



Mayfield

ST MICHAEL'S HOUSE

HANDBOOK



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Welcome

Welcome to St Michael's House, which is home-from-home for Year 11 boarders.

The St Michael's House team provides an inspiring learning environment and a warm and nurturing ethos to enable you to flourish in your studies, extra-curricular pursuits and personal development.

Our aim is to make your boarding experience one where you feel welcomed, valued and respected. The House staff are here to help and guide you. This Handbook provides some key information about St Michael's House, what you need to bring with you when you start boarding and the key people in the House who are here to support you.

The ethos of St Michael's is based on Christian values of love and respect to create a safe and caring community where individuality is celebrated and aspirations achieved. The staff and I look forward to welcoming you and supporting you throughout your time with us.

Miss Josefina Ruival

Housemistress



HOUSE STAFF

Girls in St Michael's House are cared for by a full-time Housemistress who has overall responsibility for the House, assisted by an Assistant Housemistress, two Resident Tutors and a Graduate Assistant.

Housemistress:

Miss Josefina Ruival

Assistant Housemistress:

Miss Stephanie Gilpin

KEY CONTACT DETAILS

St Michael's House Office and email

Tel: +44 (0) 1435 874683

Email: stmichaels@mayfieldgirls.org

St Michael's mobile

Tel: +44 (0) 7545 609781

Housemistress

Miss Josefina Ruival

Email: jruival@mayfieldgirls.org

If you wish to speak with your daughter on the House phones please use any of the numbers below which can receive incoming calls:

St Michael's House Girls' Phones

Tel: +44 (0) 1435 874679 (First Floor)

Tel: +44 (0) 1435 874647 (Second Floor)

Tel: +44 (0) 1435 874646 (Second Floor)

Main School Office

Open Monday - Thursday 08:00 - 18:00,

Friday 08:00 - 17:15

Tel: +44 (0) 1435 874600

ACCOMMODATION AND FACILITIES

St Michael's House occupies three floors of the building adjacent to The Chapel. From the main St Michael's entrance, the stone stairs lead to a large Common Room and the St Michael's Office which is on the first floor. There are boarding bedrooms on the first, second and third floors, a Kitchen, Dining Room and House Study on the second floor as well as laundry facilities.

PERSONAL BELONGINGS

All girls must wear School uniform during the School day. Girls may change into casual clothes after School and at weekends provided there is no official event where uniform is required. After games or riding, girls must change into uniform before going to their next lesson. The only items of jewellery which may be worn in School are: a watch, a cross and chain and one pair of plain stud earrings. All girls need smart, appropriate clothes for Mass on Sunday.

In addition, boarders are required to have the following:

- Two sets of suitable nightwear;
- A dressing gown or bath robe;
- One pair of flat slippers with soft soles;
- One duvet;

- Two sets of duvet covers, sheets and pillow cases;
- Two bath towels and hand towels;
- Two face cloths; and
- Appropriate luggage.

We recommend a maximum of one suitcase and one large bag which will be stored on the top floor in St Michael's House. Please report to the St Michael's House Office on the first floor on arrival. The School Shop can provide extra/replacement items of uniform, etc. Information about the Shop can be found in St Michael's Office and outside the Shop itself, which is in the Cloister.

Girls should bring their own padlock for the lockable space in their room. We strongly urge girls to lock away their valuables and money or hand it to a member of House staff to store in the House safe.

LAUNDRY

A laundry allowance of £50 per term is included in the School fees to cover normal requirements. Laundry is collected from St Michael's on Tuesday and Friday mornings. Please make sure that you write each item in your laundry book and then place the book in the pocket of your bag. All laundry bags are to be left at the bottom of the Cloister stairs before 08:15. There are washing machines and tumble dryers for girls' use in the laundry area. Please ask the Housemistress or Assistant Housemistress if you need help with these appliances. Please ensure all items of clothing are named to avoid mix-up of uniform and home clothes.



SCHOOL SHOP

Our on-site School Shop is open Monday to Friday between 08:00-15:30. Girls can purchase a variety of stationery supplies, toiletries, storage boxes, bags, school uniform etc. Purchases can either be added to their School account with their parents' permission or paid for with cash, debit or credit card.

ROUTINE

MONDAY - FRIDAY

07:00	Wake up bell
07:30	Breakfast in Sixth Form Dining Room - Registration
08:15	Leave the House
08:20	Tutor time
09:00	Lessons begin
12:15	Lunch in Upper Dining Room
16:30	Tea in Main School
16:45	Activities or Study (Free time on Friday)
18:00	House meeting – Registration
18:20	Supper in Sixth Form Dining Room
19:00	Prep time – 90mins in Rooms 12/13
22:15	Lights out (22:30 on Friday).

