



## OCCASIONAL BOARDING IMPORTANT INFORMATION

### **Before the date of your stay ensure that you have:**

- Paid in full either using ParentPay or by bank transfer.
- Notified the Director of Boarding of the details of a nominated guardian if you are going to be outside of the UK or more than a two hour car journey away
- Notified the Director of Boarding of any dietary issues, medical issues and medication to be administered during the stay.
- Informed the Director of Boarding of your child's mobile telephone number.
- Informed the Director of Boarding of your own mobile telephone number(s) and email address(es)
- Read the Handbook for Boarding Parents at <http://www.stgeorges.herts.sch.uk/Boarding/Hand-Book-for-Boarders>
- Ensure that you have the telephone numbers for the relevant Boarding House.

### **On the morning of your stay:**

- Drop off your overnight bag at 8:30am in the relevant boarding house which, for boys is Crosthwaite and for girls is Keswick.
- Hand over your child's mobile telephone unless they would normally keep it during the school day.
- Hand over medication in a clearly marked container
- Hand over any pocket money in a clearly labelled envelope. No more than £5 will be needed unless there is a specific planned trip in which case we would notify you beforehand.

After school on the day of your stay you should make your way back to the relevant boarding house where you will meet your buddy. This person will make sure that you know where to go and at what time.

### **Packing list (in a small overnight bag or suitcase):**

- Clean uniform and underwear for the next day
- One set of home clothes to change into at 3:40pm
- Pyjamas
- Slippers (or other suitable evening & night time footwear)
- Dressing gown (or similar garment such as a hoodie)
- Towel
- Wash bag

All bedding is provided but boys and girls are of course welcome to bring a favourite pillow!

### **Collection:**

On the day of departure, you should collect your child from the relevant boarding house at 3:40pm where unspent pocket money and medication will be returned

### **Other important information:**

There will be an annual limit of 30 nights' accommodation per pupil per academic year. This leaves a clear distinction between occasional-boarding and being a full boarder.

Boarders undergo a strict admissions procedure which involves them attending an interview during which we assess their 'suitability to board'. Day pupils undergo no such assessment. We will assess a pupil's suitability to board based on their conduct record in day school which is easily viewed on SIMS. This will be carried out in consultation with the pupil's head of day house who may be required to issue a reference in advance. We reserve the right to refuse permission to occasional-boarding or to request parents remove their child during a stay if they are unable to follow house rules and routines as would normally be expected.