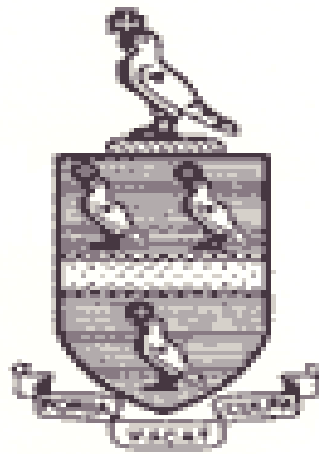




House Handbook

# The Mitre

2011-12





## Welcome to The Mitre

Firstly, we would like to wish you a warm welcome to The Mitre. We are delighted that your daughter will be joining us, and hope that she will have a happy and productive time whilst she is at Repton. As you know the House is the heartbeat of your daughter's time at the school, and will be the family unit which is the basis of her time here. Our aim in the first few weeks is to make sure that your daughter is happy and settled and that she knows how the school works. There is always someone around the House to ask if your daughter feels she needs help or advice during this important settling in period and throughout her time at Repton.

This introduction to the House is designed to give an insight into the unique culture and ethos of The Mitre. Many of the procedures in the House are the same as those in other Houses but there are certain nuances that help to give The Mitre its own individual identity. The physical space of the House is different to other Houses but so too is the format for meals and some of the ethos's of the House. There are also House rules which will vary from house to house, and we have included these within this booklet.

We have had a wonderful first three years in the House and are very proud of the caring family atmosphere which has continued to develop and which is remarked on by many visitors to the Mitre. The mark of all the girls is that they care deeply for one another and this helps to make the Mitre a very special environment in which to live and work.

I run the Mitre, assisted by the tutor team, including the resident tutor (Cat Davison) and Margaret (our resident matron). My husband Nick also lives in, and plays a supporting role - including answering the telephone and helping with the practical aspects of running the House. His primary role is looking after our four year old son Joshua and working as a Special Constable for Derbyshire Police.

We do so hope that this guide will help to answer some of your questions. We are very much looking forward to working with you in the coming months and years.

Anna and Nick Parish

### The Ethos of the House:

- The House provides the framework for pupils to become fulfilled individuals and responsible citizens
- It provides a safe and family environment, in which the Housemistress takes on the parental role and helps to provide a high level of pastoral care
- It aims to maintain open and positive links with families
- It hopes to cultivate and promote interests in activities that develop self esteem in the girls and confidence in their own abilities
- It aims to nurture high personal standards, good manners, responsibility and respect for others at all times
- It encourages and supports individuals through respect, communication and personal support
- It maintains a high standard of discipline, respect, responsibility and appearance of pupils in the House
- It hopes to promote a readiness to contribute to the community and provide leadership for it
- It aims to ensure that parents are regularly advised of the progress of the pupils including difficulties of either personal or disciplinary nature
- It promotes all House and School activities to encourage all pupils to fulfil their social, cultural and sporting potential
- Staff in the House will inform the Headmaster or appropriate authorities in accordance with the Children Act



## A brief History of The Mitre:

The Mitre began in 1880 in what is now The Old Mitre. It was eventually considered unsafe for boys and so the current building was constructed, opening in 1937. Staff accommodation was made out of the old building which today not only houses several staff but also the English Department. A succession of Housemaster's successfully ran the House until the school's ambition of becoming fully co-educational resulted in a move of the staff and boys into a fully refurbished Cross House. Whilst the boys could not take the name with them high running emotions were calmed by the safe transfer of the flag and red & black colours.

The Mitre is one of four girls' houses at Repton. It was for a long time a boys House (founded in 1937), and many old boys still come to visit, hoping to see some of their honours boards on the wall. These are now stored in the school archives, and the new boards indicate the successes of the girls in the brief history of The Mitre being a girls house.

The house was fully refurbished in 2003, and opened as a girl's house in that year. It started as a small house, taking a number of girls from the existing girl's houses. Now, it is 75 strong, and there have been several extensions in recent years both to studies and to the dining room in order to accommodate this number. This includes most recently the building of the New Wing in 2006 to provide individual bed and study accommodation for Sixth Formers.

