



Mill Hill

Instilling values, inspiring minds

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Welcome to Boarding September 2020



Contents Page

1. Welcome to Boarding at Mill Hill

- Term dates
- Our boarding team

2. An A-Z of life as a Boarder at Mill Hill

3. Some very important information about your welfare

- Child protection
- Health & Safety
- Pupil welfare

4. Further Guidance for Parents of Tier 4 (Child) Students

5. Individual house information

- Welcome from the Housemaster/mistress/House Parent
- Address/contact Information
- Introduction to House staff
- A description of the Boarding House
- Head/Deputy Head of House
- If pupils or parents have any questions



Term Dates 2020-21

Dates/Timings are subject to change.

Autumn Term

Monday 7 September	Start of term
Saturday 26 September	Foundation Day
Friday 16 October at 5pm	Half term holiday begins: 17:00. Depending on the situation around Covid 19, boarders may choose to remain in boarding houses for this holiday.
Sunday 1 November from 6pm	Boarders return
Monday 2 November	Start of term
Friday 20 November from 1pm and Saturday 21 November	Exeat Weekend (School Closed). Boarders return on Sunday 22 November at 18:00. Depending on the situation around Covid 19, boarders may choose to remain in boarding houses for this holiday.
Thursday 11 December	End of Term: 13:00

Spring Term

Sunday 4 January 2020 from 6pm	Boarders return
Monday 5 January	Term starts
Friday 12 February	Half term holiday begins at the close of school
Sunday 21 February from 6pm	Boarders return
Monday 22 February	Term begins
Friday 26 March	End of Term: 13:00

Summer Term

Sunday 18 April from 6pm	Boarders return
Tuesday 20 April	Term begins
Monday 3 May	Bank Holiday (School Closed).
Friday 28 May	Half term holiday begins at the close of school
Sunday 6 June from 6pm	Boarders return
Monday 7 June	Term begins
Thursday 1 July	End of term: 13:00

During an exeat weekend, boarders may either stay with their parents or guardian, or may choose to remain on campus (details will be provided at the start of term).



Our Boarding Team

Role	Information
Deputy Head (Pastoral) Mr James Dickin	jcd@millhill.org.uk
Head of Boarding Mr John Taylor	jjt@millhill.org.uk
Housemaster of Burton Bank House Mr Graeme Turner	gmt@millhill.org.uk
Housemaster of Collinson House Mr Stuart Hendy	stuarth@millhill.org.uk
House Parent of New House Ms Karen Justice	karen.justice@millhill.org.uk
House Parent of St Bees House Mr Philip Potter	pjp@millhill.org.uk
Housemaster of Ridgeway House Mr Mark Fryer	mark.fryer@millhill.org.uk
Nursing Manager Ms Annie Whatford Ivana Trhlikova – nurse Athina Gordon – nurse	medical@millhill.org.uk
Matron of Burton Bank House Miss Suenita Patel	matronbb@millhill.org.uk
Matron of Collinson House Ms Jasmina Manasieva	matroncoll@millhill.org.uk
Matron of New House Ms Roxanne Giles	matronnh@millhill.org.uk
Matron of Ridgeway House Ms Lauren Pilgrim-Dallas (morning) Mrs Zaynab Kadiri (morning) Ms Lucy Nicopoullos (afternoons)	matronr@millhill.org.uk
Matron of St Bees House Ms Jana Martiskova	matronsb@millhill.org.uk

Key contact details

The address for all correspondence to Mill Hill School is: Mill Hill School, The Ridgeway, Mill Hill Village, London NW7 1QS.

