



# Markham Boarding Handbook

2023-2024



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# FROM THE HOUSEMISTRESS

Welcome to our supportive, friendly and caring community in Markham. The members of staff are here to help you get the most out of your time at School, both academically and socially.

We very much hope that you will become part of this ethos and also support and care for each other in striving to be 'the best that we can be', to quote Mrs Hewer, our Head.

In this handbook we outline the provision, routines and rules which support our community and help to keep you safe.

We hope that both parents and girls will gain a better understanding of how Markham works by reading this.



**Sue Harmon**  
**HOUSEMISTRESS**



# BOARDING STAFF



**Helen Simpson**  
Deputy Head  
Pastoral,  
Designated  
Safeguarding  
Lead



**Sue Harmon**  
Markham  
Housemistress



**Tori Alford**  
Knatchbull  
Housemistress



**Bev Dunnage**  
Loveday  
Housemistress



**Iryna Prokopenko**  
Markham  
Acting Assistant  
Housemistress



**Katie Morris**  
Knatchbull  
Acting Assistant  
Housemistress



**Catherine Jones**  
Health  
Professional



**Clara Marmo Freire**  
Director in  
Residence



**Drinna Ferrer**  
Resident Teacher  
of Physics



**Bethany Smyth**  
Artist in  
Residence



**Alex Hawthorne**  
Resident Teacher  
of PE and Sport

# BOARDING PRINCIPLES

- ◇ To prepare girls for life beyond St George's through our Boarding Principles
- ◇ To encourage every girl to make the best of herself through the development of the whole person
- ◇ With guidance and support, to develop independence and allow girls to flourish, in order to meet their capabilities
- ◇ To live in an atmosphere of trust and respect, being considerate in how we treat others within our shared community
- ◇ To ensure the right to privacy and security of belongings
- ◇ To enable girls to thrive in a culture where bullying is not tolerated and to have the confidence and channels to report incidents
- ◇ To ensure equality of opportunities regardless of ethnicity, culture or disability



# MARKHAM HOUSE

Markham houses boarders in Year 7 to Year 10. The girls share study bedrooms and several relaxed communal areas. Year 7 and Year 8 pupils share one floor in the original Victorian house whilst the Year 9 dorms are located in the west wing of the house. The Year 10 pupils reside in an extended area of the property with purpose-built facilities.

Markham provides a supportive and relaxing home-from-home environment so that girls are able to enjoy their first years at St George's with a listening ear and clear guidance.



# WHAT TO BRING

Each girl has wardrobe space, some under-bed drawers and some bedside drawers including a lockable space. Year 10 pupils also have a desk with shelves and a lockable cupboard, however, girls should keep possessions to a quantity which will fit into these storage spaces.

## **The following is a guide as to what to bring**

- Toiletries (toothbrush and toothpaste, shampoo, shower gel etc.)
- Usual sanitary items (spares are always available from the House)
- Casual clothes and footwear clearly named
- Hangers to hang clothes in the wardrobe
- Small electrical items: hair dryers, hair straighteners, personal electronic devices such as laptops, tablets and headphones (all optional and at own risk). Please name all items including chargers. Personal insurance is advised for valuable items
- Bedding can be provided but many girls choose to bring their own to personalise their space. Please ensure own bedding is clearly named and make sure to bring two sets of duvet covers and pillow cases. Bedding is laundered weekly
- Towels and flannels clearly named
- Soft toys, posters, photographs, cushions etc. to personalise space (all optional)
- Clearly named School uniform as described in the uniform guidelines
- Games kit clearly named
- Alarm clock or a device with an alarm function
- Coat hangers



## Electrical items not allowed

- Electric fires or heaters
- Any form of electric cooker including microwaves and rice cookers
- Electric kettles, coffee makers or other form of water boiler
- Televisions

## School Network

Markham is served by the School wireless network, as is the whole campus, and a filtered service is available to all girls. This includes communication facilities such as email and Skype but other social media sites may be blocked at the School's discretion.



# BOARDING PROVISION

## **Dormitories**

In Year 7 and Year 8, girls share the dorm area and this comprises dorms of varying sizes, from 2 to 8 people. In Year 9, the girls have their own area which comprises dorms for 3 to 4 girls. Once they reach the Year 10 most rooms are double boarding rooms, depending on the numbers in that year group. Each has its own desk.