The House enjoys a beautiful location set in its own gardens with a large grassed area for the girls to relax and play in. Pupils are accommodated in spacious modern bedrooms and Sixth-formers have their own single bed-sits.

In its first 5 years, The Mitre was run by Deborah and David Newman. Some of you will know the Newman's because your daughters will already have been cared for by them as they passed through the House. They established in the Mitre a strong spirit - the nickname of The Mitre being "Mighty Mitre". The popularity of the House is in large part due to their outstanding leadership in the years preceding 2008.

Three years ago The Mitre started a new chapter in its History, with Nick and myself taking on the mantle of House parents. Our aim remains to maintain the Mitre as a relaxed, friendly and lively place to live, with the emphasis on a family atmosphere. At the same time we aim to maintain the high standards that have been set in the House since it opened its doors to girls eight years ago.



### The House team:



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### Housemistress:

As the Housemistress I run the House as a "family unit". I have overall responsibility for pupils' work and development. I take care of the "day to day running of the House", meet and liaise with parents and staff members. I organise the girls for all in House and external House events, and make sure that they are following all school procedures. I represent the House in meetings with the Headmaster, and with the other Housemasters. I also conduct all visits to the House and meet with parents on a regular basis. I liaise with tutors, and track pupil progress. Importantly I am around the House, as much as my teaching load allows, and my door is always open. I aim to give the girls in my care the highest level of pastoral care and provide a friendly and secure environment in which the girls can thrive and make the most of all that Repton has to offer.

I am assisted by a team of House tutors who are drawn from the teaching staff of the school. I am also lucky to have a resident House tutor, and a resident matron who help with the day to day running of the House.



### House tutor team:

Nick and Joshua Parish sporting their newly made "Mitre Hoodies".

Nick's role in the House is an important one for me, and he supports me in much of the day to day running - including taking care of pocket money and buying goodies for the House "snacker". He is normally on hand when I am teaching in the mornings, and will always meet with guests for coffee at lunch times. His other important role is looking after our four year old Joshua.

The list below is the tutor team, as it stands, for August 2011. The tutor will arrive for their duty night at 7.30pm and leave at 11pm.

**Resident House tutor:**

Miss Cat Davison (Teacher of Religious Studies)

Cat joins the Repton staff new this year from Wycombe Abbey School where she has been a resident House tutor. Cat was also responsible at Wycombe Abbey for teaching Oxbridge classes in Religious Studies and Economics. She will be teaching Religious Studies at Repton. Cat will also be heavily involved in the extra-curricular life of the school including participating in music (she is a Grade 8 musician herself) and hockey coaching. We very much look forward to welcoming her to Repton and to the Mitre to join our team.

**Duty night: Wednesday, overnight (B Block tutor)**

**Non residential House tutors:**

Mrs Sandra Nield (Head of Examinations):

Sandra has been teaching at Repton since September 1991 and has important pastoral experience in the Mitre tutor team having been Housemistress of the Garden, a role she had for 5 years. She teaches maths and is also the School's examination officer. She joined the Mitre tutor team last year and has been a huge addition to the staff. She is often found on her duty nights helping girls with complex mathematical problems!

**Duty night: Monday (Sixth Form tutor)**

[smqn@repton.org.uk](mailto:smqn@repton.org.uk)

Mr John Sentance (Head of Drama):

John Sentance is Head of Academic Drama and has been teaching at Repton since 1999. For twelve years he was tutor in Orchard House, two of those years as Boarding Tutor. His background is actually in English as he has a BA in English Lit from Manchester and an MA in Seventeenth Century English Lit from Goldsmiths, London. He trained as a teacher in South London and has taught at Downe House (Girls' Boarding) and Hampton School (Boys' Day) before Repton. He has two sons, one about to go into Year 8 at Foremarke and one about to enter Repton's Sixth Form.

