



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall



2023/2024

BOARDING HANDBOOK

“The sun always shines on Mill Hill” is a mantra often repeated by colleagues here at the Mill Hill School Foundation which so aptly reflects the exceptional experience for all those who are part of our Schools. The special and distinctive boarding community, shared by both Mill Hill School and Mill Hill International, is at the heart of this. The openness and beauty of our 150-acre campus creates a picturesque and serene environment in which to live and work, whilst being only a short distance from central London, providing opportunities for our boarders to explore the country’s capital, see many of its iconic sites and use it as a hub for meeting friends and family at the weekends or during holidays. Mill Hill really does offer the best of both worlds: metropolitan yet idyllic.

As an international community, pupils are given the advantage of intercultural respect and understanding, preparing them as global citizens. Our boarding staff are committed to providing the best possible environment for boarders; the strong sense of community amongst them is tangible – boarders have a real sense of ‘home-away-from-home’ while they are living and working together with us.

Each led by a resident Housemaster or Housemistress, our four Boarding Houses provide for over 200 full and weekly boarders from both Mill Hill School and Mill Hill International, where boarders are able to rest, relax, work and socialise. Boarders’ Voice is important to us, and our ethos encompasses a sense of acceptance, respect, empathy, and mutual endeavour.

Mill Hill’s proximity to London is an ideal location for all sorts of boarders’ trips, and this is complemented by a variety on-campus activities and special occasions for the boarding community, including our Saturday morning activities programme. We are confident that our boarders will create memories to last a life time during their time as part of the Mill Hill School Foundation.



Mr Jordan Meakin
Assistant Head (Boarding)



When pupils board at Mill Hill, they do not just join a School, they become part of a community. They have a sense of belonging and know that they are accepted as individuals; that problems will be shared, and triumphs celebrated. Living and working within the boarding community provides boarders a safe environment within which to develop critical life-skills on their journey towards adulthood, such as the importance of communication, consideration and compromise.

Our co-educational, multi-cultural and distinctly international environment affords the opportunity for our pupils to gain a greater understanding and respect for people of any gender, race, faith, and nationality, that reflects society and enables boarders to welcome diversity of opinions. Embracing the global challenges of contemporary life, our pupils are encouraged to develop moral integrity and the confidence to stand up for what they believe in so that they are able to make positive influences in their lives, and in that of others, at School and beyond.

Transition from home to School is eased as the boarders build friendships which will last a lifetime. These strong bonds are nurtured and developed in each Boarding House and in the wider boarding community helping boarders to cope being away from home and family. Boarders recognise the distinctly special family-based community that they are part of.

The team of boarding staff, led by the Assistant Head (Boarding) and dedicated Housemasters and Housemistress have each boarder's welfare and wellbeing at heart. Working with the academic team of tutors and teachers at School, they understand that, in order for pupils to thrive, their pastoral and academic progress must be aligned. The endeavour for academic excellence at School is balanced by the encouragement for boarders to pursue individual interests and hobbies, to participate actively in the co-curricular programme of the School and to form lifelong relationships with those they encounter in the community. Ensuring the happiness and wellbeing of each and every boarder is paramount to our work.

OUR BOARDING TEAM

Role	Information
Assistant Head (Boarding) Mr Jordan Meakin	jme@millhill.org.uk 07821 665 767
Deputy Head (Pastoral) MHS Mr Jim Dickin	jcd@millhill.org.uk 020 8906 7969
Deputy Head (Pastoral) MHI Mrs Suchita Prakash	sp8@millhillinternational.org.uk 020 3826 3311
Housemaster of Burton Bank Mr Graeme Turner	gmt@millhill.org.uk 020 8906 7858 or 07731 322 321
Assistant Housemaster of Burton Bank Mr Adam Parker	axp@millhillinternational.org.uk 020 8906 7858 or 07731 322 321
Matron of Burton Bank Miss Suenita Patel (AM) Ms Katherine Aronson (PM)	020 8906 7858 or 07731 322 321
Housemaster of Collinson Mr Stuart Hendy	stuarth@millhill.org.uk 020 8906 7965 or 07597 590 094
Assistant Housemistress of Collinson Miss Elise Williams	elw@millhill.org.uk 020 8906 7965 or 07597 590 094
Matron of Collinson Ms Jasmina Manasieva (AM) Miss Suenita Patel (PM)	matroncoll@millhill.org.uk 020 8906 7965 or 07597 590 094
Housemistress of Macgregor Ms Karen Justice	karen.justice@millhill.org.uk 020 8906 6375 or 07731 322 384
Assistant Housemistress of Macgregor Miss Alice Heaney	020 8906 6375 or 07731 322 384
Matron of Macgregor Ms Roxanne Giles	020 8906 6375 or 07731 322 384
Housemaster of Ridgeway Mr Mark Fryer	mark.fryer@millhill.org.uk 020 8906 7896 or 07731 322 333
Assistant Housemistress of Ridgeway Miss Harriet Alexander	020 8906 7896 or 07731 322 333
Matron of Ridgeway Mrs Zaynab Kadiri (AM) Mrs Annalise Whittlesea (PM)	020 8906 7896 or 07731 322 333
Foundation Nursing Manager Ms Annie Whatford	medical@millhill.org.uk

BURTON BANK



Established in 1876, Burton Bank was originally situated on Burtonhole Lane but was moved closer to the main school campus to the now purpose built premises on Wills Grove in 1935.

Burton Bank is situated on Wills Grove, a quiet haven set in beautiful grounds, and only a ten-minute stroll from the heart of the main School campus. Burton Bank has its own unique and supportive House spirit. It is a place where pupils can feel at home and in good company, enjoy down time, relax away from the rigours of academic pursuits or simply find a quiet place to do their work. We strive to help pupils achieve the best of their ability, often above their own expectations, to challenge themselves daily and to foster good relationships. We endeavour at all times to encourage an industrious work ethic as well as embedding such values as respect, integrity, punctuality, politeness and good manners. Pupils in Burton Bank are encouraged from their first day with us to develop a sense of belonging and camaraderie as well as a loyalty to fellow pupils.

