



# DE MAULEY HOUSE BOARDING HANDBOOK FOR PARENTS

We are delighted you have chosen for your child to board at Hatherop Castle and welcome you warmly to de Mauley House. We want your child to feel as though the Castle is an extension of home, and that they can look forward to lots of good times here.

The Boarding House is named after Lord de Mauley, who restored the Castle after a fire in 1850 which destroyed a large part of it.

All our boarders tell us how much they enjoy living here. In fact, there is a general belief among our boarders that the non-boarders miss out on all the fun!



We hope that this booklet will help give you a good idea of what boarding life is like at Hatherop Castle before you come.

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# De Mauley House

## Boarding Principles and Aims

Our principles for boarding allow children to learn a range of values, skills and experiences which prepare them for the next stage of their education. All of this happens under the watchful eye of experienced and knowledgeable houseparents and house staff who are to be viewed as mentors.

The lessons learnt in a boarding environment will lay a solid foundation for senior school and life beyond in an environment that is safe, secure and nurturing. Allowing risks to be taken and mistakes to be made with the knowledge that there is always someone who they can turn to for support and advice. Boarding at Hatherop Castle provides that mentorship and guidance from a family orientated approach that nurtures children in every way, not just academically.

We aim to:

- Ensure our boarders are happy; they feel safe and they are given every opportunity to develop as a whole person.
- Provide our boarders with lots of new experiences to help them grow and develop into confident, independent and positive people who want to be involved in as much as possible in all aspects of school life.
- Ensure all our boarders flourish as part of a mixed community and they will make a positive contribution to society.
- Produce an open and trusting ethos in which each boarder feels able to approach any other member of the community (staff or pupil) confident in the knowledge that he/she will be treated and respected as an individual.

These link in with the values and ethos of the whole school community which are:

- **Happiness:** All members of our community should act and behave so we all can be happy.
- **Adventure:** We play and learn with a sense of adventure
- **Teamwork:** We work and play collaboratively and understand that we can excel and achieve more when we work as a team.
- **Honesty:** We learn from making mistakes and we want all members of our community to show honesty towards each other.
- **Encouragement:** We actively encourage everyone to strive for excellence in work and play.
- **Respect:** Every member of the Hatherop community is treated with respect and kindness.
- **Opportunity:** We make the most of every opportunity.
- **Perseverance:** We do not give up when we find something hard or challenging.

## Who's Who

The Head of Boarding is Mr Holmes, Mr & Mrs Holmes are the Houseparents and live with their daughter Katie and two dogs (Bob and Watson) at one end of de Mauley House. At the other end of the house is Mr Nish our boarding house tutor. Also living in the house are two Gap students who spend a lot of time in the house helping all the boarders. Mr & Mrs Reed and their two boys, Oscar and Albie (and Olive the dog) also live in the Castle and are fully involved with boarders.



The staff are always on hand if there is anything worrying your child or something they just don't understand, they are available at all hours of the day and night and are highly experienced.

### Day to Day

This is a normal Monday to Friday timetable.

**7.15am** Wake up and get dressed

**7.40am** Breakfast

**8.10am** Teeth and Tidy

**8.20am** Registration in your classroom

**4.40pm** Clubs

**5.30pm** Prep

**6.15pm** Supper

**6.45pm** Activities for all

**7.30pm** Showers for Juniors / Senior Activity

**8.15pm** Junior Bedtime (quiet reading)

**8.30pm** Junior lights out / Senior Showers

**9.00pm** Senior Bedtime (quiet reading)

**9.15pm** Senior lights out

# Getting prepared

## School Uniform

The school uniform is available to purchase via the school website.