**Duty night: Friday (Sixth Form Tutor)**

[jcs@repton.org.uk](mailto:jcs@repton.org.uk)

Mr Mark Cadman (Assistant Director of Music)

Mark Cadman is the Assistant Director of Music (instrumental) and has been teaching at Repton since September 2008. He studied at Birmingham

Conservatoire. Mark plays the trumpet and piano and teaches general brass, he also takes the B Block music course and GCSE. Mark conducts many ensembles at Repton and is the Musical Director of the Concert Band. As well as being very busy in the music department he helps out with the Duke of Edinburgh awards scheme.

**Duty Night: Tuesday (A Block Tutor)**

[mhc@repton.org.uk](mailto:mhc@repton.org.uk)

Mrs Val Cosford

Val is a very experienced member of school staff and a very valuable addition to the tutor team this year. She and her husband were the House parents of the Orchard, after which Val took over as the Housemistress of the Garden. Val has been a tutor in the Priory from where she joins us this year. As well as teaching Chemistry Val is heavily involved in the extra-curricular life of the school. She is a key member of staff for the CCF and coaches both girls' hockey and netball. She has two sons - one an OR now at university and one about to enter Repton's Sixth Form.

**Duty Night: Thursday (O Block Tutor)**

[vrc@repton.org.uk](mailto:vrc@repton.org.uk)

**Matron:**

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Our matron is the wonderful Mrs Margaret Brown (known by the girls as "Magic Margaret"). She and her husband Steve live in the House. She is a vital member of House staff. Margaret attends meals, and also goes round the House during the day and in the evenings. A huge supporter of extra curricular events, Margaret has been on Repton staff for 18 years. Margaret also deals with the day to day running of the house including cleanliness of the House, laundry and the smooth running of the kitchen.

**Her daily duties include:**

- Unlocking common rooms in the morning, as well as other key rooms
- Assisting with meals
- Running surgery (in House) daily: 8-8.20am, break time and lunch time (1.45-2pm), and evenings (9.15 -9.30pm)
- Collecting prescriptions
- Checking standard of girls dress
- Checking rooms for beds being made and general tidiness
- Managing the team of support staff in the house
- Dealing with callers to the House, including Old Reptonian's
- Crucially - being a listening ear for the girls, and providing them with both emotional and physical support

### **Other members of support staff in the House:**

Our Relief Matron is Karen (Kaz), who is also a member of the domestic staff in the House. She is relief matron on Wednesdays when she takes on Margaret's duties from 8-5pm. The girls all know Kaz from the other work she does in the House, so she is a familiar face around The Mitre.

The domestic ladies include - Clare, Di, Carole, Sandra and Mary. They all arrive at 9am in the morning and will work until between 12 and 1. The girls will quickly get to know the ladies, and they will become an important part of their life in the house.

Tricia the House chef (see more about her under section on in House dining) is relieved by Heather, who works to maintain the same high standards that Tricia has set in the kitchens. Heather and Tricia are also helped by Sarah in the kitchen



Members of the support staff with Tom and Clare Chambers on a visit they made to the House (Lent 09). From left - Angela, Clare Chambers, Heather, Tom Chambers, Sarah and Kaz

### **Head of House and House prefects:**

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The Head of House and the House prefects have a key role to play in the House. They are expected to support all House rules and lead the House by example. The Head of House will also become a School Prefect.

A number of tasks are delegated to the Head of House and the House prefects, who on their duty day will perform specific duties for the House.

