



**Talbot Heath**  
*Independent School for Girls aged 3-18*

迎 Welcome To...

**St Mary's Boarding House  
Handbook  
2023-24**



Talbot Heath School  
Rothesay Road Bournemouth Dorset BH4 9NJ

Revised October 2023

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## Housemistress' Welcome

Dear All,

On behalf of all the staff and current boarders I would like to welcome you to St. Mary's – Talbot Heath School's Boarding House. Our boarding house offers outstanding boarding provision for the students whilst the extensive grounds and facilities offer an excellent range of activities and opportunities for exploration.

At St Mary's we have a highly experienced team of professionals who ensure a safe, relaxing environment where all students feel nurtured and supported according to their individual needs. The boarding house team work extensively with the school nurses, designated safeguarding leads, external health and wellness services, senior staff and parents to support the experience of our students.



Our primary aims are to ensure that the boarders at St. Mary's are safe, happy and receive excellent pastoral care. We aim to help our boarders find independence that will serve them well in the world beyond St Mary's – whilst respecting and caring for those around them. The boarding staff are passionate about working with young people and help to prepare our students for the challenges in later life by running courses in everything from women who inspire to self-defence and lifesaving first aid.

The majority of our boarders are from overseas, but we have always welcomed day girls who live locally or those who do not yet want to board full-time. At St Mary's we understand that life can be unpredictable so we offer flexi boarding and 'B&B' nights for any families needing emergency care for their child at short notice.

The aim of this handbook is to provide an insight into the life of a St Mary's boarder. I warmly invite you to come visit and hear from our finest ambassadors – the students - why St. Mary's is such a great place to call 'home from home.'

Kat Peacock

Housemistress

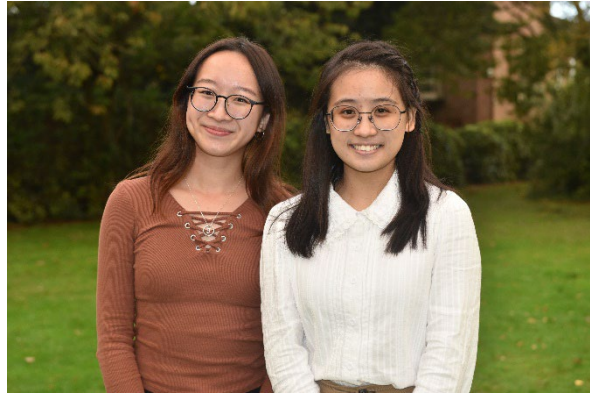
## Welcome from the Head Girls

On behalf of boarding staff, we would like to express our welcome to all of you in joining the Talbot Heath community. We are extremely grateful and honoured to be granted this impressive and inspiring role and opportunity to serve you all.

We will arrange regular meetings to solve any problems that arise in the boarding house. We are aiming to improve the environment for everyone. Should you have any enquiries and worries, please do not

hesitate to chat with us. We are more than happy to provide a helping hand or lend a listening ear!

As oversea boarders ourselves, we entirely understand the difficulties you have encountered in this unfamiliar environment, we will definitely try our best to ensure the boarding house is a pleasant and comfortable place where you can be assisted and supported.



We enjoy entertaining the students and enriching the boarding experience with organising activities.

For example:

- Shopping: Winton, Chinese and Korean market, Town Centre, or even Southampton, West Quay!
- Outing: London, Oxford Street and Museums!
- Sports: badminton, swimming, net ball, or even ice skating in Christmas
- Baking, film, art work.

If you would like to stay in and chill, the Boarding house also provides a variety of entertainment options like board games and movie CDs or even just simply hanging out in other friends' dorms.

Once again, we would like to express our sincerest gratitude to our fellow students for electing us and we look forward to welcoming you to commence your journey in this loving and affectionate community.

Sophia Ho  
Jadence Ku  
Lower Sixth (Year 12) 2022-2023

## STUDENT LEADERSHIP STRUCTURE

Here at St Mary's, we pride ourselves on our commitment to student voice and their involvement in the decision making of the house. We have two Head Girls in the Sixth Form who take overall responsibility of student matters in the boarding community, representing their peers and liaising with staff to ensure positive change. The Head Girls lead the Student Council that consists of one girl from every year group, holding regular meetings, arranging activities and more. All of our girls in leadership roles are elected by their peers to represent them and take their role seriously.

## COMMENTS FROM THE STUDENT COUNCIL



“Boarding is like a second home to me – I have spent so much time with my friends. I love hanging out with them, doing sports together and just chatting. It is a whole new experience but I can guarantee that it will be an amazing one!”

Vincy (U5)

“We got lots of activities on both Saturday and Sunday. Everyone here's amazing! We help each other out and play together. Welcome to the boarding house!”

Jolie (L5)

“I really like boarding, at the start I was homesick at the start of U3 but lots of people were by my side and they're really sweet. Enjoy the time in boarding – be welcome.”

Wannes (U4)

We are a close-knit boarding community with pupils who embrace challenges, hard work and fun. The staff here are very nice, they take care of us with great effort and are very reliable. They work tirelessly to ensure that we are all safe, sound and secure. I hope you'll love it here at the St Mary's boarding house.

Shermane (L4)

“We have so many activities! I can assure you that you will not be bored when you're here spending time with us making some new friends as well. We can learn from each other and create great memories.”

Gigi (U3)

## BOARDING PRINCIPLES AND PRACTICE

### **Aims**

The Boarding Experience at Talbot Heath School aims to meet and develop the holistic needs of each individual boarder. We ensure students are comfortable and well-looked after and that their welfare and well-being are fully provided for in a safe, secure and caring environment. We collaborate with parents, carers, guardians etc. for a 360-degree pastoral care approach.

