



Rye St Antony School

O X F O R D

Boarding Handbook  
2020-2021



Be ambitious. Be curious. Be *yourself*.

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## Welcome

Welcome to boarding at Rye St Antony, your home whilst at school.

Some of you may be new to boarding, and this may even be your first time living overseas. For others, you may have been a boarding pupil before. We understand that sometimes starting boarding can be daunting with lots of unknowns and new routines. We would like you to know that we are here to guide you through both the good and challenging times. You are joining our boarding family and we all look out for, and support, each other.

This handbook is designed to help you understand boarding at Rye. Hopefully, it will provide you with answers to some of the questions you have, whilst providing you with insights into the day-to-day life here at Rye.

The boarding team at Rye want nothing but the best for you, and we hope that you will come and speak with us whenever you need to. Whether you are feeling happy, sad, or just feel the need to share something, our door is always open. There will always be a member of staff around and we are always happy to help in any way we can.

We look forward to welcoming you into our boarding family and hope we can make this house a home from home, see you laugh until you cry, flourish as an individual, and build friendships that last a lifetime. All whilst giving you great opportunities outside of school and building your confidence as you get ready for your next steps.

We can't wait for you to join us.

From,  
The Boarding Team

## The Boarding Team – who are we?

We are made up of:

Three Senior Housemistresses:



Miss Peck



Miss Hichens



Miss Spedding

Two Graduate Assistants who join us for a year at a time. For this coming year our Graduate Assistants are Grace Patrick and Siobhan Ruane.



## **Who is available, and when?**

There will be two members of staff available overnight and at least one during normal boarding hours – so there is always someone around if you need them. We can be found either in the Cottage Office or around the house talking with the other boarders. If you cannot find us, the sign on the door of the Cottage Office will give you an indication as to where we are.

# **Boarding Facilities At Rye St Antony**

## Where will you be staying?

### The Cottage

All Boarders live together in The Cottage. You will have your own room, which we encourage you to personalize and make your own. Some rooms have their own sink, and you will share communal bathroom facilities.



## **Making your space your own**

We encourage you to bring personal items with you to decorate your room and make it feel like home. That could be photos, battery operated fairy light, posters, pictures or cards for your walls, and even soft toys! Anything that helps you to enjoy your space and make it comfortable for you.

Your room is *yours*. It is your space, and it is important to keep it tidy throughout the week – for your mental wellbeing, and safety. We recommend that you bring one large suitcase with you – it tends to be just the right amount of stuff for you to keep tidy! You will also find that you will accumulate more things throughout the year, so it is important to bear this in mind when planning for going home.

## **What other facilities are there in the boarding house?**

In the boarding house there is a common room, dining room, and kitchen which you are welcome to use at your leisure. These spaces are often buzzing with activity as boarders socialize, play games, watch TV and make snacks. You might even find pamper evenings or craft afternoons happening at weekends or of an evening.

The Common Room



The Dining Room



## The Kitchen



## The Courtyard

The Cottage boasts a private and tucked away courtyard in the middle of the boarding house. You will often find boarders relaxing with a book, enjoying the sunshine, socializing or even gardening there. It is a space for boarders to make their own and is something they particularly enjoy. If you have an idea for the space when you get here, please speak with a Housemistress who will help you put your ideas into action!



## Computers

Computers are available both in school and in the boarding house, including facilities for scanning and printing (both colour and black and white). You can use these at any time whilst you are on school site.



Sixth Form Common Room

## Wi-Fi

You will be given Wi-Fi login details on arrival. If you are new to Rye, it is important that you log in on a school computer and change your password before you connect via any mobiles, tablets or laptops you may have.

Please, do not use anyone else's login details on your devices, even if they have given you permission.

Access to certain websites are restricted dependent on age of pupils, and the Wi-Fi will be limited at certain times (i.e. at bedtime). Please note that the system is continually monitored for safety reasons.

## Laundry and Bed Linen

You will have a personal laundry basket and laundry nets to put your used clothes - laundry is done on a daily basis. You will need to put used clothes in the laundry basket before school and they will be returned to you after school.

Bed linen is changed on a fortnightly basis. This will be done before bedtime and we will let you know before it is due to happen.

The Cottage laundry room is also available if you would prefer to do your laundry yourself. It is locked at night and reopened in the morning.



