



# Queen Mary's

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SCHOOL

## **FLEXI-BOARDERS HANDBOOK**

# Welcome to Flexi Boarding at Queen Mary's

## Who looks after you?

### The Residential Team

Mrs Amanda Hickling – Head of Boarding

Miss Weston – Deputy Housemistress

Miss Camilla Rawlinson – Assistant Housemistress

Mrs Pyke – Evening Assistant

Frankie Hayman – Gap student

Allison Shields – Gap Student

Mrs Beaumont – School Nurse

## Before you arrive

Check in on Monday morning with Mrs Hickling after prayers, if you forget just come to the Day Room later.

## What to bring with you

The following list covers the basics of what you will need to bring as a flexi boarder:

- Duvet and pillow
- PJs, dressing gown and slippers
- Teddy
- Towel and washbag
- Home clothes for after school
- River swimming clothes and shoes (Spring/Summer terms)



## On the night you are to board

Bring your duvet, pillow and over night bag to the Day Room, this will be put in your dorm ready for after school.

If you have any medication please hand it in to the day room.



## After school

Come to the Day Room and the staff will let you know which dorm you will be in. If it is your first night you will be shown around and introduced to the staff on duty.

There will be time to unpack and get your bed sorted before tea.

A drink and snack are available after school.

## Tea time

Tea is served from 6 to 6:30pm – the juniors, Y3-7, are served first. When you have finished your tea you may go back to the dorm, until prep time.

## Tuck

Tuck shop is open on Monday, Tuesday and Thursday. Monday and Thursday is chocolate and crisps and Tuesday is healthy tuck, e.g. yoghurt raisins, fruit flakes, dried fruit. Oat and rice crisp snacks are also available.



## Prep

Y3-6 is 5:15pm – 6.00pm

Y7 is 6.30pm – 7.30pm

Y8 is 6.30pm – 7.45pm

Seniors are 6.30pm – 8pm

## After prep

You can have toast and a drink, fruit is always available.

The junior evening activity is from 6:30pm to 7:15pm with the outdoor education staff on Tuesday, Wednesday and Thursday. Mrs Hickling and the boarding staff run the activity on Monday evening and fun Fridays.

Other year groups need to ask the outdoor education staff if you would like an activity. As they are happy to sort out games, swimming etc, just ask!

## Getting ready for bed

You may have a shower in the evening and again in the morning if you wish, or even when you come into boarding after school.

## Bed times

### LIGHTS OUT

Years 3-6	8.30pm
Year 7	8.45pm
Year 8	9.15pm
S1	9.45pm
S2	10.00pm
S3	10.15pm



There is 'quiet time' for 10-15 minutes before lights out when you can read your favourite book.

Your mobile phones will be taken in at bed time for Y3-S1, this is to ensure a peaceful nights sleep for everyone in the dorm.

Junior laundry will be collected at quiet time.

Once lights are out girls are expected to settle quickly and go straight to sleep with out disturbing others.

If you need help in the night please contact Mrs Hickling, Miss Weston or Miss Rawlinson, even if it is in the middle of the night – we are here to look after you!

## **Morning routine**

You will be woken up by the Gap girls at 7.10am.

Get dressed and ready for school, then tidy your bed and dorm.

Years 3-6 may come down to breakfast together when you have asked the Gap girls.

Breakfast is served from 7.30 to 8am; you need to be down for breakfast by 7.45am at the latest, wearing school uniform and shoes.

You may collect your phones after breakfast.

Please avoid using phones during meals as this is a time to chat to your friends.

If you are feeling unwell in the morning come and find a member of staff.

After breakfast you can return to your dorm to tidy up or finish packing. You need to leave the dorms by 8.25am so that you are on time for registration.

On your last night please make sure you bring your sheet to laundry and take all your possessions with you in the morning.

Remember you are only allowed in the boarding area on the nights you board.

