



**St Mary's
Hall**

Educating for Confidence

Boarding

Boarding Handbook



Boarding is about
belonging to a community,
sharing and learning to
become a team player

Table of Contents

Boarding at St Mary's Hall.....	3
Statement of Boarding Principles and Practice	4
Boarding Options	5
An Introduction to Venn House	
An Introduction to Elliott House	
General Information	5
Useful Telephone Numbers	
Food	
Recreation	
House Rules	
Discipline	
Laundry	
Valuables	
Mobile phones	
Visitors	
Religious Worship	
Health and Safety	8
The Academic Year	9
Term dates	
Beginning of term	
End of term	
Exeats.....	10
Guardians	
Clothes List	
ESL Department	11
Contact Numbers.....	11
Staff List.....	12
Venn House	13
Elliott House	17

Boarding at St Mary's Hall

The focus of boarding life at St Mary's Hall is the personal and academic development of each individual student.

Boarding is about belonging to a community, sharing and learning to become a team player.

In keeping with the School's Statement of Purpose, 'Educating for confidence', our intention is to promote the values of love, knowledge, integrity and truth within a caring multi-cultural school. Our aim is to develop each boarder's responsibility for herself and consideration for others.

Our community is a thriving one, enriched by each individual. Students come from the local community and from all over the world to make St Mary's Hall their home. A caring, dedicated House staff provide a secure, comfortable and happy environment.

We look forward to welcoming you into one of our boarding houses.

Mrs Olive Ridge
Deputy Head

Statement of Boarding Principles and Practice

In accordance with the School's Statement of Purpose 'Educating for confidence', the focus of boarding life at St Mary's Hall is the welfare of the individual and her personal and academic development.

Our intention is:

To promote values of love, integrity and truth within a caring multi-cultural community.

To develop each boarder's responsibility for herself and consideration for others.

To encourage boarders to discuss concerns with any member of staff, confident that they will be treated with respect.

St Mary's Hall has been a boarding school since its creation in 1836. In the best tradition of British boarding, we provide academic focus with a high degree of pastoral care.

Our pupils may begin boarding from eight years of age. The majority are full-time boarders and stay with us for a number of years.

Any prospective or current pupil of St Mary's Hall is welcome to apply for a boarding place in the School, subject to availability.

Boarders are accommodated in one of 2 houses:

Elliott House (Senior House) and Sixth Form Day Centre is located on-site, accommodating 58 boarders.

Venn House (Junior House) located on-site, accommodating 50 boarders.

All School facilities are available to boarders during the day and at specific times after School and at weekends.

The Housemistress of each house is supported by Assistant Housemistresses and the School Nurse, who as a team, have responsibilities for the welfare of each boarder.

Academic staff offer pastoral support throughout the School day. Boarders also have access to the School's Chaplain and the Independent Listener.

St Mary's Hall has a Church of England foundation and we ask all students to respect and acknowledge this. However, we welcome students of all faiths or those of no faith.

Boarding Options

An Introduction to Venn House

Opened in 1981, Venn is a purpose-built house with a new extension situated in the school grounds. It has twenty one double study-bedrooms, two larger four-bedded rooms for our junior boarders, a single room for the Head of House, a common room, a games room, recreational grounds, its own laundry room and kitchen area. The Medical Centre is also located here.

The modern design and decor make Venn an ideal environment for work and relaxation. Venn boarders benefit from being close to educational facilities and a variety of extra-curricular activities from music practice to the use of sports facilities and the library.

A housemistress and two assistant housemistresses are assigned to Venn House and live on the premises. House staff liaise regularly with academic staff regarding individual pastoral and academic matters. Boarders work together as a team, in-House committees, taking part in the decision-making process and developing leadership qualities.

An introduction to Elliott House

Refurbished in 2006, Elliott House is the new, state-of-the-art Senior boarding house and Sixth Form Centre. The House provides mainly single room accommodation, Internet wireless connection and Intranet use and a spacious well-equipped Common Room and Coffee Bar.

Boarding in Elliott House is designed to be as friendly and as homely as possible. It is an ideal setting for studying and relaxing, while providing our students with a little more independence. With the increasing maturity of our senior boarders, we try to respect their privacy and create an atmosphere for work and recreation, which facilitates their development. Resident house staff are available at all times to provide individual care and counsel when necessary; they endeavour to steer a middle course in order to develop students' independence in a stable and secure and happy environment.

