



Mayfield

# ST GABRIEL'S HOUSE

## HANDBOOK





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# Welcome

St Gabriel's or 'Gabs' as it has been affectionately known in the past, is a Middle School Boarding House for some of our Year 9, 10 and 11 boarders.

We aim to foster a sense of community and family, based on respect for each other, and to create a home from home. We all work together to create a relaxed and happy environment where everyone can be themselves. Our team of staff is always happy to help and answer any questions.

If there is anything you do not understand, please do not hesitate to ask. The staff are here to help you learn how to live together, problem-solve and achieve.

**Mrs Pippa Whitby**  
Housemistress

## HOUSE STAFF

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Girls in St Gabriel's House are cared for by a full-time Boarding Housemistress who has overall responsibility for the House, an Assistant Housemistress, a Day Matron who also works in Leeds House, Resident Tutors, and a Graduate Assistant.

The Matron's role is to be involved in the day-to-day running of the House, with particular regard to pastoral care, provide staff cover, be available to the girls when on duty and support the Housemistress. The Tutors combine House duties with teaching or another role within the School during the day.

The House Staff are also supported by several cleaning and catering assistants.

Housemistress

**Mrs Pippa Whitby**

Assistant Housemistress

**Imogen Jones**

Day Matron (shared with Leeds)

**Mrs Carol Jones**

Resident Tutors

**Miss Teresa Rakowska and Mrs Hannah Robertson**

Graduate Assistant

**Kathleen (Katy) McCulloch**

In order to care for the girls in the best possible way all staff work on a rota system so, if you need to contact the House urgently, please use the House number in the first instance to speak with a member of staff on duty.

## KEY CONTACT DETAILS

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### **St Gabriel's House Staff Office**

Tel: +44 (0) 1435 874603 – please leave a message if there is no one available at the time you call. Staff come on duty at 18:00 on Mondays - Thursdays and at 16:30 on Fridays when the girls return to the Boarding House. During the normal school day, the main School Office may also be contacted (details below).

### **Housemistress**

**Mrs Pippa Whitby**

Email: [pwhitby@mayfieldgirls.org](mailto:pwhitby@mayfieldgirls.org)

### **Day Matron**

**Mrs Carol Jones**

Email: [cjones@mayfieldgirls.org](mailto:cjones@mayfieldgirls.org)

### **Main School Office**

**Open Monday - Thursday 08:00 - 18:15, Friday 08:00 - 17:15**

Tel: +44 (0) 1435 874600

[www.mayfieldgirls.org](http://www.mayfieldgirls.org)

## ACCOMMODATION AND FACILITIES

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St. Gabriel's House has a large Common Room for all year groups, a computer room, games room and quiet room on the ground floor. The dining room is situated on the first floor, along with the kitchen and laundry room for the girls' use. Above are three further floors of dormitories, which are divided up with partitions so each girl has her own private space or cubicle ('cubi'), with a bed, desk, table and wardrobe space. There are washing and toilet facilities on each floor, as well as two duty rooms for staff who sleep in. Wi-Fi is available throughout the House until 22:00. The Year 11 girls have a floor to themselves of study cubis that are shared between two girls. This space is used during any scheduled study time as well as free time if the girls choose to study.



## PERSONAL BELONGINGS

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All girls must wear School uniform during the School day. Girls may change into casual clothes when they return to the House and at weekends. 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 but may opt to wear their School uniform if they prefer.

In addition, boarders are required to have the following:

- Three sets of nightwear;
- A dressing gown or bath robe;
- One pair of slippers or flip flops;
- Two sets of bed linen;
- Two bath towels;
- A face cloth;
- A set of smart clothes suitable for Sunday Mass and more formal occasions - not denim or jeans, no tight leggings or jeggings and no short skirts - plus smart shoes with a low heel or school shoes;
- Toiletries in a wash bag;
- Sanitary items;
- An airtight box for personal snacks;
- Duvet;
- Coat.

## LUGGAGE

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As the House is spread over four floors, we recommend lightweight small or medium-sized suitcases be used as luggage. However if large suitcases are necessary they can be unpacked

in the Common Room and carried upstairs in smaller loads. Suitcases and storage bags are then stored in the House during term time until the end of term. Girls may leave two bags in the House during over the holidays if required.

## LAUNDRY

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A laundry allowance of £50 per term is included in the School fees to cover normal requirements. Laundry is collected from St Gabriel's on Tuesdays and returned on Fridays. Girls list each item that they wish to send out in their laundry book, which is placed in their bag. Laundry bags are then left at the bottom of the stairs for collection. The cost of each bag sent out is written in the girls' books so that they can keep track of how much they are spending each term to avoid exceeding their limit. If girls spend more than their £50 per term allowance, this additional cost will be added to their School bill. There are washing machines and tumble dryers for girls' use in our own laundry room and all girls will be shown how these work at the beginning of the year to enable them to do their own basic washing. Please ensure all items of clothing are clearly named with first name and surname, including home clothes, bed linen and underwear.

