



Mayfield

ST DUNSTAN'S HOUSE

HANDBOOK



CONTENTS

WELCOME	3
THE SIXTH FORM CENTRE	4
HOUSE STAFF	5
KEY CONTACT DETAILS	5
ACCOMMODATION AND FACILITIES	5
PERSONAL BELONGINGS	6
HOUSEKEEPING AND LAUNDRY	6
HOUSE TIMETABLE	6
MEALTIMES	7
STUDY	7
WEEKENDS AND WEEKEND LEAVE	7
HOUSE MEETINGS AND INFORMATION SHARING	7
HOUSE RULES AND BEHAVIOUR	9
SANCTIONS	10
WHOLE SCHOOL RULES AND POLICIES	10
HEALTH AND SAFETY	10
POCKET MONEY	12
ACCESS TO THE VILLAGE AND BEYOND	12
ENGLISH SPEAKING POLICY	12
TRAVEL	12
CARS	14
INSURANCE AND GENERAL SAFETY OF ITEMS	14





Welcome

Welcome to St Dunstan's House, the Boarding House for Years 12 and 13, traditionally known as the Sixth Form.

Some of you will have come up through School, but for others this is your first term at Mayfield School or perhaps your first term in St Dunstan's. The purpose of this handbook is to help you settle in as quickly as possible and to provide a reference book for your time in the Sixth Form. It covers some general information and also some House Rules. They are for the general happiness of everyone and the smooth running of the House.

If there is anything which you do not understand or which is not covered, please ask the staff or Prefects who are here to help. We care about you as individuals and hope you will see the staff as people with whom you can build a trusting and strong relationship. We hope also that you will quickly feel at home with us if you are new to the School or boarding.

The House should, in a real sense, feel like home. As Sixth Formers, I am sure you will show consideration, maturity and awareness of the needs of others, which will enable rules to be kept to a minimum.

I hope you will find the House a place where you can relax, be happy and secure, as well as being able to study effectively.

Mrs Charmaine Smith
Housemistress

The Sixth Form Centre

Our Sixth Form Centre has provided a stimulating and comfortable environment for both boarders and day pupils to work and relax in.

Most boarders will have their own designated study area within the Centre and many Sixth Form lessons will be taught there.

It is an expectation therefore that boarders will leave at 08:10 and not return to the Boarding House until 16:30 each day. Free periods during the day should be spent on independent study and subject preparation within the Sixth Form Centre. Study from 16:55-18:00 during the week will also take place in the Centre for all the Sixth Form unless other extra-curricular activities are being undertaken. Communal Common Room areas are available for all of the Sixth Form to enjoy at break times and during the lunch period.

The Common Room in Middle Becket will be for the sole use of boarders and it will be out of bounds during the School day. The Sixth Form Centre may be used in the early evening for study. Pupils should always sign out and return to the House by 21:00. This should also be taken into account when planning travel arrangements. Please inform the house staff if you will be later the 21:00.



“Without the support system and encouragement that I receive here, from my peers and my teachers alike, I would not have been able to get where I am now and be on such an exciting trajectory. I am incredibly grateful for the opportunities Mayfield has given to me.”

Amanda, Sixth Form Student

HOUSE STAFF

Housemistress:

Mrs Charmaine Smith

Assistant Housemistress:

Bernadette Goddard

Resident Tutor:

Mrs Margaret Bushell and Mr Daniel Smith

Graduate Assistant:

Amy Coates

In addition to Mrs Smith and Miss Goddard there are several tutors working in the House. Mrs Smith has overall responsibility for the welfare and discipline of all members of the House.

Several cleaning assistants support the House staff and they perform a vital role for all within the House.

Senior Boarding Prefects and a Head and Deputy Head of House also play an important organisational role within the House. These girls will be introduced to members of the House at the start of term and outline the roles they perform. In particular they will help you to feel settled and at home within the School and boarding community. The Prefects also perform a vital role within the other boarding Houses. They aim to foster a real sense of belonging between all of the boarders in School.