In all year groups girls are often allocated a new dorm every term in order to broaden friendship groups however, the Housemistress will ask the girls for their preferences for room-mates in confidence and will try to accommodate everyone's wishes as fairly as possible. Storage for girls in Markham allows for all the essential items that the girls will need but obviously girls must limit to some extent what they choose to bring and they are expected to have their clothing and possessions stowed away tidily.

Floors should be kept clear to allow for regular cleaning and desks (Year 10) should be used for working, not as a dumping ground. Rooms will be inspected for tidiness regularly.

## **Bathrooms**

There are ample showers, toilets and wash basins. Year 7 to Year 9 share a shower room and two bathrooms. The Year 10 boarders have both showers and baths on their floor. All year groups have their own toilet and wash basin facilities in their area.

## **House Common Rooms and Kitchens**

There are three large common rooms with TVs, media players and comfortable sofas. They also contain kitchens which are well- equipped.

The Year 7 and Year 8 boarders have a fridge, kettle and toaster. The Year 9 boarders have a fridge, kettle, toaster and microwave. The Year 10 boarders have a fridge, kettle, toaster, microwave, dish washer, washing machine and tumble dryer.

All the kitchens are supplied with tea, coffee, hot chocolate, squash, bread, butter, chocolate spread and jam. Girls may store their own foods in the fridge. Please note that St George's is a NUT FREE School.

## **Laundry**

On a daily basis, dirty laundry can be put into baskets which are located in each dormitory area. This is then laundered and returned to the house laundry room within a couple of days. It is imperative that all clothes are named. Laundry mesh bags for socks and underwear may be purchased from the uniform shop.

Year 10 boarders may do their own laundry for their personal items if they wish, however, School uniform and bed linen must be washed using the laundry facility.

# ACTIVITIES

## **Weekend Activities**

Outings are offered every weekend and recent activities include go-karting, bowling, paddleboarding lessons, visits to escape rooms, crazy golf, a llama farm and theme parks. The girls are encouraged to contribute their own ideas to the activity programme at weekends.

## **Activities in the School Week**

The Activity Programme provides a large range of Co-Curricular Activities for both Day and Boarding Girls, from Athletics to Zumba (via Foreign Language Film Club and Gardening Club!), as outlined on Dragonfly each term. There are also social events with other schools arranged throughout the year.

The Competitive House system is very strong and covers Sport, Performing Arts, Debating, Quizzes, Art and Music Competitions and the annual House Dinner to which parents are invited.

Visiting speakers, concerts, drama productions, and the sports fixture programme all add to the mix of activities, which mean that life at St George's is never dull!

Within Markham, evening activities are regularly arranged such as Dream Catcher Making, wellness walks, baking and crafting activities, to name but a few.



# UNACCOMPANIED OUTINGS

St George's is lucky to be located in an area which is so well served by public transport. Together with local taxi companies, this makes it easy for girls to go shopping, to the cinema or out for a meal with their St George's friends.

## **Each year group has differing privileges:**

### **Year 7 and 8**

- Year 7 and Year 8 boarders are not allowed to the High Street during the week. At weekends the Year 7 boarders must be accompanied by a member of staff. The Year 8 boarders may go to the High Street in groups of three at the weekend at the Housemistresses' discretion

### **Year 9**

- Year 9 boarders may go to Sunninghill, in addition to Ascot High Street, in groups of three at the weekend at the Housemistresses' discretion

### **Year 10**

- Year 10 boarders may go to the High Street during some lunchtimes and at weekends in groups of three, except on Race Days.
- They may have one or two trips per term, at the discretion of their Housemistress, to Camberley, Bracknell or Windsor, using public transport, in groups of three at the weekend.

## **Procedures for going out beyond the privileges allowance**

Any trip out with someone not from St George's School, or alone, must have parental permission by email or phone for each trip. Any overnight stay away from the House (during the time tailored boarders are normally in our charge) must have parental permission for each night, even if the girl is going home for the night.

This is so there is always a clear and unequivocal transfer of responsibility for the girl from House Staff to parents.

If boarders are invited to stay at another St George's girl's house, both the host parents and the visitor's parents must give their permission to the House Staff. Even when permission is in place, girls are still required to sign in and out.