### **Rye St Antony – Our school site**

We are very lucky to be based in 12 acres of beautiful woodland. The opportunities our school site offers are seemingly endless from our swimming pool, Sports Hall, Fitness Centre, Music Block and our Chapel. We also have outdoor play equipment including table tennis tables and swings and a Forest School site which is perfect for lighting a fire and making hot chocolate on a cold winters evening!



# **Pastoral Support In Boarding**

## How do we support you?

We have a number of ways in which we support you during your time in boarding.

- **Your Mentor** – You will have an allocated member of staff to help you settle in to boarding. You may have regular meetings with them to see how you are finding boarding life at Rye St Antony to talk through any challenges or problems you may have.
- **Your Guardian** – Your parents should have found you a guardian prior to your arrival at Rye St Antony. They can usually help with travel or holiday arrangements.
- **Your Boarding Sister** – Your boarding sister is an older, more experienced boarder you can turn to for help, support or just a friendly chat.
- **The Boarding Prefect** – The boarding prefect is another older girl, like your sister, who you can turn to for help and support.
- **Your Buddy** – Your buddy is a girl of a similar age to you. She won't only be someone you can turn to for help, but may also become one of your best friends in boarding!
- **Independent Listener** – If there is something you do not feel comfortable saying to someone in the house, you can contact Pam Evans, our independent listener on 0771745419.

## Support numbers

Independent Listener: 0771 745419

Childline: 0800 1111

## Are you feeling homesick?

It is normal to feel homesick, especially when you first arrive in boarding. It is important to let someone know when you are feeling this way so we can help you through it.

Some things that can help during this time are to:

- Make new friends.
- Keep yourself busy with things you enjoy
- Attend clubs and activities
- Talk to someone you trust (e.g. your buddy, boarding sister, mentor or other staff member).

## **Your health**

Healthy living is an integral part of a happy life. There will be many opportunities for fresh air and exercise, in addition to healthy food available throughout the day.

If you do feel unwell whilst in boarding, you should let a member of staff know. All of our staff are first aid trained and will be able to help you as needed. The school nurse is also based in our boarding house.

If you have any health conditions, it is important that you let staff know before or upon arrival. This includes any allergies you have, or any medication you may take. Unless authorised by the nurse, all medication will remain with house staff for safe keeping.

If you have medication from overseas, the nurse will decide if it is suitable for use in the U.K. You are only able to self-medicate if the nurse permits.

## **Guidelines for Good Behaviour**

We hope that by following these guidelines, we will create a happy and harmonious home for all:

- Be polite and treat others with respect.
- Keep music and noise to a minimum during quiet times.
- Respect other's right to privacy – do not enter rooms without permission or when someone else is not present.
- Be kind and considerate of others.

- Keep rooms and communal spaces tidy.
- Ensure good time keeping and organization.

# **Your time whilst boarding at Rye**

## What is a typical school day like?

After breakfast, you will return to the boarding house to prepare for the school day. It is important to use this time to get bags packed and prepare yourself for school. Girls in Years 5-11 should be dressed in full school uniform ready for the day.

Sixth Formers must dress in smart office wear during the school day. It is important that everyone is in the right mind-set to learn, and looks professional when in around school.

Registration takes place at 8:35am, so it is important to ensure you arrive to school promptly with everything you need.

Pupils in Years 5-11 will not be allowed to return to the boarding house during school hours. However, Sixth Form pupils may do so.

School ends at 4:00pm and boarders need to return promptly to the boarding house to be registered. Afternoon Tea will be served at 4.00pm and this may be fresh fruit, cookies or sandwiches. Tea, coffee and hot chocolate will also be available during this time.



## Your time once the school day is finished

### Prep

Prep is a time for you to focus on your studies. This may include prep set by teachers or revision for an exam.

It is important to be on time for prep, so you are able to use this time most effectively. Prep will take place from 5.00-6.00pm.

**Years 5-9:** Sixth Form Centre

**Years 10-11:** In your own room.

**Sixth Form:** Scheduled time in Sixth Form Centre or own rooms

If you do not have any prep to do, speak with a Housemistress. You can choose to read a book during this time, or use your time productively in other ways.