In turn prefects are expected to meet certain expectations:

- Lead by example
- Be smartly dressed
- Show commitment to the House, and support a wide range of House activities

- Encourage respect for all the pupils - be fair and consistent
- Be approachable to other members of the House
- Work closely with the resident adults in the House
- Support the Housemistress at all times
- Assist with the implementation of House and School rules
- Support the Head of House and the other House prefects
- Record any sanctions used against a younger pupil in the House Punishment book
- Always find a member of staff to help when faced with a difficult situation

**Specific roles played by Prefects in the House:**

- Opening front doors at 7.45 am and be early to breakfast
- Monitoring prep and overseeing bedtimes and duty nights - for B block this monitoring is done in the dining room
- Selecting and organising teams for House competitions
- Looking after the welfare of younger pupils, in a pastoral role
- Helping to host functions - such as new girls' tea
- Investigating minor misdemeanours
- Providing a "role model" to other girls in the House

**This year's Head of House and Prefect team, 2011-12:**

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**Head of House and School Prefect:** Emily Renshaw

- Liaison with AFP and tutors
- Oversees prefect team and organises duty rotas
- Organise agenda for prefect meetings

**Deputy Head of House:** Lottie Jameson

- Liaison with AFP and tutors and supports HoH
- New girl mentors (Sixth Form)
- Lunch table rota

**Deputy Head of House:** Emily Boyce

- Liaison with AFP and tutors and supports HoH
- New girl mentors (B Block)
- House newsletter

**Senior Prefect:** Sophie Moorcroft

- House competitions
- House newsletter

**House prefects (supporting the HoH and Deputy HoH in the following areas):**

- Emma Clarke - Organises House social events - themed lunches, bonfire night etc
- Jade Shaw Wall- House art work / notice boards
- Rose Knight- Induction of B Block and 6<sup>th</sup> Form
- Elle White - Year Book
- Sophie Griffiths - Year Book



**In House dining**

One of the unique features of Repton is the in-House dining offered by each of the Houses in the school. Each house has its own chef and support staff, and will run the dining room in a unique way:

The Mitre kitchen is run by our chef Tricia who does a fantastic job of varying the menus and providing a healthy diet. This is also done in consultation with the girls in the House, who often ask for specific dishes which Tricia will try to accommodate. Some of this consultation is done through the termly meeting of the food committee, when matron and Tricia will meet with year group representatives to discuss the menus and any changes the girls would like to see. Thus the menus are planned with the pupils' preferences in mind.

#### **Breakfast:**

The Mitre has an informal breakfast. All girls are expected to attend (except U6th), and will register with the duty member of staff. Homemade yogurt and fruit, as well as cereals and toast and cooked options are all on offer. There are also three days a week when the girls are offered a continental breakfast.

Breakfast on Sundays is later (8.20 to 9.25am)

#### **Lunch:**

Lunch is the main meal of the day, and is held at 1pm. It is a formal occasion, with an opening and closing Grace. There will always be guests at lunch, including academic staff (both tutor team members and those from outside) and visitors to the House (including visiting parents). Margaret (the Matron) will also be in attendance. Much of the benefit of the formality is to help develop good social skills, and for the Mitre girls to meet and get to know members of staff that

they are not in the House with. Staff can also set high standards of manners, and monitor individuals eating patterns.

There is a buffet style lunch on Saturdays, and girls involved in fixtures can collect a packed lunch in the morning.

Daily notices are read out at the end of lunch, so that girls are informed of any routine changes during the day.

**Supper:**

Supper is at 6pm (7pm on Saturday in the Summer term). This is a less formal meal and on Sundays will again be in a buffet format.

**Snacks:**

Just as they would have at home, it is important that the girls are able to get snacks during the day.

- Toast, fruit and biscuits are provided for break time and in the evenings. The girls also have tea and coffee and drinking chocolate. Honey, marmite and chocolate spread are also available
- The snacker - this is the in House tuck shop, which is open at certain times of the day for the girls to buy snacks in House and is situated in the private side dining room
- The Grubber is the school tuck shop, which offers various drinks and snacks and pupils can either pay cash or use an account authorised by parents.

**Special occasions - involving food!**

- \* House supper: held on the final evenings of the Michaelmas and Summer term
- \* Birthdays: Tricia will always provide a cake for a girl's birthday, and each girl can then choose how they would like to celebrate with their friends. Some will choose a take away pizza or order Chinese. Others may go out with members of their own family.
- \* Celebrating House successes: It is traditional in The Mitre that wins in House competitions are celebrated with a take away for the girls (the normal favourite being Chinese and duck in particular!)

