



Guidance for Parents of Weekly Boarders at Mill Hill School

Weekly boarding provides an ideal solution for families who live within reasonable proximity of the School and who have heavy work or other commitments during the week. For pupils with a busy extra-curricular programme and those who prefer a structured environment in which to complete prep, weekly boarding also offers considerable advantages.

The option of weekly boarding is only available to pupils who have at least one parent permanently resident in the UK and who live within an hour's drive of the School.

Weekly boarding timings

Weekly boarders reside at School during the week and have the same structure to their day as full boarding pupils. However, weekly boarders may depart from the School site on Friday afternoon once their School commitments have been fulfilled. From this point onwards, until registration on Monday morning, weekly boarders who are returning home for the weekend are under the care of their parents and the School cannot take responsibility for them or their actions.

Weekly boarders may elect to stay in School on Friday evening, in which case they are strongly encouraged to follow the Saturday morning programme, as outlined on the Mill Hill School website. *If they do not wish to follow the programme, the expectation is that they will be collected from the House by 9:00am on Saturday morning.*

All parents must complete a Weekend Leave form at the start of the School year indicating their departure choice and their son's or daughter's travel arrangements. Occasional changes to arrangements can be made at any time, but this must be done by writing to the relevant Housemaster or Housemistress. Where this is done, the Housemaster or Housemistress must be informed of the changed arrangements **no later than noon on the preceding Thursday**. *All boarders are expected to return to the House in good time for registration at 8:20am each Monday morning.*

Weekend stays for Weekly Boarders

Weekly boarders may also reside in House on Saturday and/or Sunday evening at an additional cost, as detailed below.

An application to stay during the weekend must be made by parents in writing to the relevant Housemaster or Housemistress using the appropriate form which must be received **no later than noon on the preceding Thursday**. This form can be downloaded from the School's website. Requests received directly from pupils will not be accepted and pupils will not be able to stay in House on a Saturday or Sunday night unless the form has been received by the pupil's Housemaster or Housemistress.

If a parent wishes their son or daughter to stay regularly in House throughout the term on a Sunday evening, a single application, made at the start of term, will suffice.

Fees

The weekly boarding fee for the academic year 2012 – 2013, which covers Monday to Friday, will be £7,718 per term. Saturday and/or Sunday night stays incur an additional charge of £136 per night.

Weekend Activity Commitment

If selected for a sports match, or required for a Drama, Music or other rehearsal, weekly boarders are expected to come into School in order to fulfil their commitment in the same way as all day pupils. If there is a genuine reason which precludes attendance, other than illness, then a request for authorised absence must be made at least 48 hours in advance to the appropriate coach or teacher, copied to the Housemaster or Housemistress. Any unauthorised absence will be treated as a disciplinary issue and a School Detention will be served.

Absence from School

If a weekly boarding pupil is too ill to return to School on Monday morning, parents are required to inform their son's or daughter's Housemaster or Housemistress by email before 8:20am.

Any planned absence during the School term should be agreed with the Housemaster or Housemistress in advance, unless the proposed absence exceeds 24 hours, in which case permission must be requested from the Director of Boarding.

Guardianship

Although full guardianship is not a necessity for weekly boarders, *parents must, without exception, inform the School if they are leaving the country during term time, or if they are staying overnight at a destination in the United Kingdom* which is more than two hours' drive from the School. In such cases, a temporary guardian should be appointed by the parents and a guardianship form completed and passed to the Housemaster or Housemistress, including full contact details of the proposed temporary guardian and signed agreement between parent and Guardian.

Bounds for Weekly Boarders

Whilst they are in residence at the School, weekly boarders are subject to all the usual rules governing full boarding, as detailed in the Boarding Parent/Pupil Handbook. This especially applies to Bounds. Under no circumstances is a weekly boarder allowed to return home between Monday to Friday without the express joint permission of parents and Housemaster or Housemistress.

Visiting the Boarding House

Parents are welcome to visit their son or daughter at School during the week, although the Housemaster, Housemistress or Matron should be informed prior to the visit. For safeguarding and security reasons, parents should never use the door code to enter the House without supervision or remove pupils from the School site (or, in the evening, from the boarding house) without the permission and knowledge of the Housemaster or Housemistress.

Change of Pupil Boarding Status

Requests for transfer of pupils from weekly boarding to day status will not be considered before the Sixth Form for those entering the Lower School, and will not be available to those entering the Sixth Form as weekly boarders unless there are exceptional circumstances. Requests for transfer from weekly boarding to full boarding status will be considered on an individual basis.