If any member of the House has a problem, complaint or concern she would like to discuss, Mrs Smith is available for part of each day. There are always two members of staff on duty every evening. All boarding staff can be contacted by email or there is a box outside the boarding office which can be used for suggestions (anonymous or otherwise).

In case of emergency, during School hours a member of staff can always be found in the main School Office or the Health Centre on 01435 874611 or extension 228.

KEY CONTACT DETAILS

Housemistress

Tel: +44 (0) 1435 874601

Email: csmith@mayfieldgirls.org

House Mobile: +44 (0) 7545 609782

General House contacts

Email: dunstans@mayfieldgirls.org

Internal extension: 291

Tel: +44 (0) 1435 874601

Main School Office

Tel: +44 (0) 1435 874600

Email: enquiry@mayfieldgirls.org

Other

Childline: 0800 1111

The Samaritans: 01892 532323 Tunbridge Wells

or Free helpline - 116 123

ACCOMMODATION AND FACILITIES

All members of the House are either full or flexi boarders. Flexi boarders must always sign in the 'flexi diary' outside the office every night they intend to sleep in the Boarding House.

Most girls in Years 12 and 13 will have their own single study bedroom. Room allocations will usually be made before term starts.

Arrangements are made and checks are done to ensure that all adults staying in residential accommodation provided by the school are compliant with Mayfield School's "Adults staying with resident Staff Policy".

In terms of students, on average there are approximately 70+ members of the House divided between Years 12 and 13. Showers, bathrooms, toilets and kitchens are found in each boarding area and everyone is permitted to use the main shower block and self-service laundry room located in Cornelia Connelly wing.

There is one large Common Room available for girls to use. Additionally, pupils may use the Library and classrooms during evening and weekends. The fitness room and swimming pool may be used at the times advertised around the House. Girls are expected to keep Common Rooms clean and tidy and free from litter and dirty dishes. In the event of continued untidiness, measures will be enforced to combat this.

Each sleeping area has a sink, fridge, microwave, kettle, iron and ironing board in the kitchen area. Please take care when using the equipment and be sure to follow any instructions. The kitchens are for the preparation of hot drinks and light refreshments only, not full meals, which are provided in the Dining Room. Please be aware that no cooking equipment/kettles are allowed in bedrooms.

PERSONAL BELONGINGS

The Sixth Form do not wear a formal School uniform but must adhere to the dress code. The dress code is designed to give a neat professional appearance to reflect the kind of clothes now appropriate for most places of work. For more information on this, please refer to the leaflet 'Sixth Form Dress Code' you will be given before you join Year 12.

All pupils in Years 12 and 13 may wear small amounts of jewellery (no facial or body piercing and nothing that will pose safety issues). At evenings and weekends they may wear clothes and shoes or trainers of their own choosing.

In addition, the School's Uniform Book states that boarders are required to have the following:

- Three sets of suitable nightwear;
- One bath robe suitable to wear to and from showers or bathroom;
- One pair of flat slippers with soft soles;
- Toilet requisites in toilet bag;
- One duvet;
- Two duvet covers, 3 sheets, 3 pillow cases (pillows are provided);
- Three bath towels;
- Three face cloths;
- One net laundry bag.

All clothing and personal items must be named before arrival. If this is not done items will be removed and names put on at an additional cost.

HOUSEKEEPING AND LAUNDRY

Laundry is collected from St Dunstan's on Friday morning and is returned on Tuesday morning. Make sure that you enter each item in your laundry book, which should then be placed downstairs by 08:30 at the bottom of Becket Stairs. You will also be provided with a laundry bag to put your washing in. A termly allowance of £50 for laundry is provided. There is a dry-cleaning service. A label must be attached to each garment giving your name and a description of the item. The item should be placed in your blue laundry bag and left downstairs.

Dry cleaning is itemised on your termly bill.

For those wishing to do their own laundry there is a self-service laundry area in Cornelia Connelly wing which is open between 07:00 and 22:00. There is no charge for use of the machines in this area. Soap powder is provided free of charge. It is strongly advised that girls use net bags available for sale from the School Shop.

Each term a lot of time is devoted to returning laundry to girls and sorting through unnamed washing. Please be considerate: make sure all clothes are clearly named and remove your belongings as soon as possible once the laundry has been washed and dried.

