



Mayfield

# ST MICHAEL'S HOUSE

HANDBOOK





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# Welcome

Welcome to St Michael's House, which is home-from-home for Year 9, Year 10 and Year 11 boarders.

The St Michael's House team will provide you with an inspiring learning environment for your Middle School years 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 through your Middle School years. Some of you may be familiar with Mayfield, but others will be experiencing the School and boarding for the first time. 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.

**Mrs Margaret Barnett**  
Housemistress

## HOUSE STAFF

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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.

The team is also supported by the House Staff teams in both St Dunstan's and St Gabriel's Houses.

Housemistress:

**Mrs Margaret Barnett**

Assistant Housemistress

**Miss Stephanie Gilpin**

Resident Tutors

**Miss Emily Starr and Miss Jess Ainsworth**

Graduate Assistant

**Alexandria De Melo**

## KEY CONTACT DETAILS

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### St Michael's House Office

Tel: +44 (0) 1435 874683

### St Michael's mobile

Tel: +44 (0) 7545 609781

### Housemistress

**Mrs Margaret Barnett**

Email: [mbarnett@mayfieldgirls.org](mailto:mbarnett@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

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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 on the first floor. There are boarding bedrooms on the first, second and third floors, a Dining Room and Study on the second floor and a kitchen and laundry facility.

## PERSONAL BELONGINGS

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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 when 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 two medium suitcases or bags 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.

All girls will have a lockable space in their room. At the beginning of term all girls will be given a padlock which they can use to secure their valuables. 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

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A laundry allowance 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. There is a rota for different year groups to use. 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

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Our on-site school shop is open Monday to Friday between 08:00-14:30. 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.



## ROUTINE

### MONDAY - THURSDAY

07:00	Wake up bell
07:30	Breakfast in Sixth Form Dining Room (in uniform or games kit for early practice)
08:15	Leave the House
08:20	School starts
16:30	Tea in Main School
16:45	Activities or Study
18:00	Activities or Study ends
18:00	Supper in Main School
18:45	Registration, Prayer and Supervised Study followed by free time depending on year group

### SUPERVISED STUDY

Year 9:	45 minutes
Year 10:	One hour
Year 11:	One and a half hours

### Years 9 & 10 are required to hand in all electronic devices

21:15	Year 9 quiet time
21:30	Year 9 lights out
21:45	Year 10 quiet time
22:00	Year 10 lights out
22:00	Year 11 quiet time in own room
22:15	Lights out and all Year 11 electronic devices must be turned off

### FRIDAY

16:30 - 17:15	Free time
17:15 – 18:00	Supervised Study
19:15 – 20:15	Fitness Room/Film Club/Badminton
22:00 – 22:15	Bed time for Years 9 and 10
22:30	Bed time for Year 11

### All girls are allowed to keep their electronic devices on Fridays and Saturdays

### SATURDAY

08:30	Breakfast in House kitchen
10:00	Study until 12:00 in St Michael's Study Room, or The Space for girls not involved in sport or extra-curricular activities (dance, horse-riding, cookery, textiles)
12:00	Lunch
14.00	Year 11 may go to Tunbridge Wells (with parental permission) or free time. Years 9 and 10 participate in afternoon activities
16:30	Afternoon tea/snack and registration followed by free time, activities or additional study
18:15	Supper
18:45	Registration and Prayer followed by free-time
19.00	Optional House activity such as movie night, pizza, ice cream night
22.15-22.45	Bed times are 15 minutes later at the weekend

### SUNDAY

09:30	Breakfast in the House kitchen (Brunch at 11:30 when there is Evening Mass)
11:15	Bell for Mass
11:30	Mass
12:30	Lunch - followed by free time or activities
14:00	Study for Year 11s from 14.00-16.00 in St Michael's Study Room or own room House activities/outings for Years 9 & 10
16:00	Afternoon tea and registration
18:15	Supper (Supper will be at 17:30 when there is Evening Mass at 19:00)
18:45	Registration and Prayer followed by free time or additional study
21:30	Bedtime as Monday - Thursday timings. Years 9-10 to hand in electronic devices.
22:15	Lights out for Y11 and all electronic devices must be turned off

### DAILY

- Make bed every morning and keep rooms tidy –  
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

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### 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 Saturdays and Sundays 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 Main School.