General Information

St Mary's Hall is situated on the eastern side of Brighton next to the Sussex County Hospital. It is within walking distance of the Marina which comprises a supermarket, some retail outlets, a cinema, bowling complex and leisure centre. It also has numerous restaurants to suit every taste.

There is a frequent bus service to and from the train station (No. 7); and the town centre (No. 1 and No. 7). The coach station located just off the seafront has buses to all over the country with coaches running hourly to Gatwick and Heathrow Airports (45 minutes and 2 hrs respectively).

There are frequent trains to London (1 hr). For regular travel on buses and trains it is possible to buy student discount cards. Small change is always useful to have for bus travel. Sterling made up of £1 = 100 pennies.

There are £50, £20, £10, £5 notes and £1, 20p, 10p, 5p, 2p and 1p coins.

One Stop Travel located at the bottom of St James's Street and the Old Steine sells train and coach tickets and student discount bus passes.

Useful Phone Numbers

HSBC Bank:	08457 404404
Rail Enquiries:	08457 484950
National Express:	08705 808080
Taxi Numbers:	747474 or 202020
One Stop Travel:	700406
Child-Line:	0800 111111
Independent Listener:	07748 009742

Food

Breakfast, lunch, tea and supper are provided daily in School. Boarders are expected to attend and eat their meals in the Dining Room. For lunch and supper a choice of salads or hot course or a vegetarian option is available. Fresh fruit is provided for morning break.

In the evenings, hot drinks are available for the younger boarders. Older students have access to kitchen facilities to make their own hot drinks and snacks. For safety reasons, the use of kettles is not permitted in bedrooms.

Takeaway Food

On special occasions and occasionally at the weekend, boarders may order takeaway food after consultation with the Housemistress on duty.

Tuck

Boarders may buy tuck in the boarding house in the evenings after supper.

Recreation

In-House Recreation

There are televisions, DVDs and video recorders in all Common Rooms as well as table tennis tables, pool tables and board games. Newspapers are supplied and books and other magazines are available from the main school library. Boarders may use their own radios, cassette and compact disc players in their rooms. Boarders should always show consideration for others.

Week-end activities

Activities are organised throughout the year. Examples of activities are: art and crafts, sports and games, visits to the theatre, museums and places of interest, swimming, nature treks, shopping trips and discovering the town of Brighton.

Boarders' Outings

Outings are covered by regulations to ensure that boarders are supervised adequately at all times. Younger boarders take part in Saturday afternoon outings. Boarders in Year 9 and 10, if they have no other School commitments, are allowed to go into Brighton in groups of three on Saturdays for a limited period of time. Boarders in Year 11 may go out in groups of two. Sixth Form students are welcome to join in any outings or to organise their own.

House rules

Responsible Behaviour

Rules are set to provide an orderly, civil, comfortable and happy community life for all. Therefore, boarders must respect these rules at all times and are expected to be considerate, co-operative and concerned for others in residence. If a boarder needs assistance or has a query, a Housemistress/Assistant Housemistress is always available.

Smoking and alcohol consumption are clearly forbidden, as is the use or abuse of drugs or other prohibited substances.

Discipline

At St Mary's Hall we apply principles which will teach our pupils self-discipline, minimising the use and necessity of discipline imposed by members of staff. However, unacceptable behaviour will be sanctioned, in keeping with the School's Behaviour Policy. Unsociable or irresponsible acts are dealt with promptly. Offenders have the opportunity to explain themselves to the House staff, the Head of Boarding, the Deputy Head and/or the Head Teacher. In serious cases, a student may be suspended.

NB: Bullying of any sort is not tolerated. There is no corporal punishment at St Mary's Hall.

Laundry

All items of clothing, bed linen and towels should be clearly named.

In Venn House, boarders' personal washing, bed linen and towels are laundered in School. Washing machines, tumble dryers, irons and ironing boards are available for personal washing for our senior boarders in Elliott House.

Valuables

Personal valuable items must be insured. Passports and tickets must be left with the House Staff for safekeeping.

Large amounts of money may be kept in the Accounts Office safe. Boarders who have their own bank account are able to visit the bank on Saturday mornings.

NB: The school takes no responsibility whatsoever for loss, security or misuse of personal items unless they are stored in the safe.

