



ABINGDON

# Boarding Handbook





# Contact details

## Austin House

**Housemaster: James Golding**

Duty Mobile number:  
+44 7557 667078

**E:** james.golding@abingdon.org.uk

Austin House address:  
76 Bath Street, Abingdon,  
Oxfordshire, OX14 1EB, UK

## Crescent House

**Housemaster: Matthew Kendry**

Duty Mobile number:  
+44 7557 443150

**E:** matthew.kendry@abingdon.org.uk

Crescent House address:  
21 Park Crescent, Abingdon,  
Oxfordshire, OX14 1DD, UK

## School House

**Housemaster: Mike Litchfield**

Duty Mobile number:  
+44 7557 441058

**E:** mike.litchfield@abingdon.org.uk

School House address:  
School House, Abingdon School, Abingdon,  
Oxfordshire, OX14 1DE, UK

A member of staff is on duty at all times, and can be contacted on the House duty mobile phone, 24 hours a day during term time.

Please note that if you are sending parcels to your child it is not possible to receive them at the boarding houses.

They should be sent to:

Abingdon School,  
Faringdon Lodge,  
Faringdon Road,  
Abingdon,  
Oxfordshire, OX14 1BQ,  
United Kingdom

## Best times to contact boarders



School week: 7.30am - 8.30am and 5.00pm - 6.00pm UK time.

Weekend: please liaise with your child to find out what activities and trips they are involved in.

Remember to include  
your child's name, and  
our porters will ensure  
they are then brought  
over to the correct  
house.

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# Welcome

We understand that the beginning of the boarding journey can result in a mixture of excitement and anxiety.

Boarding at Abingdon is at the very heart of the School, its aims, ethos and the quality of relationships that exist between pupils and staff. We believe that the boarders and staff should all work together to create a positive, happy community in which everyone feels comfortable and has an important part to play.

During their time at Abingdon, your child will be part of a warm and caring community who will help them to develop into a confident, independent young person. Rest assured, they will be very well looked after and will thrive in our home-from-home environment.

We hope the information in this handbook, which provides a practical step by step guide to life as a boarder at Abingdon, is informative, helpful and reassuring.

Please remember, we are always here for you if you have questions or concerns. Do get in touch if there is anything on your mind.

“ I thought settling into boarding would be very hard, but I was wrong. I've been here for almost 3 years, and I wake up at home every day.  
- A boarder ”



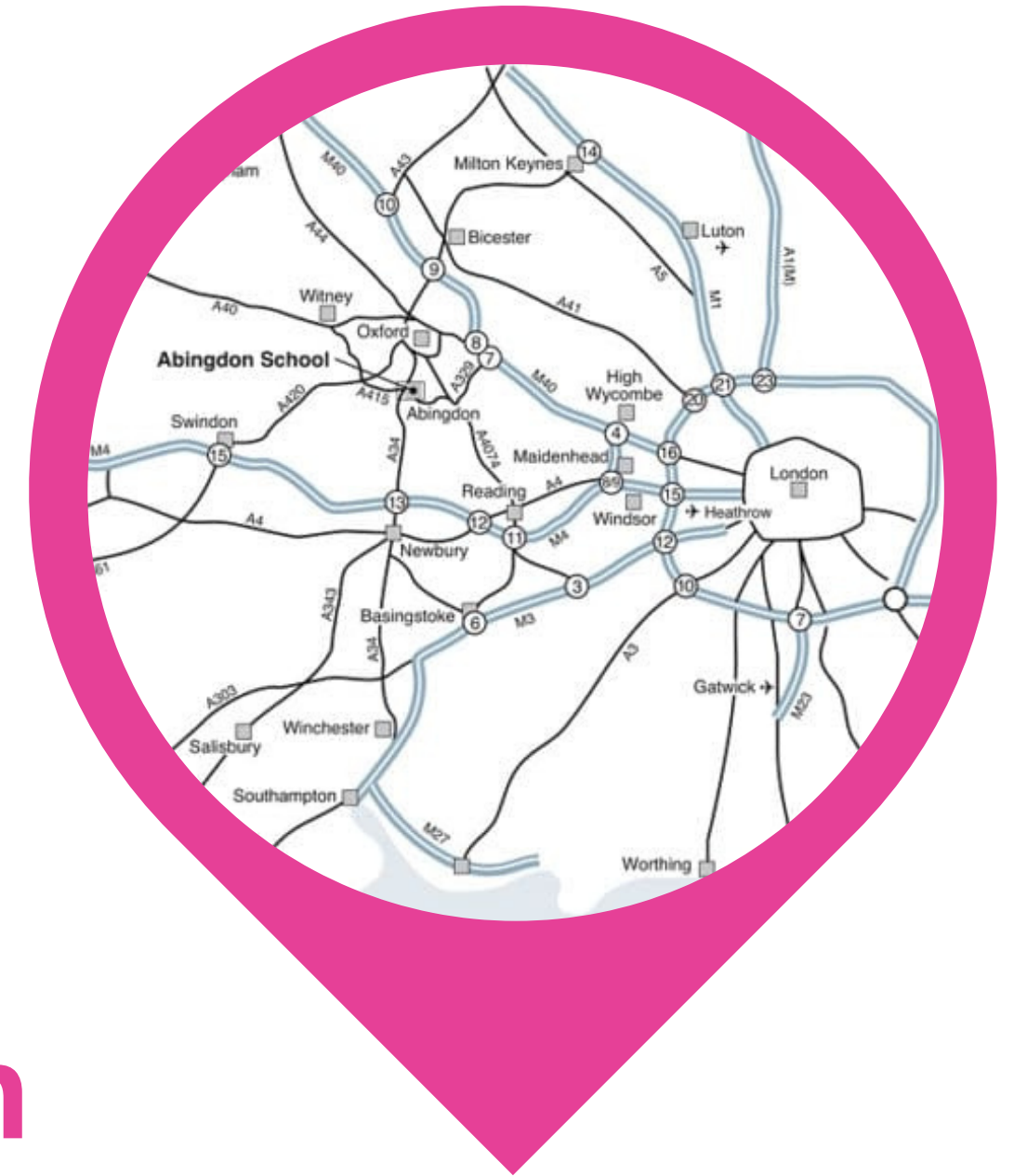
From left to right: James Golding, Matthew Kendry, Mike Litchfield