<https://www.hatheropcastle.co.uk/key-info/school-uniform/>

### **Boys - Prep Years 3 -5**

1 x HCS Blazer  
5 x Pale Blue Viyella Shirt  
2 x HCS Tie  
1 x HCS Cap  
5 x Red Socks  
2 x Red V-Neck Jumper  
3 x Grey Shorts or Long Trousers  
1 x HCS Backpack  
1 x HCS Red Coat  
1 x Red Art Overall  
1 x Black/Navy Shoes  
1 x Waterproof Trousers

### **Summer Uniform**

5 x Pale Blue Short Sleeved  
Shirt Short  
5 x Red Socks  
3 x Grey Shorts  
1 x HCS Navy Baseball Cap  
1 pair of Black/Navy Shoes or sandals

### **Sports & Gym**

HCS navy Polo Shirt (all terms)  
HCS Rugby Shirt (Michaelmas & Lent)  
Navy Shorts (all terms)  
HCS Games Socks (all terms)  
Base Layer (optional)  
Base Layer Leggings (optional)  
HCS Games Bag  
Trainers (all terms)  
HCS Navy Hoodie (all terms)  
HCS Navy Tracksuit Bottoms (all terms)  
Football Boots and Shin Pads  
Mouth guard (Michaelmas & Lent)  
Navy Swimming Trunks (Trinity)  
Swimming Hat (Trinity)  
Towel (Trinity)  
Cricket Shirt (P3 upwards) (Trinity)  
Cricket Trousers (P3 upwards) (Trinity)  
HCS Cricket Sweater (P3 upwards) (Trinity)  
Cricket Helmet – advised (P5 upwards) (Trinity)

### **Boys – Prep 6-8**

1 x HCS Blazer  
5 x Pale Blue Viyella Shirt  
2 x HCS Senior School Tie  
5 x Grey Socks  
2 x Navy V-Neck Jumper  
3 x Grey Shorts or Long Trousers  
1 x HCS Backpack  
1 x HCS Red Coat  
1 pair of Black/Navy Shoes

### **Summer Uniform BOYS**

5 x Pale Blue Short-Sleeved Shirt  
1 pair Black/Navy Shoes or Sandals  
1 x HCS White Baseball Cap

### **Sports and Gym**

HCS navy Polo Shirt (all terms)  
HCS Rugby shirt (Michaelmas & Lent)  
Navy Shorts (all terms)  
HCS Navy Rugby Shorts (Michaelmas & Lent)  
HCS Football Socks (Michaelmas & Lent)  
Trainers (all terms)  
Base Layer (optional)  
Base Layer Leggings (optional)  
HCS Games Bag  
HCS Navy Hoodie (all terms)  
HCS Navy Tracksuit Bottoms (all terms)  
Shin Pads (Michaelmas & Lent)  
Mouth guard (Michaelmas & Lent)  
Football Boots (Michaelmas & Lent)  
Swimming Trunks (Trinity)  
Swimming Hat (Trinity)  
Towel (Trinity)  
Cricket Shirt (Trinity)  
White Cricket Trousers (Trinity)  
HCS Cricket Sweater (Trinity)  
Cricket Helmet – advised (Trinity)  
Scrum Hat – advised (Michaelmas)

**Girls - Prep Years 3 -5**

1 x HCS Blazer  
 5 x HCS Navy/White Striped Blouse  
 1 x HCS Hat  
 5 x Red Socks/Tights  
 2 x Red Cardigan  
 3 x Navy tunic  
 1 x HCS Backpack  
 1 x HCS Red Coat  
 1 x Red Art Overall  
 1 x Black/Navy Shoes (not patent)  
 1 x Waterproof Trousers

**Summer Uniform**

3 x HCS Navy/White Striped Dress  
 1 x HCS Straw Boater (optional)  
 5 x Short White Socks  
 1 x HCS navy Cap  
 1 pair of Black/Navy Shoes or Sandals (not patent)

**Sports & Gym**

HCS navy Polo Shirt (all terms)  
 HCS Hockey Shirt (Michaelmas & Lent)  
 HCS navy and red Skort (all terms)  
 HCS Game Socks (all terms)  
 Trainers (all terms)  
 Base Layer (optional)  
 Base Layer Leggings (optional)  
 HCS Games Bag  
 HCS Navy Hoodie (all terms)  
 HCS Navy Tracksuit Bottoms  
 Hockey stick and shin pads (Michaelmas & Lent)  
 Mouth guard (Michaelmas & Lent)  
 Navy Swimming Costume (Trinity)  
 Swimming Hat (Trinity)  
 Towel (Trinity)  
 Boots with studs (Michaelmas)

**Girls – Prep 6-8**

1 x HCS Blazer  
 5 x HCS White Blouse  
 5 x Navy Tights  
 2 x Navy Round Neck Jumper  
 2x HCS Tartan Kilt  
 1 x HCS Backpack  
 1 x HCS Red Coat  
 1 pair of Black/Navy Shoes (not patent)

