



GUIDELINES FOR BOARDERS ARRIVAL AND DEPARTURE FROM SCHOOL

START/END OF FULL TERMS

At the start of a full term, boarders are expected arrive in school between 16:00 & 19:00 (or as near to these times as is reasonably possible) on the day before term begins.

At the end of term, Boarders are free to leave from 11:00 at the end of the Autumn and Spring terms and from 13:30 (after Prize Day) at the end of the Summer Term. The girls should have departed from school by 19:00 at the latest.

START/END OF HALF TERMS

For Half Term breaks, boarders should depart from the end of the school day – there is always a full day of lessons on the Friday of half term.

At the end of Half Term, school re-opens the day before lessons resume. House staff prefer to receive the girls back into their year areas between 16.00 and 19.00, however we try to be flexible when we can. Earlier or later times may be permitted and this needs to be arranged with your daughter's housemistress.

Girls will not be able to depart from school before 06:30 in the morning, or arrive back in school after the following times: Marden 20:30, Main House 21:00, Sixth Form 21:30.

These times take account of lock-up procedures of the buildings and to ensure that other girls or staff are not disturbed by the early departure/late arrival of a boarder. It also ensures that boarders return in good time to get unpacked and settle before the start of school.

Parents must write in advance to request permission for arrival or departure outside of the dates outlined on the published term calendar. Permission will only be granted by the Deputy Head Pastoral in exceptional circumstances. Whilst we appreciate that flights may be cheaper outside our term dates, we will not give permission for girls to leave early/arrive late just to accommodate cheaper flights or for the convenience of families. For pupils whose parents live overseas, guardians should be used to accommodate students in order to meet these arrival/departure times.

(If any girl has a younger sister in the school, the arrival time must fit with that of the youngest girl).

END OF TERM PACKING AND STORAGE OF LUGGAGE

All Boarders change bedrooms each term and rooms have to be completely packed up at the end of each term.

At the end of Autumn and Spring terms, overseas Boarders may store one suitcase (not a large zip storage bag) in school during the holidays.

Boarders are encouraged not to bring too many new belongings/clothes each term without sorting through what they already have. At the end of the Summer term, UK Boarders are expected to take everything home. Overseas Boarders are permitted to store some items of luggage in school over the Summer holidays, but this is limited to:

- One suitcase (that the student can lift)
- One box (for books/bulky items)
- One linen bag for bed linen/towels etc.
- Tuck box

If it is not practicable for overseas Boarders to take the remainder of their belongings home, arrangements should be made with Guardians for the storage of excess items over the Summer break.