# About Abingdon

At Abingdon we aim to teach and develop the resources, skills and resilience that your children will need in order to feel confident in embracing their future. We encourage them to seize opportunities and to appreciate their responsibilities - not only to one another but also to society as a whole. Our School promotes a culture of mutual respect and equality and we celebrate diversity.

Abingdon enjoys the very best in academic standards, music, sport and the arts, in a caring and supportive environment where students are motivated to succeed. The health and wellbeing of our students is paramount and the School has a comprehensive pastoral care system centred around a student's tutor and housemaster.



## Location

The School is situated in 35 acres of beautiful grounds in the centre of Abingdon, just south of the university city of Oxford.

Abingdon is ideally located for access to the cities of Oxford and London. Both London Heathrow and London Gatwick Airports are within an easy distance of the School, with journey times taking approximately 1 hour and 1 hour 30 minutes, by road, respectively.





# Boarding at Abingdon

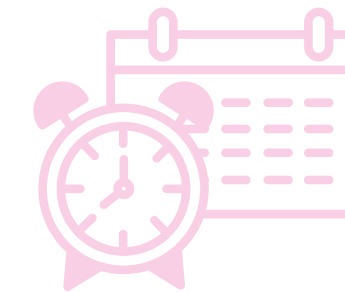
Boarders play an integral role at Abingdon – both as part of their house and across the School community. Above all, however, they are valued as individuals with each pupil's talents, skills and character, nurtured and appreciated.

We offer weekly and full boarding from the Third Year (age 13) and our boarders benefit from an enhanced and lively activities programme in the evenings and over weekends. Activities range from informal BBQs, movie nights and cake baking sessions; to house dinners, escape room experiences and recreational trips to nearby Oxford.

Day students are an intrinsic part of each of our three boarding houses, helping to ensure that friendships grow and extend across both day and boarding pupils. This structure allows students to mix freely in lessons, activities and sports, in addition to spending time together socially and boarders particularly welcome the opportunity to spend time out of school with day pupil friends and their families.



Numerous opportunities  
for boarders to go on trips



Plenty of activities to  
keep boarders busy



# Our Aims and Statement of Principles

## At Abingdon we aim to:

- develop each young person, encourage them in all that they do, support them in an environment that is safe and secure, and help prepare them for adulthood.
- ensure that every boarder can live in a community where relationships with others (students and staff) are respectful, tolerant and positive.
- celebrate and encourage the individuality of those in our boarding community, encouraging each to achieve their potential and discover new horizons.
- communicate with boarding parents and guardians effectively and honestly, trusting in a collaborative partnership for the benefit of the boarders in our care.