For most this will mean the beginning of lifelong friendships and lasting memories, often forged in our common room, TV room and spacious garden. My wife and I, together with a devoted and conscientious team of boarding staff, are always on hand to ensure a welcoming and friendly atmosphere within Burton Bank as well as a positive rapport across year groups where senior pupils set the standards for the younger members of the House.

Mr Graeme Turner
Housemaster

COLLINSON



Collinson first opened its doors to forty boys in September 1903 having been named after the eminent Botanist Sir Peter Collinson. Collinson has been home to some famous people and there have been several eminent family connections, including England rugby player and former President of the Old Millhillians' Club, Jim Roberts, who was a pupil from 1945 to 1950.

When Sir William Henry Wills laid the foundation stone, he announced that the House had been "designed with a view to comfort as well as appearance on a prime site at the top of Wills Grove, barely two minutes' walk from the main School buildings"; our proximity to Mill Hill School and also to Collinson Field are two great benefits of the House which we still enjoy.

As a House of over 40 boys and girls, we have a welcoming, familial and friendly atmosphere in the House. We have two well-appointed common rooms (one with a piano, cinema style screen, pool table and games console), a lovely garden, and our boarders can often be found snacking on fruit and chatting in my or Matron's office.

Together with my wife and family, I live in the House and am supported by a team of excellent boarding staff including a Matron and Visiting and Resident Tutors, who know the boarders individually and are there to support them throughout the term.

Mr Stuart Hendy
Housemaster



Macgregor was built to house the Sanatorium in 1877. In the 20th Century the building has been used as staff accommodation, a medical centre and as a girls' Boarding House.

Macgregor is located just off The Ridgeway in its own picturesque grounds, overlooking the Sixth Form Centre, the CCF Compound and miles of protected parkland with panoramic views towards the West End of London. It was a very exciting time for the girls when they moved to Macgregor in September 2017 after its full refurbishment.

Macgregor is the only all girls house. It is important to me that the girls in Macgregor feel at home while they are living with us. Girls feel a genuine and strong connection to their House, and Macgregor is a place where they can relax, laugh and support one another.

Lower School pupils are allocated to rooms of two or three. The Sixth Form have study bedrooms, shared between two in the first year, then may be allocated a single room for their final year. Wi-Fi is available throughout the House. There is a large common room with a television and games consoles and a separate study room where Lower School will do prep in the evenings. In addition, there is a well-appointed kitchen with cooking facilities.

The garden is a relaxing outside space which is large enough to play badminton or volleyball in during the summer months, or just to sit and relax with our dedicated, caring and professional team of resident and visiting boarding staff

Ms Karen Justice
Housemistress



Ridgeway was built for boarders in 1911 in the style of the Edwardian 'Aesthetic Movement'.

The House is located off Wills Grove in its own picturesque grounds, overlooking miles of protected parkland with panoramic views towards the West End of London. Many famous pupils have spent their most important years in Ridgeway, the most notable of whom is probably Sir Francis Crick, who discovered the structure of DNA. Stan lanevski, (Viktor Krum - of Harry Potter fame) is a former Ridgeway Head of House.

The sense of House community in Ridgeway is strong, and we are a supportive and encouraging House who look after each other. The relationships between our staff and pupils are very close, and we are proud of the way our Sixth Form boarders take care of our younger boarders.

We are fortunate to have three separate common room areas to suit everyone's needs: a TV room; a large common room with pool table, table-tennis table, table-football and a piano, and a large, well-equipped kitchen. We are lucky to have spacious gardens, which are often used for firepit nights and volleyball.

I am grateful to be supported by a strong House team of Resident and Visiting Tutors, as well as our Matrons who get to know pupils really well, and who support them every day.

Mr Mark Fryer
Housemaster

Guests

Pupils are allowed guests from other Houses to visit. Visitors must sign in when they arrive and out when they leave. Pupils should always ask a member of House staff for permission to bring any guest in and ensure that the staff member is actually aware of who is in the House.

Hygiene

As a boarder we expect pupils to practise good hygiene. Pupils will be expected to shower regularly and to take their dirty clothes to laundry as standard practice. Some weekly boarders will choose to take their bedding home at weekends.

Kit List Clothing

In addition to School Uniform and stationery, we would recommend that pupils bring:

- Change of socks and underwear (2 weeks' worth)
- 2 sets of nightwear
- 2 outfits of "smart casual"
- 1 pair of trainer-type shoes over and above school sports shoes
- Casual clothing as per individual taste
- 1 dressing gown
- 1 pair slippers or house shoes
- Water bottle
- Personal toiletries

Pupils should not bring excessive amounts of belongings, but are encouraged to bring anything that will help them to personalise their area and to feel at home.

All items must be labelled clearly.

Bedding and towels

- Duvets, pillows and bedding are provided. Pupils are required to bring towels and are welcome to bring their own personalised bedding which must be labelled.

Bags

- School bag for books
- Net bags for underwear suitable for the tumble dryer
- Laundry bag
- Sports/kit bag

Electronic equipment and sundries

- Laptop (not essential)
- Mobile phone
- Padlock for lockable cupboard
- Pencil case – fully equipped
- iPad for MHI Pupils

Laundry

- Laundry will be sent from each Boarding House to the School laundry facilities once every week. Please name all items! Ideally clothing should be named on the neckline.
- Items sent to the School laundry will be returned washed, dried and pressed the day after sending. Pupils must take responsibility for only sending items which may be tumble dried. The Mill Hill School Laundry Department is not responsible for, and shall not be liable to pay for, any damage to items that are not suitable for tumble drying, but which are sent to the School laundry facilities by pupils. Staff at the laundry facility will not be expected to check items for their suitability for tumble drying.
- Any special Items requiring dry cleaning can be left with Matron - the cost of dry cleaning will be added to the school bill.
- Pupils will change their bed sheets and duvet cover every week.

- There is a washing machine available in each House which is available to pupils. This is not a substitute for the School laundry but is able to accommodate any unforeseen additional laundry, for example, sports kit. Permission must be sought to use House laundry facilities.
- An ironing board and iron is also available to pupils but pupils must seek permission to use these items from Matron or Housemaster/mistress for safety reasons.