Do feel free to ask for help or advice from staff in prep. If you are not able to complete prep due the following day, let a member of staff know, so we can help.

### Free time

You will have free time each week to do the things you want or need to do. This may include contacting your family, watching TV or chatting with friends. It is your responsibility to ensure you use this time wisely. If you would like ideas about what to do with your free time come and speak with a member of staff who will be have lots of ideas about what you could do.

At the weekend, you may be able to visit Oxford with your friends. There are so many wonderful places to visit and see in Oxford, whether that be the Universities, parks, the cinema or shops – we can share lots of ideas with you if you would like to explore.



## Trips and Activities

Activities run every evening during the week and on Sunday afternoons. This may include arts and crafts, sports and baking. The activities schedule changes regularly and a member of boarding staff can talk to you about the current schedule and what you would like to be involved with.

Our weekly boarding trip gets the whole house out together on a Saturday afternoon and the trips schedule changes year to year. It may include visits to other cities such as Bath, day trips to Cadbury's World or the cinema to name a few.

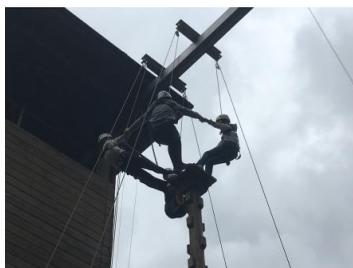
### Cotswold Wildlife Park



### Ice Skating



We will put posters up about upcoming trips alongside a sign-up sheet asking for weekend arrangements. We ask you to sign up for a trip on the Wednesday before the activity. You can find a sign-up sheet on the white board at the entrance to the Cottage.



### Youlbury Scout Camp

### The Roman Baths

Boarders are welcome to go away on weekends whether to visit family or for invitation's to friends' houses. If you wish to go away for the weekend permission must be received in writing from your parents and from the parents of whom you are going to stay with (if it is not your home). Permission should be received by a Thursday evening.

### **How do meal times work?**

We have a wide variety of food available for you throughout the boarding day. This includes cereal, noodles, biscuits and fresh fruit.

Meals for boarders are served in the Cottage Dining Room. It is important to let staff know of any dietary requirements, so we can cater for this. We ask that you are on time for meals and please try to eat a healthy and balanced diet.

### **When are meals served?**

#### Weekdays

Breakfast: 7:30am

Supper: 6:30pm

#### Weekends

Breakfast: 9:30am

Lunch: 12:15pm

Supper: 6:30pm

Additional snacks will be provided after school at 4pm and in the evening at 8:45pm for years 5-9 and 9:15pm for years 10-12. These will be served in the Cottage Dining Room.

## **Start of Term**

All boarders should arrive by 6pm on the evening before the first day of the school term. Weekly boarders may return on the morning of the first day of the school term - [You can find term dates here.](#)

The boarding house will be open from 8:00am for those arriving on international flights. Arrival information should be sent to Housemistresses in advance so that we can be here to welcome you and help you settle in.

## **Exeat weekends**

There are one to two Exeat weekends a term. You may choose to take this opportunity to go home or stay with friends, relatives or guardians. If you would prefer to remain in school, you may do so. Activities and meals will be provided on these weekends if you do decide to stay – there will be additional costs for this.

## **School holidays**

The boarding house is closed during the holidays.

Boarders are free to leave on the final day of school once lessons finish and should return the Sunday before term starts between 4:00pm-8:30pm. The boarding house closes shortly after the term finishes – those pupils with international travel arrangements should ensure these are planned in line with school term dates

## **Half term**

The boarding house is closed during half term. Boarders should be collected after lessons finish on the Friday at the start of half term and may return to school from 3pm on the Sunday at the end of half term.

Housemistresses will contact parents and guardians before the start of a holiday to discuss individual travel arrangements – this helps us to ensure your safety during holidays.

All boarding staff are happy to assist you with travel arrangements and taxi bookings – please ask a parent to email the Housemistresses if you would like this support.

### **Contacting friends and family**

You can use your free time to contact friends and family. This may be via your mobile phone, a tablet or a computer. If you do not have access to any of the above, you may use the office phone as needed. Please speak with a member of staff on duty if you need help contacting friends and family.

### **Mass**

In school, Mass will take place every Sunday at 11:00am in the chapel. Full boarders are expected to be at Mass, unless they are away from school.