## SCHOOL SHOP

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Our on-site School Shop is open Monday to Friday between 08:00-14:30. The girls can purchase a variety of stationery supplies, toiletries, sanitary items, storage boxes, bags and School uniform etc. Purchases can either be put on their School account with parents' permission or paid for with cash.



## ROUTINE

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### MONDAY - FRIDAY

07:00	Wake up bell
07:30	Breakfast begins
08:10	Bell for School
08:15	House empty
08:20	Registration in tutor groups
16:30	Tea in Main School
16:45	Study or activities begin in Main School on Mondays to Thursdays

### On Fridays, girls may return to St Gabriel's at 16:30

17:55	Study ends
18:15	Supper in Main School
19:00	Registration, House prayers and notices, Supervised Study, followed by free time depending on year group
Yr 9	45 minute Study
Yr 10	1 hour Study
Yr 11	1 and a half hour Study
21:00	Year 9 to own rooms
21:15	Year 9 quiet time
21:30	Year 9 lights out; Year 10 to own rooms
21:45	Year 10 quiet time
22:00	Year 10 lights out
22:15	Year 11 lights out

On Thursdays after lessons, Year 11 girls may go to the village between 16:15 and 18:00.

On Friday evenings, bedtime for Years 9 is 22:00, Year 10 22:15 and Year 11 22:30.

### SATURDAY

08:30	Breakfast in House
10:00 - 12:00	Study, sports fixtures, horse riding lessons, dance, cookery or textiles
12:00	Lunch
14:00 - 16:00	Afternoon activities for Years 9 and 10
Year 11	Free afternoon, option to go to Tunbridge Wells
16:30	Registration in House
18:15	Supper
22:00	Bedtime Years 9
22:15	Bedtime Year 10
22:30	Bedtime Year 11

### SUNDAY

09:00	Breakfast in House
11:15	Registration
11:30	Mass
12:30	Lunch
14:00 – 16:00	Year 11 Study
Afternoon optional activities for Years 9 and 10	
16:30	Registration
18:15	Supper

Evening free time for all. Bedtime as per Mondays to Thursdays.

## STUDY

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Girls study in their year groups in silence without the distraction of phones or music but may use their laptops or the St Gabriel's computers for work purposes, if required. Year 11 pupils will use their study cubis on the 3rd floor. All girls may use the quiet room or stay where they are after Study has finished if they have more work to complete. House Staff and Sixth Form prefects supervise Study and are on hand to help when needed.

## MEALTIMES

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### Breakfast

From Monday to Friday breakfast is served from 07:30 in the Main School Dining Room. Girls must be in full School uniform, including School shoes. Hair should be tied back if long, and must be neat and tidy. At weekends the House is more relaxed and girls may come down to breakfast in St Gabriel's in dressing gown and slippers. We prepare breakfast in the House which often includes bacon and eggs, pancakes, waffles, smoothies and French toast.

### Tea

Tea, which is after period 6, is in Main School and is optional from Monday to Friday.

### Supper

All boarders come to supper in Main School every day of the week.

### General

We have a well-equipped spacious kitchen in St Gabriel's, which is available for the girls to make drinks at any time. Fruit is always available for girls in the kitchen. We also provide a variety of snacks they can make for themselves; cereals, bread, yogurts, juice etc and girls can have these snacks or something of their own after Study or during the weekend. For more elaborate cooking, the House has specific times



over the weekend to ensure girls can be supervised while using the hob and oven, and you will often find girls cooking pancakes, pizzas, making smoothies, noodles, pasta or whatever takes their fancy. There is a fridge and small freezer for girls to use too - all items must be named and dated.

Each weekend there is a team of girls responsible for washing up and a pair of girls during the week to do a general tidy up at the end of the evening. This helps the girls to learn to be respectful of their surroundings and to take care of their belongings.

## WEEKENDS AND WEEKEND LEAVE

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There are plenty of things to do at the weekend at Mayfield. Girls are often involved in sports fixtures on Saturdays and these take place in the morning and afternoon. There are also riding lessons, textiles and cookery amongst other things. Each week the Year 9 and 10 girls sign up for an activity on a Saturday afternoon and these range from trips to Eastbourne to watch the tennis to cookie-making and launching water rockets – the options are varied. In addition to this, we run our own in-house excursions and activities. There is always a party at Christmas and an egg hunt at Easter, not to mention shopping trips, visits to the cinema, trampolining, rounders and a wide range of other activities.