**Summer Uniform GIRLS**

5 x HCS White Short Sleeved Blouse  
 5 x Short White Socks  
 2 x Red Cardigan  
 2 x HCS Navy Skirt  
 1 x HCS navy Baseball Cap  
 1 pair of Black/Navy Shoes or Sandals (not patent)

**Sport and Gym**

HCS navy Polo Shirt (all terms)  
 HCS Hockey Shirt (Michaelmas & Lent)  
 HCS Skort (all terms)  
 HCS Games Socks (Michaelmas & Lent)  
 Trainers (all terms)  
 Base Layer (optional)  
 Base Layer Leggings (optional)  
 HCS Games Bag  
 HCS Navy Hoodie (all terms)  
 HCS Navy Tracksuit Bottoms (all terms)  
 Hockey Stick & Shin Pads (Michaelmas)  
 Mouth guard (Michaelmas)  
 Boots with Studs (Michaelmas)  
 Navy Swimming Costume (Trinity)  
 Swimming Hat (Trinity)  
 Towel (Trinity)

## Home Clothes

The list below is the home clothes list for boarders

Suggested list for - Girls	Suggested list for - Boys
2 pairs of jeans	2 pairs trousers or jeans
2 skirts/dresses	1 pair smart trousers
2 cardigans/jumpers/fleeces	1 smart shirt
1 blouse/shirt	2 jumpers/hoodies
3 t-shirts	3 t-shirts
1 smart outfit	1 pair indoor shoes
1 pair indoor shoes	1 waterproof coat
5 vests	5 vests
3 bras (if necessary)	10 pairs of pants
10 pairs of pants	5 pairs non-uniform socks
5 pairs non-uniform socks/tights	3 pairs pyjamas
3 pairs pyjamas	1 dressing gown
1 dressing gown	1 pair slippers
1 pair slippers	1 pair swimming trunks
1 swimming costume	1 pair wellington boots
1 pair wellington boots	1 pair walking shoes
1 pair walking shoes	1 coat
1 coat	1 small rucksack
1 small rucksack	

### Essential items

- 2 towels
- 1 duvet and pillow (School can provide these)
- 2 duvet covers and pillow cases (school can provide these)
- 1 washbag (shampoo, shower gel, toothbrush, toothpaste, flannel or washcloth, hair brush or comb, hair ties)

### Naming

It is vital that all things are named. With so many people living in the same place, and everyone's clothes being washed in the same laundry, things can get lost very easily if they don't have a name on. Make sure that casual clothes are named as well. Also please name all personal items: electronics, toys and sports equipment.

# Boarding Life

## Dormitories

We have 7 dormitories containing a total of 17 boys' beds and 17 girls' beds. The dormitories are organised according to the age of the children. Boarders will be allocated a dorm at the start of the year and from this point all the House Staff monitor the 'dynamics' of how everyone is getting along. As the year progresses, obviously friendships develop and change. We try to ensure that everyone is happy and occasionally changes are made when needed.



We also have a common room where there are facilities for making hot drinks for the evening and toast. There is a TV for film nights and an Xbox which is used at certain times during the week.

Children are encouraged to decorate their own area of the dormitory with suitable posters and photographs and for special occasions; for example, at Christmas. This results in a warm and homely atmosphere that helps the boarders to thrive away from home. Every boarder has their own notice board and bedside table for their personal possessions. This results in a warm and homely atmosphere that helps the boarders thrive away from home.

## Bedtimes

Bedtimes are staggered during the evenings according to the age of the boarders. All the dorms have a time when their main light is turned out and they have 15 minutes reading time using their individual nightlights. After this time they are asked to turn off their nightlights and have 5 minutes of whispers, after that time house staff will insist on silence. Bedtime routines and lights out times have been carefully planned to allow children as much free time as possible balanced with appropriate rest. Staff remain in the main corridors of the Boarding House for at least 30 minutes after the last dorm have been asked to be silent.

## **Homesickness**

Homesickness is often most likely to strike when a child has too much spare time. They will find that during the day they are likely to be very busy with lessons and in the evenings there are lots of activities for them to get involved in. If they do find they are on their own and feeling sad, chatting with others is a great way to think of other things, and helps build friendships.