Money

Pupils will need enough pocket money to cover normal expenses but are strongly encouraged not to lend or borrow. Boarders must not bring large sums of cash to the Boarding House, and instead should set up a banking account.

Night Times

Night times provide some opportunity for free time, albeit based around prep times. Pupils can play pool, watch TV, play sports outside or simply chat with friends. The Sports Hall, Gym, Swimming Pool, Library and Music Department are open at various times during the week as published in Houses for use after prep time, in addition to a range of activities. There are plenty of things to do in the evenings so pupils will not have the chance to get bored!

Passports, BRPs & Documents

Passports, BRPs and other important documentation will be kept safely with the Housemaster/mistress, and returned to pupils at the end of term/half-term. We would recommend pupils keep a copy of their passport details for convenience, in the event they are required within term-time. Pupils must return their Passport to their Housemaster/mistress when returning to their House. If a pupil loses their Passport they should inform their Housemaster/mistress as soon as possible.

Prep

All pupils work silently on prep (homework and study) between 18:30 and 20:00. Pupils may continue to study after this time and the Piper Library is available as an alternative space to do so. Full boarders remaining in House for the weekend are expected to establish their own routine for weekend work. No distractions from prep are allowed during prep time: no showers, phone calls, games etc. and all pupils must be in their own room. Parents are advised not to contact their children during prep time or after bedtimes. Please note that some courses require pupils to continue compulsory study beyond the 90 minute period as prescribed by their prep timetable.

Quiet Time

There are particular times when the Boarding House needs to be quiet, for example, during prep time in the evening and after lights out. Others may be trying to work or get some sleep - it is important for pupils to recognise this important part of community living.

Weekday Registrations

These occur at the following times:

Housemaster/mistress office: 07:30 – 08:00 (before breakfast)

Tutor Room: 08:20 (Morning Registration)

In House: Before supper on House rotation from 17:30

In House: Bedtime (according to year group)

These registrations are a legal requirement. A centralised system of sanctions is in place for poor punctuality. Weekends have a degree of flexibility which will be explained to boarders by House staff. Typically, registration at weekends takes place before meal times.

Monday - Friday

07:00	Wake Up
07:30-08:15	Breakfast
08:20	Tutor Times
Lessons	
17:30	Registration & Dinner (Houses on rotation)
18:30-20:00	Prep
20:00	Free time & Activities
21:45	Bedtime routine begins*

Saturday

09:00-09:30	Breakfast
09:30-12:30	Activities/Study (Compulsory for Full Boarders), or Sports Fixtures
Free time – group trips to Mill Hill Broadway or Central London possible with permission. Varying curfews for different year groups.	
22:15	Bedtime routine begins*

Sunday

11:30	Brunch
There is the opportunity to participate in activities or trips, relax, catch up on prep, or visit Mill Hill Broadway or Central London with permission.	
17:30	Supper
21:45	Bedtime routine begins*

**Bedtimes take place at 15-minute increments per year group.*

ORAH

Orah is a management tool in use at Mill Hill to improve communication between parents/guardians, boarders, host families and Boarding House staff. Based around a web-based and iOS app, it allows us to keep track of the status of each boarder whether 'in House', around the campus or off site. Up-to-date details of a boarder's whereabouts can be put into the app by the pupils in order to provide information directly to the Boarding House staff who are on duty. The aim of the system is both to ease and improve the collection of information, therefore providing a clear picture of a pupils status. Mill Hill has successfully been using Orah for a number of years, and this has greatly improved the knowledge that Boarding House staff have regarding pupils' whereabouts, whilst also giving them the ability to communicate effectively.

One of the benefits of the system is that parents/guardians can create a Orah account in order to request leave for their child, thereby simplifying the process of informing the Boarding House staff. Also, through each Orah account, parents and guardians are able to review activities that their child undertakes off site.

Parents and guardians can use Orah with a web-enabled device, such as a smartphone or laptop, and all that is required to sign up to it is an active email address. Once parents have signed up and use Orah, we hope that you will find it simple to keep up-to-date with your child's activities here at Mill Hill and to communicate with House staff. Boarders will also create their own accounts in order to request leave. Once this is done, and you are signed up, the system will link up pupils, parents and guardians and House staff. Your child's care, in terms of the support offered, and privacy, regarding the information provided, remain our top priorities.

Parents will receive an invitation directly to sign up to Orah. For further information about how Mill Hill uses Orah, please contact the Assistant Head (Boarding). For any technical help please use Orah's help centre or contact: Kathleen Lowry at support@orah.com or kathleen@orah.com.

Signing in & out

- Pupils may not be off site during the School day without permission from a member of staff.
- Pupils may visit Mill Hill Broadway at the end of their school day (i.e. after their final commitment: lesson or activity) but have to be back on campus by 17:30 in time for supper.
- Pupils must sign out when leaving, and sign back in using Orah when returning to the House.
- Pupils may only visit sites further than Mill Hill Broadway with the specific permission of a member of House staff.
- When visiting Mill Hill Broadway pupils should be in a minimum group of two Lower School pupils, Sixth Form may visit the Broadway alone. These recommendations are for the safety of boarders, and should not be ignored.
- After 19:00 pupils may not leave the School site without permission from a member of House staff.

Curfews

- 21:30 on weekdays for all pupils, except for with special permission to attend events or activities.
- Fourth Form (Year 9) & Remove (Year 10) pupils must return on site from Saturday trips out by 17:30. Fifth Form (Year 11) can return on site by 20:00 in summer months. Sixth Form must return by 22:00.
- Fourth Form (Year 9), Remove (Year 10) and Fifth Form (Year 11) pupils must return onsite from Sunday trips out by 17:30. Sixth Form must return by 19:30

Telephone & Communications

- Mobile telephone numbers should be registered with the Housemaster/ mistress for use in an emergency or as required.
- Wi-Fi is available in each House. Email is available on the House computer and in School, and each pupil has an email address. There is a printer for pupil use in each House.