Reception	reception@millhill.org.uk	+44 (0)20 8959 1176
Medical Centre	medical@millhill.org.uk	+44 (0)20 8959 1432
General enquiries	office@millhill.org.uk	+44 (0)20 8959 1176
Website	www.millhill.org.uk	



An A-Z of life as a Mill Hill Boarder Aims

Our aims in Boarding are to:

- Look after boarders' physical, emotional, academic, social and spiritual needs;
- Recognise the benefits of our multi-cultural community and generate an understanding/respect for all races, cultures, faiths and nationalities;
- Create a warm, caring environment with an open and trusting ethos;
- Create an atmosphere where friendship, acceptance, honesty and trust are routine and where boarders can relax free from stress, intimidation or abuse;
- Maintain and encourage high standards in academic activities, inspire learning and value effort, endeavour and innovation;
- Balance rigorous academic study with a broad extra-curricular programme;
- Nurture and protect pupils by creating a homely, safe living environment;
- Encourage a healthy lifestyle;
- Provide appropriate opportunities for development of leadership roles;
- Work in close partnership with parents and guardians to promote pupil welfare;
- Protect the safety of boarding pupils from malicious influences by building a culture of openness and empathy; and
- Offer a thoughtful Induction Programme to meet boarders' needs.

In order to achieve our aims we provide:

- High staffing levels in all Boarding Houses and close-knit House Teams;
- A broad range of co-curricular/Sunday/House activities, which caters to a variety of tastes and interests;
- A broad and balanced academic curriculum to meet the needs of all pupils with close monitoring where necessary;
- Clear and effective policies and procedures;
- A wide range of opportunities for pupils to adopt leadership roles;
- Age-appropriate, well-equipped and modern living and sleeping accommodation facilities, and access to high quality leisure and recreational facilities on a regular basis;
- Effective communication systems, including wireless Internet, to enable pupils to maintain regular contact with parents, guardians, family and friends;
- High quality medical, welfare and administrative support systems;
- A carefully planned and managed induction procedure with close monitoring of systems to ensure continuity of care;
- Efficient mechanisms for addressing maintenance matters;
- High quality catering services with an opportunity for boarders to input directly with catering staff, and unrestricted access to drinking water.

Arrivals/Departures

Parents/guardians of pupils with a Tier 4 (Student) visa must advise of the intended travel arrangements for pupils before their departure to the UK. Information must be submitted electronically within the relevant form in the New Joiner Pack, previously distributed by the Admissions Team.



Banking

We request that pupils do not bring large sums of money with them to school, and instead use a bank account with access to a card/currency card from their own country. Money stored in the boarding houses will not be insured by the boarding houses, so we request that pupils do not bring in excess of £500 in cash. Pupils aged 16+ may find a Monzo card useful. Younger pupils may wish to keep a bank or Building Society account at a local branch (eg HSBC, NatWest). Metro Bank will be visiting on Wednesday 4th September between 1300 - 17:00, to assist Boarders in organising a bank account.

A letter from the School is required to open a Bank Account, and a parent/guardian must be present when opening the account. This letter is available from the School Office - please advise the Boarding Administrator if you require a letter.

Boardingware

Boardingware 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, through an iPad in the house, 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 Boardingware over the last two 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 Boardingware account in order to request leave for their child, thereby simplifying the process of informing the boarding house staff. Also through each Boardingware account, parents/guardians are able to review activities that their child undertakes off site.

Parents/guardians can use Boardingware 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 Boardingware, 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/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 from the company to sign up to Boardingware. If you would like any further information about how Mill Hill uses Boardingware, please contact the Boarding Administrator. For any technical help please use **Boardingware's help centre** or contact: Kathleen Lowry at **support@boardingware.com** or **kathleen@boardingware.com**.

British Residence Permits (BRPs)

Upon receipt of a Tier 4 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, BRP cards and Police Registration Certificates (where applicable) will then be kept safely with the Housemaster/mistress or House Parent and returned to pupils at the end of term/half term. Pupils must return these documents to their Housemaster/mistress or House Parent when returning to their House.

BRP cards 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 or House Parent as soon as possible.



Chits

Pupils may obtain chits for small necessities such as toiletries. Such disbursements are charged on the end of term house account.

House entertainments at the ends of terms, referred to as Hogs, or boarding trips up to the value of £30, may be charged as disbursements as announced to parents.

Clothing

We request that pupils are sensible about bringing high-value items of clothing with them to school. The School cannot take any responsibility for loss or damage to high-value items of clothing. Ensure all clothing that is brought to school is clearly named.

