



BURGESS HILL
— GIRLS —
Tomorrow's Women

BOARDING GUIDE



BOARDING AIMS AND PRINCIPLES

‘Our School, Our Home’

Our over-riding aim in boarding is to ensure that you feel at home in school and that boarding is a place of comfort, fun, support, ambition and shelter for you during your time at Burgess Hill Girls.

Our specific aims for boarding at Burgess Hill Girls are to:

- Enable boarders to live harmoniously within a community, whatever their individual strengths, weakness, backgrounds or beliefs.
- Safeguard and promote the welfare of each boarder
- Enable boarders to grow into independent, disciplined and self-reliant young women
- Enable boarders to develop good relationships with all sectors of the community
- Enable boarders to develop their own moral, spiritual and social values
- Enable boarders to fulfil their intellectual, academic, sporting and creative potential
- Enable boarders to have the opportunities for leadership and responsibility within the house and school
- Enable boarders to gain the skills and confidence to be successful in an ever changing world

How we aim to fulfil these aims:

- Develop an atmosphere of mutual trust and respect within the house
- Create an enjoyable environment and community where we all can live and work together in a spirit of harmony and tolerance
- Provide time within the structure of the house programme for boarders to discuss issues with a variety of adults
- Provide clear guidelines on behaviour and responsibilities, whilst encouraging debate and discussion on all aspects of boarding life to encourage pride in the houses and a sense of loyalty
- Encourage boarders to take care of those within the house and outside in the wider community
- Provide a framework which will allow the boarders to achieve a high standard in their interests and academic pursuits
- Arrange varied and enjoyable opportunities for relaxation, hobbies, cultural and social outings
- Provide an environment which is safe and free from danger
- Provide accommodation which is comfortable, well maintained and appropriate to the boarders’ needs
- Create good relationships between the house staff, boarder, parents and guardians

USEFUL CONTACTS

School Address: Burgess Hill Girls
Keymer Road
Burgess Hill
West Sussex
RH15 0EG

School telephone: +44 (0) 1444 241 050

Fax: +44 (0) 1444 870 314

Website: www.BurgessHillGirls.com

Email: reception@BurgessHillGirls.com

Headmistress: Mrs. L. Laybourn
Email: headmistress@BurgessHillGirls.com

Assistant Head, Pastoral and Boarding: Miss. N. Donson
Email: Nicola.Donson@BurgessHillGirls.com

Assistant Head, Academic (Learning & Teaching): Ms. R. Flint
Email: Rohaise.Flint@burgesshillgirls.com

BOARDING HOUSE ADDRESS AND CONTACT DETAILS

Silverdale: 8 Silverdale Road
Burgess Hill
West Sussex
RH15 0EF

Silverdale telephone: +44 (0) 1444 237027

Avondale: 3 Glendale Road
Burgess Hill
West Sussex
RH15 0EE

Avondale telephone: +44 (0) 1444 237026

Head of House – Avondale: Miss A. Mehmood
Email: Boarding@BurgessHillGirls.com Telephone: +44 (0) 7927 370020 Mobile: 07927370020

Head of House – Silverdale: Mrs S. Beels
Email: Boarding@BurgessHillGirls.com Telephone: +44 (0) 7927 902731 Mobile: 07927 902724

Boarding Assistant – Avondale & Silverdale: Ms. A. Mahoney
Email: Boarding@BurgessHillGirls.com Telephone: +44 (0) 7927 902724

Skype username: bhgboarding

TERM DATES – 2018-2019

AUTUMN TERM 2018

Monday 3rd September	New and existing boarders arrive.	New boarders between 1pm - 3pm. Existing boarders from 3pm.
Tuesday 4th September	Boarders Induction Day	All day
Wednesday 5th September	First Day of School	08.30
Friday 21st September	Exeat starts	Depart between 16.00 and 18.00
Sunday 23rd September	Exeat ends	Return between 18.00 and 20.00
Friday 19th October	Half Term starts	Depart between 16.00 and 18.00
Sunday 4th November	Half Term ends	Return between 18.00 and 20.00
Friday 23rd November	Exeat starts	Depart between 16.00 and 18.00
Sunday 25th November	Exeat ends	Return between 18.00 and 20.00
Wednesday 12th December	Last school day	Boarders may leave after 16.00 but can stay overnight if required
Thursday 13th December	Christmas holidays	All boarders must have left by 13.00