Duties

Pupils in the House will have duties to complete on a weekly rota. These will range from tidying the common room, cleaning the kitchen and helping Matron with the laundry

Tidiness

It is the responsibility of boarders to keep their bed area or study bedroom tidy. It is the collective responsibility of pupils to keep shared sleeping and study areas tidy so that domestic staff can maintain a high standard of cleanliness and hygiene in these areas. Floor space, including areas under beds and on window sills, should be clear of clothing etc. and these and other possessions including books should be stored away as far as possible in desks, cupboard space and on shelves.

To help keep areas tidy, we suggest the use of:

- a pop-up basket or bag for dirty laundry
- hanging shelves to go inside wardrobes
- shoe racks
- plastic baskets for toiletries/desk tidy

Where repeated warnings are given for failings in tidiness, tidying duties (such as litter clearance) may be given. There are awards each term for those particularly successful in keeping their rooms tidy and well-presented.

Kitchen

- The House kitchen is available to pupils at break time and during the evening from the end of prep at 20:00.
- Upper Sixth pupils may eat breakfast in House between 07:30-08:00.
- When requested Matron may open the kitchen if a pupil would like to make a hot or cold drink or snack.

Uniform

We expect pupils to take pride in their appearance and they should aim to be well-presented at all times. Full expectations of uniform requirements can be found within the school's 'Expectations and Standards' document.

The School's official uniform provider is Stevensons. We recommend that all uniform is ordered via their website: **stevensons.co.uk**. The School's official sports kit provider is Grays and their website is: **graysteamsports.com/collections/mill-hill-school**. A full uniform and kit list is supplied in the New Joiners Information Pack.

Valuables

- It is important that pupils are responsible for the security of personal property and valuables within their room. A lockable space will be provided
- Since the School carries no insurance for pupils' personal belongings, we would ask that pupils refrain from bringing valuables. Any valuables (such as electronic equipment) should be securely stored. Parents may obtain insurance independently
- Personal items such as laptops should be security marked with a UV invisible ink pen, an engraver, or a permanent marker.

- At the start of each period of holidays, boarders must take valuables home to parents or guardians, but may store some non-valuable items within the House ready for their return.

Water

Tap water is drinkable in the UK. All pupils have access to filtered water in each Boarding House and across School. As such, deliveries of bottles of water are not permitted.

Weekly Boarding

Boarders can stay on Friday evenings and Sunday evenings if they wish. On Saturday, pupils must leave for home by 09:00 if they are not taking part in the boarding programme in the morning or have a fixture commitment. Weekly boarders are welcome to stay over on Saturday evening by arrangement with the Housemaster/ mistress.

Recreational Facilities

Each Boarding House has a number of recreational facilities, games consoles, pool and ping pong tables and some outdoor space. We enjoy a large countryside site, and boarders also have the use of our gym, fitness suite, swimming pool and other sporting facilities.

School Meals

Attendance at School meals in the Dining Hall is compulsory for all. Meal attendance may be monitored if appropriate. Phones, devices, ear buds and headphones are not to be used during uniformed time.

Weekday breakfast: 07:30 – 08:00

Weekday lunch: As per individual timetables

Weekday supper: 17:30 onwards as per House rotation times

Saturday morning breakfast: 09:00

Saturday lunch: 12:30

Sunday brunch: 11:30

Supper on Saturday and Sunday: 17:30

Special Medical Diet and Allergies

If pupils have a specific dietary requirement, special medical diet programmes can be implemented by the Catering Team in line with medical and parental advice.

Catering staff are trained in anaphylaxis management by Medical Centre staff.

Food Deliveries

A variety of snacks are provided in each House. Food deliveries from supermarkets and similar online sites are not permitted other than in exceptional circumstances with permission granted by the Housemaster/mistress.

Takeaways

Pupils in Lower Sixth and below may order a takeaway once per week on Friday or Saturday evening.

The same rule applies to Upper Sixth, but they may also order on one additional weekday as defined by the Housemaster/mistress.

Pupils must ask for permission from the member of staff on duty before ordering takeaway food. School meals should not be substituted by takeaways. All orders must be delivered to the door of the Boarding House with a member of staff witnessing the exchange between deliverer and pupil.

All hot food is to be consumed in the main communal areas and not in bedrooms. This privilege will be removed if abused. Cold snacks may be consumed in rooms, but pupils must ensure that they maintain a hygienic environment in their bedrooms. Matron and other House staff will monitor this regularly. Washable cutlery and tableware should be washed and not disposed of.



Weekends

We operate three types of weekends for boarders:

Full Boarding Weekends

No leave is permitted to full boarders during these weekends and weekly boarders are welcome to join in. Saturday morning activities/study will be compulsory for boarders and there will be one compulsory trip or activity during this weekend.

Activities and Relaxation Weekends

Leave is permitted to full boarders after Saturday morning activities and study are completed. Weekly boarders are free to join in. Optional trips and activities will be available.

Rest and Relaxation Weekends

No Saturday morning activities, leave permitted from Friday 5pm for full boarders. Optional activities will be available.

The following information may also be useful:

Emergency contacts and information

In an emergency, contact the Boarding House, police, ambulance, or fire services on 999. These numbers are free to call only use them in a real emergency. To report non-urgent crime, ask the House staff and they will be able to help you make the report.

The latest transport information can be found on the Transport for London website.

When traveling into London, pupils should consider the following:

Safe travel in London

Plan your route before you leave. See the Transport for London website. Apps like Citymapper and Google Maps are also helpful and generally up-to-date.

- The School can help you to arrange a taxi.
- Try to avoid walking alone at night. Keep to well-lit main roads.
- Beware of wearing headphones or staring at your phone when walking around as they reduce awareness of your surroundings, and phone theft is relatively common.
- In the UK, cars drive on the left. To ensure you cross roads safely, only use designated crossings, only cross when the green man is showing and take note of the signs indicating "look right" or "look left" to spot any oncoming traffic.