SATURDAY

08:30	Wake up
09:00	Breakfast in Sixth Form Dining Room - Registration
10:30	Prep time – 120mins in Rooms 12/13
12:30	Lunch in Sixth Form Dining Room

13:00-16:00	Activities / Free time
18:00	House meeting – Registration
18:20	Supper in Sixth Form Dining Room
19:00	Free time / House activity
22:30	Lights out.

SUNDAY

09:45	Wake up
10:00	Breakfast in House - Registration
11:10	Roll call and inspection before Mass
11:30	Mass
12:30	Formal lunch in Sixth Form Dining Room
13:30	Prep time – 105mins in Upper Dining Room
18:00	House meeting – Registration
18:20	Supper in Sixth Form Dining Room
19:00	Free time
22:15	Lights out.

DAILY

- Make bed every morning and keep rooms tidy – open curtains and turn off lights in dorm before leaving for School
- No clothing to be left on the floor
- Put rubbish in bins
- Keep fire exits clear AT ALL TIMES
- Keep corridors clear
- Fire doors should never be held back by door stops
- Sign in and out before 08:00 and after 18:00
- Take note of any signs and notices
- Make sure that you wear shoes or slippers at all times.

MEALTIMES

BREAKFAST

From Monday to Friday breakfast is served from 07:30 – 08:00. All girls must come to breakfast. You must be in full School uniform, including School shoes. Your hair should be neat and tidy. If you have an early morning practice you may come down to breakfast in your games kit. On Sunday's breakfast will be served in the House and you may come down in your dressing gown and slippers.

TEA

Tea is in main School and is optional from Monday to Friday. At weekends tea will be available in the House at 16.00.

SUPPER

All girls must come to supper in the Sixth Form Dining Room.

GENERAL

The St Michael's House Kitchen is open from 20:15 – 21:15 during the week and from 16:00 – 22:00 at weekends for you to make hot drinks, toast and snacks. You are responsible for washing up, drying and putting away anything used in the kitchens. Mugs and plates are NOT to be taken to bedrooms. There is a water cooler in the laundry room. You should have a personal water bottle.

WEEKENDS AND WEEKEND LEAVE

Weekends in St Michael's offer a variety of activities such as trips to the cinema, theatre, local towns and cities, and bowling. Movies on Netflix or DVDs may be viewed and shared meals enjoyed. There are also opportunities to undertake physical activities such as swimming, fitness workout, tennis, badminton, table tennis, walking and running. House staff also put on craft and quiz activities for those who wish to join in.

Year 11 girls are permitted to travel to Tunbridge Wells with a friend using the local bus service on a Saturday afternoon. All boarders must attend Mass on Sunday morning at 11:30. They are required to dress appropriately: no denim, shorts, tight clothing or short skirts are allowed (please see dress code). Of course, there is plenty of free time for weekend study as well as socialising with friends and relaxing.

Girls wishing to visit family or friends at weekends must first obtain parental permission, received in advance, in writing or by email. The parents or guardians of those you are visiting must also confirm their invitation with the Housemistress. The name of your hosts, address and telephone number of where you can be contacted must be given. The Housemistress or the staff on duty must be immediately contacted if there are any problems. All information and permissions for weekend leave must be received by the Wednesday evening prior to the weekend in question.

Boarders who wish to go home for a weekend may leave at 16:30 on Friday and

return either by 21:00 on Sunday or in time for School on Monday morning. All weekend travel arrangements should be made through the Housemistress by Wednesday evening preceding the weekend. If a taxi is required for weekend travel, this must be requested by Tuesday evening. This also applies to the weekend minibus service to London, which leaves at 16:45 on Fridays and returns to School on Sunday evenings at approximately 19:30.

Girls who are in the House on Sunday must attend Mass at 11:30. They will be required to dress appropriately (please see dress code).

HOUSE MEETINGS AND SHARING INFORMATION

St Michael's has a daily registration at 18:00 followed by Prayer and communication of relevant information and notices. There is also an extended House meeting once a week when any House matters can be discussed and girls have the opportunity to raise any issues or concerns. There is a House Council, consisting of the Head Girl of St Michael's, Deputy Head Girl and two to three committee members, which meets each term to discuss and plan House activities. There is a complaints and suggestions box in the Common Room and a whiteboard for daily reminders and messages. Weekend Activities are written up on the whiteboard on Friday evenings. Other planned activities are advertised on the noticeboard.





HOUSE RULES AND BEHAVIOUR GUIDANCE

Your room is your own private space. You should respect each other's privacy and knock before entering. Do not enter another girl's room if she is not present.

You may put pictures and posters on your walls, but please make sure that you use the pin boards only. Only use 'Blu Tack' and not drawing pins.