Complaints

A full copy of the Foundation's Concerns and Complaints by Parents Policy can be found on the Foundation's website or a copy can be requested from the School Office.

Councils

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 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.

Curfews

- 21:30 on weekdays for all pupils, except for with special permission to attend the Gym/Swimming Pool.
- Fourth Form (Year 9) & Remove (Year 10) pupils must return onsite from Saturday trips out by 17:30. Fifth Form (Year 11) can return onsite 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.

Door Codes

The key codes for entry at the various doors within Boarding Houses will be provided to pupils by staff in house. Pupils must ensure they remember these codes, and do not share them with anyone else.

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.

Eating

Pupils may order takeaways at these times:

- Monday – Thursday: Upper Sixth can order takeaways.
- Friday & Saturday: Everyone can order takeaways.
- Sunday – All Sixth Form, not Lower School, can order takeaways.

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 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.



Expectations & Standards

Disciplinary issues will be dealt with in line with the School's Expectations & Standards Document. Punishment is always at the discretion of the Housemaster/mistress or House Parent within the sanctions agreed in the Behaviour Matrix. Recurrent offenders will be referred to the Deputy Head (Pastoral). Incidents will always be logged and further action agreed.

Food

School Meals

- Attendance at School meals in the Dining Hall is compulsory for all below the Upper Sixth. Meal attendance may be monitored if appropriate.
- **Breakfast:** 07:30 – 08:00,
- **Lunch:** 12:35 and 13:40 depending on year group,
- **Supper:** 17:30-18:30.
- **Saturday morning breakfast:** 08:30.
- **Sunday brunch:** 11:00.
- **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 Mike Gibson, Domestic Bursar, in line with medical and parental advice.

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

Pupil kitchen

- The House kitchen is available to pupils at break time and during the evening from the end of prep at 20:30.
- Upper Sixth pupils are allowed to 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.

Snacks

- A variety of snacks are provided – arranged and distributed by Matron.
- Pupils have access to a snack list and can make alterations to snack routines through Matron or the Boarders' Food Council.

Food Deliveries

Food deliveries from online sites such as Amazon Food, Tesco (or other supermarkets) and Ocado, are not permitted other than in exceptional circumstances with permission granted by the Housemaster/mistress or House Parent.

Guardians

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 one hour of road travel of 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 Exeat 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.

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.**



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.

Jolly

We would love for every pupil's time in Boarding to be as jolly as possible. House Hogs, evening quiz nights, games nights, themed evenings or trips out will take place during your time in Boarding. These can be year group, whole House or whole boarding events. We hope that pupils will take the opportunity to enjoy as many activities as possible, to make the most of their time at Mill Hill.

Keys

Matron is responsible for the distribution and maintenance of keys. If possible, pupils will be given a key for their room. If pupils have misplaced their key, then pupils may be let in by a member of staff using the master key. If pupils lose their key, they can expect to be charged for a replacement. Please let Matron know as soon as possible if this arises. We advise that pupils bring with them a padlock for their cupboard, and keep their key safe.

Kit List

We would recommend that pupils bring:

Clothing

- Change of socks and underwear for 8 days
- 1 pair of regulation school shoes (essential)
- 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

Bedding and towels

- Duvet cover
- Pillows
- Pillow cases
- 2 towels

Bags

- School bag for books
- String lingerie bags vital for underwear and socks
- Laundry bag
- Sports/kit bag

Electronic equipment and sundries

- Laptop
- Mobile phone
- Padlock for lockable cupboard
- Pencil case – fully equipped (a stationery starter pack will be provided but pupils may wish to supplement this in due course)



Laundry

- Laundry will be sent from each Boarding House to the School Laundry facilities once every week. **Please name all kit!** Ideally clothing should be named on neckline. If laundry is unnamed, it will be confiscated for the duration of the term.
- 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 the 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/House Parent for safety reasons.