SPRING TERM 2019

Wednesday 2nd January	All boarders return	Silverdale House will be open from 7am. Avondale House from 18.00.
Thursday 3rd January	School starts	08.30
Friday 25th January	Exeat starts	Depart between 16.00 and 18.00
Sunday 27th January	Exeat ends	Return between 18.00 and 20.00
Friday 15th February	Half term starts	Depart between 16.00 and 18.00
Monday 25th February	Half term ends	Return between 18.00 and 20.00
Friday 29th March	Last school day	Boarders may leave after 16.00 but can stay overnight if required
Saturday 30th March	Easter holidays	All boarders must have left by 13.00

SUMMER TERM 2019

Tuesday 23rd April	All boarders return	Silverdale House will be open from 7am. Avondale House will be open from 18.00.
Wednesday 24th April	School starts	08.30
Friday 3rd May	Exeat starts	Depart between 16.00 and 18.00
Monday 6th May*	Exeat ends	Return between 18.00 and 20.00
Friday 24th May	Half Term starts	Depart between 16.00 and 18.00
Sunday 2nd June	Half Term ends	Return between 18.00 and 20.00
Friday 21st June	Exeat starts	Depart between 16.00 and 18.00
Sunday 23rd June	Exeat ends	Return between 18.00 and 20.00
Wednesday 10th July	Last school day	All boarders must have left by 18.00

*Due to bank holiday, exeat/half term ends on Monday not Sunday

Arrangements outside the hours stated above, must be confirmed with the Assistant Head Pastoral. Early departure at the end of term, or late arrival at the beginning of term will only be granted in exceptional circumstances. Girls are able to stay overnight at the end of the Autumn and Spring Terms to allow access to flights which do not require them to leave early.

All terms:

After Half Term and Exeat weekends, boarders return the day before school re-opens between 6pm and 8pm, should you need your daughter to return earlier this is by prior permission from the Assistant Head Pastoral and Boarding.

All information is also available on the main school website.

STARTING AT BURGESS HILL GIRLS

It is very important that before your daughter starts at Burgess Hill Girls, we have all of her information and completed forms. This will allow us to get to know her quickly and ensure that we are giving her the best possible care whilst she is with us. Please complete all the forms fully giving as much information as possible (especially with regards to her medical history) and if there are any areas that she may need additional support in.

If you have any queries, please contact us on boarding@BurgessHillGirls.com

During the first few days at the school there is a full Induction programme which includes tours of the school, meeting staff and other students, going through the rules of living in the houses, getting to know the area, and a few fun bits as well. All boarders (including weekly boarders) are expected to take part in the activities arranged for the first 2 weekends of the Autumn term. These activities are designed to help everyone get to know each other and to facilitate team building.

On the day that all the new boarders arrive in September, we hold a welcome supper which parents and guardians are invited to. This gives you a chance to meet the boarding team and some of the teachers, as well as being able to talk to other parents.

WHAT YOUR DAUGHTER NEEDS TO BRING

Uniform is ordered online and you can arrange for it to be delivered to the school so it is ready for when your daughter arrives. Full details are given in the New Starter Packs sent out to you.

Cupboard space is limited in the boarding house, so please only bring items that are on the clothing list (given in the New starters pack). We strongly recommend that you do NOT bring any special care (i.e. dry clean or hand wash only) or expensive items of clothing. All clothing, including uniform, socks/underwear and your own clothes need to be labeled before arriving at school. Please remember to supply extra labels to put in new clothes purchased.

We also recommend that valuable items such as jewellery or watches are not brought as they can easily be mislaid.