Mobile telephones

Mobile telephones must not be used during house meetings or meal times. If used, they will be confiscated until the end of the meeting or meal. Mobile telephones also must not be used during silent hours (bedtime - 7am) or during prep. times. If used the following sanctions will be applied:

1. First offence - a verbal warning will be given and recorded.
2. Second offence - a written warning will be given and recorded.
3. Subsequent offences - the mobile telephone will be removed for a specific period (e.g. overnight, day, weekend, week).

Visitors

Visitors are welcome at the weekend. They should check in with the House Staff on arrival.

At the beginning and end of term, male visitors may go upstairs to assist with the handling of luggage, but during term time they must be in the Common Room area only.

Religious worship

On Sundays, all boarders in Venn House attend a service at one of the local churches and are escorted by members of the Boarding Staff. Sixth Form students are free to make their own arrangements about worship.

The Chaplain is happy to speak to all boarders, whatever their religious background or allegiance. Any matters of concern may be discussed with him in confidence at any time.

Health and Safety

Health

When your daughter enters the School you will receive a Medical Form which must be completed and returned to the School Nurse. This is a confidential form and helps the Nurse look after your daughter whilst in our care. The form also contains permissions for medical tests to be administered where applicable. The results of such tests will not be disclosed without the consent of the parent/guardian.

The School Medical Officer is Dr J Shaheen M.B.B.S., D.R.C.O.G. When a boarder enters the School she will receive a medical examination and will be placed on Dr Shaheen's patient list. Dr Shaheen holds a clinic for boarders on Wednesdays at 12.00 in the Medical Centre.

The School Nurse is Nurse Peters (Diploma in Nursing). All aspects of health may be discussed with her. She is on duty from 08.00 until 15.30, Mondays to Fridays and is available to see boarders at 08.00 - 8.30, also during clinic times which are 10.50 - 11.10 and 13.00 - 13.45. If the School Nurse is not available, boarders must report to the House Staff on duty.

If your daughter is unwell and unable to attend lessons, she will be looked after in sick bay (Venn House.)

We ask that your daughter does not bring medication with her unless it has been prescribed by a doctor, or you feel that your daughter requires vitamins. If this is the case, we insist that a letter accompanies the medication which will be locked in a secure cupboard. This is then administered by staff and documented. All these procedures are for your daughter's safety and for the safety of others in the boarding house. If your daughter requires medication whilst at school or in the boarding house, we will happily provide it.

The School reserves the right to send a boarder to sick bay, home or to a guardian if her presence in the School is a risk to herself or to the health and safety of others. Emergency dental treatment can be arranged during term time, but care of the teeth is your responsibility and routine visits should take place during the holidays.

Orthodontic treatment should be carried out during the school holidays whenever possible.

It is recommended that your child's sight be tested every year. Urgent appointments can be arranged during term time, but again regular eyechecks are your responsibility and routine visits should take place during the school holidays

Safety

All buildings at St Mary's Hall have combination locks and can only be accessed by those with the combination numbers. Boarders will be given the appropriate numbers for each building.

Fire regulations are posted in every room. Students must know the procedures and follow all directions carefully. Fire drills are carried out at regular intervals.

The Academic Year

Term Dates

The three academic terms begin and end on the dates stated below.

All boarders are expected in School on the first day of each term and remain until the last day of each term.

Your daughter should arrive one day prior to the beginning of term to allow her to un-pack and settle in. Parents of boarders should take careful note of term dates and book adequate travel arrangements well in advance.

AUTUMN 2008

Monday 1 September	Induction for new boarders
Tuesday 2 September	Current boarders return
Wednesday 3 September	Term begins
Friday 24 October	Half Term begins
Monday 3 November	Term resumes
Friday 12 December	Term ends (2pm)

SPRING 2009

Monday 5 January	Boarders return
Tuesday 6 January	Term begins
Friday 13 February	Half Term begins
Monday 23 February	Term resumes
Friday 27 March	Term ends (2pm)

SUMMER 2009

Monday 20 April	Boarders return
Tuesday 21 April	Term begins
Monday 4 May	Bank Holiday
Friday 22 May	Half Term begins
Monday 1 June	Term resumes
Friday 3 July	Term ends (12 noon)

NB: Boarders cannot stay at School during any of the holidays.

Parents must arrange travel and accommodation away from school during these periods.

