the boarding staff need to be informed of this and it may be useful or necessary to ask a guardian to talk to parents rather than phoning directly.

LAUNDRY

All your clothing and bedding must be named. Bed linen should be changed once a week and taken to the laundry room.

Younger girls put their own personal laundry into the basket each day to be washed by Mrs Baker. It will be returned to your named laundry box.

Girls from Years 10, 11, 12 and 13 may do their own laundry but note the following:

- All clothes placed in the washing machine must be machine washable and capable of being tumble-dried.
- If you put delicate items into the wash no special provision can be made for how they are washed and the school cannot be held responsible if they are damaged.



POCKET MONEY & VALUABLES



Boarders may bring pocket money with them but this should be handed in to the Senior Housemistress, who will keep it safe and hand it on to the Business Manager. *Pocket money can be withdrawn on Fridays between 3.45-4.45pm or at other times by prior arrangement.* You will be asked to sign to agree the amount you have withdrawn and to agree the amount you have remaining. Girls are advised not to keep more than £2 in their possession, for security reasons.

Pocket money may also be needed at weekends when you go on outings or into Norwich (sixth form).

We do not encourage girls to bring valuable items to school but if you do, please make sure that your parents have insured them. Passports, travel tickets, etc, must be handed in for safe keeping when you arrive back at school at the beginning of term or after half term or exets, and will be kept in the safe.

TELEVISIONS, VIDEOS & DVDs

Dear boarder...

You have plenty of opportunities for watching television but this must not be allowed to interfere with your academic work. There are televisions and DVD players in the main house common rooms and in the sixth-form house common room.

With the permission of the staff you may watch TV/DVDs until 15 minutes or so before your lights out time, both during the week and at weekends, but you must leave in time to be fully ready for bed with teeth cleaned, etc.

You may only watch videos which are appropriate for your age and staff will check on what is being watched. No 18 videos/DVDs may be brought into the boarding house or sixth-form house and will be confiscated if found.



SWIMMING

Boarders' swimming sessions take place once a week on Fridays from 7.30-8.30pm depending on the availability of a lifeguard.

CHRISTMAS AND SUMMER TRIP

There are many traditions in the boarding house and most of these are fun! Among these are the following:

- At the end of the Autumn Term a Christmas tree is put in Reception and is decorated by the boarders.
- There is a Christmas meal for the boarders and other festive activities.
- On the final Saturday of the Summer Term the boarders go on an outing to Pleasurewood Hills theme park or a similar venue.

UNIFORM, PERSONAL CLOTHES & APPEARANCE

Dear boarder....

You are expected to look neat and tidy in your uniform. Shirts must be tucked in, kilts must not be too short, and tights should not be laddered and be of the correct colour. Shoes should be black, leather, polished and a good fit. You should show yourself to the member of staff on duty before leaving the boarding house so that she may check you are presentable.

If the condition of your uniform is unsatisfactory, the boarding staff will ask that you obtain new items from the school uniform shop and the cost will go on your school bill.

If you need new tights, a supply of these is kept in the Duty Room.

Below the sixth form, hair should be tied back during the school day and make-up is not allowed. Girls are not allowed any jewellery, apart from a simple cross and plain metal stud ear-rings, one per earlobe only. Nail varnish is not allowed. Boarders are not allowed to colour their hair at school.

An IMP may be given for all or any of these infringements.

You should change out of school uniform at the end of the school day and should have 'home clothes' to wear. Do not wear a mixture of uniform and home clothes.

All clothing should be machine washable and able to be tumble-dried.

All clothing must be marked with either name tapes or permanent marker pen. You may travel to and from school in home clothes at the beginning and end of term, official exeats, and half-term holidays.

DRESS CODE FOR THE SIXTH FORM

It is a sixth-form privilege not to wear school uniform. The school expects that you will come to school smartly dressed in a conventional way, avoiding the extremes of fashion.

We ask you to dress in clothes that would be appropriate to a business or commercial environment – not a university common room. Many parents and outsiders (as well as younger pupils who look to Years 12 and 13 as role models) judge the school by the appearance of its sixth formers who therefore must consider that they represent not just themselves but our school through the way that they dress.

Sensible options

(NB All sixth formers must wear a jacket to assembly.)

- a simple suit in a practical colour worn with a shirt, tights (if with a skirt) and appropriate shoes is the simplest default option.
- tailored trousers and a shirt and knitwear in the winter or a short sleeve blouse in the summer
- a well-fitting dress of appropriate length and coverage worn with a cardigan, tights and shoes in winter, and the same type of garment without tights in warmer weather

The following are NOT acceptable during the day:

- plunging neck lines or bare shoulders
- visible bras/ bra straps (includes spaghetti style strap tops or sun dresses)
- bare midriffs
- very short skirts – no more than about two inches/50mm above the knee
- sheer leggings, elasticated tight-fit jeggings or jean-type leggings
- trousers that are jeans or jean type, with overstitched seams and patch pockets
- shorts
- tee shirts
- torn or frayed clothing
- slogans on clothing
- hats or caps
- smart, lightweight scarves are allowed but no gloves to be worn in school
- stilettos or heels more than 2.5 inches/65mm high
- flip flops, trainers, backless sandals or any form of beach wear
- walking boots, Dr Martens or other heavy or industrial footwear
- sport or leisure wear which includes track suit bottoms/hoodies (unless for sport)
- visible tattoos
- tongue, nose or other facial/body piercings other than the lobes of the ears

Other guidelines

- sixth formers may wear moderate, tasteful make-up and sensible jewellery (but it must be removed for sport or practical activities on health and safety grounds)
- bright non-natural hair colouring should be avoided
- for all formal occasions a suit is strongly recommended
- on all questions of dress or appearance the Headmaster's decision is final!

ADDITIONAL CLOTHING AND EQUIPMENT LIST FOR BOARDERS

Linen (Essential) 2 large bath towels
 2 hand towels
 1 swimming towel

Linen (Optional) 1 duvet
 2 duvet covers
 1 pillow
 2 pillow cases
 2 sheets

Tuck box or tin	Any small lockable box, eg tool box (recommended size approx 8 x 8 x 16"). This should not be made of plastic and should preferably have a padlock, rather than an integral lock.
Out of school clothes	<ul style="list-style-type: none"> 1 dress or skirt and top for special occasions 1 waterproof jacket 2 nightdresses or pyjamas 1 dressing gown 1 pair of slippers (preferably not mules) 2 pairs of trousers or jeans 2 skirts 5 blouses or tee shirts 3 jumpers or cardigans
Shoes	<ul style="list-style-type: none"> 1 pair of trainers or other suitable shoes for outdoor wear 1 pair of smart non-uniform shoes 1 pair of wellington boots Shoe cleaning kit
Extras	<ul style="list-style-type: none"> 1 hairbrush 1 wash bag with flannel and sponge Toothbrush and toothpaste Manicure set Drinking mug Essential items, ie shampoo, sanitary supplies and deodorant
Sixth Form	A wider range of garments can be brought to school by sixth formers but the limitations of storage must be borne in mind.

This booklet is for information only
and does not form part of any contract between parents and Hethersett Old Hall School.
Information is correct at time of going to print but may change over time.



Hethersett
Old Hall School

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www.hohs.co.uk | enquiries@hohs.co.uk | 01603 810390