Mentors – Mentoring Scheme

Aims of the Scheme

- To ensure that each new pupil has a named pupil to oversee his or her induction into the School
- To enable each new pupil to seek advice and guidance from a named member of the pupil body
- To ensure that no new pupil becomes isolated or disorientated in the first few weeks after joining the School
- To oversee the integration of each new pupil into the School during the course of the year

Training of mentors

- Mentors receive training as a group by the Chaplain and one of the Deputy Heads in the Summer Term. As part of their training they are given a clear explanation of their role and how to accomplish its aims.
- Discussions also take place as to possible best practice and difficulties that might be encountered.
- Meetings are held through the Autumn Term in order to monitor the progress of the scheme, discuss problems and evaluate successes. These ideas are then put in place for the following year.
- When a pupil joins the lower part of the House a mentor from the junior years in House is appointed to guide and assist them as they settle into the School. Pupils will also be assigned a senior pupil of the same cultural background, if possible, to assist with issues of language and understanding.
- Mentoring continues throughout the year, but tails off as the year progresses and pupils become more confident. The Housemaster/mistress/House Parent team oversee the mentoring systems. A Deputy Head provides a central induction scheme for all new mentors each year.

Role of mentors

- To make contact with the new pupil on the Induction Day in the summer term where possible.
- To make contact with the new pupil at the end of the summer holidays at home by sending a card or by telephoning, if possible.
- To make contact on the first day of term and ensure that the new pupil understands:
 - the role of the mentor
 - the timetable
 - the activities system
 - the timing of the day
 - the location of the classrooms, dining room and sports fields



- To stay in touch with the new pupil over the first week on a regular basis and observe their whereabouts to ensure:
 - they are coming into House
 - they are not isolated in House
 - they are in contact with other pupils in their own year group
 - they seem reasonably well organised and happy
 - they can ask questions of their mentor where helpful
- To maintain contact through the first term and the rest of the year if necessary to ensure:
 - the successful social integration of the new pupil
 - the new pupil can turn to the mentor if difficulties arise
 - any bullying of the new pupil does not go undetected
 - any inappropriate behaviour by the new pupil is noticed and advice given

Medication

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 or House Parent first.

Prescribed Medicines

Prescriptions are collected from the pharmacy by the Medical Centre HCA 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. Nurses will advise and educate Matrons, Housemasters/mistresses, House Parents and other duty staff as appropriate, on any special requirements relevant to the prescribed medication. 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.

Administration of prescribed and 'Household' medication by Matrons & Boarding Staff

Where a Matron is off duty, it may fall to the Boarding staff to administer medications as necessary and in the case of ongoing treatment, the Matron will ensure that Boarding staff are aware of these ongoing medications and instructions for their distribution.

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 or House Parent, 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-House. It is countersigned by the Nurse Manager and the Housemaster/mistress or House Parent.



- In the instance a pupil is prescribed medication by a Doctor and does not wish Nurses or Boarding staff to know, pupils must be made aware by the School Doctor 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 or House Parent. Certain controlled medicines, as directed by the School Doctor or Nurse, such as Ritalin, must be kept by the Matron, Medical Centre or Housemaster/mistress or House Parent for safety reasons

Money

Pupils will need enough pocket money to cover normal expenses but are strongly encouraged not to lend or borrow. We advise pupils not to bring large sums of cash to the boarding house, and instead 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. On Tuesday and Thursday evenings the Sports Hall and Swimming Pool is open after prep time. There are plenty of things to do in the evenings so pupils will not have the chance to get bored!

Opportunity

Whilst at Mill Hill there will be many exciting opportunities available to boarders. Pupils are encouraged to try new things and get involved within the boarding community. The more that pupils do, the richer the boarding experience they will have.

There are many opportunities for boarders to take on leadership positions in the Houses, as Head of House or Deputy Head of House, or as members of the School or Food Councils.

Senior pupils are the role models for the rest of the School Community, bringing to it a quality and breadth and setting the all-inclusive, friendly and supportive atmosphere which typifies Mill Hill School and Mill Hill International.