Making an effort to join in with a game that's going on. Talking to someone about how they feel can be a real help. At night time they might want to have their favourite toy or teddy from home; so don't forget to pack them! It is totally natural to miss home, some boarders settle quickly others take longer. The house staff are very experienced in dealing with home sickness and will help and support your child through it.

## **Communication**

We encourage that the level of informal communication between staff and parents is high. The Houseparents and/or the Head of Boarding take a proactive approach to communication and are always willing to meet with parents by appointment should the need arise. For those parents who are unable to visit frequently, special arrangements for communication can be made as appropriate, using email or regular phone calls to ensure that parents are kept fully informed of their child's progress and welfare. During the first week of your child boarding we encourage and recommend after years of experience that communication between your child and parents is kept to a minimum, this can be hard but in our experience it allows the children to establish some valuable relationships with others rather than being tied to a phone. Also by the end of the first week they will have lots more to talk about.

## **Keeping in touch with your child**

With modern technology there are many ways in which we can keep in touch with each other:

Letter Writing/emailing home - Full boarders are expected to write a letter each week and/or send an email, although this doesn't always have to be to home. We encourage the children to keep in touch with extended friends and family as well, so an address book with relevant details is helpful. Children writing home each week will require writing paper, envelopes and stamps.

By telephone - Boarders may have mobile phones at school and may use these at the specific times. The phone must be handed in again at bedtime. There are land line phones available in the house for incoming calls. Juniors return to Houses at 7.30pm and may receive phone calls in an evening before 8.00pm. Seniors return to Houses at 8.30pm and may receive phone calls before 9.00pm before the bedtime routines.

## Tuck

Boarders are **not** allowed sweets and food in school. Not only is food stored in dorms a hygiene risk but we have 2 evenings a week when we provide sweets and treats and this is certainly enough sugar in their diet. We do urge you to support us in this matter. Boarders have access to fruit and other healthy snacks after the activity session each evening and therefore shouldn't ever go hungry!

## Boarders Meetings

We hold a weekly boarding house meeting involving the boarders where we discuss a range of items. We also have a suggestion box for ideas and comments to be posted which will be discussed at the meeting. This is a time to celebrate the boarders and achievements they have made, not only academic but more importantly for the boarding house on a social and personal level.

## Weekend arrangements

Weekend plans must be finalised by **6.15pm on Wednesday evenings** as this is when the weekend lists are made and passed onto the catering department. At this time the House Parent will ask the boarders whether or not they will be staying in school for the weekend. If your child is going home for the weekend, the House Staff also need to be informed as to whether your child is returning on Sunday night or Monday morning. Again, this gives us the opportunity to make catering arrangements and keep our House List up to date. Please ensure you have had the relevant discussions with your child before this time each week so they are able to communicate the correct information to House Staff.



Boarders who return on Sunday night are required to sign in with the House Staff on duty. Please ensure that your child is back before 7.30pm.

Full boarders may be invited to a friend's house for the weekend but parents need to give the school their permission. If permission has not been received, your child will not be allowed to leave the school until contact has been made with parents or guardian.

## The Cotswold Flyer

We provide an escorted travel service for our weekly boarding and full boarding pupils. The service runs between London Paddington and the glorious Cotswolds.



Pupils can also join and leave the service at all points between, including Swindon, Reading and Didcot Parkway.

On Friday evenings, with the school week behind them, children head back to London (or other stops en route) with a delicious packed supper to tie them over. With prep done on the train, the weekend is free to enjoy with their families.

On Sunday evenings, after a weekend at home, children are met by a member of staff at Paddington Station (or other station en route) and board the train to head west. With friends to chat to, books to read and games to play, the time flies and in just over an hour, they arrive at their final destination to be collected by school bus. More information about how to use this service is available from Mr Holmes.

### Food

The food here at Hatherop Castle is varied, nutritious and really tasty. There is always something for everyone's tastes and boarders never go hungry. Boarders are encouraged to give suggestions about the food the kitchen are always keen to hear their views and will endeavour to cater for allergies or intolerances if needed.

### Sanctions

During boarding time "school" sanctions will not be applied. Boarding staff will use their discretion to apply "home-style" sanctions to children if appropriate along the lines that if a child has taken something away from the sense of community then they should spend some time doing some good for the community. Continuing or serious problems will, of course, be discussed with parents.