**Dining occasions for parents:**

- \* The "Sale of Work" dinner
- \* Speech Day drinks - for all members of the House and their families
- \* New pupils' tea - the penultimate Sunday of the Summer term



The dining room dressed for a parents dinner with an Irish theme

### **Dietary requirements:**

Tricia will make every effort to accommodate the dietary requirements of the girls in House. This is specifically in relation to vegetarians, allergies and specific dietary needs. As would be the case at home, we are not able to offer a choice of dishes at each meal.



### **Birthdays:**

Many of the girls will celebrate their birthdays whilst at school. For these occasions we are very happy to organise a dinner for your daughter and their friends. On "special" birthdays such as 18<sup>th</sup>'s we do welcome "bubbles" and cakes, and are very happy to supervise such events in House.



O Block and B Block on the Private side to celebrate birthdays



U6th celebrating an "18<sup>th</sup>" Birthday - Cake and "bubbles" provide by her mum!

### House competitions (Sport):

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The Mitre takes inter House competitions very seriously, and has a strong tradition of winning many of these competitions. You will have seen the many cups the House have won decorating the walls in the dining room. The House competes in House colours of navy and pink (popular with the girls because of their "Jack Wills" similarities!). The Mitre girls also compete in custom made blue and pink striped socks, which your daughter will be able to get at the beginning of term!



#### Memorial event examples:

- \*Caroline Tyler memorial relays (swimming)
- \*The Kropacsy relays (running relays)

#### Major inter-House event examples:

- \*The Senior Hockey League
- \*Junior inter-House hockey
- \*Junior netball competition (A and B teams)
- \*Inter-House swimming

- \*Junior and Senior Steeplechase
- \*Sports Day
- \*Junior and Senior water-polo

**As you can see, the Mitre takes pride in taking part in competitions and we like to do well!**

#### **Registration and roll calls:**

- \* The girls in House are registered 3 times a day at mealtimes by either myself or by matron

#### **Facilities in the House:**

- \* The Mitre has two common rooms, the lower common room is open to any students from other houses, by invitation. The lower common room has a "Wii" that can be used during the girl's leisure times. The lower common room also has a table tennis table for use

- \*The upper common room is exclusively for members of The Mitre. It has a kitchenette which is available for the use of the girls. Biscuits, bread and spreads are available throughout the day for the girls.

- \*The quiet common room, is also exclusively for use by the Mitre. It contains a bank of computers, which are linked to the school network. It is also an additional space for those wishing to do quiet work. Copies of all key text books used by departments are kept in the House Quiet room

- \*There is an in-House DVD collection which the girls are more than welcome to borrow from, and the collection is frequently updated

- \* The Mitre garden is a large grassed area where the girls can relax and enjoy activities, particularly in the warmer months of the year.

- \* TV (including Sky) is available in both common rooms.

- \* Newspapers are selected by the girls at the start of the year and include a selection of tabloids and broadsheets. They are delivered to the House daily for the girls to start reading them at breakfast.

- \*There is an in House "snacker" for those girls wishing to buy drinks, sweets and crisps which is open daily after prep

#### **Other useful things to know:**

- Mobile phones - B blockers and A blockers (who are in 2, 3 or 4 bedded rooms) will have their phones collected by the prefect at 9.50pm. A block phones are collected at 10pm
- Photo montages - when joining, each girl is given a photo board to personalise. You will see a number of these around the house.
- Room keys are available, though few girls feel the need to have them

### The Mitre House Rules

1. All members of the House should use common sense, show courtesy and consideration for others at all times, and abide by all school rules, especially regarding personal appearance. Please see separate notice showing the school dress regulations.
2. **Illness:**  
If feeling ill in the morning you **must** attend surgery or send a message to Matron. **Any girl returning to the House from the San. or feeling unwell must report to Margaret. If you cannot find Margaret, you should report to Kaz, who will be in the upstairs new wing corridor of the House.**

**If you miss lessons in the morning you must not be out of the house for the rest of the day.** Staff rightly get very upset if you are seen partaking in any activities or socialising, having missed their lesson earlier in the day.