The School ensures its boarding practice complies with the [National Minimum Standards for Boarding](#).





# International students

## Guardians

It is Abingdon School policy that all students whose parents live abroad, must appoint a UK based guardian. Abingdon School is unable to recommend guardians, however, parents can find details here of [AEGIS Accredited Guardianship Organisations](#).

A good guardian should take an active and interested role in their charge's education and welfare and live close enough for the pupil to visit for weekends away and half terms and on the occasions when the school is closed. This would typically be within 90 minutes from the school.

The typical role of a guardian would include:

- Transport to and from school and the airport
- Providing accommodation during holidays, including half terms and bank holidays
- Collecting the pupil in case of exclusion from school
- Bridging the gap between term dates and flights to and from home
- Looking after the pupil in the event of illness (in liaison with the School's medical centre)
- Providing accommodation during any quarantine period and possible periods of self isolation

A good guardian will also play an active role in supporting the pupil, for example, attending parents' evenings and other School events. Guardians will be included in correspondence (excluding school fee invoices) unless parents have agreed another arrangement with the School.

Further details can be found in the [Guardianship guidance notes](#).







# International students

## Visas

It is the responsibility of parents to ensure their child has the correct entry Visa for the UK. Information can be obtained by visiting [www.gov.uk/child-study-visa](http://www.gov.uk/child-study-visa) or [ukba.homeoffice.gov.uk](http://ukba.homeoffice.gov.uk)

Any student who is a citizen of a country outside the UK and Ireland, and who wishes to study in the UK for a period of more than six months, requires a visa to study in the UK. This includes EEA students who arrive in the UK after 1 January 2021.

Abingdon School has a licence to sponsor Child Student Visa students. Where a student is sponsored to obtain a Child Student Visa, it is a policy of Abingdon School that the student must remain a full boarder for the duration of their time at Abingdon.

Abingdon School makes every effort to make this process as easy as possible, working with an immigration lawyer who manages the visa process throughout.

Please note that if a student is studying in the UK on a Child Student Visa, they are required by the UK Home Office to provide precise details of movements during weekends away and holidays, including flight details and the address at which they will be staying.

Where a student is not sponsored, Abingdon School will request evidence of the student's right to study in the UK before the student starts at school. This could be by virtue of a parent's visa or under the EU settlement scheme.

Further information may be obtained from the [UK Government Visa and Immigration](http://UK Government Visa and Immigration) department.





# Settling in

## The first day

On the first Sunday of the School year, we host a welcome reception for new boarders and their parents. This is a good opportunity to meet key staff, see the boarding houses and tour the wider school. We ask that all parents leave at this point so boarders can enjoy the fun induction activities that we have planned.

## The first few weeks

To help new boarders settle in, we have a thorough induction programme in place, beginning from the moment they arrive in September right through to the end of the Michaelmas Term in December. The timetable, daily and weekend routine, school layout, medical, spiritual and uniform matters will all be covered, as will a trip to Oxford using public transport.

During the first full weekend at School, we ask that all full boarders and, if possible, weekly boarders, stay in the Houses as we also have exciting team-building activities and a welcome dinner.

As part of our peer support programme, every boarder will be paired with a 'mentor', usually a sixth-form boarder who will be there to support and assist your child as they start to settle into life as a boarder.



Peer mentoring - care and support



## Feeling homesick

Your child will, inevitably, experience a wide range of emotions in the initial settling in period. This is quite normal and we simply ask that you allow them to settle into their new environment by encouraging them to mix with new friends and take part in the activities.

Initially, please resist the urge to be in contact daily. Boarders generally settle quite quickly into boarding life and the security of a routine, but can also experience some homesickness. Contact with parents at home can alleviate this, but a reliance on too much contact can often make the situation worse.



# Arrival at and departure from the houses

## **Start of term/re-start of half-term**

Boarders are expected to return to their houses between 5.00pm and 9.00pm on the evening before the start of term or re-start of half-term. The school cannot accommodate boarders before the publicised start of term. Parents are asked to inform the housemaster of any late arrival that may be different from the published dates.