# SIGNING IN AND OUT

Everyone finds this a chore but it is very necessary for the following reasons:-

- National boarding regulations state that the House Staff need to know where the girls are at all times.
- Fire regulations insist on signing in and out so that an accurate record of who is in a building is present at all times.
- At evenings and weekends girls must sign out whenever they leave Markham even if their destination is on campus. An exception is made for mealtimes and lessons etc during the School day.

## **Boarding House security**

The main entrances to Markham and the entrances to each boarding floor are fitted with punch code locks ensuring that only boarding staff and pupils have access to the boarding house. The codes are changed regularly. House staff lock up ensuring all entrance points to Markham are secure by 22.00.

The external path ways around the campus are monitored by CCTV and there is security lighting all around the House. All staff and their live-in partners/spouses have undergone safeguarding training and the appropriate checks. Girls are asked to report the presence of a stranger immediately.

# VISITORS TO MARKHAM

If girls want friends or family to visit them, they must first ask permission from the Housemistress in advance. Visitors must sign in and out with a member of the boarding staff. All visitors to Markham, who are not visiting a girl with prior permission (e.g. School maintenance staff, prospective parents), must report to the main reception first and be accompanied by a member of staff.



Parents and visitors are not allowed in the dormitory areas except at the start and the end of each term to help with luggage. This is for safeguarding reasons. The girls are aware that the School's own maintenance and domestic staff have access to the whole of the boarding house during the School day 08.30 – 16.00 but the girls should not be in the boarding area during these times anyway.

## **PERSONAL POSSESSIONS**

All girls have a lockable space in their area to secure their most valuable items. The School does not accept liability for laptops, mobile devices etc. and therefore, any valuable property should be privately insured.

### **Passports and BRPs**

Girls may hand in their passports and BRP cards (and any other visa documents) to the Housemistress or Assistant Housemistress as soon as they return to School after a holiday. These documents will be kept in the house safe.

### **Pocket money and charges to the School bill**

It is recommended that Year 9 and Year 10 boarders have their own bank account. St George's close proximity to Ascot High Street means that it is not difficult for girls to withdraw small amounts of cash as required. If, for any reason, a girl has returned to School with a large quantity of cash – £50 or above – we strongly advise that she gives it to the Housemistress to be locked away safely. Taxi bookings and low cost outings such as cinema trips may be added to the School bill or paid for by cash. Transport for House activities in School minibuses is not charged as an extra.

# HOUSE ROUTINES IN THE SCHOOL WEEK

## YEAR 7 TO YEAR 10

07.00	Wake-up (in the summer term Year 10 boarders are responsible for getting themselves up).
07.30-08.00	Breakfast
08.15	Girls must be at registration and ready for the School day
08.15-17.15	Girls are to follow their time table for the School day (club time is from 16.15 to 17.15)
17.15-18.40	Girls will have Prep with the day girls in School
18.30-19.15	Supper – times are staggered depending on the year group
19.45-20.25	Evening activities
From 21.00	Lights out Year 7 - 21:00 Year 8 – 21.15 Year 9 – 21.45 Year 10 – 22.00

# HOUSE ROUTINES AT THE WEEKEND

## YEAR 7 TO YEAR 10

### FRIDAY EVENINGS

As per weekday. Bed times may be extended at the discretion of the housemistress.

### SATURDAY

08.00	Wake-up
08.30 – 09.00	Breakfast
Various times	Sports matches (times vary)
11.00	Free time
12.00 – 13.00	Lunch time
13.30 – 17.30	Outing or in-house activity
18.00 – 19.00	Supper
19.00	Free time
From 21.30	Lights out
	Year 7 - 21:15
	Year 8 – 21.30
	Year 9 – 22.00
	Year 10 – 22.15
	Times can be later at the Housemistresses discretion

### SUNDAY

11.00 – 12.00	Brunch
13.00 – 17.00	Outing or in-house activity
18.00 – 19.00	Supper
18.30 – 20.30	Tailored boarders return to School

# MEALS

All girls must come down for breakfast and supper (and lunch at weekends) where they are registered. Under no circumstances can they miss meals unless they have spoken to the member of staff on dining hall duty first and explained why they will not be eating.