Staying safe in public

- Make sure you keep your property out of sight and safe.
- Don't accept drinks or snacks from strangers.
- Don't leave your bag unattended anywhere in London – this can lead to a security alert.
- Keep your purse or wallet close to your body and don't carry too much cash. When using a cashpoint, check that no one is looking over your shoulder and that the ATM hasn't been tampered with. Cover the keypad so no one else can see your PIN number.
- Keep your mobile phone, camera and other gadgets out of sight or in your pocket or bag when not in use.
- Record details of your electronic serial numbers (ESNs). Inform your service provider and police if your phone or other valuables are stolen or lost. Dial 101 for your nearest police service.



Boarders are encouraged to explore the amazing things that London has to offer, but for their own safety, we insist that boarders have the House mobile number stored in their phones. All pupils must return by the appropriate curfew, and it is required that they attend all meetings or School functions where they may be required.

Fourth Form (Year 9) boarders are not permitted to visit London without an adult. Remove (Year 10) and Fifth Form (Year 11) may visit in groups of at least three. Sixth Form may visit independently. All pupils must request leave and sign out in the usual manner using Orah. Pupils must inform their Housemaster/mistress before leaving London or visiting other private residencies.

London is one of the safest cities in the world, but it is worth being vigilant to the possibility of crime, including theft. During induction, you will be given advice on how to stay safe when off site.

Your Safety & Security

The pupil entrances have coded locks. The codes are changed at regular intervals. Doors must be closed and not left on the latch. Pupil rooms are fitted with Yale locks and cannot be latched from the inside. Ground floor windows have security blocks fitted, which give a maximum opening of approximately 200mm. All pupils are provided with lockable space in sleeping and study areas. During holidays pupils are required to take home any valuables.

Adults entering the House must either have a School pass or be accompanied. Residents are not permitted to let strangers into the House at any time. An intruder alarm is set at lock-up time.

Fire Procedures

The School's fire safety strategy is directed at maintaining high levels of fire safety awareness in both pupils and staff, thus minimising the potential for fires to occur. It is essential that procedures be in place to ensure the safe evacuation of pupils, staff, and other persons who may be in the School, if a fire occurs. It is also very important that these procedures be practised regularly.

- Details of fire evacuation procedures are explained to all pupils and boarding staff, and the fire exits and House Assembly points are made known.
- Fire notices are displayed in House.
- One evacuation drill will be completed every half-term for each Boarding House, in the presence of all pupils. The object is to ensure that each pupil and member of staff has experience of what to do in the event of a real fire emergency.

PAT Testing

All electrical equipment brought into House must be tested centrally to ensure that items comply with standard safety regulations. Testing takes place each September. Boarders may not use extension cables or international adapters in rooms for fire safety reasons. These items, if found, will be confiscated. House staff can advise on purchasing appropriate adapters and plugs with CE kitemarks.

Hazardous Items

There are some items which pupils are not allowed to keep in their rooms as they present a fire risk.

These are as follows:

- Kitchen equipment such as: fridge, kettles, rice-cookers, toasters
- Irons
- Portable televisions
- Electric fans or heaters

If boarding staff find any of these items they will be removed immediately and stored safely until the end of term where they will be returned to either parents or guardians, not to pupils. All banned items are displayed on House boards on a 'Staying Safe' advice sheet, which also warns pupils not to: overload sockets; leave flexes trailing; block doorways & fire exit route or leave any electrical equipment on when not in use, including phone and laptop chargers.

Lockdown Drills

In order to keep everyone safe, from time to time we may run lockdown drills for boarders to train everyone in what to do in the highly unlikely event of a terrorist attack.

Room Searches

From time to time, boarders may be asked to have their room searched for health and safety reasons, in line with our policy on searches and confiscations. Boarders should comply with a room search, which will always be undertaken with the boarder present and two members of staff.

MAKING THE MOST OF BOARDING

Co-curricular programme, activities, trips and visits

All boarders are expected to engage actively with the co-curricular programme and evening and weekend activities programme. We recommend that boarders choose a range of activities over the year including a sporting activity, a creative activity, and an activity which will enable them to add to the School and local communities.

Boarders are encouraged to access as many of the Boarding House activities as possible; boarding staff arrange activities for the boarders which take place during evenings and weekends. These include trips to local landmarks, museums and galleries, and excursions to areas of the UK, in addition to entertainment activities such as go-karting, bowling, paintballing, cinema trips, theme park visits and adventurous activities. We also enjoy attending sports matches, the theatre, or concerts. Activities take place in the Houses too making use of the great facilities available to our pupils and staff. These include movie screenings, quizzes and games, tournaments set up by staff and social gatherings to enhance boarder friendships, as well as interhouse competitions.

We are building connections with various local and national charities and voluntary organisations. Each House nominates a charity to support for the year and arrange regular events to support their chosen charity. Boarders are also encouraged to volunteer for deserving causes or in support of the wider School and local community.



Our Rules

Behaviour in the Boarding House should be consistent with that expected by the Foundation. Pupils are expected to treat the Boarding House as an extension of the School and should treat boarding staff with the same respect they would treat a teacher or other member of staff.

Expectations of boarders are rightly high to ensure their safety, wellbeing and the creation and maintenance of a warm and caring environment. The emphasis is very much on encouraging and rewarding good behaviour and building a real community in which boarders are able to thrive as individuals.

Boarders are encouraged to develop responsibly for their own actions. As such, we work within a framework to promote positive behaviour and to keep our rules simple, straightforward and easy to follow.

- Boarders must be polite and respectful to each other and to staff.
- Boarders must remain in regular contact with boarding staff.
- Boarders must follow the leave procedure and must always be home on time for curfew.
- Boarders must attend all lessons and activities on time.
- Boys and girls are housed on separate floors or rooms; pupils should never visit the other gender’s bedrooms.
- Boarders must be in their own room after curfew and must keep noise to a minimum.
- Boarders must not use, bring, store or possess alcohol, tobacco, vaping devices or any other prohibited items to School or their Boarding House.

Boarding Rewards

Rewarding boarders for good behaviour and positive contributions to the boarding community is an important aspect of boarding at the Mill Hill School Foundation. Our Rewards and Commendations system aims to encourage a positive attitude and respectful behaviour from our boarders.