## **End of term/half-term break**

School officially ends at 1.00pm on the last day of every term and at 5.00pm on the day prior to half-term break. The houses need to be vacated by 5.00pm on the last day of term and 6.00pm on the day before half-term break. The boarding houses are not staffed after this time so it is not possible for any boarder to remain beyond this time, nor are they able to access the house at any stage over the School holidays.

The only exception to this is when a School excursion is leaving the day after School ends. On such occasions, one of the boarding houses will remain open until 9.00am the following day. Only those boarders who are going on the trip will be permitted to stay in the house on these occasions.

## **Exeats/May Day Bank Holiday**

The School does not have any Exeat weekends, and full boarders are able to stay in School throughout term time. However there is an expectation that third and fourth year students are out of the house for the May Bank Holiday Weekend (Saturday to Monday inclusive). Third and Fourth Year can either go on the activities organised by boarding staff for each day, or stay with parents or guardians. Fifth Year and Sixth Form boarders will be allowed to remain in the house, as many will be preparing for public exams.





# Arrival at and departure from the houses

## Travel arrangements for half-terms and holidays

All boarders should provide precise details of their movements during half-terms and holidays so we know when our boarders are coming and going from the house, where they are staying, and any flight information for students leaving from, and returning to, the UK. We will send out a request for this information approximately two weeks beforehand and we appreciate your support in completing this as soon as possible.

Missing School should be avoided wherever possible, but we are aware that boarders' travel plans don't always fit neatly with the terms dates and times. We encourage parents to make flight bookings early; term dates are published two years in advance to ensure that this is possible, and can be found [here](#).

## Absence requests

Requests to leave prior to these times should be the exception, so please ensure you plan your child's travel arrangements accordingly, and do not plan for an early departure until approval has been granted. Requests of up to 24 hours early departure can be made to your child's Housemaster, anything longer will need approval from the Head, and will only be granted in exceptional circumstances. If suitable flights are not available on the last day of term or on the day the half-term break begins, parents are asked to book the next available flight and arrange for their children to stay with their guardians until then.

## Weekly boarders

Weekly boarders may go home on Friday when their School commitments are complete and should return to the house either on Sunday evening by 9.00pm or on Monday morning by 8.30am for boarding registration.

Weekly boarders may choose to stay in School on Friday evening and Saturday morning as they may have matches on Saturdays. Weekly boarders may only stay on Saturday evenings in special circumstances and with the Housemaster's permission. Parents must contact Housemasters via email to confirm this is happening.







# Transport

## Booking taxis



Parents should contact their child's guardian to make transport arrangements between the airport and School. The School does not book taxis on behalf of pupils.

## Parental permission for other forms of travel

It is assumed that parents are willing for their children to travel in a vehicle driven by a member of staff, who are covered by the School's insurance. If you are not driving your child to School, please inform your housemaster of other travel arrangements (e.g. public transport, private car driven by a friend etc.).

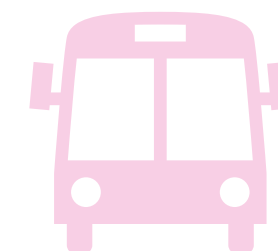
## Bicycles

Boarders may keep bicycles at School and should use the locked bicycle sheds. Boarders may ride their bicycle outside the School grounds but helmets must be worn at all times.



## Cars

Boarders are not allowed to keep their cars at School. In exceptional circumstances, requests should be made to the Housemaster, who will keep the keys between the agreed times at which the pupils can use the car. It is expected that cars left at School are to be used only for commuting from School to home. Only the designated driver may use the car and they may not give lifts to anyone else.





# Boarding provision

## Room allocations

We try very hard to ensure room allocations are carried out fairly and appropriately and consideration is given to boarders' preference.