Beginning of term

At the beginning of each term, boarders should return to the boarding house between 15.00 and 18.00 hours on the day before academic lessons commence. After every half-term, boarders should return to the Boarding House by 20.00h on the day before classes resume. If a boarder is unable to return at this time, the Housemistress should be consulted in advance and alternative arrangements made.

End of term

Before the end of every term and before half-term, parents should confirm the travel arrangements planned for their daughter. Each term parents should complete the **Travel Arrangement Form** and return it to us. If these arrangements are to be modified in any way parents must notify the School of any changes.

The School can make arrangements for a boarder to be taken to/from airports at the beginning and end of term. Parents should contact the Housemistress in advance to arrange this.

NB: BOARDERS ARE EXPECTED TO STAY IN SCHOOL UNTIL THE LAST DAY OF TERM; PARENTS OF BOARDERS WHO TRAVEL OVERSEAS ARE ASKED TO BOOK EARLY TO SECURE A PLACE ON A SUITABLE FLIGHT.

Weekend Exeats

For week-ends away, the Housemistress must receive permission in writing from parents, guardians or host family 48 hours in advance of departure. All school commitments must be honoured and these take precedence over exeat arrangements.

Weekend exeats are from 16.00 hours on Friday until Sunday at 20.00 hours.

Guardians

In common with all reputable boarding schools, St Mary's Hall requires that parents who do not live in the United Kingdom appoint a suitable adult resident in the UK to act as a 'guardian' (technically to act in the place of the parents).

It is imperative that every boarder with parents abroad, has a guardian in this country who can be contacted by the school to give written, or in an emergency, telephoned permission for exeats, outings, etc. This adult must be appointed in writing by the parents and must sign our Guardianship Form accepting responsibility for the student.

For boarders with parents in the UK, the Housemistress should also be given the name, address and telephone number of a responsible person who can be contacted in an emergency, if the parents are unavailable.

NB: We reserve the right to refuse a place at the School if a Guardian has not been officially appointed prior to the boarder's arrival at St Mary's Hall.

Clothes List

Personal Items

Please ensure that all items of clothing are named with name tapes.

- Bedroom slippers (soft soled and, for safety should not have open backs)
- Dressing gown (all boarders need one, especially in the winter)
- Pyjamas or night dresses (warm for the winter)
- Vests or bras as needed
- Pants and socks
- Paper handkerchiefs
- Brush, comb, nailbrush, scissors and clothes brush
- Small weekend case
- Writing case
- Extra name tapes and sewing materials
- Shoe cleaning equipment

N.B. Parents are requested to send a term's supply of toothpaste, soap and all chemist's requisites. Overseas parents should ask guardians to purchase all these items.

Bed Linen

Please make sure all linen is clearly and securely named at ONE CORNER.

- 1 Duvet
- 2 Duvet covers
- 3 Flat sheets
- 4 Pillow cases
- 3 Bath towels
- 1 Hand towel
- 2 Face flannels

Uniform and PE equipment

All boarders up to Year 11 must wear the standard St Mary's Hall uniform. A full list will be provided separately. The School has its own uniform shop selling new and second-hand uniform.

It is expected that all boarders should wear the correct uniform and appear smart at all times. All clothes must be named clearly. There will be a uniform check at the beginning of each term.

All PE kit, PE bags, swimming costumes, swimming towels, etc. should also be named clearly in the correct place.

Hair should be tidy and should be tied back if longer than shoulder length. Hair bands or ribbons should be black, navy blue or white.

A religious symbol on a chain and one plain gold or silver ear stud in each ear may be worn. Parents should ensure that school shoes do not have high heels.

The Sixth Form are not required to wear school uniform during the normal working week but will need a Games Uniform obtainable from the School Shop. A Sixth Form student should take pride in her appearance and should therefore look tidy at all times. She should dress appropriately for a working day at school. On formal occasions such as the Carol Service and Founder's Day Service, students are expected to dress more formally.

Mufti Clothes

In the evenings, at week-ends and special occasions boarders are allowed to be out of uniform and wear mufti (home clothes). Smart trousers, a skirt or dress is needed for Church plus a warm jacket and sensible smart shoes which may also be worn for school. Other mufti clothes may include jumpers, cardigans, skirts, blouses, trousers (including a smart pair), jeans, swimsuit, shorts and trainers.

As storage space is limited, these items should be kept to a minimum.