### **Facilities**

At Talbot Heath, we have one boarding house called St Mary's which enables us to provide outstanding boarding provision for up to 42 girls. We offer full term, weekly and flexi boarding from Year 7 to Year 13. The majority of Years 7 – 9 are given an area in a 6 bedded dormitory to enable them to settle quickly into boarding life and become part of the boarding house family. Other boarders are accommodated in either single, double or triple rooms depending on personal and individual needs.

We have designated areas for the girls to study quietly, have use of computers and educational resources as well as communal rooms to relax in with their friends. The students particularly like watching movies, playing table tennis and dancing on the Nintendo Wii. The boarding house has a beautiful green space in front called Boarder's Green – where many of the students love to play badminton, ride bikes and do yoga in the summer.

### **Practice**

Boarding at St Mary's offers the students a truly international and culturally diverse experience with boarders from many countries worldwide. They are a flourishing supportive and friendly group of young people, sharing experiences through living and learning together.

All boarders are encouraged to gain independence and take responsibility for themselves – it is important for our students to be aware of and respect the needs of others. The experienced boarding staff team provide a caring, cosy, relaxed and family environment where all girls are nurtured and supported according to their individual needs. The staff are all fully trained and work closely with the school nurses and the Deputy Head (Pastoral). We have a close connection to the UK Boarding School Association (BSA).

The boarders work hard during the week but are encouraged to participate in extra-curricular activities offered by the school. They are able to use the school facilities out of school hours – sports hall, food and textiles room, music centre and the extensive school grounds. The boarding team also arrange a comprehensive activities programme including visits to places of interest, cinema, theatre trips, shopping trips, craft and cookery sessions and local amenities. Through regular house meetings, girls are able to express their own views as to which activities they would like to see on offer and to express their ideas on any topic connected with boarding.

## BOARDING HOUSE STAFF

The Boarding House has 5 key members of staff and works closely with the School Nurses as well as a Chef, Catering Manager and Cleaning Director.

## WELCOME FROM THE TEAM

### **Kat Peacock (Housemistress)**

'I have been in post for two years now and have loved every moment of the Talbot Heath adventure. Getting to know all of the girls in our house is a privilege. We truly are a 'home from home,' where family and friendship come first. I am passionate about mental health and wellbeing in young people. I am a mental health first aider and have trained as a Designated Safeguarding Lead through the NSPCC - on hand to support my team and boarders alike. I believe in imparting an ethos of lifelong education to our pupils where we learn and grow together regardless of our age – I am currently pursuing a doctorate in history and often find myself working alongside our pupils to pursue our academic goals. We support each other through the challenges of boarding and cheer the loudest when our students reach their milestones. I have made so many positive memories with our boarders and hope to create many more.'

### **Jana Drbohlavova (House Parent)**

'It has been wonderful to welcome all the girls to the boarding house for the new term. I look forward to exploring what this new year has to offer. I am passionate about physical health and fitness. I am often running yoga classes for the girls at St Mary's and if you feel like it, some proper HIIT sessions too. Both are a great, fun way to help you with any stress relief, give you a break from all the hard studying or be a fantastic new hobby you choose to take on. Your wellbeing and success is the driving power behind all that we do and we hope you will enjoy your stay with us.'

### **Della Goodridge (Day House Parent)**

'I am privileged to be part of a great boarding team who very much look forward to caring, supporting and nurturing your daughter's boarding experience at Talbot Heath School. I spend my working days, sorting, organising, liaising with the main school staff and other organisations - so that I'm able to assist with the smooth day to day journey of your daughter's experience at St Marys Boarding House. I'm blessed to have my own 11-year-old daughter, husband and a Cocker Spaniel dog. We love to spend family time walking the Dorset coastlines and making memories in the beautiful area in which we live. Wishing you and your daughters a warm & friendly welcome in joining our nurturing Boarding House & very much look forward to meeting you all in the future.'

### **Tori Hazelton (House Assistant)**

'It has been great to see our returners and welcome our new boarders to St Marys – I am looking forward to trying all things new and learning about all our boarders. My passions are textiles, sports and activities. I enjoy arranging activities for the boarders like pottery painting, climbing, roller-skating and more. Welcome to boarding!'

### **Meg Findley (House Assistant)**

'It has been a great start to the new term, welcoming back the previous students and new students in the boarding house. I look forward to exciting activities and games as I enjoy getting involved and trying new things. Coming from a textiles and graphic design background, it has been most rewarding teaching the girls to crochet and encouraging creativity through lots of crafts, continuing into this academic year.'



## DAILY SCHEDULE

### **Weekdays**

7.15am 1<sup>st</sup> Bell  
7.45am 2<sup>nd</sup> Bell  
8.30am 3<sup>rd</sup> Bell  
By 8.40am Leave for School  
3.50pm Return from school for afternoon snack  
4-5pm free time  
5-6pm Supervised prep for years 7-9  
6pm Dinner  
7pm Evening activity/free time  
9pm – House quiet and bedtime (time dependent on age)

### **Saturdays**

8-11am Breakfast out. No wake-up bell so a chance for a lie in!  
11am-12.30pm free time  
12.30pm Lunch  
1.30pm weekend boarding trip  
5pm free time  
6pm Dinner  
7pm evening activity/free time  
9.45pm Bedtime (Sunday night is Weekday bedtimes)

### **Lights Out Times**

Upper 3: 9.15pm  
Lower 4: 9.15pm  
Upper 4: 9.30pm  
Lower 5: 9.45pm Upper 5: 9.45pm  
Sixth Form: 10pm in rooms

\*Friday and Saturday nights all girls have extended 9:45pm Bedtimes

The sixth-form need to be in their rooms for 10pm each night, but do not have to turn their lights out. We encourage them to maintain healthy sleep patterns.