## Accommodation

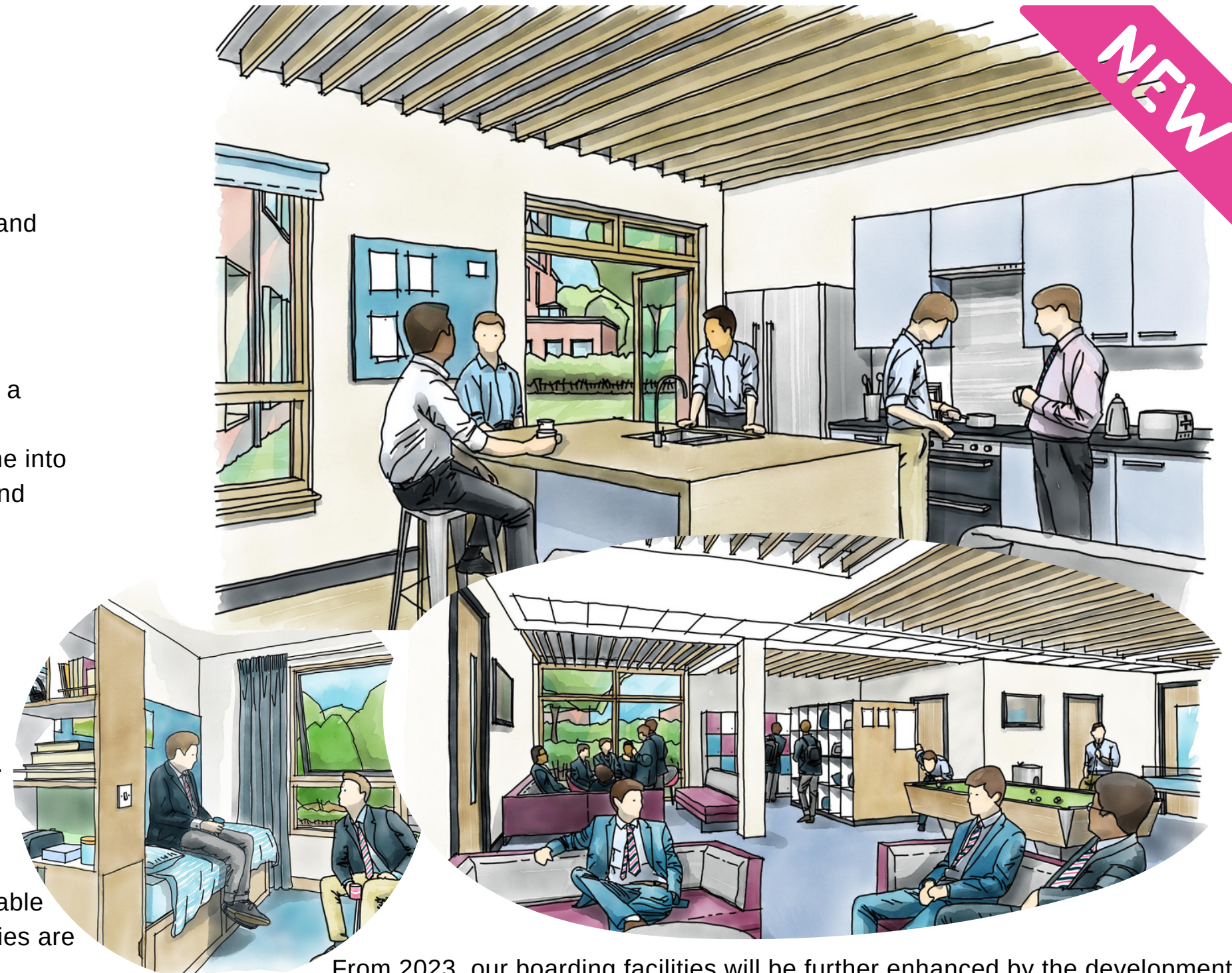
The three boarding houses have a diverse range of accommodation. Boarders have a desk, individual safe and lockable cupboard / drawer in addition to normal bedroom furniture. We expect boarders to keep their rooms tidy to help the cleaners who come into the houses each morning. We hope that boarders will personalise their room area and using posters is a great way of doing this.

## Communal areas and facilities

**Kitchen:** Boarders are expected to attend all meals together in the Dining Hall, however, each house also has a kitchen for eating and preparing snacks which is stocked with bread, butter, milk, jam and spreads. A snack tea is provided each day at 5.00pm. Take-aways are only permitted on Friday and Saturday nights. Boarders are expected to wash up their own dishes and cutlery and duty teams of boarders do a final tidy up each evening. This is known colloquially as 'Squads'.

**Games rooms:** comprise a range of activities such as table tennis, pool tables and table football. TV rooms have large screen televisions and facilities for movie nights. Movies are aimed at the age range of the children watching.

**Bathroom facilities:** The houses all have sufficient showers, toilets and washbasins for the boarders.



From 2023, our boarding facilities will be further enhanced by the development of our current boarding houses. The new accommodation will provide cheerful and practical new communal house areas including house rooms, extended study room facilities and kitchenettes. A significant change will see single bedrooms for Sixth Formers.