For health and safety reasons, candles, some electrical items and similar items are strictly forbidden. The following items are therefore NOT permitted in your rooms: candles, kettles, lighters, matches, fireworks, cigarettes. No electrical items such as radios, kettles, ipod docks/speakers, heaters or electric blankets are allowed.

VISAS & PERMITS:

Most international students will require a visa or permit to study full time in the U.K. Please ensure that all visa application processes are completed in plenty of time for your daughter to start school.

Because of the restrictions places on student visa's, your daughter is required to complete a certain number of days of school each year. To ensure that she does fulfil these requirements it is very important that she does not miss any days of school because of leaving early or arriving late after holidays.

GUARDIANS:

Every overseas boarder must have an official guardian who is located close enough to the school so that they can easily stay with them for exeat weekends. It is your responsibility to appoint a suitable guardian for your daughter. Although the school cannot advise you which guardian agency may be best for your daughter, we do have a list of agencies that are used by current pupils which can be found on our website.

POCKET MONEY:

We will help your daughter open a bank account when she arrive at school, if you would like. If you do not wish her to have a bank account, you can give pocket money to the Head of House to look after. This is locked away securely

and then give to your daughter as and when needed. Pocket money can either be given in cash when you bring your daughter to school, or you can transfer an additional amount with the school fees which the finance department will then pass onto the Head of House.

THE START AND END OF TERM / HOLIDAYS / EXEAT WEEKENDS

BEGINNING AND END OF TERM:

Term dates can be found at the beginning of this booklet as well as on the school calendar and on the website.

All boarders must be back in the Boarding House between 18:00 and 20.00 on the day before term begins, unless stated otherwise on the website.

Girls should not be leaving school earlier than 4pm on the last day of term catch flights. To ensure that they do not have to miss any school, at the end of the Autumn term and Spring term, they are able to stay until lunchtime the day after term ends.

Permission to leave early or return late can only be given by the Assistant Head Pastoral and only in exceptional circumstances.

Your daughter is required to give full details of where she is staying for all holiday periods and how she is traveling. Please ensure that she is given this information as far in advance as possible. We need this information at least 2 weeks in advance to be able to organise transport.

We can organise transport to / from the airport for all boarders who require it. Taxis can be booked via your daughters Head of House, a survey will be sent to you three weeks before each holiday for you to complete with your daughters travel details/requirements. We only book taxis through one company and they do all of our regular pickups, so you will get to know the drivers.

The boarding house need to know your travel arrangements as soon as possible, so please help by passing on these details. Gatwick Airport is approximately 30 minutes away, and Heathrow 1hr 30 minutes. Please take this into account when booking flights to make sure girls don't miss school.

We are more than happy to advise you on all matters concerning travel to and from school.

HALF TERMS AND EXEAT WEEKENDS:

Each term there is a half term holiday. This is normally a week, but in the Autumn term it is usually longer. The boarding houses are closed during these holidays and girls must go and stay with family or guardians. Girls leave after school on the day we break up Friday (between 16:00 and 18:00) and return on the Sunday before school resumes (between 18:00 and 20:00).

Each term also has at least one exeat weekend, during which all girls are required to leave the school and stay with their appointed guardian. Girls may leave straight after school or extra-curricular commitment on the Friday evening, but must have left by 18:00. The boarding houses then re-open at 18:00 on the Sunday (except following a bank holiday weekend in May when it opens on the Monday), and girls should return by 20.00, dinner is not provided. Please be aware that girls **are not** able to stay in the boarding houses at all during these periods.

STORAGE:

Over the Christmas holidays, girls will usually be allowed to keep their belongings their room. There may be occasions when maintenance work is due to take place in some rooms over the holiday period, and so they may be asked to pack your belongings away.

Over the Easter and Summer holidays we ask the students vacate their rooms but we can help with storing their belongings for a small charge. Girls will be given 3 crates to pack their belongings into and can also leave 1 suitcase.

