



### **Occasional Boarding Request Form – 2019-2020**

Occasional boarding places are limited in availability and parents are advised to book any requests as early as possible. Places are allocated on a first come, first served basis. Please note that single nights can be booked Monday to Friday but weekends need to be booked by special request and for the whole weekend. Girls cannot come in solely for a Saturday or Sunday night. Occasional boarding places are £70.00 per night. If you need to cancel the request you will need to do so by midday on the day. **If you cancel after midday you will still be charged.**

If you would like to book occasional boarding please complete the form below and return it to the relevant Housemistress as listed below:-

Leeds House – Mrs Elizabeth Crawley – [ecrawley@mayfieldgirls.org](mailto:ecrawley@mayfieldgirls.org)  
St Gabriel's House – Mrs Pippa Whitby – [pwhitby@mayfieldgirls.org](mailto:pwhitby@mayfieldgirls.org)  
St Michael's House – Mrs Margaret Barnett – [mbarnett@mayfieldgirls.org](mailto:mbarnett@mayfieldgirls.org)  
St Dunstan's House – Mrs Charmaine Smith – [csmith@mayfieldgirls.org](mailto:csmith@mayfieldgirls.org)

Your daughter will need to bring with her the following items:-

- Pyjamas;
- Towel;
- Washbag;
- Underwear;
- Socks;
- School uniform;
- Slippers;
- Dressing gown;
- Book or something to do in the evening;
- If your daughter has personal medication, please liaise with the Housemistress regarding administering this.

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Please complete the form and return it to the relevant Housemistress as soon as possible to ensure a place is available.

Daughter's name: (please print): ..... House and Year Group:.....

Dates required: .....

Does your daughter have any special dietary or medical needs that we should be aware of:-

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Who should we contact in the event of an emergency:-

Name: ..... Relationship to daughter: .....

Contact email: ..... Contact telephone : .....

Parent/Guardian Signature: .....

Parent/Guardian Name: .....  
(Please print)

Date: .....