ESL Department

The ESL Department was created specially for our overseas boarders. A team of talented ESL (English as Second Language) teachers provide tailor-made English courses. Our overseas boarders are assessed before they commence their studies at St Mary's Hall and advised on the amount and format of ESL tuition needed.

Contact Numbers

House staff may be contacted at:

Venn House	(44) (0) 1273 647769
Elliott House	(44) (0) 1273 698425
Elliott House e-mail	l_price@stmaryshall.co.uk
Main School Telephone	(44) (0) 1273 606061
Main School Fax	(44) (0) 1273 620782
Elliott House Fax	(44) (0) 1273 695663
Venn House Fax	(44) (0) 1273 647770
The School e-mail	communicate@stmaryshall.co.uk
School Nurse	(44) (0) 1273 647772
Independent Listener	(44) 07748 0097742

Boarders may be contacted at:

Venn House	(44) (0) 1273 692105 or 677669 or 647773
Elliott House	(44) (0) 1273 604986 or 604692

Staff List

Headmistress Mrs Susan Meek
Deputy Head Mrs Olive Ridge

Boarding Staff**Elliott House**

Housemistress Mrs Lara Price
Assistant Housemistresses Ms Adriana Pascual
Mrs Anona Jones
Office Mrs Susan Potter

Venn House

Housemistress Miss Michelle Bonnici
Assistant Housemistress Ms Julie Maguire
Assistant Housemistress Miss Kelly O'Sullivan

Administrative Staff

Finance Manager Mrs Anne Weatherley
Registrar Mrs Tina Johnson
Uniform Shop Mrs Susan Potter

Medical

School Doctor Doctor Shaheen
School Nurse Nurse Felicia Peters
Independent Listener Mrs Sally Lawson-Cruttenden

Venn House

Sanctions

All incidents for which a warning or sanction has been given are recorded.

A warning is given and recorded for a first offence. A written warning is given for a second offence. In the case of a third offence, one of the following sanctions will apply:

- 1) loss of bedtime extensions (Years 4-11)
- 2) loss of shopping visits to Asda (Years 4-11)
- 3) partial gating (all Years): Saturday or Sunday morning, afternoon or evening
- 4) whole day gating: Saturday or Sunday
- 5) weekend gating: Saturday and Sunday

For more serious offences, the Senior Housemistress will liaise with the Deputy Head or the Head Teacher on the appropriate sanction to be imposed. The sanction period is for one term.

Sanctions for Misuse of Personal Laptops in Venn House

Personal laptops must not be used in Venn House between bedtime and 07.00. If used the following sanctions will apply:

1. First offence - a verbal warning will be given and recorded.
2. Second offence - a written warning will be given and recorded.
3. Subsequent offences - the laptop will be stored in the Office for a specific period (e.g. overnight, day, weekend, week).

REWARDS AND SANCTIONS IN VENN HOUSE

JUNIOR BOARDERS (UP TO YEAR 8)

A system of stamps can be earned each day 2 for good attitude and behaviour and 1 for keeping their room tidy.

When a girl has a total of 20 stamps she will receive a reward and a further reward will be given if she gains a total of 50 stamps.

Each term all girls will start a new card.

SENIOR BOARDERS (YEARS 9-11)

For unacceptable behaviour or breaking of house rules a girl will be issued with an appropriate sanction. This will usually involve loss of a privilege or free time. All incidents for which a sanction is given are recorded.

Repeat offences will incur further sanctions.

Persistent offenders will be given a detention with the Housemistress.

For more serious offences the Deputy Head will liaise with the Head Teacher on the appropriate sanction to be imposed.

The sanction period is for one term.

Recreation

There is one Common Room with a television, video recorder and DVD player. There is also a Recreation Room with a table tennis table, a pool table, a television, a DVD player and a video recorder. All of these facilities may be enjoyed in free time. A selection of newspapers is supplied at the weekends: books and other magazines are available from the main school library. Boarders may use their own radios, record cassette and compact disc players in their rooms.

Birthdays

If a parent would like to bring in a cake or present for their daughter, or take her out for a meal they should discuss arrangements with the Housemistress a few days beforehand. Any friends invited to such outings should also have permission from their own parents.

Week-end activities

Activities are organised throughout the year. Examples of activities are: sports and games, visits to museums, theme parks, the cinema and places of interest, swimming, ice skating, art and crafts, shopping trips and discovering the town of Brighton.