## **Term dates 2023-2024**

Autumn Term 2022

INSET DAY – Thursday 1<sup>st</sup> and Friday 2<sup>nd</sup> September

TERM STARTS - Monday 5th September  
 SPEECH DAY – TBC Friday 9<sup>th</sup> or 16th September  
 HALF TERM – Monday 24th October – Friday 28<sup>th</sup> October  
 TERM ENDS – Friday 9th December

Spring Term 2023

INSET DAY – Tuesday 3rd January  
 TERM STARTS – Wednesday 4th January  
 HALF TERM – Monday 13th – Friday 17th February  
 TERM ENDS – Friday 24<sup>th</sup> March

Summer Term 2023

INSET DAY – Monday 17th April  
 TERM STARTS – Tuesday 18th April  
 SCHOOL BIRTHDAY – Friday 28th April (day ends 12:30pm for all except U6)  
 HALF TERM – Monday 29th - Friday 2<sup>nd</sup> June  
 TERM ENDS - Wednesday 12th July (school day ends at 11.30 for all)

**We do not have an Exeat weekend – parents and guardians are welcome to take students out of boarding for any term time weekend as long as we have parental and boarding consent.**

**Recommended Clothing / Personal Items**

Uniform*:	2 TH sports t-shirts 1 pair red hockey socks (knee length) 2 TH skorts 1 TH hoodie
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Winter:	<p>3 TH blue &amp; white striped shirts (long sleeved)  2 TH pleated skirts  1 TH blazer  1 TH navy jumper  Navy or black tights or navy knee length plain socks</p>
Summer:	<p>3 striped blue &amp; white shirts (short sleeved)  2 TH pleated skirts  1 blazer  4 pairs navy or black tights or navy or white short or knee length socks</p>
General:	<p>3 pairs pyjamas  1 pair slippers  8 sets underwear  Spare name tapes/laundry pens  Hair brush  Toiletries: soap, toothpaste, shampoo &amp; conditioner, deodorant etc.  Umbrella &amp; Coat hangers (optional)  Week-end case for travel and daily bag  Waterproof clothing for fieldwork/trips</p>
Laundry:	<p>2 pillow cases and either: 2 sheets or: 1 duvet, 2 sheets and 2 duvet covers  2 hand towels  2 bath towels</p> <p>All bedding and towels can be provided on loan from Boarding House if required.</p>
Suggested Mufti:	<p>(i.e. clothes chosen by girls for casual wear - not uniform)  Jeans, skirts, etc.  Selection of tops (T shirts, jumpers, blouses)  Shoes – comfortable and formal  A smart outfit for formal wear/parties</p>
Etc.	<p>Feel free to bring things outside of this list that bring you joy and make your space feel like home e.g. teddies, dreamcatchers, photo frames, non-perishable snacks from home etc.</p>

Please contact the school if you would like help ordering your daughter's uniform – it must be purchased in advance of term starting as we only have so much spare uniform to go around.

#### SAMPLE MENU

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Goujons</b> <b>Main meal</b>	Homemade Chicken	Chili Beef Taco's with Salsa, Sour Cream & Grated Cheese	Chicken Caesar salad	Cottage Pie	Chicken and vegetable casserole	<b>Lunch Main</b> Linguine Carbonara <b>Lunch Vegetarian</b> Linguine with Tomatoes & Mozzarella Strawberry Cheesecake
		Vegetable Bean Chilli taco's with salsa, sour cream and cheese	Roasted vegetable and goats cheese salad	Roast Spring Vegetable Cottage Pie	Quorn and 5 Bean Stew	<b>Supper Main</b> Homemade sausage roll with mixed salad and coleslaw <b>Supper Vegetarian</b> Homemade veggie sausage roll with mixed salad and coleslaw
<b>Vegetarian</b>	Quorn Nuggets	Vegetable Bean Chilli taco's with salsa, sour cream and cheese	Roasted vegetable and goats cheese salad	Roast Spring Vegetable Cottage Pie	Quorn and 5 Bean Stew	<b>Supper Vegetarian</b> Homemade veggie sausage roll with mixed salad and coleslaw
<b>On the side...</b>	Southern Spiral Fries Baked Beans	Oven Baked Wedges Sweet Corn	Steamed New Potatoes	Roast Carrots Garden peas	Mashed Potatoes Sauté cabbage	Selection of fresh fruit and yoghurts
<b>Something sweet</b>	Chocolate Sponge with Chantilly cream.	Selection of Yoghurts and Jellies	Chocolate Fudge Brownie	Berry Mousse	Apple turnover with cream	Selection of fresh fruit and yoghurts
<b>Fresh fruit</b>	A selection of seasonal fresh fruit served in peak condition, ripened and ready to eat					

Our girls use their student council and the floor of house meetings to request specific meals.

The boarding chefs are right next to the dining hall and allow our students to be creative with their food – often providing extra ingredients and seasonings on request.

If a student is in the boarding house on their birthday – we will celebrate with a cake party at dinner.

## In the Dining Room...

- Rise and shine to enjoy breakfast between 7.15am and 8.30am mid-week. Weekends, after a well-deserved lie in, breakfast will be available between 8am and 11am.
- No hot food is allowed to be taken to your rooms. Please, eat your breakfast and dinner in the dining room only.
- A hot lunch is prepared and served at 12.30pm at weekends. We are happy to save you lunch if you are heading out for the day, just let us know!
- Dinner is served at 6pm every night. You must be present and on time for dinner every day, unless you excuse yourself prior to dinner and inform House Parents of reason for your absence/lateness.
- We are a Boarding House family and dinner is a great opportunity and occasion to chat with everyone. As much as you can, please all speak English so everyone can join in and be involved. Use of mobile phones is not allowed during dinner time. Please, kindly leave them in your room or in our 'phone box.'
- Your contribution in making sure all tables are clear at the end of the meal and also by clearing up after yourself helps make the dining room a better and cleaner place to be.
- You are welcome to consume your own food at meal times e.g. noodles or rice – but it must accompany the food provided not substitute it.
- Please, do not leave the dining room till desert arrives.