Passports

Passports will be kept safely with the Housemaster/mistress or House Parent, 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 or House Parent when returning to their House. If a pupil loses their Passport they should inform their Housemaster/mistress or House Parent as soon as possible.

Prep

All pupils work silently on prep between 18:30 and 20:00 Fourth Form (Year 9); Remove (Year 10) to Upper Sixth (Year 13) continue until 20:30. Full boarders remaining in House for the weekend are expected to establish their own regimen for weekend work. No distractions from prep are allowed during prep time: no showers, phone calls, television etc. and all pupils must be in their own room. Parents are advised not to contact their children during prep time or after bedtimes. On Mondays and Wednesdays pupils may sign out to complete prep in the Piper Library.

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.

On Friday between 18:30-20:30 the House will have designated Quiet Time, during which all pupils must be in their own rooms completing quiet tasks – be it prep or reading.



Rewards

Each House follows the School’s rewards system of commendations and enforces a Positive Behaviour Policy and Expectations and Standards. Houses develop their own reward systems, such as ‘Boarders of the Week’ and ‘Dorm of the Week.’

Privileges may be given by the discretion of the Housemaster/mistress or House Parent to particularly helpful pupils. Tidiness and helpfulness is also rewarded in these Houses by the discretion of the duty staff. Boarding Commendations can be received for positive behaviour.

Rolls/Registration

These occur at the following times:-

Housemaster/mistress or House Parent’s office: - 07:30 – 08:00 (year group depending)

Tutor Room: Morning Registration (08:20 – 08:25)

Tutor Room: Afternoon Registration (13:50)

In House: 18:20 (roll)

In House: Bedtime (roll)

These registrations are a legal requirement. A centralised system of sanctions is in place for poor punctuality.

Routines

***Due to the situation around Covid 19 please note that our routines are subject to change, particularly with regard to leave.**

Monday to Friday

07:10	Wake Up
07:45-08:15	Breakfast
08:20-08:45	Registration
Lessons	
17:30	Dinner
18:20	House Assembly
18:30-20:30	Prep
20:30	Free time
21:30	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.	
22:30	Bedtime routine begins

Sunday

11:00	Brunch
There is the opportunity participate in activities or trips, relax, catch up on prep, or visit Mill Hill Broadway or Central London with permission.	
17:30	Supper
21:30	Bedtime routine begins



School Office

- **Visa letters** – the School Office can provide a letter stating that the pupil is a pupil at Mill Hill School or Mill Hill International.
- **Bank letters** – the Boarding Administrator can provide a letter with pupil details so that the pupil may open a bank account.
- **Any mail/faxes** received will be forwarded to the Housemaster/mistress or House Parent.

Sickness

Boarders have full-time medical cover from three highly-qualified nurses. If a pupil is sick, then they will be referred immediately to one of the nurses. If further treatment is needed, then the Nurse will consult with the School Doctor, or transfer them to hospital as appropriate and you will be telephoned 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 or House Parent know and write a brief note/email of explanation on his/her return so that we can keep proper records.

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.

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 between 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 when returning to the House, using the Boardingware station.
- Pupils may only visit sites further than Mill Hill Broadway with the specific permission of an adult member of the House.
- When visiting Mill Hill Broadway pupils should be in a minimum group of three juniors. Seniors may visit the Broadway alone. Pupils must not use the underpass. 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.

Telephone & Communications

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

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 cleaners 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.

Tour Guides

It is characteristic of members of boarders to take great pride in their House and the warmth of its relationships. Consequently they are usually keen to help as guides to the House and School for visitors. They are able to volunteer to do this from the term that they arrive at the school and can earn an official badge to distinguish them as experienced in this area.

Trips/Activities Programme

To promote social integration and enhance cultural opportunities, our Boarders are provided with a diverse Weekend Social Programme comprising on-site activities and off-site trips within London and the surrounding area. There is an expectation that all Lower School boarders will participate in the activities programme. The costs for these trips or activities will vary, according to pupil choice.