Boarders' Outings

All boarders in Years 8 and below take part in a variety of activities each term. Outings are covered by regulations to ensure that boarders are supervised adequately at all times. These activities have to be paid for separately and the cost will be added to the boarder's bill.

Subject to no other school commitments, boarders in Year 9 and 10 are allowed to go into Brighton in groups of three on Saturdays for a limited period of time. Boarders in Year 11 may go out in groups of two. They are also encouraged to take part in the Saturday afternoon activities.

Laundry

All items of clothing, bed linen and towels should be clearly marked with a name tape. Boarders' personal washing, bedlinen and towels are laundered in School.

Valuables

Personal items must be insured. Passports and tickets must be left with the House staff for safekeeping.

The Housemistress operates a Pocket Money Account and boarders are encouraged to deposit their money in this for safekeeping. The times at which boarders may withdraw pocket money from their account are posted on the main notice board in the House. Boarders who are old enough to have their own bank account are able to visit the bank on Saturday mornings.

All students are provided with a lockable drawer in their rooms for the storage of personal possessions.

NB: The school takes no responsibility whatsoever for loss, security or misuse of personal items.

Mobile telephones

Mobile telephones must not be used during house meetings or meal times. If used, they will be confiscated until the end of the meeting or meal. Mobile telephones also must not be used during silent hours (bedtime - 7am) or during prep. times. If used the following sanctions will be applied:

1. First offence - a verbal warning will be given and recorded.
2. Second offence - a written warning will be given and recorded.
3. Subsequent offences - the mobile telephone will be removed for a specific period (e.g. overnight, day, weekend, week).

Visitors

Visitors are welcome at the weekend. They should check in with the Housemistress on arrival.

At the beginning and end of term, male visitors may go upstairs to assist with the handling of luggage, but during term time they must be in the Common Room areas only.

Religious life and worship

On Sundays, all boarders in Venn House attend a service at one of the local churches and are escorted by members of the Boarding Staff. Sixth Form students are free to make their own arrangements about worship.

The Chaplain is happy to speak to all boarders, whatever their religious background or allegiance. Any matters of concern may be discussed with him in confidence at any time.

Weekend Exeats

For week-ends away, the Housemistress must receive permission in writing from parents, guardians or host family 48 hours in advance of departure. All school commitments must be honoured and these take precedence over exeat arrangements.

Weekend exeats are from 16.00 hours on Friday until Sunday evening. Boarders should return to Venn House on Sunday evenings by 20.00 hours or 30 minutes before their bedtime.

Uniform and PE equipment

All boarders must wear the standard St Mary's Hall uniform. A full list will be provided separately. The School has its own uniform shop selling new and second-hand uniform.

It is expected that all boarders should wear the correct uniform and appear smart at all times. All clothes must be named clearly. There will be a uniform check at the beginning of each term.

All PE kit, PE bags, swimming costumes, swimming towels, etc. should also be named clearly in the correct place.

Hair should be tidy and tied back if longer than shoulder length. Hair bands or ribbons should be black, navy blue or white.

A religious symbol on a chain and one plain gold or silver ear stud in each ear may be worn.

Parents should ensure that school shoes do not have high heels.

Mufti Clothes

In the evenings, at week-ends and on special occasions boarders are allowed to be out of uniform and wear mufti (home clothes). Smart trousers, a skirt or dress is needed for Church plus warm jacket, a full length coat and sensible smart shoes which may also be worn for school.

Other mufti clothes may include jumpers, cardigans, skirts, blouses, trousers (including a smart pair), jeans, swimsuit, shorts and trainers.

AS STORAGE SPACE IS LIMITED, THESE ITEMS SHOULD BE KEPT TO A MINIMUM.