## SAMPLE ACTIVITIES

Chocolate Fruit Fondue night

Board games/card games

Wii team games

Bracelet making

Film & Popcorn nights

Lantern making workshops

Cupcake decorating

Pumpkin carving

Berry picking at the local PYO Farm

Shopping trips

Splashdown Water Park

Pay & Play Tennis lessons

Thorpe Park

Theatre trips

Christmas market shopping trip

Longleat safari park

London trips

Go Ape climbing centre

Escape Rooms

Making Dream Catchers

## **General Information**

### **The Start and End of Terms**

All girls should return to the House by 7 pm on the day before the school term starts. This allows time for unpacking, bed making and for a light supper. At the end of term, the House should be left tidy. The Housemistresses will make all necessary travel arrangements and they will instruct in matters of storing possessions, removal of posters and general clearance.

### **Weekly Boarders**

Weekly boarders may leave the House at 4 pm on Friday and should return to the House on either Sunday evening by 8.30 pm or Monday morning by 8.30 am. The Housemistress must be informed of any changes in arrangements via the boarding phone or email.

### **Exeats and Absences**

It is important that the Housemistress is kept fully informed of any changes to daily or weekend arrangements. Requests for absence should be made in writing by parents or guardians, and travel arrangements must be organised in good time, in consultation with the Housemistress.

The Boarding House is closed during half term holidays and girls are expected to leave after lessons finish at 3.45 pm when the day school ends. The House is open over the May Bank Holiday weekend!

On the School Birthday, which is normally celebrated on the Friday before the May Bank Holiday, girls below the Upper 6 will be free to leave after 12.30 pm and the Upper 6 after the official lunch with staff and guests.

Girls are required to be in school until lessons finish at the end of each term/half term. Travel arrangements should be made accordingly. Should it be necessary for girls to leave earlier, parents should write to the Head to request permission.

### **New Boarders**

Girls new to boarding are assigned a 'buddy' to help them settle in and to ensure that they understand the rules and routines of the Boarding House.

Parents and guardians are always welcome to visit the Housemistress on duty, particularly at the start of term, and are encouraged to contact her if they have any concerns. The Housemistress will contact parents should there be any concerns and/or positive progress regarding either the academic progress or pastoral welfare of a girl.

### **Meals and Food**

Girls must attend all meals provided in the House and lunch in the Senior School Dining Room. Everyone must be back for meals unless prior permission has been sought from the Housemistress. If a meal needs to be saved, the Housemistress or other members of staff should know this beforehand. If a girl is delayed for any reason please contact the Housemistress.

Girls are given the opportunity to discuss the menus with the Housemistress and catering staff and to suggest different menus. Regular meetings with our Heads of House and Student Council are your opportunities to air your opinions. Special arrangements can be made for girls with specific dietary problems.

Extra food may be brought into the House. It must be correctly stored, named and thrown out if it passes its "use by" date.

Packed lunches must be ordered 48 hours in advance.

### **Birthdays**

The Head Girls organise a birthday card to be signed by all boarders and staff which is given to the boarder on her birthday at breakfast time. The Housemistress asks the boarder which type of cake she will prefer and the catering team provide enough cake for all the boarders to share after dinner.

The boarders all sing Happy Birthday together, candles are lit and then everyone enjoys sharing cake!

### **Dormitories/ Bedrooms and Laundry**

All dormitories/bedrooms should be left tidy each morning for cleaning and, for health and safety reasons, all electrical appliances must be turned off. Clothes and duvet covers should be taken to the laundry at the appropriate time. Every boarder has a clearly named shelf in the laundry room which makes collecting their clean laundry so much easier. All clothing should be clearly named to prevent lost property from occurring. 6<sup>th</sup> Form boarders are encouraged to wash their own laundry and are given a clear induction and guidance on how to do so.

During school week all rooms are checked by a member of staff on duty. The staff checks all electrical devices are switched off (Hair straighteners etc.), rooms are tidy and no kitchen ware is left behind.

### **Private Study Time**

Prep is done in the House from 5-6pm on Monday to Thursday. The House should be quiet during these times. All mobile phones should be off during prep and use of computers is restricted to study. The House Assistant on duty supervises the boarders during prep time. Girls who have no prep or

finish early may read. All girls have the opportunity to work at other times to ensure that work set by teaching staff is completed on time.

Girls in senior forms who are allowed study leave during the examination period may stay in the Boarding House, under supervision, provided they behave in a reliable and responsible manner. Any girl on study leave must attend school lunch, but they may do so in mufti.

### **Place of Worship**

Girls are able to attend religious services if they so wish. The housemistress is happy to arrange this for any boarder and transport can be provided.

There is also the option for boarders to attend the 'Catch the Fire' church which is based in the Senior School.

## **Rules and Expectations**

These should be read in conjunction with the general school rules and policies. Behaviour deemed unacceptable by the Housemistresses will incur sanctions according to the circumstances- see Sanctions and Discipline procedures in this handbook.

### **Alcohol**

No alcohol may be brought into the Boarding House. Anyone attempting to consume alcohol in the boarding house or on school grounds will be reported to the Head, and parents will be informed.