Your room should be kept reasonably tidy, clothes and bags must not be left on the floor and the exit from your room must be kept clear.

Once a week you have to turn-out your room. All items must be cleared off the floor, tops and windowsills so the room can be cleaned.

You have lockable lockers in your room. Please make sure that your valuable belongings are put away safely and you keep your padlock key safe. The School cannot accept responsibility for items lost if you do not use your locker.

You may watch TV, DVDs or Netflix in the Common Room – after Evening Study until 21:00 and at weekends, including Friday evenings – but please check first with a member of House staff. Only films that are age appropriate are permitted.

Girls are not allowed upstairs during the School day so they must make sure they have all they need for the day when leaving the House in the morning as the dorms will be inaccessible.

At 18.00, when formal lessons and Study finish at the end of the School day, and during weekends, you must sign in when you return to the House and sign out when you leave the House. This is important for security reasons as we need to know where you are at all times. In the event of an emergency, boarding staff will need to rely on the information written on the sign in/out form.

You must respect and be considerate of others. Guidelines for use of laundry and kitchen facilities, and electronic devices after lights out, must be adhered to.

Your parents, relatives and friends are welcome in St Michael's. They must always be introduced to the member of House staff on duty. Friends from other Houses and day girls are welcome to visit after the end of the School day or at weekends. All visitors must sign in the visitors' book before going to bedrooms or the Common Room. Male relatives and friends may not go into the Boarding House without staff to escort them.



REWARDS AND SANCTIONS

Girls are expected to show respect and consideration for each other and staff.

REWARDS

St Michael's House staff will recognise and reward girls whose behaviour is of a high standard, or who are particularly thoughtful or helpful.

SANCTIONS

Sanctions are usually only given for anti-social behaviour or for rudeness towards a member of staff. Examples of anti-social behaviour include: failure to turn up for a House duty, causing a disturbance during Study, causing a disturbance after lights out and inappropriate use of electronic devices etc.

House sanctions take the form of boarding referrals (with three leading to a boarding detention), extra duties, gating, or community service in another House. All sanctions are recorded by the Housemistress. Persistent poor behaviour will result in you being put on a House Report and a referral to the Deputy Head, Mrs Green. As a last resort, the Housemistress will contact your parents to discuss the situation and the Headmistress will be informed.

WHOLE SCHOOL RULES AND POLICIES

Information on Whole School Rules is given to the girls and School policies are available on the School website.

HEALTH AND SAFETY

WELLBEING

The health and welfare of all the girls is the priority for staff. If you feel unwell or have a minor complaint, you should speak to a member of the House Staff. 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 Friday between the hours of 07:30 and 18:30 and there is a Nurse on call at evenings and weekends.

If girls are struggling emotionally they are able to talk to their Housemistress, Tutor, School Chaplain or any other member of staff they feel comfortable with. However, we also offer an in-house counselling service.

PUPILS REQUIRING MEDICAL ATTENTION/ADVICE

Girls requiring medical attention from the Health Centre during lessons, between 08:20 and 16:30 inclusive, should seek permission from the teacher and this must be signed in the girl's diary. If the Health Centre deems that a girl should remain out of lessons for a period of time, they will issue permission.

After 18:00 or at weekends girls must go to a member of House Staff who will telephone the Nurse.

If you are taken ill during the night, please alert the member of staff on duty. Girls who bring any medicines into School from home MUST take them to the staff in the Health Centre who will log them and decide how they should be safely stored and administered.

FIRE DRILLS

Please read the notices regarding fire drills. You must know how to get out of the building safely: it could save lives. The fire escapes are only to be used in a real emergency. There is a £20 fine if you are caught using them at other times. Please use the signing-out book at all times. In the event of a fire it is vital that staff know who is in the House.

SAFETY AND WELLBEING

For safety reasons it is absolutely forbidden to have any flammable substances, matches, candles, incense sticks, etc in the House.

All electrical items brought to the Boarding House will be PAT tested by a qualified electrician. Please be aware that some of the cheaper replacement phone and laptop chargers can be faulty and present a fire or electrocution hazard.

SMOKING/VAPING

Smoking, vaping or possession of cigarettes is forbidden. The penalty for any girl caught smoking/vaping or in possession of cigarettes or in the company of others who are smoking/vaping is:

- A letter home to parents;
- Confiscation of any materials found;
- A £25 fine for a first offence, then £50 for a second offence;
- Gating from the village for four weeks and a period of community service.

Further information on this may be found in the School's Drugs, Substances, Alcohol and Tobacco Policy.