Summer Term

Boarders should have appropriate sun protection creams and a sun hat

House Routine

Week-day Routine

Wake up	07.10	
Warning Bell	07.40	
School Bell	07.50	
Breakfast	08.00	
Tea	16.00 -16.20	
Prep (Mon -Thur)	Years 3 to 6	16.20 - 17.00 in House
	Years 7 to 9	16.20 - 17.25 in School
Supper	18.00	

Prep and Quiet Time

Years 7 - 9 18.45 - 19.30 in House
Years 10 - 11 18.45 - 20.30 in House

Bedtime

Years	in Rooms	Lights out
3, 4, 5	19.50	20.00
6	20.20	20.30
7	20.50	21.00
8	21.20	21.30
9	21.50	22.00
10 & 11	22.20	22.30

Saturday Routine

Wake Up	08.30
Bell	08.55
Breakfast	09.00 - 09.30
School open until	12.30
Lunch	12.30
Afternoon Activities	14.00 - 18.00
Supper	18.00

Sunday Routine

Wake up	09.00
Bell	09.25
Breakfast	09.30

Religious Life and Worship:

St George's (Anglican)	10.30
St John the Baptist (Roman Catholic)	11.00
Lunch	13.00
Afternoon Activities	14.00 - 16.00
Supper	18.00

Contact numbers

House staff may be contacted at Venn House.

Venn House (staff)	(44) (0) 1273 647769
Venn House Fax	(44) (0) 1273 647777
Main School Telephone	(44) (0) 1273 606061
Main School Fax	(44) (0) 1273 620782
The School e-mail	communicate@stmaryshall.co.uk
School Nurse	(44) (0) 1273 647772
Independent Listener	(44) (0) 1273 887050

There are three telephones for the use of boarders in Venn House. They can be contacted on the following numbers:

(44) (0) 1273 692105
(44) (0) 1273 677669
(44) (0) 1273 647773

Boarders may use the telephone during the evening. There should be no routine telephone calls to these numbers after 22.00 hours. Mobile phones should be switched off after lights out.

In an emergency, do not hesitate to contact the House Staff on duty on: (44) (0) 1273 647769.

Boarders should memorise the Venn House telephone number in case of emergency.

Elliott House

Private study during the School day

Year 12 and 13 boarders have the option of studying in the School library or in their own study bedroom.

Recreation

Televisions, video and DVD players are available in the Common Rooms. A selection of newspapers are supplied daily and books and other magazines are available from the School Library.

Birthdays

It is possible to go out for a meal provided the Housemistress is informed beforehand. On these occasions, students are expected to be back in the House half an hour before bedtime.

Music

Radios, cassette and compact disc players may be used in rooms. Students should always show consideration for others.

Videos/DVDs

Videos and DVDs may be rented from the local video shop.

Visitors

Visitors are welcome in the House. They should be introduced to the Housemistress when they arrive and sign the visitors' book. Male visitors are expected to be in the Common Room only.

House Routine

	Mon-Thurs	Fridays	Saturdays	Sundays
Breakfast	08.00	08.00	09.00	09.30
Call	08.15	08.15	10.30	10.30
Lunch	12.30 - 13.30	12.30 - 13.30	12.30	12.30
Tea	16.00 - 16.30	-		
Supper	18.00	18.00	18.00	18.00
Evening Call	18.45	18.45	18.45	18.45
House Meeting				20.30
Quiet time	19.30 - 21.00			
Bedtime				
Year 11	22.30	23.00	23.00	22.30
Years 12 & 13	23.00	23.30	23.30	23.00

By bedtime, students are expected to be in their room and ready for bed with all showers, baths and laundry completed. After this, the House should be quiet.

Week-ends

A programme of weekend activities is available. Elliott House students are most welcome to join any of these activities or to organise their own.

Students may spend weekends away provided written permission has been sent to the Housemistress at least 48 hours in advance of departure. All school commitments must be honoured and these take precedence over other arrangements. Students should return to Elliott House on Sunday evening by 20.00 hours.

Duties

Students are expected to make their own beds and carry out a few simple duties such as tidying the Common Room and kitchen and helping members of the boarding staff. Other cleaning and maintenance tasks are carried out by assigned staff.

Sanctions

All incidents for which a warning or sanction has been given are recorded.

A warning is given and recorded for a first offence. A written warning is given for a second offence. In case of a third offence, one of the following sanctions will apply:

- 1) loss of bedtime extensions (Year 11)
- 2) loss of shopping visits to the Marina (Years 11)
- 3) partial gating (all Years): Saturday or Sunday morning, afternoon or evening
- 4) whole day gating: Saturday or Sunday
- 5) weekend gating: Saturday and Sunday

For more serious offences, the Head of Boarding will liaise with the Deputy Head or the Head Teacher on the appropriate sanction to be imposed.