We may also attend other chapels for Mass. Boarding Staff will inform pupils of any changes to the usual mass calendar.

You should be dressed in a presentable manner for Mass, whether in school or away. It is important that you remain quiet and respectful during this time. On occasion you may be asked to contribute towards Mass in school. Staff will talk to you beforehand if you are needed to assist.



# Leaving the School Site

## Signing out

You must sign out of boarding when leaving the Cottage. This is very important, as staff need to know who is in around in case of a fire or other emergency.

You must not leave site without permission from a member of boarding staff. It is also important that you let us know what time you are leaving so that we can ensure your safety whilst you are boarding with us.

## When can you leave the school site?

We allow different year groups to leave site at different times. Please remember that you need to speak to a member of staff before leaving school so we know where you are and can keep you safe.

- |                 |  |
|-----------------|--|
| <b>Year 5-6</b> | Boarders aren't allowed off site on their own, and will be accompanied by a member of staff during trips, unless a senior member of staff has given permission for them to join a group with older girls.  |
| <b>Year 7-8</b> | Boarders may visit Headington in groups of three or more on Saturday mornings or Sunday afternoons. They may also visit Oxford Brookes University shop once a week, returning in time for Prep.  |
| <b>Year 9</b>   | Boarders may visit Headington or Oxford Brookes University shop on Monday to Friday twice a week in groups of two or more, returning in time for Prep. They may visit Headington on Saturday morning or Sunday afternoon in groups of two or more and Oxford on Sunday between 13:00-16:00 in groups of three or more. |
| <b>Year 10</b>  | Boarders may visit Headington or Brookes University Shop three times a week on any day after school (Mon- Thu until 17:00 and Fri until 17:30), and Saturday   |

Mornings in groups of 2 or more. They may go to Oxford on Sunday afternoons until 16:30 in groups of 2 or more.

### **Year 11**

Boarders may go to Headington after school between 16:00-17:00 from Monday to Thursday, and between 16:00-17:30 on Friday either on their own or in a group. On Saturdays, boarders may visit Headington or Oxford before lunch, or between 12:30-18:00 in groups of two or more. On Sunday, boarders may visit Headington or Oxford after lunch between 13:00-18:00 in groups of two or more.

### **Year 12-13**

Boarders may visit Headington or Oxford after school, returning by 18:15. They are expected to sign out with a member of staff prior to departure. On weekends, boarders may go out at any time during the day, bearing in mind the following:

- Boarders are expected at all meals and may not leave early unless permission has been given.
- Boarders are expected to attend Mass on Sundays.
- Boarders are expected to join in with trips and activities.
- Boarders should consider their workload and plan around it.

If a pupils needs to leave the school site during the day, permission must be gained from the Deputy Head. Boarders may occasionally go out on weeknights up to 9pm for a meal or celebration, giving at least 24 hours-notice, at the discretion of the Senior Housemistress and with parental permission.

When you go off school site, it is important to:

- Be careful when crossing the road.
- Stay with your group. You may only go off by yourself if you have been

given permission to do so by a member of staff.

- Beware of pick pockets. It is important that you keep your valuables safe when out and about, including money, phones and cards.
- Ensure that you have a mobile phone with credit for emergencies.
- Carry the school contact card on you and save important numbers on your phone, including the Cottage mobile and Cottage office.
- If you are out after dark, you should return to boarding by taxi. Speak to a member of staff regarding this.

## **Visitors**

If you would like a member of your family or friends to visit, you need to get permission from a Senior Housemistress beforehand. Visitors are only allowed in communal areas or the school grounds, unless at key times to help with packing, or if a Senior Housemistress has given permission.

# Other Useful Information

## What should you bring with you?

We recommend *all* boarders bring with them:

- [School uniform \(year 5-11\)](#) / Smart office wear (Sixth Form)
- 2 or more sets of casual clothes for out of school
- Smart clothes for special occasions
- 2 towels
- Toiletries (body wash, shampoo and conditioner, hairbrush, toothbrush and toothpaste and anything else you may need)
- 2 sets of pyjamas
- Sanitary products (as needed)
- Stationary
- Pocket Money

## We recommend that Year 5-11 also bring

- Black leather school shoes
- Astro Shoes
- 2 pairs of sports trainers (for indoor and outdoor use)
- Shin pads
- Mouth guard
- Blue swimsuit, swim towel and flip flops for pool use



## **Valuables**

The boarding staff will collect your passport, ID and pocket money when you arrive, for safekeeping. You will be able to get these items as and when you need them. They will be returned to you any time you leave boarding for an extended period of time.