ALCOHOL

Possession or consumption of alcohol or other illegal substance is forbidden. The penalty for infringement is:

- A letter home to parents;
- Confiscation of any alcohol found;
- Further action as appropriate taken by the Deputy Head in line with the School's 'Rewards, Sanctions and Pupil Voice Policy', in liaison with the Headmistress.

Please see the Drugs, Substances, Alcohol and Tobacco Policy.

POCKET MONEY FOR GIRLS IN BOARDING

There is a limit that the Housemistress will keep for the girls in the Boarding House. Please note that this money should be brought in cash in various denominations and preferably not just in £50 pound notes.

- Year 11 will be £200 per term.

Please note that this amount also includes any money brought into School in any other currency.

At the beginning of each term, parents may top up their daughter's pocket money but it should remain within the above-mentioned sum.

We encourage the girls to open bank accounts in the United Kingdom and to have a bankcard.

There is a Post Office in Mayfield village which accepts clients from many banks including those listed below:-

- Allied Irish;
- Barclays Bank;
- Bank of Scotland;
- Danske Bank;
- Handelsbanken;
- HSBC;
- Lloyds;
- Nat West;
- TSB;
- Virgin Money.

However it may be best to check with us before opening an account so that we can confirm whether or not the Post Office accepts the bank you are thinking of using. The list is always changing so do ask us for the latest list.

We would expect a UK boarder to open their account whilst at home.

If an overseas boarder arrives in the UK before School starts, please take this time to open an account in person.

If not, Boarding House staff will be able to take overseas boarders to Tunbridge Wells, where they will be able to book an appointment with a bank. However, these need to be booked in advance and will not always be available in the first few weekends.

ACCESS TO THE VILLAGE

Year 11 may go into the village after School on Thursdays and Fridays. You must sign out when you go to the village.

The village car parks and the recreation ground (Court Meadow) opposite the School gates are out of bounds.





CONCERNS AND COMPLAINTS

If you need help or have a problem there are a number of options open to you:

- You can always speak with Miss Ruival or any other member of House staff you feel able to talk to;
- You can speak with Ronan Lavery, the School Chaplain;
- You can speak with your Form Tutor or a member of the teaching staff;
- You can use the suggestions and complaints box in the House, either signed or anonymously, or email a member of staff;
- You can speak with the Health Centre staff or email them;
- You can speak with the Prefects;
- You can contact the independent personal listener (details on the St Michael's House noticeboard);
- There is a list of independent, external helplines and people by each phone and on the noticeboards.

There is a copy of the School's Complaints Procedure on the noticeboard in St Michael's next to the Office if you have a complaint your Housemistress cannot help you with.

ENGLISH SPEAKING POLICY

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

FLEXI AND OCCASIONAL BOARDING

St Michael's House welcomes girls who wish to flexi-board one, two or three nights a week, perhaps to fit around early or late games practice, or to accommodate parents' commitments. Once booked in you will be charged for the number of nights you are signed up for. A term's notice is required.

Parents are welcome to contact the Housemistress to discuss their requirements before requesting flexi-boarding in writing. Flexi-boarders should register at 18:00 in St Michael's on the nights they are boarding. Please complete the 'Flexi-Boarding Request Form' to request a flexi-boarding place. This is available to download from the School website.

Parents should telephone or email the Housemistress if their daughter is not staying in on a night she normally would, or to request a change of night. Once booked in, you will be charged whether you board or not.

Boarding is very popular so please request any change or extra nights in good time to ensure we have a bed available.

Occasional boarders are also welcome if, for example, parents are going to be away for a period of time. Please complete the 'Occasional Boarding Request Form' to request an occasional boarding place. This is also available to download from the School website.

Please telephone or email the Housemistress if any further information is required.

TRAVEL

Travel arrangements are made through the School's Travel Co-ordinator, Mrs Attoe, who can be contacted directly at jattoe@mayfieldgirls.org or via your Housemistress.

AIRPORT TRANSFERS

We are able to organise transport for boarders 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 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 require confirmation of 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 the School website www.mayfieldgirls.org. In exceptional circumstances only, requests for authorised absence should be made in advance and in writing to the relevant Head of School using the 'Request During Term Time Absence From School Form' which can be downloaded from the School website.

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.

WEEKEND LONDON BUS SERVICE

Mrs Attoe arranges transport by School minibus or an escorted executive coach to and from Central London. We use coaches 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 Housemistress, with a deadline of three days prior to travel. Costs for the academic year 2021-22 is £22.00 for a single journey and will be charged to your account.

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

POSTING PARCELS AND LETTERS

The School Office will post parcels and letters for girls. Please give your wrapped parcel to House staff who will take it to the office to be franked. The cost will be added to the School bill. There is a Post Office in the village.



Educating girls to respond to the needs of the age

Cornelia Connolly, Founder



Mayfield

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mayfieldgirls.org