HOUSE TIMETABLE

MONDAY – FRIDAY

07:20	Wake up bell
07:30 - 08:00	Breakfast
08:20	Registration (It is compulsory for all students to register)
16:30	Tea
16:45	Activities and study in the Sixth Form Centre
18:00	Registration followed by Supper
19:00	Supervised study
21:00	Free time - Snacks
22:00	All girls to own rooms

WEEKEND TIMETABLE

Saturday

08:30 - 9:30	Breakfast/Brunch
11:00	Registration Followed by morning activities
12:00	Lunch and Registration
16:00	Tea
18:00	Registration
23:00	Quiet time (Friday and Saturday).

Sunday

09:00 - 10:00	Breakfast
11:00	Registration - Followed by Mass
Lunch	Lunch and Registration
16:00	Tea
18:00	Registration
22:00	Quiet time.

All girls should be in their own rooms and quiet by 22:00. Year 12 should be in bed with lights out by 22:45 at the latest. Year 13 should be in bed with lights out by 23:00. Please respect the 22:00 onwards quiet rule. No one should be walking around for any reason after 23:00 as this disturbs others who are already in bed.

During the week there is no television after 22:00 unless specific permission has been granted. If a favourite programme ends at 23:00, girls must be showered and ready for bed before the programme starts and have permission from House Staff on duty to stay up.

MEALTIMES

MONDAY – FRIDAY

Breakfast, lunch, tea and supper are served in the Sixth Form Dining Room. It is recommended that girls attend all meals, especially breakfast, as it is the most important meal of the day and will give you a good start and help you concentrate throughout the morning.

You should be dressed and ready for School and in the Dining Room before 08:00. Your appearance should be neat and tidy and should conform to the Sixth Form smart dress code. At weekends you may wear comfortable casual clothes but nightwear is never permitted in the Dining Room.

WEEKENDS

Breakfast is provided in Becket Common Room between 09:00 – 10:30 on Saturday and 09:00 - 10:00 on Sunday. During breakfast dress can be casual and more relaxed.

Lunch: Saturday 12 noon; Sunday 12:30 (after Mass)

Supper: Saturday & Sunday 18:20.

All of these meals are served in the Sixth Form Dining Room.

STUDY

After supper from Monday to Thursday pupils are expected to study from 19:00 - 21:00 and on a Friday evening, if required, from 16:55 - 18:00. Girls are encouraged to study in the Library, Sixth Form Centre, or supervised study rooms, unless involved in extra-curricular activities. This is a time when the Boarding House should be quiet and sensible work undertaken. However, it is recognised that girls may wish to study at other times as well, and this is perfectly acceptable. Girls who study in the Library are reminded that there must be no eating, drinking, or talking in the Library. Girls should also remove all their files and equipment when they leave after the study period.

Each girl is expected to work on her own. No one should be cooking, eating, watching television, showering or using the telephone during study time. You may listen to music provided it cannot be heard outside your room.

Please do not disturb others by walking around or visiting etc. It is helpful to everyone to have an atmosphere that encourages concentration.

Computer rooms are available to Sixth Formers during the evenings and at weekends. Laptops may be brought into School, but they must comply with the School's electrical safety regulations and are brought in at the owner's risk.

WEEKENDS AND WEEKEND LEAVE

Weekends in St Dunstan's offer a variety of activities. The organised whole School outings take place either on Saturday or Sunday afternoon, in addition to which there are House outings and events too.

If girls are planning to stay away from the House at the weekend, parental permission will be required and a weekend form is to be filled out and handed in by no later than 18:00 on the preceding Wednesday. If a student is planning to stay with a family other than her own, confirmation of the stay must be provided by that family. If a full boarder is regularly visiting the same family (e.g. every other weekend) then her parents can give one confirmation for the whole term as long as the dates are clearly confirmed and it is understood that parents will contact the House staff if there are any changes to original plans.

A permission form can be signed by parents or guardians at the beginning of each year giving details of family and friends with whom you may spend weekends. You will not be permitted to leave School unless parental permission is granted. It is essential that we know exactly where you are and who is responsible for you when you are not on site.