### **Cigarettes**

Smoking is forbidden. No girl may have in her possession cigarettes or tobacco, matches or a cigarette lighter. Parents will be informed of any smoking offence and suspension or expulsion may follow for a persistent offender.

### **Drugs**

A girl found in possession of illegal substances will be suspended immediately. A girl found to be under the influence of drugs will be sent home and in due course this may lead to expulsion. She will be suspended from school, pending an investigation.

### **Body Piercing**

There should be no visible body piercing other than in the ears, except for religious reasons.

### **Procedure for Shopping and Other Outings**

All girls must report to the member of staff on duty before leaving the House and immediately on their return.

Girls may wear mufti when they go shopping in Town. The Upper and Lower Gardens can be used unless it is late or dark in which case they must go via the road – care must be taken.

**Upper 3/Lower 4** may go into Town on Saturday accompanied by a member of staff.

**Upper 4** may go into Town at the weekend in groups of three or more, unaccompanied, for a specified time at the discretion of the Housemistress

**Lower 5/Upper 5** may go in groups of three or more unaccompanied at the discretion of the Housemistress.

**6<sup>th</sup> Form** may go out alone unaccompanied at the discretion of the Housemistress.



**Local Area:**

Westbourne, Winton or Bournemouth Town Centre.

Special consideration is given to girls who are a year older than most of their year group. Sixth Form Boarders are allowed out on Friday and Saturday evenings until 10 pm unless they have asked for a later time. The Housemistress has the authority to decline successive late returns. Sixth Formers must be back by 9.30pm on Sunday evenings.

Other evening outings are at the discretion of the Housemistress. Sixth Form may go out after school and during the day at weekends at the Housemistress' discretion.

**If Sixth Formers ask to visit Pubs or Clubs**

They must be 18 years old. Under 18's visiting pubs or clubs will be suspended.

A letter will be sent to parents explaining the dangers in Bournemouth at night and their written permission must be given.

It will be explained to parents that the school will not take responsibility for the girl, and they must make alternative sleeping arrangements for that night.

Normal exeats, including transport arrangements and contact numbers, must be filled in.

**Mobile phones & Other Devices**

Loud music should not be played before breakfast or during prep time. If headphones are not used the volume should not be loud enough to cause a nuisance to others. In common rooms all audio equipment and mobile phones (other than those with headphones) must be turned off by 9pm. Mobile phones are not allowed during meal times, prep and after lights out (see Mobile Phone Policy).

**Electrical Appliances**

Girls' own electrical appliances must be checked and approved by the School's electrician before they are used in the House. They must be positioned in such a way that they are not a hazard and sockets must not be overloaded. Electric blankets are not allowed. Inspection of electrical equipment will be made periodically. The House Assistant on duty checks this every day during room checks.

**Personal Property**

Girls should be responsible for their own possessions and keep them tidy and in good order. Items of value, including pocket money & passports, should be handed to the Housemistress for safekeeping. Every boarder has a locked cupboard and drawer in her room where she can keep items safely. No responsibility can be accepted by the School for articles or money left in common areas of the Boarding House (see Safe Keeping Policy).

All possessions **MUST** be clearly named – to avoid ending up in lost property.

**Uniform**

School uniform, as set out in the school regulations, must be worn during school hours by all girls in Upper 5 downwards. Mufti may be worn at other times.

Girls are encouraged not to walk about the House in bare feet; suitable shoes or hard-soled slippers must always be worn for health and safety reasons.

## **Boarding House Code of Behaviour**

At Talbot Heath -

We show respect for others and for our environment.

We take responsibility for our learning.

All members of our community are valued and we should value others.

### **Respect for others:**

Show courtesy and consideration towards others at all times, especially in the language you use.

Bullying will not be tolerated.

Respect all property in the boarding house, particularly the belongings of other members of the community.

Greet everyone with politeness and helpfulness.

Respect the privacy of others.

Respect our environment.

Keep your possessions in your own area of your room or dormitory.

Keep your room and communal areas clean and tidy.

Put litter in the bins (Recycle when possible).

Use equipment sensibly.

Use appliances safely.

If you borrow someone's equipment always return it to the correct place and ask before taking.

Only eat in the dining room and common room, NOT the computer room or bedrooms.

Respect the House Rules.

Attend all meals at correct time, unless given permission to do otherwise.

Always sign in and out when entering and leaving the boarding house.

Switch off all electrical appliances (TV's, Computers, Hair straighteners/curlers) before lights out.

Return to your own room before lights out, and switch off lights at the appropriate time.

Return all dirty dishes to the kitchen before 9pm.

Always inform house staff before leaving the boarding house outside of school hours.

Stay away from all out of bounds areas in the boarding house and school grounds.

Respect the school rules, particularly relating to school uniform.

Abide by the School's ICT Acceptable Use Policy.

### **REMEMBER:**

**COURTESY, CONSIDERATION and COOPERATION MAKE  
FOR A CIVILISED COMMUNITY**

## **Health and Safety**

### **Fire Arrangements**

The Fire Alarm is a high-pitched whistle. Girls should leave the building by the nearest exit and assemble in year order on Boarder's Green. At night girls should wear a coat or dressing gown and shoes. Fire doors should be kept closed. Fire tests are done regularly in boarding each term.

### **Security**

Access to the Boarding House is by keypad only and this number should not be divulged to anyone including parents or guardians. All visitors should sign the visitors' book on entering and leaving.

### **Signing in and Out**

All girls must report to the member of staff on duty before leaving the House and immediately on their return. It is important that this is done even if, for instance, they are just going to the post box.

All girls must sign in and out and leave details of where they are going; the book is located in the main reception area.

Mobile phones should be taken, and before leaving the house, girls must check that the Housemistress has their number. Girls must ensure their phone is charged and they have enough credit to call the Housemistress or Taxi.