### Pocket Money

Boarders only need a minimum amount of money at school, this maybe to buy an ice cream or to purchase a small item at a school event or to purchase toothpaste or shower gel from the boarders shop. We recommend a maximum amount of £50.00 for the term. This must be handed in to Mr or Mrs Holmes on your child's arrival at school and will be kept safe by them. All other expenses will be added to your end of term bill.

## **Electronic Devices**

Only boarders who board full, weekly or home and away can bring in electronic devices. iPads, laptops, mobile phones or any other electronic device may be brought with the boarders into school and handed to Mr or Mrs Holmes. They will be allowed to use them at specific times after school and at the weekends. At all other times they are stored away in a locked cupboard. (There are so many other things to do at Hatherop Castle you hopefully won't miss them!)

If the device has internet it must use the House Wi-Fi **not** 3G or 4G. As a school we have to follow the Government's recommendations on social media. Therefore boarders are not allowed access to Facebook, Twitter, Instagram, Snapchat or any other social media site whilst at school.

If there any App's on the device that are not age appropriate (suitable for child's age) these must be deleted. Please ask your Mr or Mrs Holmes if you are unclear about anything.

## **Laundry**

Mrs Holmes oversees the laundry provision in the House. Full, Weekly and Home and Away boarders have their clothes laundered but other boarders will be expected taker their clothes home to be washed. Boarders wear school uniform but may change into casual clothes after supper.

There is a clear laundry rota for school uniform whereby the children put in specific items each evening. Children may choose to hand in their casual clothes when needed.

**Please be aware that all casual clothing will be machine-washed and tumble-dried.**

**ALL clothing must be clearly marked using name tapes.**

## **Health**

If your child feels unwell or has hurt themselves, they are encouraged always to always tell their teacher or a member of staff who will guide them to an appropriate first aid trained adult. We are very lucky at Heatherop Castle to have two fully trained First Responders on our staff who are on site during the school day.

If a boarders becomes ill in the night the Houseparents are Paediatric First Aid trained and on duty at all times. There are 2 sickbays in the Boarding House should a boarder be too unwell to sleep in their dorm. If your child (ren) feels unwell and/or has hurt themselves you will be informed and kept informed of any developments at the earliest opportunity.

Full boarders can be registered with a doctor at the Hilary Cottage Surgery in nearby Fairford.

# Boarding & School

## Academic

Boarders are fortunate in having plenty of time available to complete work, carry out extra work and revise for tests and examinations. The Boarders' academic progress is closely monitored by their Form Tutor. **If you have any concerns regarding academic matters please arrange an appointment to speak to your child's Form Tutor.** In addition, the Head of Boarding will meet regularly with each boarder to talk to them about their studies to ensure they are on top of their work and are happy in the classroom. Feedback will be given to the child's Form Tutor if needed.

## Revision

In the run up to school examinations, we like to feel that the boarders are well placed to prepare properly for exams. They will all have to prepare exam revision timetables and have to keep to them. They are in the privileged position of being able to seek assistance from academic staff when they need it. The Year 8 pupils will naturally do more revision than the younger members of the House. The boarders are encouraged to take these revision sessions seriously and make the most of them. During this time, each year group is supervised by one of the House Staff.

# Evening Activities

One of the best things about being a boarder is that they get to use all the school facilities when the day pupils have gone home! That means that they have access to:

- The floodlight astro-turf pitch (due for completion October 2018)
- Sports hall
- Games fields
- ICT rooms
- Art and DT rooms
- Boarders' common room
- Music rooms and instruments
- Cricket Nets
- Tennis Courts
- Woods for den building
- Library
- PAC Room

Whatever your child's interests there is always something fun to do. We will be holding special theme nights and inviting people into the school for example maybe a street dance teacher or a judo teacher.

## And Finally .....

If you have any questions or queries regarding boarding please do not hesitate to contact Mr. Jon Holmes, Head of Boarding you can email him on [jon.holmes@hatheropcastle.co.uk](mailto:jon.holmes@hatheropcastle.co.uk) or call 01285 750206

Boarding should be fun and our aim is to help the children make happy lifelong memories as part of their **Adventure of Childhood**.