HOUSE MEETINGS AND INFORMATION SHARING

The notice boards around the House display important information so please read these daily. House meetings are usually held twice a week (on a Monday and Thursday at 18:00). Notices of meetings are placed around the House and every House Member must attend: a register will be taken. It is an opportunity for the House staff and members to exchange information and views. In addition, the Housemistress meets with the senior members of the House (Head of House, Deputy Head of House, etc.) normally once a week to discuss House issues. Please use the senior House members as a channel for any concerns or matters you wish to raise between House meetings or alternatively you may speak to the House staff directly. Minutes of the House meetings will be displayed on the notice board outside the offices. One evening a week, Pia the School Chaplain will also visit the House.





HOUSE RULES AND BEHAVIOUR

During the Autumn and Spring Terms no one should be out of School or in the grounds after supper without the consent of House staff. During the Summer Term, girls are permitted to be in the School grounds after supper but everyone must be back in the House by 21:00. Girls must sign out when leaving the Boarding House and sign back in when they return.

Your room is your own private space. You should respect each other's privacy. Therefore do not enter another girl's room without being invited. Please do not borrow possessions or work files, books, etc. without permission.

Girls are allowed to travel into Tunbridge Wells but they must be back in School in time for supper. Each girl must obtain permission from a member of House staff in person and the exact times need to be confirmed before she leaves.

Girls are able to go to the cinema at weekends and permission must be obtained from the St Dunstan's House staff. Parental permission is not usually required for daytime trips.

Girls need to sign in and out whenever they leave the main School building, during School hours.

If a girl wishes to go out of School to any other venue, then permission must be obtained from parents and confirmation must be given to House staff.

You may receive visitors and friends at the weekend but the Housemistress should be notified in advance of any visit and all must leave by 18:00. Please introduce your guests to the member of staff on duty. For reasons of privacy, male relatives or friends must not go up to the sleeping areas. They should be entertained in Becket Hall and on special occasions, with prior permission, in the Common Room.

On no account must a girl be driven by another student without parental permission from both parties (i.e. the parents of the driver and passenger). A member of St Dunstan's House staff must be informed beforehand by both sets of parents of this permission.

Mobile phone numbers must be given to House staff at the beginning of the year. These will be used if pupils need to be contacted in an emergency. It is also important for pupils to make sure they have contact details for House staff and the office.

All girls staying in over the weekend are expected to attend Mass on Sunday morning, on time and smartly dressed. They should report to the Common Room to register prior to going to the Chapel.

Your bedroom should be kept tidy. Please observe your weekly turnout day by clearing all surfaces so that your room can be cleaned thoroughly. A visual check will be conducted every week to ensure your room is tidy and hygienic.

You may put pictures and posters up in your room using the pin board only. Posters which are not on the pin board will be removed. No fabric wall hangings and no candles or incense burners are allowed because of the fire risks.

You are expected to treat the School property with respect and care. You will be liable to pay for the costs of repairs to any damage caused either deliberately or through carelessness, such as overflowing baths, basins, use of metal objects in microwave ovens, microwaves left on, etc.

Possession and consumption of alcohol in School is forbidden. Please see the Drugs, Substance, Alcohol and Tobacco Policy. The penalty for infringement is: confiscation of any alcohol found; a letter to parents; then further action as appropriate. If spirits are brought into School or consumed, suspension should be expected, in line with the Schools Rewards and Sanctions Policy.

Occasionally, Sixth Formers may have wine to accompany a celebratory meal or a special occasion. Parents are asked to contact Mrs Smith if they have any objections to their daughter drinking wine under supervision.

Smoking/vaping is strictly forbidden in School, in the School grounds, in the village, on School transport or on any activity connected with the School. Any infringement of this rule will be referred to Mrs Green, Deputy Head.

Possession of any illegal substance is a criminal offence and would warrant severe sanctions. The School reserves the right to test for illegal substances if there is evidence that they have been used - see the Drugs, Substance, Alcohol and Tobacco Policy (available on the School website).