If you have a Debit Card, Credit Card or BRP, we also recommend you leave those with staff for safe keeping.

Your room has a lockable safe for you to store your valuables. It is your responsibility to ensure that your belongings are safely locked away and that the key is kept in a sensible place. If you have any issues or concerns regarding this, please let a member of staff know.

The school covers pupils' belongings against fire and proven theft. There is a £50 excess on each claim and an upper limit of £500 per claim. The school does not provide insurance against the more common risks of forgetfulness and carelessness. Parents are encouraged to take out all-risks cover for pupils' more valuable possessions.

## **Notice boards**

Be sure to check notice boards for any additional information, including things to do in Oxford, events happening in school and boarding, as well as safety information.

These will be updated on a regular basis, providing you with the most important and relevant information.

If you would like to share information on a notice board, please speak with a member of staff.

## **Fire Alarm**

If you hear a fire alarm it is important that you leave the boarding house

promptly. You should not run or talk during this time, nor should you return for any personal possessions. During boarding hours, the assembly point is outside the Head's Office. We run regular fire drills in boarding to help you know what to do during an emergency. This should always be treated as if it were a real fire.

## **Complaints**

If you wish to make a complaint, we hope to be able to solve the majority of issues within boarding. Please speak to a Senior Housemistress regarding complaints and these will be dealt with as immediately and effectively as possible. If a more formal complaint needs to be made, you can get in touch with form tutors or members of the Senior Leadership Team.

## **Important information**

Visiting Address (for boarding):

Rye St Antony School  
Pullen's Lane  
Oxford  
OX3 0BY

Postal Address:

Rye St Antony School  
Franklin Rd  
Oxford  
OX3 7SA

Contact Details

## **Numbers:**

01865 229217 (office)  
07879 491917 (Croft mobile)  
07879 444349 (Cottage mobile)

## **Email:**

[cottageoffice@ryestantony.co.uk](mailto:cottageoffice@ryestantony.co.uk)  
[cpeck@ryestantony.co.uk](mailto:cpeck@ryestantony.co.uk)  
[lhichens@ryestantony.co.uk](mailto:lhichens@ryestantony.co.uk)

[rspedding@ryestantony.co.uk](mailto:rspedding@ryestantony.co.uk)

We know there is a lot of information in this booklet, and don't expect you to read and remember it all. Keep this handbook safe to look back on, and remember if you have any questions we are here to help.

We look forward to seeing you soon!

**Miss Peck**

**Miss Hichens**

**Miss Spedding**

# Daily Routines

## **Weekdays**

7:30am-8:00am	Breakfast
8:00-8:20am	Prepare for school
8:30am	Leave for school

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4:00pm	Boarding Afternoon Tea and Registration
4:45pm-6:15pm	Early Prep (Years 5-9)
5:00pm-6:15pm	Early Prep (Years 10-11)
6:00pm	Supper
7:00pm	Hymn Practice (Friday)
7:15pm-8:00pm	Late Prep (Years 10-11, Mon-Thu)
8:45pm	Evening Tea (Years 5-9)
9:15pm	Evening Tea (Years 10-12)
9:00pm-11:00pm	Bedtime (according to age)

## **Weekends**

### **Saturday**

9:30am	Breakfast
10:00am-12:15am	Free time

12:15pm	Lunch followed by trips
6:30pm	Supper
7:30pm	DVD
8:45pm	Evening Tea (Years 5-9)
9:15pm	Evening Tea (Years 10-12)
9:30pm-11:30pm	Bedtime (according to age)

### **Sunday**

9:30am	Breakfast
11:00am	Mass
12:15pm	Cooked brunch
6:30pm	Supper
8:45pm	Evening Tea (Years 5-9)
9:15pm	Evening Tea (Years 10-12)
9:30pm-11:30pm	Bedtimes (according to age)



Rye St Antony School

O X F O R D

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