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, Howard Bros (Uniform4Kids), can supply pupils with their uniform requirements. They can be found at: 30 The Broadway, Mill Hill, NW7 3LL, Tel: 020 8959 4987.

www.uniform4kids.com/school-uniform-supplier

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, but if pupils wish to add further lockable space we suggest they bring a tuck box.
- 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.
- 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.

Visas

International pupils may require a Tier 4 (Student) visa in order to study in the UK. The School's Immigration Advisors, Newland Chase Education will assist parents in this matter. Until 30 June 2021, EU Boarding Pupils studying in the UK are entitled to settled status. If you would like us to help with making an application for settled status or have any other queries regarding visas, please contact our Compliance Manager, Maxine Zeltser, at mzeltser@millhill.org.uk. Please see page 22 for further guidance regarding the requirements of a Tier 4 (Student) visa.



Views of Boarders

Suggestions can be brought to the attention of the Housemaster/mistress or House Parent by boarders in various ways that may differ amongst Houses:

- **House Suggestions Box** for anonymous suggestions or complaints, to be considered and discussed by the Housemaster/mistress or House Parent.
- **The Boarders' Council** takes the views of boarders and represents them in a focused meeting. The Boarders' Council meets at least once every half-term and discusses issues raised by each House, on an agenda set by House representatives. Houses are responsible for sending fair representation from their House. Within the school there are a number of other committees in which pupils can present their views such as the Full School Council.

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 or House Parent. This will incur an additional charge.

Xbox

Houses may own an Xbox which may be used at various times. DVDs, books, board games or a piano may also be available. Each Boarding House has a television, and some have a pool table and/or table football for pupils to enjoy.

Your Safety & Security

The pupil entrances have coded locks. The codes are changed at regular intervals. Doors must be pulled to 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 if they are workmen or apply for access through the School. Residents are not permitted to let strangers into the House at any time. An intruder alarm is set at lock-up time.

Z – ZZZZ – bed times

Pupils are expected to be in their bedrooms 15 minutes before lights out preparing for bed.



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 pupils 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 whom you like
- A member of the Anti-Bullying Council
- Your House Matron
- The Chaplain
- One of the staff at the Medical Centre
- One of the School Doctors
- Professional Counsellor, via the Medical Centre
- Head or Deputy Heads

Principally your Housemaster/mistress or House Parent has the main responsibility for your pastoral care. There are also external numbers you can telephone. For example:

OFSTED:	0300 123 1231
CSCI Barnet:	02084476930
Childline:	0800 1111
NSPCC:	0800 8005000
Samaritans:	08457909090
Connexions:	08080013219
Children's Commissioner:	0800 528 0731

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



Health & Safety

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, resident tutors and visiting 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 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.

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
- Iron
- Portable televisions
- Electric fans or heaters

If Matron sees 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.

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 allowed to observe religious holidays such as Rosh Hashanah and Yom Kippur, and Eid, with appropriate consent from their Housemaster/mistress or House Parent. For boarders who are unable to spend time with their Parents/Guardians, the School arranges an Eid celebration.
- There is a voluntary Christian service in the Chapel every Tuesday lunchtime. In addition, every pupil attends a Chapel Service weekly, which appreciates the diversity of the pupil body, and so aims to provide services that involve people of all faiths and none.
- 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
- All pupils meet the School Counsellors who plays a key role in Induction and they are aware of how to contact them.
- 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 on-going, staffed by teachers sensitive to minority needs.



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- 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.

The School carries out the process of allocations for new Boarding pupils, examining each pupil's details and taking into account both the racial/linguistic/social needs of individuals and the gender/racial balance within Houses