For overnight stays all girls **MUST** complete an Exeat form giving details of where they are staying, e.g. guardian, family or friend, their address and telephone number, and an approximate return time. Under 18's will need parental consent.

After all overnight stays, girls must report to the Housemistress immediately on their return. This includes weekly boarders and on return from holidays.

## **Fire Procedure – Boarding House**

All fire procedures are designed to adhere to the National Minimum Standards as stated in Standard 7 – Fire Precautions and Drills which states: -

7.1: The school complies with the Regulatory reform (Fire Safety) Order 2005.

7.2: In addition, fire drills are regularly (at least once per term) carried out in 'boarding time'.

### Testing of the Alarm:

The alarm is tested every **week** on **Saturday**. This is carried out and logged by the senior member of house staff.

### Fire Drills:

A full fire drill must take place within the first two weeks of the start of the Autumn Term and then at least once per term thereafter. Drills must be undertaken both during the day and at night.

If a drill is held during school hours the following people must be informed in advance - Resident Caretaker, Site Manager, Junior School Head and Senior School Office. When doing a drill after 5pm or at weekends only the Resident Caretaker needs to be informed.

**ALL ALARMS MUST BE RECORDED IN THE FIRE BOOK AND THE SITE MANAGER MUST BE INFORMED.**

### Assembly Point:

The assembly point is Boarder's Green; but for night time evacuation (or in adverse weather Conditions) the Head's Room may be used.

### Evacuation Procedure:

The Fire Alarm is a high-pitched siren.

When the alarm sounds, girls should exit the building IN SILENCE, via the nearest fire exit (front door or either side door).

Girls line up in single file in year groups on the Boarders Green.

The Head of House (or her Deputy) brings out the register which is kept outside the office.

The Housemistress brings out the signing/out book AND the Boarding House keys – to prevent being locked out.

The register is taken by the House staff on duty. SILENCE is to be kept until the register has been called and the Housemistress confirms that it is ok to talk and then return back to the boarding house.

Girls must not return to the house until told they can do so by the Housemistress.



**Be Prepared  
Be Aware  
Be Ready**

## **Boarding Anti-Bullying Policy**

**This is a whole school policy and includes Boarding and the Early Years Foundation Stage.** The Head is responsible for it. It is approved annually by the governors.

At Talbot Heath the school ethos is to foster mutual respect and understanding. Young people have a right to feel safe in school. Our policy extends beyond the campus. Any reported bullying outside the school premises will be investigated and if bullying is found to have occurred, the bully may be disciplined when she is on school premises under the lawful control of the staff. This includes cyber bullying.

### **Statement of intent**

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Any behaviour which could be termed as "bullying" is unacceptable and will not be tolerated. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff. At Talbot Heath our policy aims to prevent bullying. It is therefore important that we create a culture and communication network where children and young people are easily able to confide to staff if they are being bullied.

It is our belief that the bully needs help just as much as the child being bullied and we endeavour to help both children with the co-operation of parents. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

### **What is Bullying?**

Bullying is the use of aggression with the intention of hurting another person. Bullying is behaviour which results in pain, distress or fear to the victim. Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, Threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racial taunts, graffiti, gestures
- Religious
- Cultural
- Special Education negative or abusive comments towards anyone who

Needs and Disability appears to be 'different' either physically or mentally

- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber use of texts/ internet email or social networks/ telephone

Implementation of the above policy should ensure that any cases of alleged "bullying" are dealt with swiftly and effectively.

## **St. Mary's Boarding House**

### **Behaviour, Rewards, Discipline and Sanctions.**

The boarding house aims to be a nurturing and supportive environment in which boarders develop spiritually, morally and culturally; show respect and empathy for others within and beyond the boarding community. Boarders are encouraged to be polite and considerate to others whilst being self-disciplined, flexible and adaptable.

Good behaviour is the norm in the school environment and boarders are expected to adhere to the Talbot Heath Behaviour and Discipline policy.

Caring for young people can be challenging, but it is also great fun. Our boarding staff naturally set standards and enforce rules for the good of all, but they seek to do so with a lightness of touch. They are dedicated to providing support, care and a framework in which the girls can develop as individuals.

### **Promoting positive behaviour:**

- House staff are encouraged to praise boarders wherever possible.
- House staff reinforce boarding rules and expectations through house meetings, notice boards and new boarders' welcome packs.
- Detailed boarding reports linked with the yearly academic reports are sent to parents by the Housemistress.
- Parents are informed of any achievements that the boarders receive both academically and pastorally to keep positive lines of communication open between parents and staff.
- Heads of House are elected yearly by boarders to provide positive role models in the house, to act as a representative for the boarders and to be the positive link between boarders and house staff.
- Boarding staff attend parent's evenings for any overseas boarders and write their boarding house reports.
- Birthday cards signed for all boarders of which the heads of house take responsibility for.

- Good behaviour rewarded with special privileges e.g. having an extended bed time, sweets and snacks at movie times. House Points can also be awarded.
- Bonding activities such as pizza making, sushi nights and board games with house staff.
- Joining in house events – formal ones such as the Christmas party for boarders, academic and house staff.
- Leavers party during the summer and other charity events that the boarding house hosts.
- Joint outings and other informal activities, between year groups and house staff.

All of these things are opportunities for the boarders to see how they should behave and if they contribute towards a fun, welcoming, positive culture then positive things continue which in itself is self-perpetuating.

### **Boarding House Sanctions:**

- The boarding house supports and links with the school behaviour and Discipline Policy.

The following are ways that the House staff deal with sanctions and discipline issues.