Level	Example Reward	Examples of behaviour (not exhaustive)
1	Informal well done or discretionary reward	Act of kindness, helpfulness, tidiness.
2	Boarding House Commendation or Boarder of the Week Award	Repeated/consistently good behaviour. Service to the community. Leadership, effort or improvement.
3	Boarding Community Award	Consistently positive contributions to the Boarding Community or a significant outstanding single contribution.
4	Whole School Boarding Commendation / House Plate / recognition at Prizegiving	Long term contributions to the boarding community and demonstration of commitment, respect, and good values.

Boarding Sanctions

Where a boarder’s behaviour falls below expectations during boarding hours, sanctions as outlined below may be applied. For more serious offenses including alcohol, vaping, smoking, substance abuse, sexual misdemeanours or bullying (not exhaustive) the relevant School’s Expectations and Standards Policy will be followed. This is followed similarly for sanctions relating to time during the school day.

Level	Example Sanction	Examples of behaviour (not exhaustive)
1	House duty and restorative conversation (or similar)	Low level behaviour in House (up after curfew, late for registration, punctuality, untidy room, not on task during Prep, not signing in or out of the Boarding House).
2	House community service or similar restorative work as appropriate to the offense	3 repeats of Level 1 incidents in a week or single more serious offense.
3	Evening or Weekend Gating / loss of takeaway or leave privileges	Repeat of Level 2 offenses or a single more serious offense such as defiance to staff or disrespect towards a pupil.
4	Boarding Detention	Repeat of Level 3 or single significant offense such as damage to property or serious bounds/curfew offense.

The wellbeing of our boarders is paramount. As well as the boarding staff a number of staff members are on hand to support our boarders and promote their health and wellbeing. All our boarding staff are First Aid trained, and a number are Mental Health First Aid trained.

Our Medical Centre

Our Nurse Manager runs the Medical Centre during term time on week days and Saturday mornings. They will assess boarders' health and will assist them with administering medications, remedies, and treatment of minor injuries. The nursing team offer training and advice for staff and controls the home remedies that are offered to boarders.

The Medical Centre can offer advice on all kinds of medical matters:

- Sexual Health
- Drug & Alcohol awareness
- Medications & remedies
- Vaccinations
- General Health
- Eating & diet

Health Checks

The Medical Centre arranges a health check appointment with each boarder as they arrive during which, staff introduce themselves, discuss any medical issues and check each boarder's height and weight. This is routine and nothing to worry about, but helps to alert us to any major changes in a pupil's medical or health conditions so that we can properly support all boarders.

About "Gillick Competency"

Gillick competence is the principle used to judge the capacity in children to consent to medical treatment.

Young people are presumed (like adults) to have the capacity to consent to medical treatment. However, unlike adults, their refusal of treatment can in some circumstances be overridden by a parent, guardian or a court. This is because the medical staff have an overriding duty to act in the best interests of a patient. This would include circumstances where refusal would likely lead to death, severe permanent injury or irreversible harms (mental or physical).

The rule in Gillick Competency must be applied when determining whether a child under 16 has competence to consent.

The aim of Gillick competence is to reflect the transition of a child to adulthood. Legal competence to make decisions is conditional on the child gradually acquiring both maturity and intelligence.

It takes account of the child's experiences and the child's ability to manage influences on their decision making such as: information, peer pressure, family pressure, fear and misgivings. For a particular decision, a young person, 'Gillick competent' means that the child:

- understands the problem and implication
- understands the risks & benefits of treatment
- understands the consequences if not treated
- understands the alternative options
- understands the implications on the family
- is able to remember the information
- is able to weigh the pros and cons
- is able to make and communicate a reasoned decision regarding their wishes.

Assessment of Gillick competence requires an examination of how the child deals with the process of making a decision based on an analysis of the child's ability to understand and assess risks. It is a high test of competence that is more difficult to satisfy the more complex the treatment and its outcomes become.

GP Registration

All boarders are registered with the local GP when they arrive and NHS numbers are recorded on our database. Appointments can be made Monday - Friday by contacting the practice and requesting a call back from the doctor, usually within 1 hour. If an appointment with a doctor is required in the evenings or at weekends boarders will be taken to the nearest minor injuries unit or A&E. The nurse or a member of the boarding staff will accompany boarders to their appointments. Other local medical services are available in liaison with the Medical Centre. The nurse will book appointments for the boarders as required.

Vaccinations

Boarders and their parents are advised to follow their child's vaccination regime with their doctor at home. The Medical Centre does not administer vaccinations although the nurse can arrange for a vaccination to be taken at the local GP Surgery if required. We offer flu jabs to all pupils in the winter, and all staff and pupils are encouraged to take these.

Sickness

Boarders have full-time medical cover from a team of highly-qualified nurses. If a pupil is sick, then they will be referred immediately to the Medical Centre. If further treatment is needed, then the nurse will consult with the School GP, or transfer them to hospital as appropriate and parents and/or guardians will be contacted at the first opportunity. The Medical Centre has sick beds available in an emergency, but generally pupils go home or to guardians when unwell.

Any absence from classes, activities or sport must be covered by a medical note. If pupils are kept at home for any reason after the weekend, please telephone the House to let the Housemaster/mistress know and write a brief note/email of explanation on his/her return so that we can keep proper records. Where pupils have contracted any infectious illness, they will be required to stay with a parent or guardian to reduce spread to other members of the Boarding House. They will be required to stay away from School for 48 hours after their last associated symptom.

Please ensure the School is alerted of any medical problems affecting pupils such as asthma or allergies; it is vital that these are recorded centrally and a Pastoral Care Plan (PCP) designed if appropriate. The Health Declaration Form must be returned before a pupil can start school. Any medicines must be given to Matron who will record the details, inform the Medical Centre and administer the correct dosage appropriately. Pupils cannot store or administer medicine without permission.

Homely Remedies

Homely remedies are supplied to Boarding Houses from the Medical Centre. Should a pupil bring medication into school, this is also recorded. Only medication authorised by the Medical Centre, either on the stock list or prescribed, may be used by pupils. Herbal and traditional remedies are not permitted without a nurses' permission.