### GENERAL

Hot drinks, toast and snacks are available in St Michael's kitchens after Study until 21:30 during the week and 22:00 at weekends. You are responsible for washing, drying and putting away anything used in the kitchens. Mugs and plates taken to bedrooms **MUST** be returned to kitchens, washed, dried and put away on the day of use. There is a water cooler in the laundry room. You should have a personal water-bottle.

## WEEKENDS AND WEEKEND LEAVE

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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.

With written parental permission, Year 11 girls are allowed to travel on the public bus to Tunbridge Wells on Saturdays after lunch and return before supper. Girls must travel with at least two other girls. The School rules regarding smoking/vaping and alcohol apply.

Visits to family or friends at weekends must be organised with 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 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 go home each weekend may leave at 16:30 on Fridays and return either by 21:00 on Sundays 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 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

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St Michael's has a daily registration at 18:45 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 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

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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.

Mobile phones are collected in at bedtime to ensure everyone gets a proper night's sleep. If anyone fails to hand in their phone it will be confiscated for up to one week.

Laptop computers, iPads and all web connectable devices should be kept downstairs at night on your named shelf in the computer room.

You may watch TV, DVDs or Netflix after Evening Study until 21:00 and at weekends, including Friday evenings in the Common Room 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

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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. See penalty for possession and/or use of alcohol, smoking/vaping and other illegal drugs.

## WHOLE SCHOOL RULES AND POLICIES

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Information on Whole School Rules and Policies can be found in the School Planner, a copy of which you will receive at the beginning of the Autumn Term, and important policies are available on the School website.

## HEALTH AND SAFETY

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### 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 noticeboards. The Health Centre is open Monday – Saturday between the hours of 07:00 and 19:30 and on Sundays between 10:00 and 11:00.

### 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 planner. 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 £10 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, Tobacco and Alcohol 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 and Sanctions policy', in liaison with the Headmistress.

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

## **POCKET MONEY**

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Pocket money should be handed in at the Boarding House Office for safe-keeping. Your parents may transfer pocket money to the St Michael's or Mayfield bank account. The amount handed in will be recorded in a book and you may come to the House Office to withdraw cash after School or anytime during the weekend. We strongly recommend that all money and valuables are locked away securely.

## ACCESS TO THE VILLAGE AND BEYOND

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Year 11 may go into the village after School on Thursdays and Fridays. Year 9 and 10 can go to the village after School on Fridays and between 13:00 and 17:30 on Saturdays and Sundays. 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.

Year 11 may travel on the public bus to Tunbridge Wells on Saturday after lunch and return before supper. You must always obtain permission in person from a member of House staff and sign out before leaving. You must travel with at least two other girls. The School rules regarding smoking/vaping and alcohol apply.

Year 10 can travel on the public bus to Tunbridge Wells on Sunday after lunch but must book a taxi to return to School by 17:30. They can arrange this with House Staff.

## CONCERNS AND COMPLAINTS

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

- You can always speak with Mrs Barnett or any other member of House staff you feel able to talk to;
- You can speak with Pia Cronin, 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

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







## **FLEXI AND OCCASIONAL BOARDING**

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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. Parents are welcome to contact the Housemistress to discuss their requirements before requesting flexi-boarding in writing. Flexi-boarders should register at 18:45 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 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**

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Travel arrangements are made through the School's Travel Co-ordinator, Mrs Attoe, who can be contacted directly at [jattoe@mayfieldgirls.org](mailto: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 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](http://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 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 Housemistress, with a deadline of three days prior to travel. Costs for the academic year 2019-20 is £20.00 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**

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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 new Post Office in the village (closed on a Wednesday).





# 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](http://mayfieldgirls.org)