3. **Meals:**  
Every boarding member of the House is to attend every meal [in uniform for lunch]. The only exception to this is that weekday breakfast is optional for upper sixth-formers. Every day-girl is to be in lunch and tea every day except Wednesday tea and Sundays. She may go home at lunchtime on Saturday. 24 hours notice is required if you are going to miss a meal. Week-end meals will be finalised at Thursday lunch-time. All meals are considered to be Roll Calls.
4. **Bounds:**  
The following areas are OUT OF BOUNDS: All fire escapes, roof areas, main house kitchen (unless an adult is present), trunk room, cleaners' cupboards. (Hoovers are available on request!)
5. **Prep:**
  - Pre-Prep begins at 7.00pm and lasts for 15 minutes and it is to be a QUIET time for you to get ready for Prep, and to begin your work. .
  - Prep starts at 7.15pm and this is to be a SILENT time. There will be a short break for those who want it at 8 - 8.15pm for toilet and a drink or snack. Remain quiet during this time as some girls will want to work.
  - **Do not move about during prep** - it disturbs others.

- Radios etc. may **not** be played during prep. You may listen to music through headphones.
- No food or drinks in the Dining Hall during prep.
- All mobile phones must be **SWITCHED OFF** during prep. Failure to abide by this rule will result in the confiscation of the mobile phone for one week.

6. **Radios, CD players and TV:**

Music must be played at an acceptable volume (determined by staff) at all times and must not be a nuisance to others. No music may be played after lights out.

**Television Timings:**

1. On Tuesday and Thursday afternoons the TV should not be turned on before 4.00pm
2. The Television may be used from 6.15 to 6.55.
3. It may be used after prep until 11.00pm (midnight on Saturdays).
4. On Saturday it may be used from after lunch until bed-time.
5. On Sunday it may be used from after Chapel until bed-time.

**The Housemistress reserves the right to turn the set off at any time.**

7. **Telephones and Mobiles:**

1. Mobiles may be used only in "Free time" and **NOT** during lesson time or prep time.
2. Mobile phones must be registered with the Housemistress and have the same restrictions of use as normal phones. Juniors may not use them after bedtime when they will be collected in by a prefect.

8. **Bedders:**

No food or drink is allowed in bedders. Lap-tops should only be used in bedders sensibly and bearing other members of the House in mind

9. **PWs: (Personal Work periods)**

Music in PWs may only be played through headphones and you must not watch TV. Anyone found abusing PWs in any way will lose the right to take them in the house.

10. **Visitors:**

- a. All visitors should be invited to the House.
- b. Boys may visit in the ground floor common room, the garden, the foyer and the court yard, during free time only and should not be in the House unless they have been invited by a Mitre girl (1.45 pm to 9.00 pm on Saturdays; and 11.00 am to 9.00pm on Sundays)
- c. Girls may be invited to visit in any common room, study or bedsitter
- d. No visitors are allowed in junior bedders.

- e. Visitors to sick bay must seek permission from the Housemistress or Matron.
- f. Anyone visiting after lock-up should ask the permission of the Housemistress to come into the house and should also have his/her own Housemaster's permission to be out. This rule applies on any evening including Bar nights.
- g. Any visitor who is not a member of Repton School should ask permission from the Housemistress irrespective of the time of day.
- h. Girls should encourage visitors to observe general values of courtesy and good manners.

11. **Tidiness:**

Be generally diligent about keeping the House tidy and free from litter - especially clearing up your own mess in common-rooms and kitchenettes. All rooms to be clean and tidy, with beds made on leaving for lessons each morning. All Bedders will be inspected at random.

12. **Signing in & out:**

Day girls are to sign in before lessons each day (with Margaret at 8.30am), and sign out when they go home in the evening. All girls must sign out of the House after TEA and sign in again on returning to the House. When arriving back from an activity or Bar all girls must report to the Housemistress. Saturday night bar return is through the Housemistresses accommodation.