Year 11 girls are permitted to travel to Tunbridge Wells with a friend using the local bus service on a Saturday afternoon and Year 10 girls may do this in the Spring and Summer terms. 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 may go home or travel to stay with friends or guardians on any weekend providing they have permission. Permission must be granted by the Housemistress by the Wednesday evening prior to the weekend they would like to go out. This includes an invitation from the family inviting them out and permission from their own parents, which should be granted via email to the Housemistress.

All weekend travel arrangements should be made through the Housemistress. If a taxi is required it must be requested by Wednesday at 17:00 at the latest, including the weekend minibus service to London which leaves at 16:45 every Friday and returns on Sunday evenings at approximately 18:30–19:00 dependent on traffic.









## HOUSE MEETINGS AND SHARING INFORMATION

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St Gabriel's has a daily House meeting at which the Housemistress will deliver information and notices. Any House decisions will be discussed at this meeting when appropriate. At the end of the meetings, we have an 'Open Forum' in which girls can raise any issues. Notes from evening meetings are available in the House Diary in the foyer for girls to go back and read should they want to. There is a House Council, which meets each term and is chaired by our Year 11 Head of House and Prefects. The Council consists of representatives from each year group, has a formal agenda and is minuted. There is an 'anything goes' box by the House Office for messages. Diary information for the week ahead, plus any reminders or messages are displayed on a whiteboard by the front door. Daily messages and notices will be passed on at 18:45 when registration takes place before Study.

## HOUSE RULES AND BEHAVIOUR GUIDANCE

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Parents, relatives and friends are always welcome in St Gabriel's. As a matter of courtesy they should always be introduced to the member of staff on duty. Friends from other Houses and day girls are also welcome to visit. Please ask them to sign in the Visitors' Book before going upstairs. Male relatives and friends may not go upstairs. We have a Netflix account that the girls may use during the weekend and we regularly run age appropriate movie nights for each or collective year groups. Girls are reminded not to download films of an unsuitable age certificate onto laptops as this may result in the laptop and/or other equipment being removed.

Once girls leave the House for morning registration with their tutor, the House is not accessible to them until they return for supper that evening so they need to take everything they will require for the day, including PE kit, in the morning.

Girls must respect other peoples' belongings and not borrow them without permission.

Each girl's cubicle is their own private space. Please respect each other's privacy and knock first before opening the curtain. Do not enter another girl's cubicle if she is not present. Girls may put pictures and posters up in cubicles but please make sure to use the noticeboards only. Please use 'Blu Tack', not drawing pins.

Strings of mains plug lights and candles are not allowed in your cubis.

Girls all have lockable lockers upstairs. Please ensure all belongings are put away safely and ensure keys are kept safe. The School cannot accept responsibility for items lost if not stored in a locker or handed in for safekeeping. Please make sure everything is named.

No girl is allowed out after supper without permission, except during the Summer, when the evenings are light and at the discretion of the House Staff.

Mobile phones and other electronic devices 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. Year 11 girls will, as a privilege, be allowed to keep their phones in their cubis overnight for charging and their own private alarm (their laptops, iPads etc are to be left in their study cubis). This is considered a concession for Year 11 and will be revoked if girls are found to be using their phones overnight.

## REWARDS AND SANCTIONS

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### REWARDS

We focus on, and reward, good behaviour in St Gabriel's. House Staff will recognise and report any extra effort made by any girl for the House. The Housemistress will reward this suitably with either House stars, or recognition at House meetings or a voucher for the tuck shop! Good behaviour is also recorded along with the reward given. At the end of the year House colours are awarded to those girls who have made significant contributions to life in St Gabriel's. Sixth Form House Prefects will also be able to award House stars.

### 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, or after lights out. In general, House sanctions take the form of extra duties, or a boarding referral, and all sanctions are recorded by the Housemistress. Persistent poor behaviour will result in girls being put on a House Report and a referral to the Deputy Head. As a last resort, the Housemistress will contact parents to discuss the situation and the Headmistress will be informed.

## WHOLE SCHOOL RULES AND POLICIES

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

## HEALTH AND SAFETY HEALTH

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### WELLBEING

The health and welfare of all the girls is the priority of all staff. If girls feel unwell or have a minor complaint, the Housemistress should be seen in the first instance (or any another member of House Staff in her absence). If necessary, girls 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 in the House regarding fire drills. It is essential you know how to get out of the building safely, it could save lives. The fire escapes are only to be used in an emergency. In the event of a fire, it is vital that staff know who is in the House, therefore girls must use the signing in and out book accurately. There will be a number of fire drills in the House throughout the year including one when the House is asleep to ensure everyone is fully prepared in the event of a real fire.

### 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 into the 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. If any charger or wire is damaged do not use it as it might be dangerous.