Mobile telephones

Mobile telephones must not be used during house meetings or meal times. If used, they will be confiscated until the end of the meeting or meal. Mobile telephones also must not be used during silent hours (bedtime - 7am) or during prep times. If used the following sanctions will be applied:

1. First offence - a verbal warning will be given and recorded.
2. Second offence - a written warning will be given and recorded.
3. Subsequent offences - the mobile telephone will be removed for a specific period (e.g. overnight, day, weekend, week).

Signing out and signing in procedures

Sixth Form boarders register in Elliott House. If a boarder needs to leave School during the academic day she must ask the permission of the Housemistress on duty and ensure that she returns by 18.00.

Boarders are expected to study in the evening during the week; it is quite acceptable to arrange an outing for a birthday or special occasion.

On Friday and Saturday evenings, if boarders plan to go out, they should discuss the arrangements with the Housemistress. They should be back by 23.00 or according to permission forms.

Cars

Sixth Formers may drive their own cars. However, parking within the school grounds is not permitted. The responsibility for the safe condition and insurance of cars must rest with the students' parents. The School cannot take responsibility if a student chooses to be a passenger in a car driven by another student,

Driving lessons can be arranged locally. These should take place during private study periods. Meals should not be missed.

Laundry

Washing machines, tumble dryers, irons and ironing boards are available for personal washing. Please use them with respect - be sure to remove all coins, tissues and jewellery from pockets before washing clothes. Washing tablets are available from the Office.

Students should supply their own bed linen. Sheets and towels sent to the School laundry must be clearly marked.

Valuables

If valuable items are brought into the House, the student must insure them. Passports and tickets must be handed to the Housemistress for safekeeping. Large amounts of money must be kept in the School's safe.

NB: The School takes no responsibility whatsoever for loss, security or misuse of personal items unless they are stored in the School safe.

Church

On Sundays Sixth Form students are free to make their own arrangements about worship. Christians are encouraged to attend one of the local churches. The times of the Services are as follows:

St. George's (Anglican)	10.30
St. John the Baptist (Catholic):	11.00

The Chaplain is happy to speak to all boarders, whatever their religious background or allegiance. Any matters of concern may be discussed with him in confidence at any time.

House Committees

The Head of House and her Deputy arrange representatives from each year to form a House Committee to discuss matters concerning the running of Elliott House.

Clothes List

Sixth Form Dress Code

The Sixth Form are not required to wear school uniform during the normal working week but will need a Games Uniform obtainable from the School Shop only. A Sixth Form student should take pride in her appearance and should therefore look tidy at all times. She should dress appropriately for a working day at school.

On formal occasions such as the Carol Service and Founder's Day Service, students are expected to dress more formally, i.e. a dress, skirt and top or trouser suit.

We trust the Sixth Form will apply good judgement and have a suitable dress sense. The list below is just a guideline to St Mary's Hall dress code.

- Smart jeans may be worn
- Skirts should be an appropriate length.
- Hooded tops, sweatshirts and T-shirts may be worn provided they do not contain inappropriate slogans.
- Cropped tops may not be worn.
- Beach wear cannot be worn.
- Hats should not be worn inside the Main School building
- Earrings may be worn but any other body piercing should not be visible.

Personal Items

Please ensure all the items of clothing are named.

- Bedroom slippers
- Dressing gown
- Pyjamas or night dresses
- Vests or bras as needed
- Pants and socks
- Paper handkerchiefs
- Brush, comb, nailbrush, scissors and clothes brush
- Small weekend case
- Extra name tapes and sewing materials
- Shoe cleaning equipment

House Security

The front door is secured by a security coded lock. The coded numbers must be memorised. It is of the utmost importance that when the security locks are in operation, they remain so.

Fire Regulations

Fire Regulations are posted in every room and regular fire drills are held. Students must know the procedures and follow all directions carefully.

Contact Numbers

House Staff may be contacted at Elliott House.

Elliott House Telephone (44) (0) 1273 698425
Elliott House Fax Number (44) (0) 1273 695663
Elliott House e-mail l_price@stmaryshall.co.uk

School Telephone (44) (0) 1273 606061
School Fax Number (44) (0) 1273 620782
The School e-mail communicate@stmaryshall.co.uk

School Nurse (44) (0) 1273 647772
Independent Listener 07748 009742

Friends and family are asked to telephone before 22.30h but to avoid the study time between 19.30 and 21.00h.

Postal address Elliott House
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Educating for Confidence



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