EAL pupils

- Boarding Houses will provide pupils with an excellent level of EAL support.
- At Mill Hill School during Induction, new international pupils will discuss some of the difficulties that may be experienced inside and outside the classroom and give advice on how to combat these, supplementing ideas with written support for later reference and to reinforce important information. More experienced international pupils are on hand to offer support and guidance. At The Mount, Mill Hill International, a period of induction, usually lasting up to one week, ensures that all international pupils are supported and fully briefed with the School routines.
- At both Mill Hill School and The Mount, Mill Hill International, EAL provision is made for pupils whose second language is English. This may be in classes or, where necessary, on a 1:1 basis.
- At Mill Hill School, a subject-specific additional help programme has been established for pupils during Activity time to address EAL curricular needs and to support their classroom experience. The Head of EAL is available daily for informal 'drop in' sessions.
- There is a carefully structured and on-going programme of Induction for all Boarding pupils at the start of the academic year, particularly for international pupils, to aid in the process of integration into life at Mill Hill.
- EAL pupils are prepared for IELTS examinations as part of their academic curriculum and are fully supported as appropriate for applications to University and other Higher Education facilities.



Further Guidance for Parents of International Pupils

Tier 4 visas

Introduction

This document is to be used as guidance for parents of pupils holding a Tier 4 (Child) Student visa. All full boarding pupils under the age of 18 with nationalities outside the European Economic Area (EEA) and Switzerland must hold a Tier 4 (Child) Student visa unless they are dependent on their parents' Tier 1 or Tier 2 visa. The Mill Hill School Foundation (the 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.

Before enrolment

During the admissions process, the information that parents provide through the Registration and Acceptance Forms indicate whether a pupil requires a Tier 4 (Child) Student visa. The current eligibility criteria for this, according to the UKVI and the Foundation rules are that pupils:

- are aged between 4 and 17
- are from a country that is not in the EEA or Switzerland
- are full boarders
- have the consent of their parent(s) or legal guardian(s) to attend the course
- have enough money to support themselves and pay for the course.

The Foundation works with Newland Chase Education, formerly known as The Taylor Partnership, (www.ttplaw.co.uk/) in order to produce the Confirmation of Acceptance for Studies (CAS) statement to support the visa application of pupils that meet the criteria above. The CAS statement shows that the Foundation will sponsor the pupil for the duration of the course. Newland Chase Education will contact with you or your agents to request specific documents that are needed for this. Some documents may require official translations to English, and it is the parents' responsibility to organise this.

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 the pupil's reception to the UK. The pupil, if travelling unaccompanied, must carry with them on arriving in the UK a letter 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 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, parent(s) or legal guardian(s) 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 parent(s) or legal guardian(s) to ensure that the School holds the most up-to-date contact details of the pupil, though the School Office does get in contact at certain points in the year to confirm these.

Pupils holding Tier 4 (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 Short Term Visit visas, therefore, are not eligible to fulfil this role as it infringes on the conditions of their own visas.



EU PUPILS

Following Brexit, EU nationals need to have settled status to continue to live or study in the UK. EU Nationals living in the UK must apply for settled status before 30 June 2021. If you would like us to help your child apply for settled status once they have arrived at School, please contact our Compliance Manager, Maxine Zeltser (mzeltser@millhill.org.uk).

Any EU pupil who arrives in the UK after 31 December 2020 without settled status, will require a visa. The details of the type of visa that will be required have yet to be confirmed by the Home Office but it is likely that the visa will be similar to a Tier 4 visa.

Police Registration

Pupils of the following nationalities may need to register with the Police upon their arrival in the UK:

Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen.

The Mill Hill School Foundation has registered with OVRO (Overseas Visitors Registration Office) to be part of the 'Interim Registration Process.' Usually it is necessary to register with the Police within 7 days of arrival in the UK. The Interim Process means that once a pupil has arrived at school, their registration is perceived as having been completed, since the school is undertaking the process on their behalf. As part of the process, the Police will visit the School to complete the registration. Pupils will be given plenty of notice of the date of the Police Visit and of the documents that they are required to bring. If Pupils fail to attend the Police Visit, they will be responsible for registering with the Police themselves. Pupils will be required to pay the police registration fee, currently £35.

The Compliance Manager will manage this process for boarding pupils.

Any queries regarding Visas or Police registration should be sent to Maxine Zeltser, Compliance Manager, (mzeltser@millhill.org.uk).

Instilling values, inspiring minds
millhill.org.uk

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