### **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 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' on the School website.

### **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.

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

### **POCKET MONEY**

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Pocket Money should be handed in for safekeeping. It will be kept securely in the House 'pocket money bank' and girls may request it when the St Gabriel's bank is open which is during two nights a week. Girls may have cash cards but it is worth noting that there is not a cash point in the village.

### **ACCESS TO THE VILLAGE AND BEYOND**

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Girls may go into the village after School on Fridays, and at weekends when not in Study or an activity. In addition, Year 11 girls may go to the village after School on Thursdays. The village car parks and the recreation ground (Court Meadow) are out of bounds. Please see the map on the St Gabriel's noticeboard for out of bounds areas. There is a new Post Office in the village (closed on a Wednesday).

## CONCERNS AND COMPLAINTS

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If any girl needs help or has a problem there are a number of options open to them:

- Girls can always speak with Mrs Whitby or any other member of the House Staff they feel able to talk to if they don't wish to talk to their tutor;
- Girls can speak with Pia Cronin, the School Chaplain, who visits the House once a week and is also available during the School day as well;
- Girls can speak with their Form Tutor, Head of School (Mrs Stone) or another member of the teaching staff;
- There is a list of independent and external help lines downstairs;
- They can use the 'anything goes' box in the House, either signed or anonymously, or email a member of staff;
- They can speak with the Health Centre staff or email them;
- They can speak with the Prefects.

The School's Complaints Procedure is available on the school website, if anyone has a complaint which the Housemistress cannot help you with.

## ENGLISH SPEAKING POLICY

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In St Gabriel's House, 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.

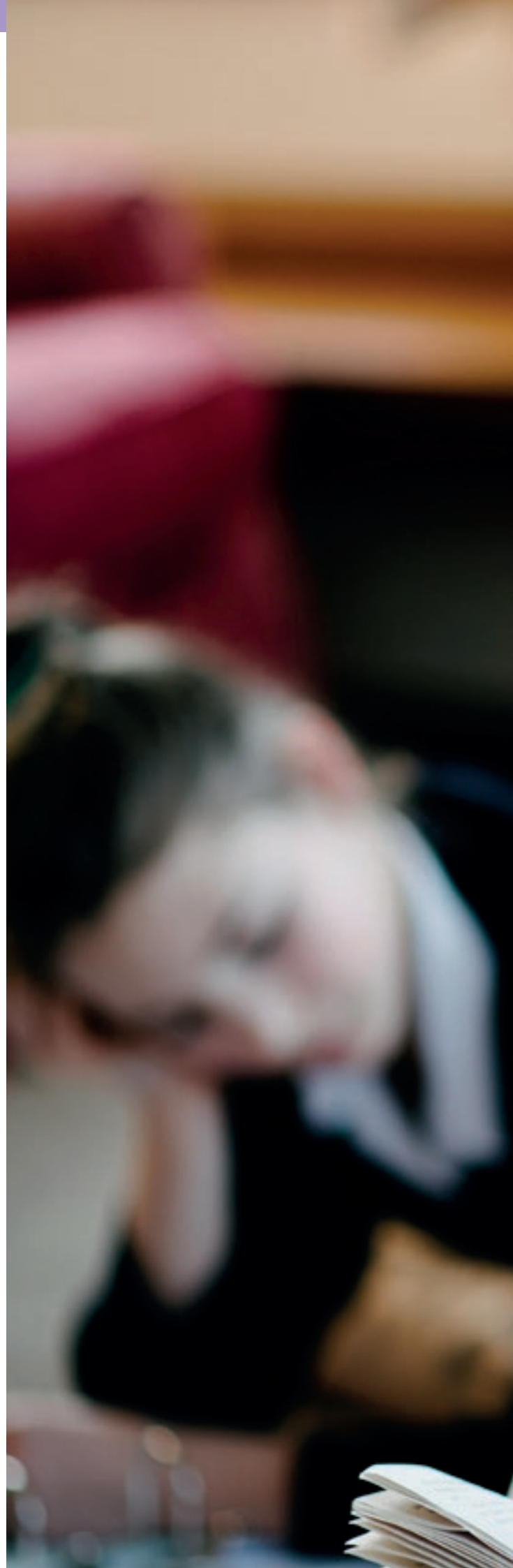
## FLEXI AND OCCASIONAL BOARDING

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St Gabriel'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 18:00 in St Gabriel'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 you can contact 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 wish to receive flight details four weeks prior to your daughter's 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 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.

## 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 your School bill. There is a new Post Office in the village (closed on a Wednesday). Girls can go to the Post Office at the weekend or with permission from the Housemistress.





# Educating girls to respond to the needs of the age

Cornelia Connelly, Founder



Mayfield

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