## **Consideration for others**

As part of community living, girls are asked to be mindful of all others in Boarding and conduct themselves politely and appropriately at all times. Use of inappropriate language or comments will not be tolerated and girls are to be suitably clothed at all times, except when showering.

## **Pocket Money and Valuables**

Pocket money is issued at weekends when boarders go out on trips. Any valuables can be kept in the Day Room for safe keeping or you may bring in a lockable box.



## **Activities**

### Fun Fridays!

During Autumn and Spring terms there are organised events for the boarders on Friday nights in the Great Hall: films, games, design a ball dress, dance competitions, concerts etc.

During the Summer term the lighter nights allow for lots of activities outside.

Just remember to sign out in the Day Room if you are going out of the main building e.g. to the stables, gardens, front lawn, extra music practices, tennis etc. This is so that we can find you in an emergency.



## **Not feeling well or something has happened**

Always tell a member of staff, as we are here to help.



If you are worried about something there are always people willing to help.

- Boarding staff
- Mrs Beaumont
- Tutors
- Parents and friends

Staff can be found in the Day Room but if we are not there, look on the door wheel.

From 8.15pm – 10.30pm, approximately, we will be in the dorms putting everyone to bed. Come and look for us.

If you need someone in the night:

Mrs Hickling lives in **FERNDALE** – but is off duty on Wednesday and Thursday nights.

Miss Weston lives in **BILSDALE** – but is off duty on Sunday and Monday nights.

Miss Rawlinson lives in **TYNEDALE** – but is off duty Friday and Saturday nights.

Mrs Beaumont is in school from 8.15am – 4pm Monday to Friday.

## **What if I am unhappy about something?**

Everybody feels unhappy about something at some point and at Queen Mary's there are plenty of people to go to. Whatever your problem it's always better to ask someone to help you. You can speak to Mrs Hickling or any of the residential staff, Mrs Beaumont or your tutor. You can see the doctor, speak to our Chaplain or arrange to see the independent counsellor by simply putting your name in a locked box. If you prefer, you can talk to one of the prefects. Everyone is here to help you.

## **For your safety**

For your safety some of the doors in the boarding area are key-coded. You will be told the code on your arrival as these will change every term. If you forget, just ask.



### Signing out

If you go out of the building after prep, sign out and back in at the Day Room.

### Fire practices

Each term we practice getting out of the building in case of fire. The practice may be at any time from 8pm-8am.

Just remember to:

- Stay calm
- Wake everyone in your dorm and go out together
- Use the nearest exit
- Meet on the West lawn in silence whilst a roll call is taken
- Be prepared and have shoes and a jumper/dressing gown ready



### **Boarders shop**

We have a small shop which sells a limited supply of items that you might need – toothbrushes/toothpaste, shampoo, shower gels, deodorants, hair bobbles and some pens and cartridges.

### **Contacting parents**

You may contact your parents before or after prep using your mobile if you have it, but try to find a quiet place where you will not be disturbed or disturb others. Remember not everyone needs to hear your conversation!

Or there is a phone under the stairs by the English room, which you may get your parents to ring you on 01845 575005.

You can use the Day Room phone in an emergency, but it is not very private – you must ask permission from the staff on duty.

### Can my parents ring me?

The best time for parents to ring is just after prep. Most parents arrange a good time beforehand but parents can always ring the Day Room and we will find you.

### **Note for parents**

### ***Temporary Education guardians***

From time to time full, weekly and flexi boarder's parents may be out of the country on business or pleasure. The school request that the parents nominate a person/s as temporary education guardians who may act on their behalf whilst they are out of the country. The education guardian selected would take responsibility for the pupil if unwell and on any essential school matters. They may be asked to provide consent for emergency medical and dental treatments and deal with any matters of a disciplinary nature. The person nominated can be family or friends and the school/Boarding department requires contact details of name, address and telephone number/s to be provided.

### **Can I think of anything else?**

If you can, just ask!

## **Useful contact details**

DAY ROOM

Tel: 01845 575044

Email: [boarding@queenmarys.org](mailto:boarding@queenmarys.org)