Hot water bottles should not be used by pupils in House as they can cause severe burns. If pupils wish to use their own personal heat source it should be a gel or wheat heat pad. If they wish to use an electric heat pad they must check with their Housemaster/mistress first.

Prescribed Medicines

Prescriptions are collected from the pharmacy by the Medical Centre staff and delivered to the appropriate Boarding House. All dispensing of prescribed medication is recorded and communicated appropriately. Once the medication has been prescribed, it should be administered by the Matron or other appropriate member of the boarding staff to the pupil. Asthmatic pupils and those at risk of anaphylactic reaction will carry their own prescribed inhalers and adrenaline auto-injector devices (AAID) with them. A spare is held in House for them, and additional AAIDs are stored in the Medical Centre.

Pupil Self-Administration

A pupil's ability to self-medicate both prescribed and 'household' medication will be assessed in consultation with the Medical Centre, Housemaster/mistress, parents, guardians and Matron.

- The relevant medication should be kept securely in the pupil's room ensuring no other pupils have access to it.
- Assessment should be made considering the pupil's age, maturity, level of understanding, level of responsibility and appropriateness of the storage facility. A form with the pupil's signature agreeing to the set conditions is completed for everyone who self-medicates and a copy of this kept centrally and in the Boarding House. It is countersigned by the Nurse Manager and the Housemaster/mistress.
- In the instance a pupil is prescribed medication by a GP and does not wish nurses or boarding staff to know, pupils must be made aware by the School GP that they should keep the medication securely as above.

- Proposed lockable storage space for such medicine(s) will be checked by nurses or Housemaster/mistress. Certain controlled medicines, as directed by the School GP or nurse, such as Ritalin, must be kept by the Matron, Medical Centre or Housemaster/mistress for safety reasons.





Boarders' Voice is very important to us. As well as talking to your Housemaster or Housemistress (or any member of staff!) to give your views, we have various opportunities for boarders to give ideas and opinions.

We gather the views of boarders through our Boarders' Council, House meetings, regular surveys, suggestion boxes, QR codes to give immediate feedback and focus group meetings. The Assistant Head (Boarding) also meets regularly with the Senior Boarding Monitor and Heads of Houses. Feedback is provided to boarders regularly in a 'You Said / We Did' format, and the boarders' views feed into the Foundation's Boarding Development Plan.

Pupils from each House can be appointed to sit on the following School Councils:

- The Food Council in which menus, diets and other issues are discussed.
- The Boarders' Council meets to consider the needs of its members and makes suggestions for the development of boarding.
- The Full School Council (MHS and MHI) in which a wide range of projects presented by pupils may be developed and discussed. Pupils are able to seek selection for any of these councils and are expected to attend regular meetings.



Pastoral support for our boarders is of paramount importance to us. We pride ourselves on the individual pastoral care we provide to boarders, and much of this is down to the positive relationships between staff and pupils in Boarding Houses.

Our staff are trained in Mental Health First Aid, and other mental health and Boarding Schools Association training, and there are a range of people that boarders can turn to when they need support.

Independent Person

Our boarders are fortunate to have the opportunity to speak with our Independent Person who will be sympathetic to pupils' concerns. Details of this person are displayed in Houses, around School and on Orah. They are ready to listen to any personal issues or concerns pupils might have and to provide impartial advice when necessary. They will be able to guide pupils to the best source of help or assistance as necessary.

To contact the Independent Person:
Email: iListener@millhill.org.uk

Child Psychotherapists

Whilst our boarders can talk to any of our boarding staff, we also have fully qualified Child Psychotherapists for pupils to talk to. Pupils are able to self-refer as needed.

General Welfare

Arrangements made for boarders to meet special religious, cultural, racial and linguistic needs:

- The School's Domestic Bursar ensures that suitable arrangements for food and drink are met at appropriate times in the year e.g. Ramadan, so that Muslim pupils are able to break fast and eat well outside regular School hours. Halal meat is provided daily.
- Pupils are encouraged to celebrate religious and cultural holidays such as Rosh Hashanah and Yom Kippur, and Eid, with appropriate consent from their Housemaster/mistress. For boarders who are unable to spend time with their parents/guardians, the School endeavours to celebrate in House.
- Boarders attend regular Chapel Services as a community. Services are designed to be reflective and inclusive to speak to those of different faiths or those who have none. There are also additional Christian services arranged for all pupils to attend on a voluntary basis.
- Special cultural evenings take place throughout the year, to give other pupils and staff an insight into different cultures and to celebrate differences. e.g. A Taste of Kazakhstan.
- A range of social and sporting activities take place throughout the year to ensure that pupils of all race, gender and need are able to happily integrate and to feel part of the community. The School recognises that such activities must be regular and ongoing, staffed by teachers sensitive to minority needs.

- The allocation of pupils amongst Houses is carefully managed, with annual analysis by House to ensure that racial groups are not grouped together in a way that restricts integration and limits opportunities, yet at the same time they are not isolated and receive sufficient support to facilitate their integration into the community.



Some very important information about your welfare.

Child Protection

Pupils have a fundamental right to be protected from harm. The School is committed to safeguarding and promoting the welfare of children and young people. The Head is responsible for child protection and welfare issues. There are many areas of child abuse which can be defined as follows:

- **Physical Abuse:** implies physically harmful action resulting in bruises, burns, head injuries, fractures, abdominal injuries or poisoning.
- **Sexual Abuse:** exploitation of a child under the age of 16 for the sexual pleasure or profit of an adult.
- **Emotional Abuse:** continual rejection, criticism, intimidation.
- **Neglect:** a form of maltreatment over a long period of time, including nutritional neglect, failure to provide medical care or protection from physical or social danger. This implies the failure of parents to act properly in safeguarding the health, safety and well-being of the child or young person.