# HOUSE RULES AND DUTIES

## **Girls in Markham are expected:**

- to show consideration and respect to all staff and girls in the house
- to adhere to house routines
- to adhere to the School rules and dress codes
- to sign in and out without fail and to follow all procedures for going out with parental permission
- to keep their room tidy and have clothes and bed linen laundered regularly

## **Every girl will take a turn on the Common Room Duty Rota. Tasks include:**

- emptying and reloading the dishwasher (Year 10)
- wiping down kitchen surfaces
- tidying the sitting area

## **Mobile phones and devices**

Mobile phones are not allowed in School for Year 7 to Year 9 pupils during the School day. Year 10 pupils are allowed their phones during the School day.

Year 7, Year 8 and Year 9 boarders are allowed to use their phones during set times to contact home in the morning and evening. Year 7 and Year 8 times: 07.15-08.00, 18:45-20.30. Year 9 times: 07.15-08.00, 19.00-21:15. They will hand their phones in every night at lights out and may have them back before breakfast the next day.

Year 10 boarders will hand their mobile phones in at bedtime and may have them back before breakfast the next day. They may keep their phones overnight on Friday and Saturday evenings.

**Pupils are not allowed access to staff residential accommodation at any time.**

# ADDITIONAL TUTORING

## **Policy on pupils receiving online tutoring during the evenings and weekends while they reside in the boarding house**

As a general rule the pupil's do not require additional tutoring as the teaching provided is excellent and the additional language support is thorough, however we understand that some pupils value additional out of School time support.

We ask that if your child is receiving additional online tuition while they are in boarding you let her Housemistress know so we know when this is taking place and can ensure it fits in around other house activities.

Secondly, we ask that you confirm with us that you have carried out appropriate checks of the tutor prior to your child undertaking the tutoring sessions.



# HEALTH CENTRE

The Health Centre is situated on the ground floor in nearby Knatchbull House. Boarding staff are always on medical cover when the Health Centre is closed and the Healthcare Professional is off duty. The following table shows the Health Centre hours.

<b>Day</b>	<b>Times</b>	<b>Staff</b>
Monday	08.00 - 17.00	Health Professional
Tuesday	08.00 - 17.00	Health Professional
Wednesday	08.00 - 17.00	Health Professional
Thursday	08.00 - 17.00	Health Professional
Friday	08.00 - 16.00	Health Professional
Saturday/ Sunday	Weekend & Overnight cover	House Staff

Outside Surgery opening hours Mrs Harmon will be on duty based in Markham.

When Mrs Harmon is off duty a staff member qualified in First Aid will be responsible for medical assistance. During weekends girls should see their Housemistress (or the member of staff looking after their Year Group) if they are unwell and will be referred to Mrs Harmon if necessary.

Admissions to the Health Centre at the weekends will be the responsibility of duty staff. Each Housemistress will have available the routine medicines approved by the School Health Professional, as listed in the Handbook. Please ensure that you have completed and returned all medical forms before your daughter starts School.

In the event of an emergency, an ambulance will be called and the senior member of staff on duty will be informed.

# CONTACT DETAILS FOR PARENTS

We are keen to work with you in providing care for your daughter and welcome your involvement. We have a Markham House phone which is passed between boarding staff so that you can always contact the person on duty. When phoning your daughter, please keep an eye on the time to avoid phoning her during lesson or prep time or after lights out.

Markham House Mobile 07548 197434

Please call this number to speak to the member of staff on duty, it will also be the phone that is taken with staff during outings.

School Office (08.00 - 17.00 Mon to Fri)	01344 629900
Emergency out of hours phone	01344 629999
Mrs Harmon's Email	sharmon@stgeorges-ascot.org.uk
Miss Prokopenko's Email	iprokopenko@stgeorges-ascot.org.uk

If you have any further questions, please don't hesitate to contact me.

I look forward to welcoming you to Markham.

Mrs Harmon,  
**Housemistress**





CONFIDENT



CAPABLE



CONNECTED

## HOW TO CONTACT US

Telephone the School Office: 01344 629900

Email: [office@stgeorges-ascot.org.uk](mailto:office@stgeorges-ascot.org.uk)

[www.stgeorges-ascot.org.uk](http://www.stgeorges-ascot.org.uk)

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