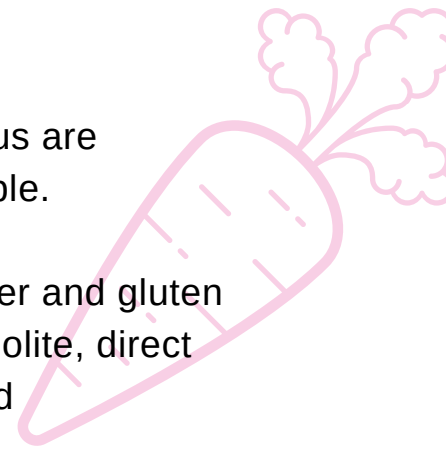


# Boarding provision

## Food

All meals are taken in the Dining Hall and boarders are expected to attend. Menus are published in advance and a considerable choice of hot and cold dishes is available.

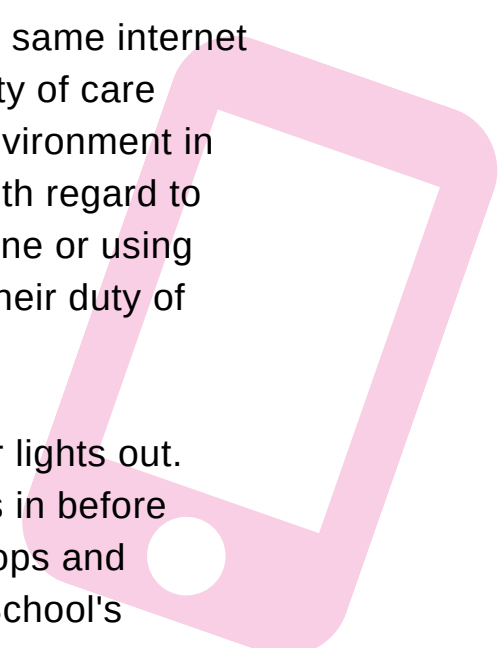
All dietary requirements are catered for, including vegetarian, vegan, halal, kosher and gluten free. Pupils are encouraged to discuss catering issues and concerns through a polite, direct approach or through the School Food Committee or Boarders' Council nominated representatives.



## Devices

All pupils are expected to have a laptop to use for School work, and each house has wireless internet throughout. Abingdon aims to provide boarders with the same internet freedoms they would enjoy at home, but the School has an additional duty of care towards its boarding community to provide a safe, secure and healthy environment in which to live and work. This includes a duty of care towards the pupils with regard to adequate sleep and development of social skills. Long periods spent online or using computers can be a cause for concern and Housemasters will exercise their duty of care when necessary in this regard.

Laptops and phones should not be used during lesson time, prep or after lights out. Boarders in the third and fourth years need to hand all electronic devices in before bedtime during the School week for safekeeping. Please make sure laptops and phones are named and insured. Personal items are not covered by the School's insurance.





# Pastoral care

## Role of staff

The boarding Housemasters have overall responsibility for the welfare of pupils in their houses and are in loco parentis. They are ably assisted by an Assistant Boarding Housemaster, a team of tutors, a house matron and a team of cleaners.

Boarding as a teenager brings with it all the hopes and expectations of children growing up to be young adults, ready for university and whatever life has to offer. Along the way, there will inevitably be times of anxiety, concern and difficulty as well as times of real celebration and happiness. Supported by a highly experienced team of tutors, matrons, the Chaplaincy, Counsellor and Health Centre doctor and nurses, we aim to offer the support, care and personal attention to every student in our houses so that they genuinely look back on a very special, and successful time as boarders.

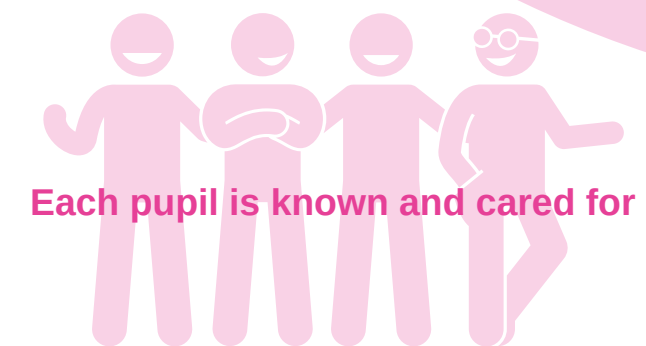
## Well-being of boarders

We hope that your child will feel able to talk to staff about any issue. Often pupils will talk to certain teachers or their house matron; it doesn't matter who they talk to as long as we can help and be there for them. All staff are trained to deal with issues, understand confidentiality and the need to refer matters at other times.