- All incidents are logged and recorded through communications, statements and other documentation – stored in the student files - which are kept in the locked filing cabinet in the boarding house. Records are shared with relevant house staff and Pastoral Deputy Head and Head of Boarding – Mrs Stone.
- Each incident is dealt with on an individual basis and appropriate sanctions follow after discussion with the Housemistress and Pastoral Deputy Head Mrs Stone.
- Loss of privilege of use of ICT equipment if found to not be following the schools E -Safety policy.
- Examples of house sanctions are; boarders having their bedtime brought forward with lights out 15 minutes earlier than usual, losing the privilege of going out into town at weekends, or not being able to attend house outings or trips. More serious sanctions are authorised by the Deputy Head and Head in accordance with school policies.

## Complaints Policy

### Boarder's Concerns

If you have any worries and need some help, you **MUST** talk to someone. There are lots of people who can help you when you are feeling sad or worried. The best people to help you and their contact details are:

Mrs Holloway – via the Head's PA in the school office  
Mrs Stone, about any issues in school or in Boarding  
Mr Cradick or Mr Gibson about subject issues  
Your form tutors

Your Friends

The House Mistress, Kat  
The House Parents, Jana, Della  
One of the House Assistants, Tori or TBC  
One of the Heads of House, Shannon or Christy  
The Student Council...  
Nurses Tan Yolande, Victoria, Lisa

Governor, Mrs Sutcliffe– via letter given in to the school office

If you would rather talk to someone outside school **our independent listener** can be contacted via email ([listeningear@talbotheath.org](mailto:listeningear@talbotheath.org)) or a letter handed in to the school office.

If all else fails, you can contact **Child line** (0800 1111) or the Children's Commissioner

**The Office of the Children's Commissioner**

**Freephone: 08005280731**

**Email: [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)**

## Complaints Procedure

You may wish to have a friend to accompany you when you make your complaint.

You may wish to have an adult of your choice with you or to make the complaint for you. If you have a serious complaint about a particular person, you do not have to tell that person you are putting in a formal complaint about them.

You will not be in trouble if you make a complaint in good faith.

1. If you have a complaint about life in the Boarding House you may talk to the Heads of House and/or House staff. If it cannot be resolved, you should contact the Deputy Head, Pastoral or make an appointment with the Head's PA to see the Head.

2. If the complaint is about a member of the House staff or if you feel you want to talk to the Deputy Head, Pastoral directly about a concern, you should contact her in school. If the issue is not resolved, you may write a formal letter of complaint to the Head and she must reply within three working days.

3. The Governor with responsibility for Boarding is Mrs Small. If you have an issue with the handling of a complaint, the Governors can be contacted via letter which should be handed in to the School Office in a sealed envelope and marked for their attention. The Chair of Governors, Mrs Norman can also be contacted via the school office by letter in a sealed envelope marked private and confidential.

4. If the issue is still not resolved, you can contact the Ofsted Department, telephone 0300 123 1231 (general), 0300 123 4234 (education), 0300 123 4666 school complaints or email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) or the Independent Schools Inspectorate. (Telephone 020 7600 0100 or email [info@isi.net](mailto:info@isi.net)). They will give advice and you can make a decision using this advice.

It will then be up to you to make a decision, acting upon the advice you have received at this final stage.





## Mobile Phone Policy

Guidelines set for safe and responsible mobile phone usage whilst at St Mary's Boarding House. **The following is in accordance with National Minimum Standards.**

Boarders are allowed, and encouraged to have mobile telephones to not only keep in contact with their families and friends, but so that they are contactable by staff whilst out of the building, and also so that they can contact boarding staff, taxis and emergency services, if needed, whilst out of the Boarding House.

Girls must ensure that their mobile phone is fully charged and that they have the boarding house phone numbers stored in their mobile before leaving the house. (This does not include going to school)

Girls are not allowed to use their mobile phones during meal times, or prep time.

On school night's girls in U3 – U5 hand in their phones at lights out (9pm, 9.30pm, or 10pm depending on age) and can get them back after breakfast the next morning if they would like to call their parents, or after prep time. This is at the discretion of the member of staff on duty; there may be reasons why a girl can keep her mobile phone at night, for example if they have an unwell family member.

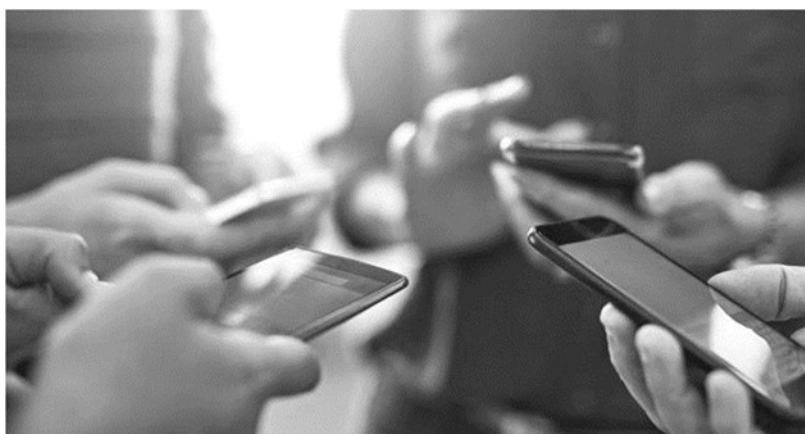
On Friday and Saturday nights girls in U3 – U5 hand in their phones at lights out (10pm) and can get them back after breakfast the next morning. Girls in years 10 and 11 can keep their phones on weekend nights. This is a privilege based on trust.

All 6th form boarders are allowed to keep their phones at night. This is a privilege based on trust.