If pupils need help and advice they can turn to anyone in whom they have confidence. More specifically there is a choice of:

- Your parents
- Your close friends
- Your mentor
- A senior pupil whom you trust
- Your Tutor
- A teacher
- Housemaster/mistress
- Your House Matron
- The Chaplain
- One of the staff at the Medical Centre
- One of the School GPs
- Professional Child Psychotherapists, via the Medical Centre
- Head, Deputy Heads or Assistant Head (Boarding) and DSLs or DDSLs

Principally your Housemaster/mistress has the main responsibility for your pastoral care. There are also external agencies you can contact, for example:

Childline	0800 111
Kooth kooth.com	kooth.com
Samaritans	116 123 or jo@samaritans.org
Shout	text 85258
Barnet MASH	020 8359 4066

More information about these organisations and how they can help you can be found online. You will also find these contacts displayed in Boarding Houses.

In Boarding Houses, all emergency numbers are placed next to the pupils' phone for easy access.



Who to talk to if you are struggling

Homesickness is a common issue faced by pupils living away from home. It can affect pupils of any age and even those who have lived away from home before. Pupils can find the differences between home and their new environment very overwhelming and, combined with the added pressure of language barriers, can become unhappy and anxious. It is important to raise any concerns to a member of staff. If you feel that another member of the boarding community is struggling then they require the best possible care, that is everyone's responsibility. Encourage them to speak to staff or sensitively raise this on their behalf.

Contacting Boarding Support

If you need any support and you need to contact the boarding staff on duty, please call the House emergency number on the back of your bedroom door.

If you are ever unable to contact the boarding staff by phone, please knock on the door of their accommodation.

Child Psychotherapists

There may be times when you feel that you would like to contact our Child Psychotherapists. If you would like to contact them or to organise a time to meet please email: Lola Alvarez l.alvarez@millhill.org.uk

Medical Support

During weekdays, you can pop in to see a nurse in the Medical Centre any time. You can also talk to your Matron for advice, or any member of boarding staff in evenings and at weekends.



All boarding pupils whose parents live abroad or more than half a day's travel from the School are required to have a Guardian, resident within two hours to the School.

Guardians will be appointed by the parents to act in "loco parentis" and must be able and prepared to offer genuine support and to attend School in an emergency if necessary. We expect Guardians to build up a positive relationship with pupils, and they should attend parents' meetings and other School events, as well as take pupils home on occasional weekends and out for birthday treats. A strong relationship with a Guardian can be a real support to pupils, particularly as they are away from home.

More information on Educational Guardians can be found in our policy on Educational Guardianship.

Guardianship Nomination Forms will be sent to you by the School's Admissions Team for completion through Firefly. **It is essential that these forms are submitted before a pupils' arrival at school. Pupils will not be admitted into the Boarding House without notification of a Guardian and the provision of their full contact details.**



Visas

International pupils may require a Child Student Visa (previously known as a Tier 4) in order to study in the UK. The Foundation can provide sponsorship for these visas. The Foundation's Immigration Advisers, Newland Chase Education, handle our sponsored visa applications and will assist parents in this matter. If you have any queries regarding visas, please contact our Compliance Manager, Maxine Zeltser, at mzeltser@millhill.org.uk

British Residence Permits (BRPs) and Passports

Upon receipt of a Child Student Visa and a pupils' arrival in the UK, their BRP card (British Residence Permit) will be sent to our Compliance Manager, Maxine Zeltser (mzeltser@millhill.org.uk). Passports and BRP cards will then be kept safely with the Housemaster/mistress and returned to pupils at the end of term/half-term. Pupils must hand these documents to their Housemaster/mistress when returning to their House. BRP cards and passports are very difficult to replace, so it is important that they are kept safe. If a pupil loses their passport or BRP card they should inform their Housemaster/mistress as soon as possible.

Child Student Visas

All boarding pupils who do not have British nationality must hold a Child Student Visa unless they are dependent on their parents' visa, have a British National Overseas/Ukraine Scheme visa or have settled status.

The Mill Hill School Foundation holds a Sponsorship License from the Home Office's UK Visas and Immigration (UKVI) division. In order to ensure that the Foundation is fully compliant with the policies and regulations set out by the UKVI, your cooperation and support is required.

Arrival in the UK

Pupils must only travel to the UK when their visa has been issued. Pupils who have a Child Student Visa can't travel to the UK on a Visitor Visa whilst waiting for their Child Student Visa to be issued.

Once a pupil's visa has been granted and transportation to the UK has been organised, arrival information must be communicated to the School as soon as possible, along with information regarding who will accompany the pupil to the UK and where they will be staying if they are not going directly to School. The pupil, if travelling unaccompanied, must carry with them on arriving in the UK a letter from their parents or legal guardian that confirms who will be collecting the pupil and transporting them to the School/Boarding House on the first day of term.

After enrolment

Parents are expected to help the Foundation ensure that pupils comply with the conditions of their visa. Failure to pay the correct school fees on time, provide an authorised reason for a pupil's absence, or inform the Foundation in advance of any changes to the care of the pupil could result in sponsorship being withdrawn. In addition, parents or legal guardians must be prompt in answering requests from the Foundation, such as for arrival and departure times at the start and end of terms. It is the responsibility of parents or legal guardians to ensure that the School holds the most up-to-date contact details for the pupil, guardian and family, though the School Office may get in contact at certain points in the year to confirm these.

Pupils holding Child Student Visas will be resident at the Foundation's Boarding Houses, apart from instances where the Schools are closed or where pupils are asked to leave the Boarding Houses (due to illness or suspension). During these times, pupils must live with the guardian named in the Guardianship Agreement Form (or host families working with the nominated Guardianship Agency). Residing in any other accommodation under the care of adults not identified to the Foundation is in breach of the conditions of the visa. In addition, the person caring for the pupils must have the right to reside in the UK and comply with the conditions of their own visas. Parents or legal guardians holding Visitors visas, therefore, are not eligible to fulfil this role as it infringes on the conditions of their own visas.

Any questions relating to visas?

If you have any queries regarding Visas please email Maxine Zeltser, Compliance Manager, (mzeltser@millhill.org.uk).

Instilling values, inspiring minds
millhill.org.uk

Mill Hill School

The Ridgeway
Mill Hill Village
London NW7 1QS

Mill Hill International

Milespit Hill
London
NW7 2RX

Follow us @MillHillSenior @MillHillIntl