Each house has a mobile phone and the duty member of staff is available at any given time. Your child should make sure this number is in their mobile, so that they are always able to contact the member of staff on duty within the house. Parents are also encouraged to use this number to make contact with the house and speak to the member of staff on duty. It is a good first point of contact for general enquiries that do not require a specific member of staff but unless it is an emergency please call between 8.00am and 10.00pm UK time.

All boarders must provide updated mobile numbers to Housemasters. Boarders update phones frequently and we need to be able to contact them.

A confidential box can be found in each house and is checked regularly for any concerns that have been posted by boarders. A whistleblower policy exists to support anyone who wishes to raise concerns but is worried about the implications.



Each pupil is known and cared for





# Pastoral care

## Prefects/mentors

The Head of House and house prefects are appointed from the Upper Sixth by the Housemaster. They are essentially the conduit between boarder and the house staff where necessary.

Prefects' responsibilities include assisting the staff in the running of the boarding house and helping in both the pastoral support and safeguarding of welfare of the pupils in their house.

Prefects are expected to use their status and authority in a mature and sensitive manner and, in turn, expect the respect of those under their care. They are given guidance by the Housemaster in how to carry out their duties and in safeguarding and child protection.

## Role of tutors

Your child's tutor is normally the first point of contact about School-related matters. You will receive reports throughout the year and we will contact you on any specific issues relating to your child's education or welfare. Please contact your child's tutor with any information that might influence their welfare and happiness or if you have any concerns about their life at School. Tutors will make contact with parents early in the first term and exchange contact details.

“ There is a caring atmosphere throughout the school.  
- ISI Inspection ”



# Personal belongings

## Naming clothes

Name tapes for labelling all clothes are required and parents should order these in good time. Spare labels should be given to your child's house matron. Please ensure everything is named prior to your child arriving at Abingdon.

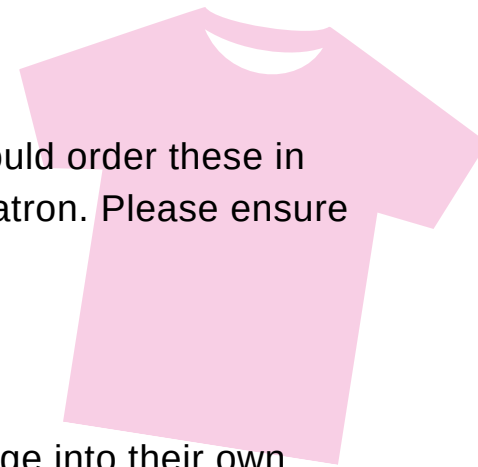
## Clothing requirements

Boarders wear School uniform until 5.00pm when they may change into their own clothes.

School uniform can be purchased online from our uniform supplier, [Stevensons](#). In addition to school uniform, we suggest that boarders should have:

- 10 pairs of socks and underwear
- 2 changes of nightwear
- Own clothes for evenings and weekends
- Slippers / flip-flops
- 2 bath towels and personal toiletries
- Single duvet, a pillow, two duvet covers and two pillow covers

For new boarders, uniform and other essential items may be purchased online and sent to your child at the Faringdon Lodge address (available on page 1).



## Laundry

All School laundry is done on site. Boarders will have a named shelf on which to store spare clothes and matrons will place clean laundry on the shelf. Bed linen is changed weekly and boarders place used sheets and pillowcases in the laundry baskets by 8.30am on change-over day. Socks are packed into sock bags (please note, these are provided by the School and charged to your account).

## How much to bring?

Please do not send your child with excessive amounts of clothing and personal items. As a guide, your child should be able to fit all their luggage in one suitcase and one holdall.



# Personal belongings

## Money

Bank accounts can be set up with any bank in Abingdon. If necessary, Housemasters will provide a letter from the School confirming your child's residence at Abingdon, although, if possible, international students should seek assistance from their guardians in setting up a bank account prior to arriving at Abingdon.