If any girl is thought to be using their mobile phone inappropriately or if their mobile phone use is affecting their school work then it may be taken in by staff at all times that the girl is in the boarding house. She may have it back if she is going out of the house.

Girls can use their mobile phones to access the school Wi-Fi if their phone is enabled to do this. The Wi-Fi has restrictions to certain websites, such as Facebook, Twitter, Instagram and other social networking sites. This is for the safety of the girls and full reasons can be found in the e-safety Policy.

Parents are responsible for the type of phone and the usage they provide for their daughter



## Medical Arrangements for Boarders

All boarders under 16 will use the **Westbourne Medical Centre** within the National Health Service. All boarders are registered at Westbourne Medical Centre by the School Nurse on arrival to the boarding house.

From the age of 16, girls may choose their own doctor, but we would anticipate the majority of girls will remain registered with the School Nurse. The girls will be seen in the house or surgery as circumstances dictate.

We are all aware of the benefits of medicines when they are administered in correct doses and on proper occasions but we are equally aware of potential hazards. In order to protect your daughters, we ask that you should let us know if medicines are prescribed during school holidays and, in the event of continuing dosage during the term, that you send all medicines to the Housemistress who will organise their administration. If your daughter has in her possession any other medicines available from the chemist without prescription, these should also be handed to the Housemistress when your daughter returns to school. Following consultation with the School Nurse and the Senior Housemistress older girls may keep their medication in a locked box in their study bedroom.

It is important that all prescribed medicines should be recorded on your daughter's medical record at school to avoid any possible problem or danger if an illness should necessitate further prescriptions from the School Medical Officer, since the mixing of some remedies can cause unpleasant side effects, and equally important that we should be aware of any remedies, available without prescription, which are taken by your daughter. We cannot stress sufficiently the dangers caused by mixing different drugs.

The Housemistress is happy to arrange any visits to the GP, Dentist, Optician and liaise fully with the School Nurse and parents on any issues or concerns regarding the boarders in their care.

The boarding house has its own sick room with an en-suite bathroom located on the 2<sup>nd</sup> floor in easy reach of the Housemistress on duty overnight. Meals can be prepared in the house to suit the individual boarder's needs. The housemistress on duty works closely with the school nurse to ensure that the unwell boarder is cared for within their home environment and keeps parents fully informed of their daughter's well-being.



## **Pastoral Care**

We pride ourselves on the level of pastoral care we provide through our highly qualified and experienced staff. Generally, form tutors deal with problems of work and day-to-day routine, while the Housemistress and house parents have the complete pastoral care of a girl over several years. Both form and house staff communicate with each other and share information that directly affects a girl's progress. We recognise that good communications with parents are essential and we work hard at keeping in contact.

Boarding house staff ensure that full and weekly boarders enjoy a community life to the full, with the right balance of study, relaxation and challenge. Our boarding staff naturally set standards and enforce rules for the good of all, but they seek to do so with a lightness of touch. The aim is to provide support, care and a framework in which girls can develop as individuals.

Learning support staff provide learning support for girls who have problems associated with dyslexia, have specific learning difficulties or problems of organisation. Dedicated support is available for those girls for whom English is not their first language. EAL lessons are available in school.

The school health centre is staffed from 8.30am – 4pm Monday – Friday. Boarders are also registered with the Westbourne Medical Centre. House staff arrange and accompany boarders to any GP appointments if they are aged under 16yrs.

The school's chaplain is available for all aspects of care and support; girls are also encouraged to turn to any member of staff to whom they feel they can talk.

The school has an experienced school counsellor and an independent listener available for support that our girls may need or want.

We ensure that girls work together to forge supportive relationships with other girls of all ages throughout the school. Together, the whole school community provides a pastoral support framework which is finely attuned to the needs of both boarding and day pupils. All boarders are encouraged to contribute to the boarding life of the school and to offer their views, both positive and negative, through formal opportunities, e.g., independent visitors and council meetings.

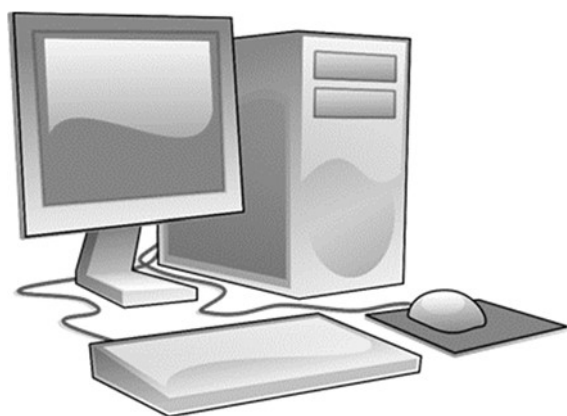
If they have a complaint about life in the Boarding House, they may raise this initially with the Head of House, House staff or Housemistress. In the event that an issue cannot be resolved, girls should make an appointment to see the Deputy Head or the Head. Further information about the school's complaints procedure is given in the school handbook and a copy of the Boarders Complaints Procedure is contained in this handbook.

## **Internet Safety**

The Boarding House has a computer suite for the boarders to use for study or in their leisure time.

They have the use of the internet through their personal devices and school issued Ipad – however there are some surfing restrictions to ensure safe usage.

All girls attending Talbot Heath School are made aware of the dangers and risks of using the internet, and posters are displayed in all computer rooms to remind them of this.



## Contact Details



Main School: 01202 761881

Email: [office@talbotheath.org](mailto:office@talbotheath.org)

The Boarding House: 01202 755411

The Boarding House Mobile: 07935819412

Email: [boarding@talbotheath.org](mailto:boarding@talbotheath.org)

School Website: [www.talbotheath.org](http://www.talbotheath.org)

# PHOTO BOOK