At the end of the term they pack up the crates and leave them by their bed, and they are then returned to their room ready for when they return. Girls are able to store more items, but they are charged at an additional rate, so we do recommend that you keep your belongings to a reasonable amount. This is subject to change and parents will be updated to the new routine.

MEDICAL

Please ensure that all medical forms are completed fully and that a copy of your daughter's immunization record is attached.

If you are giving your daughter any medication to bring with her, please ensure that written details (in English) of what it is used for as well as the dosage and administration details are included. The Head of House will decide if it is something that your daughter can keep in her room, or something that we have to keep locked away, and given to her as required.

If your daughter receives any major medical treatments during the holidays you must let the Head of House know about it on her return.

Please arrange for dental and optician check ups to be done during the holidays. We can make emergency appointments if needed during term time. If your daughter wears glasses or contact lenses, please ensure that she brings a spare pair / extra with her in case something happens to your main pair/set.

We register all boarders with our local doctor when they arrive. We use the Silverdale surgery on Silverdale road as our main doctor. The surgery is a very short walk from the boarding houses. Boarders have the right to visit the doctor either unaccompanied or accompanied by the Head of House or a GAP assistant.

All Boarding staff are first aid trained and there is a qualified Nurse on site during the school day. Whenever your daughter is ill, she needs to come to see either Nurse or her Head of House who will assess her and give her medication if it is appropriate or make a doctor's appointment if further attention is needed.

HOUSE FACILITIES

There are three full time, residential members of house staff. These are:

Miss. Anila Mehmood– Head of House in Avondale

Mrs. Sarah Beels – Head of House in Silverdale

Ms Annabel Mahoney– Boarding Assistant in Avondale & Silverdale

We also employ two Gap Assistants each year. They are girls from overseas who are taking a gap year before going to university and have come to the UK to get some work experience and travel. The Gap Assistants are employed as full time members of staff and help out across the school, as well as in the boarding houses.

We supply pillows and single duvets but you will need to provide duvet covers, sheets and pillowcases to allow your daughter to personalize her space. Girls are encouraged to put up photos and pictures/posters to make their area their own. Girls are expected to keep their rooms tidy and make their beds before going to school in the morning.

The housekeeping teams clean the houses every day (Monday to Friday) and if your daughter is in Y7-11 they also do all her laundry. Girls in the sixth form can choose to do their own laundry.

Girls are encouraged to make good use of the common rooms. There is a TV room, with a selection of DVDs, a Wii, a selection of games and a computer room/quiet space in each house. Silverdale also has a games room with a table football and pool table – girls based in Avondale are welcome to use the games room facilities in Silverdale. There are pianos in each house for personal practice.

Each boarding house has a kitchen where girls can make snacks and drinks outside school hours. Although we appreciate the comforts of home food, we strongly recommend that girls do not bring too much food from home.

Sixth Form students are allowed to cook their own meals Friday evening through to Sunday lunch but at all other times meals are compulsory in the dining hall, when we all eat together.

COMMUNICATION:

Personal phone calls and Skype calls should not be made during the school day, meal times, homework hours, or after lights out. During the week the best times to call are between 7am and 8am or between 6.30pm and 8.45pm. Girls can use their phones at any time over the weekend except for during meal times or some organised activities. Each house has a small private phone room, which you are more than welcome to use to make personal calls.

Please try not to contact your daughter between 8am and 6.30pm (Monday to Thursday) or after 8.45pm UK time.

The email addresses and telephone numbers for the house staff can be found at the start of this booklet. Please use them to contact the house staff directly should you have any problems or queries.

Girls must give the Head of House their mobile phone number at the start of each term. This will only be used in emergencies and establishing where they are if they are late returning from an event. It is rarely used, and will never be given to anyone else without your permission.

HEALTH AND SAFETY

Fire drills are carried out every term both in the Boarding houses and in school.

Access to all school buildings is controlled by a code system. These codes are changed each term, and should never be given out to anyone not currently studying at the school, including parents and past pupils.