13. **Yard:**

The yard must not be used after 10.00 pm.

14. **Boots:**

Sports footwear and corps boots must be removed before entering the house and stored in the lockers provided.

15. **Hair straighteners:**

It is essential that these are used sensibly, and switched off after use. It is crucial that straighteners are not left switched on in bedders and importantly not left on top of beds.

16. **Candles:**

No candles are allowed in girls rooms for any reason.

17. **Bedtimes:**

**Monday to Friday, and Sunday:**

B Block: In rooms by 9.45pm (Lights out 10.00pm).

A Block: In rooms by 10.00pm (Lights out 10.15pm).

O Block: In rooms by 10.15pm (Lights out 10.30pm).

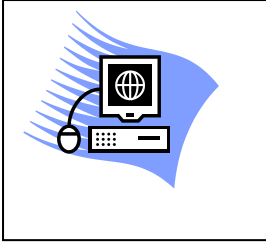
Sixth form: 11.00pm (Lights out 11.15pm).

**Saturday:**

B and A Block: In rooms by 11.00pm.  
O Block: In rooms by 11.30pm.  
Sixth form: In rooms by 12.00 midnight.

18. We would expect all the girls in the Mitre to uphold the good name of the house by always making visitors feel welcome.

**AFP, June 2011, House Rules**



### Contacting the House:

Your first point of contact on all academic and pastoral matters should be with me (Mrs Parish). The list below are the main points of contact for me.

- **Phone:** 01283 559251
- **E-mail:** [afp@repton.org.uk](mailto:afp@repton.org.uk)
- **Post:** The Mitre, Mitre Drive, Repton, Derby, DE65 6FJ

Please do leave a voicemail message if I am not there or nobody answers your call and I will return your call as soon as possible.

### Parental contact:

It is very important that parents contact us in the House, with any concerns great all small about their daughters.

Please do contact us by telephone at any time. We will endeavour to return your call within 24 hours (we may not be at our desks because all House staff also have a full time teaching commitment).

It is also possible to contact the main school switchboard in an emergency if you cannot get us at our desks on: 01283 559200

Parents contact the House for a range of reasons, and it is important that House staff are aware of all situations however big or small which may affect the school day for their daughters, from domestic upsets, to changes in routine, holiday arrangements if they affect term dates and bereavements. We ask that the House is contacted as soon as possible in these events so that we can take charge of pastoral care during the school term and be pro-active in helping the girls in our care.

There are some things we ask you to contact us about as a matter of course:

- Privilege weekends (PW's)
- Family events (weddings, baptisms, birthday parties)
- Bereavements
- Changes in Home circumstances - this may include issues such as the loss of a family pet, which will affect the life of your daughter or other changes in home circumstances
- Family illnesses

You may also want to contact us to discuss:

- End of term arrangements
- Academic progress
- Concerns regarding home sickness / stress / settling in
- Other issues of concern

You may also wish to contact your daughters tutor on specific issues. They can be contacted on their duty nights in the House or by e-mail.

**Contact regarding academic progress:**

You will get a regular update on the academic progress of your daughter every five weeks. The grading systems and report details are explained in the parent's handbook. If you have any concerns as regards the grades, please do not hesitate to contact the House so we can discuss your daughter's academic progress in more depth.



**Check list for the beginning of term, to make you at home in the House:**

- 1) Set of cutlery (knife, fork, spoon and teaspoon) for use in the House kitchen
- 2) Mug, plate and bowl to use in the Common Room
- 3) Lockable tuck box - so that personal items can be locked away
- 4) Reading lamp
- 5) A duvet and 2 duvet covers - use this as an opportunity to personalise your room
- 6) Some coat hangers
- 7) Posters and photographs to decorate your room and personalise it
- 8) Small hi-fi appliances with headphones
- 9) An alarm clock - it won't be possible to use a mobile phone for this for B and A blockers
- 10) Shoe cleaning materials
- 11) Spare name tapes for clothes/uniform bought in term time