There is a 'pub pass' system that operates in St Dunstan's on Friday and Saturday nights only. This privilege is only for Year 13, and is run under strict guidelines. Each girl must abide by the timing given by House staff and check in on their return. Girls are only permitted to visit the Middle House and the other pubs in the village are out of bounds at all times. Parental permission is not usually required for this, but parents may request that this privilege be withheld.

Occasionally, for a special occasion, House staff may allow a small group of girls to go out mid-week. The necessary paperwork must be completed in advance and all those attending must have consent both from their parents and House staff.

SANCTIONS

House sanctions are usually only given for anti-social behaviour, for rudeness to a member of staff, breach of School Rules and for behaviour that puts either yourself or others at risk. Sanctions include boarding referrals, weekend detentions and community service.

Examples of anti-social behaviour include: failing to turn up at your House duty; causing a disturbance during study or after lights out; going to other girls' rooms without permission; borrowing without permission; leaving the communal and kitchen areas in a mess; being late for breakfast, House meetings etc. and leaving School without permission.

In general, House sanctions take the form of socially-useful tasks and all sanctions are recorded by the Housemistress. Persistently poor behaviour will result in a girl being put on House Report and a referral to the Deputy Head. We believe in keeping in regular contact with your parents and may call them if we have concerns, but usually this is a last resort. Parents are encouraged to call the House Office if they have any concerns.

WHOLE SCHOOL RULES AND POLICIES

Information on Whole School Rules and Policies can be found in the School Planner and important policies are available on the School's website.

HEALTH AND SAFETY

WELLBEING

The health and welfare of all the girls is extremely important to staff. If you feel unwell or have a minor complaint, the Boarding staff member on duty should be seen in the first instance. If necessary, you will be referred to the Health Centre.

The Health Centre is staffed by three Nurses and a timetable of who is on duty, and when, is displayed on the notice boards. The Health Centre is open Monday to Saturday between the hours of 07:00 and 19:30 and on Sundays between 10:00 and 11:00.

If you are taken ill during the night, please alert the member of staff on duty. If you bring any medicines into School from home, please inform the Health Centre.

MEDICAL AND NURSING CONFIDENTIALITY

In accordance with the School Doctor's and Nurses' professional obligations, medical information about pupils, regardless of their age, will remain confidential. However, in providing medical care for a pupil, it is recognised that on



occasions a Doctor and a Nurse may liaise with a parent or guardian, the Headmistress or other academic staff and House Staff, and that information, ideally with the pupil's prior consent, will be passed on as appropriate. With all medical matters, the Doctor and Nurse will respect a pupil's confidence except on the very rare occasion when, having failed to persuade the pupil or her authorised representative to give consent to divulge, the Doctor or Nurse considers that it is in the pupil's better interests, or necessary for the protection of the wider School community, to breach confidence and pass information to a relevant person or body. Please see the School's Safeguarding Policy (available on the School website).

FIRE PRECAUTIONS

Please use the signing-out book, which is outside Mrs Smith's office, whenever leaving or returning to the House. If there is a fire or other emergency it is vital that staff know who is in the House.

Please read the notices regarding fire drill procedures. You should know how to get out of the building safely and the location of fire escapes. The fire escapes are only to be used in an actual emergency. There is a £10 fine if you are caught using them at other times. If the fire bell does go off girls should quietly and sensibly make their way outside by the nearest fire exit, and make their way to the Fire Assembly Point on the former tennis courts below the Concert Hall. You will be registered and, when all has been checked, allowed to return to your room. Expect regular fire drills to take place; Mrs Smith will review evacuation procedures with you throughout the year.

ELECTRICAL EQUIPMENT

No cooking equipment / kettles are allowed in bedrooms. Pupils' electrical equipment can be checked on set days during the first term.

OTHER NOTES

For safety reasons, it is absolutely forbidden to:

- Climb out onto any of the roof areas;
- Tamper with window stops;
- Unlock outside doors once lock-up has taken place;
- Smoke/vape in the House or have any flammable substances, candles, incense sticks matches or lighters;
- Bring alcohol into the House or on to the School site.