Family is of course always welcome to come and visit the boarding house, but we do ask that whenever possible you contact the Head of House in advance to let her know that you are coming. When arriving at the house, you must sign in with the Head of House so that she is aware that you are in the house. Visitors are allowed in the common areas, but should not go to bedrooms without permission from the Head of House and must always be accompanied by a member of staff.

ACTIVITIES AND FREE TIME

Girls in Y7-11 are allowed to go into the local town in groups of 3, and girls in the Sixth form are allowed to go on their own. Girls must speak to the member of staff on duty before leaving the house and then immediately on their return so that the staff know where they are at all times.

Sixth formers are allowed to go to Brighton or London on their own at weekends, and girls in Y11 may do so as well, provided we have been given written permission from their parents.

Younger girls are expected to be back in the house by supper time and older girls by 8.45pm in time for roll call unless a special request has been made in advance. Sixth form girls may have later curfews at weekends which need to be agreed with the Head of House.

Girls are welcome to go and spend time with friends, and if invited to stay over at a friend house, permission will be sought from you in advance. Going out with friends or visiting their houses will be at the discretion of the Head of House.

Outings, trips and activities are organized every weekend. There are usually 2 compulsory activities each term for all boarders. The rest of the activities are compulsory dependent on age.

- Y7 to Y9 – all activities are compulsory
- Y10 – must attend most activities but can opt out of 1 per term (not the whole boarding activity)
- Y11 & Sixth Form – only need to attend the whole boarding activities, all others are options but they are welcome to join in with any of them.

The first 2 weekends activities of the Autumn term are compulsory for all boarders as they are designed to help all the girls get to know each other.

We try to offer a wide range of activities and outings in order to encourage new experiences and challenges. These will include cultural, outdoor or on site activities, trips to London and Brighton and visits to the theatre. Destinations and activities vary from week to week and are often suggested by boarders.

We try to keep the cost of trips down and at least one of the full boarding compulsory trips is heavily subsidized. As well as off-site activities we also run many activities on site such as sports competitions, treasure hunts and workshops. For all activities where a charge is applicable, it will be added to your termly bill. Because of the Induction session in the first term, the cost of trip for the Autumn term is usually higher than the other terms, but will be no more than £250.

All girls are required to take part in at least one extra-curricular activity (not including private lessons). There is a full programme of extra-curricular activities which is given out at the start of each term. Options may include music, tennis, drama, languages, sport, dance etc. Girls sign up on a term by term basis, and written parental permission is needed to stop an activity.

It is important for girls to become involved in a variety of school activities in order to gain the most out of their time in the school. Being involved in extra-curricular activities helps to generate a rounded portfolio of interests aside from the academic curriculum. In today's evermore competitive society, it is increasingly important to be able to stand out from the crowd.

REWARDS

Within Boarding there is a rewards programme in which girls get tickets awarded for good behavior but can also receive sanctions if rules are broken, these will always come with a full explanation. We will always award tickets for girls who put in extra effort to help others and go beyond what is expected of them. There is a reward box in each house where girls can exchange their tickets for a selection of goodies.

ROUTINES

DAILY ROUTINE:

MONDAY TO THURSDAY:

07.30 – Wake-up
08.00 – Breakfast – compulsory for all. 6th Formers must attend before 8.20am
08.25 – End of breakfast
08.30 – School starts
13.30 – 6th Formers able to return to houses during free periods
15.50 – School day finishes
16.30 – IS (Independent Study) in Webb House for Y7-11 and Cedar Lodge for 6th Form.
18.00 – Dinner – compulsory for all
18.30 – Enrichment activities / free time
19.30 – Free time
20.45 – Roll Call
21.00 – Start of bedtime routine for Years 7-11
22.30 – House silent

FRIDAY:

Same routine until end of school
16.00 – Snacks available in the dining room
18.00 – Supper for Years 7-11 optional for Sixth Form.
20.45 – Roll call
21.30 – Start of bedtime routine for Y7-11
23.00 – House silent