POCKET MONEY

To encourage good money management everyone is asked to open a bank account. Accordingly there is no provision in the House for the distribution of pocket money. Large sums of cash should not be kept in the Boarding House by girls. Girls who bring cash back to School with them should ask their Housemistress to keep it securely for them until they have the opportunity to take it to the bank.

ACCESS TO THE VILLAGE AND BEYOND

Some areas of the School grounds and beyond are out of bounds. Please see the map on the St Dunstan's House notice board for more information.

ENGLISH SPEAKING POLICY

Girls are expected and encouraged to speak English at all times. Not only does this improve fluency greatly, but it prevents anyone feeling excluded from the conversations and promotes unity within the House.

TRAVEL

Travel arrangements are made through the School's Travel Co-ordinator, Mrs Attoe, who you can contact directly by email on jattoe@mayfieldgirls.org or via your Housemistress.

AIRPORT TRANSFERS

We are able to organise transport for your daughter to and from UK airports (e.g. London Gatwick or London Heathrow). Whenever possible the transport costs are shared between those travelling. We will also provide transport to other airports, if necessary. However, please bear in mind that travelling to or from other UK airports (e.g. Luton, Stansted) may incur an expensive taxi fare. Transport charges will be included on the School bill issued to you at the end of each term.

Your early provision in writing of flight details/e-tickets and any other requests for transport is essential. Please note that we would like you to send flight details four weeks prior to departure date.

Parents are expected to make all flight bookings to coincide with the School's academic term dates, details of which can be found on our website www.mayfieldgirls.org. In exceptional circumstances only, requests for authorised absence should be made in advance and in writing to the Head of Sixth Form using the "Request for Term Time Absence from School Form" which can be downloaded from the School website.



Hot chocolate £1.80 Tea £1.50 Mocha £1.80

Seashell milk £1.00
Milk + chocolate swirl 85p
peach swirl 85p
cinnamon swirl 85p
caramel 85p
lemonade 85p
orange juice 85p

Happy Monday
Buy 1 hot drink
and get one of the
same value FREE



LUGGAGE

Please ensure that your daughter keeps her luggage to within the airline allowance (usually 20kg for economy class). It is essential that you check this carefully with the relevant airline.

Storage capacity at school is limited and only a reasonable amount of luggage will be stored during school holidays for pupils. Arrangements for excessive amounts of luggage to be stored needs to be organised with House staff well in advance of the end of terms. Three items of luggage for each pupil is deemed reasonable by the House. Health and Safety guidelines give us weight limits on what size of luggage is acceptable for pupils and staff to carry.

WEEKEND LONDON BUS SERVICE

Mrs Attoe arranges transport by School minibus or an escorted executive coach to and from Central London. We use coaches provided by L J Edwards at the beginning and end of term. During term time, a School minibus and driver is used. Girls book places on these coaches through their Housemistresses, with a deadline of three days prior to travel. Costs for the academic year 2019-20 will be £20.00 for a single journey and are charged to your account.

Please be aware that the coach cannot wait beyond the given departure time due to parking restrictions.

CARS

If you have passed your driving test and wish to keep a car at School you may do so provided permission has been granted by the Headmistress. To obtain this please liaise with the Head of Sixth Form. You must also obtain a permit from the School Office and you hand in your car keys to the Housemistress during the week. Parking for pupils' cars is opposite the tennis courts.

You may not have other girls in the School as passengers without prior permission from their parents and your parents.

If you have obtained a Provisional Driving Licence and have written permission in writing from your parents you may arrange privately to have driving lessons. These lessons may only take place outside the normal School day and you must let the member of House staff on duty know.

INSURANCE AND GENERAL SAFETY OF ITEMS

Mobile phones, laptops, printers etc are brought into School at your own risk and must be covered by your own insurance. The School cannot accept liability for the loss of, or damage to, these items. Please take responsibility for your own possessions and report immediately if you suspect something of yours is missing.



Educating girls to respond to the needs of the age

Cornelia Connelly, Founder



Mayfield

Mayfield School, The Old Palace, Mayfield, East Sussex, TN20 6PH
mayfieldgirls.org