SATURDAY AND SUNDAY

Saturday and Sunday schedules will change depending upon the activity or outing taking place. Below is an example:

SATURDAY:

12.30 – Brunch – optional for 6th Form
14.00 – Activity – for example a cinema or shopping trip
18.00 – Dinner – optional for 6th Form
18.30 – Free time
20.45 – Roll Call
21.30 – Start of bedtime routine for Y7-11
23.00 – Lights out – house silent

SUNDAY:

12.30 – Brunch – optional for 6th Form
17.30 – Dinner – compulsory for all
20.45 – Roll Call
21.00 – Start of bedtime routine for Years 7-11
22.30 – House silent

INDEPENDENT STUDY:

The subject teachers will set Independent Study (homework) for the girls at an appropriate level. On Mondays – Thursdays, Years 7 – 11 complete their IS in the L.R.C. and Sixth Form complete theirs in Cedar Lodge. Both areas are supervised by a member of the staff. Time is set aside each weekend for quiet study and IS in house. During IS hours quiet is expected in the house.

MEALS:

All meals are taken in the school dining hall, which operates a canteen style system, and are compulsory for Years 7 - 11. Sixth formers are required to attend meals from Sunday supper to Friday lunchtime, but other weekend meals are optional. All allergies and dietary requirements are catered for.

LIGHTS OUT:

During the week Years 7 – 10 have a set lights out time from 21.00 at fifteen minute intervals according to their year group. Year 11 and the Sixth Formers are expected to be in their rooms, with the house silent by 22:30. Lights out are fifteen minutes later on Friday and Saturday nights, and will reflect the following days activity.

REPORTS:

Each year group will receive one full written report and two parents' evenings over the course of the year. The full report includes a boarding report. A grade sheet is produced every half term. Updates on academic achievement can be obtained via individual teachers. Parents can access this information via the Parents Portal at any time.

FINAL EXAMS:

At the end of Year 11 and U6 most A Level and G.C.S.E. exams have finished towards the end of June. This signifies the end of term for these year groups and there will be no more formal lessons. Most boarders will choose to fly home shortly after their final exam, during this period boarders are still expected to follow basic study leave guidelines. Any boarders who choose to stay in until the end of term will have a special program designed for them. This could involve helping around school or work experience.

RULES

All of our girls are expected to maintain excellent standards of behavior throughout the school. We expect all girls to follow the rules and to be respectful of both staff and students.

In order to achieve fluency in English, and to aid your academic studies in English, all boarders must speak in English in all areas of school, and the boarding house, with the exception of their own room, if all people in the room speak a common language. We appreciate that it can be hard at times, but the more girls converse in English, then the easier it will be to understand and learn in English. English is the common language in the houses, and should be used to facilitate a basic courtesy to all boarders and staff.

The possession or consumption of alcoholic drinks, smoking, or possession or use of any drug is not permitted and constitutes a serious breach of school rules.

Theft is a major infringement of the school rules, and will result in severe consequences. Girls are not allowed to use or take other people's property without asking first or go into another person's room without permission. We strongly advise all girls to keep items locked away in either the desk drawer or individual locker which is available to them. If a girl believes an item has gone missing, it should be reported to the Head of House immediately.

It is very important that as a parent you support your daughter through her time at Burgess Hill Girls. We, as a school, will do our utmost to help her not only get the results she needs but to help her get the most of her time at the school. In order to do this we need support from you.

Please sign and return this form to confirm that you agree to help us support your daughter by:

I will ensure that I have given all relevant information to the school and completed all forms, fully disclosing any medical or emotional issues, and previous school details.

I will encourage my daughter to fully engage with school life by actively taking part in activities, joining clubs, signing up for production etc.

I will encourage my daughter to speak and read in English as much as possible, and will ensure that she continues to do so during holidays.

I will ensure as far as possible that my daughter will not miss any school due to traveling at the start and end of terms / holidays.

I will ensure that all travel details are given to the Head of House at least 2 weeks in advance of holidays.

SIGNED: _____ DATE: _____