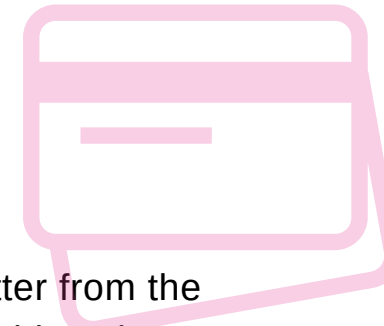
## House bank

The Assistant Boarding Housemasters in each house run a house bank that boarders can deposit and withdraw money from. Parents can also set a limit on how much money they would like their child to withdraw each week.

## Caring for belongings

Boarders should take care of their own property and show respect for the property of others and of the School at all times.

- All items should be clearly named.
- Each boarder has a safe and a lockable cupboard in their room that they can use to store valuables.
- Pupils should not borrow items from others without asking.
- Damage to property should be reported to the House Matron so that repairs can be made quickly.
- If damage is caused deliberately, the cost of repair to property belonging to either the School or another pupil may be charged to a parents' bill and parents will be informed.
- In the rare event of a suspected theft, it should be reported swiftly and will be investigated.
- Valuable items and passports may be handed into house staff for safekeeping.





# Registration

## Signing in and out

The Housemaster and the house staff have a duty to know the whereabouts, and ensure the safety, of the boarders at all times during the term.

Any time a boarder wants to go off-site in the evenings or at the weekend, they need to sign in and out in person with the duty tutor, saying where they are going, who they are going with and what time they expect to be back. Boarders are required to inform the member of staff on duty as soon as they return to the house.

## Regular registrations are taken as follows

Weekday registration:

- 8.25am each day: Registration in house
- During the School day all students, day and boarding, are registered in their Tutor Periods and in Period 7
- 5.00pm each day: Registration in house
- 7.00pm each day: Registration in house
- A register is also taken at lights-out

Weekend registration:

- Saturday: Registration at 9.45am, 1.00pm and 7.00pm
- Sunday: Registration at 1.00pm and 7.00pm
- A register is also taken at lights-out on Saturday and Sunday, and the tutor on duty on Sunday does a walk of the house and takes the register at the start of their duty.





# Visitors and absence

## Visitors

Boarders can invite other pupils into their house as guests but must ask permission from the duty staff member and sign the guests in and out.

Guests should be accompanied at all times, and only visit the common areas of the house. Any guests from outside the School will require the Housemaster's permission to come into the house.

Parents and guardians are always welcome to come and visit their children during term time. We ask that you contact the Housemaster in advance of any visit. On arrival, please let the duty member of staff know you have arrived.

For safeguarding reasons, we ask that parents and guardians do not go into boarders' bedrooms but remain in the communal areas of the house (the exception to this is at the beginning and end of terms to help your child pack or unpack).

“Through boarding, I have been able to get to know people of many different nationalities; my understanding of varied cultures has risen and my grasp of different languages has grown.”

-A boarder



## Absence from School lessons

Parents must ask, and receive, permission for any leave of absence from School for their children. Boarding Housemasters can approve a pupil missing a single day of School. Any longer periods of absence need to be approved by the Headmaster or Second Master.

## Weekend absence for full boarders

Full boarders wishing to go away for the weekend, or weekly boarders wishing to spend the weekend in the boarding house, require permission from the Housemaster and will be asked to fill in a form providing all the pertinent details. The Housemaster will require written authorisation from the boarder's parents and the responsible adult who will be hosting them. This correspondence should be received by Thursday 9.00pm before the relevant weekend. Boarders are expected to be present for their allocated weekend School sports fixtures. If students require permission to be absent, this must be sought at least a week in advance from the Head.



# Safety and security

## Safety and security

The boarding houses are kept secure and the safety of boarders is enhanced in various ways:

- Boarders may contact duty staff at any time on the house duty mobile.
- Doors leading into the boarding houses are fitted with keypad locks.
- Visitors must be signed in and out of boarding houses.
- Boarders must inform the duty staff whenever they go off-site and as soon as they return.
- School gates are closed at night.
- Electric sockets must not be overloaded.
- Windows are fitted with safety restrictors.
- Pupils must not climb over gates or walls.
- Cooking equipment (e.g. kettles) is only allowed in the house kitchens and not in bedrooms.



## Fire regulations and practice

Fire-extinguishing equipment is checked monthly, fire safety checks are carried out regularly and fire practices are held at least once a term. All boarders are briefed on fire evacuation procedures. Electrical appliances are checked every term for safety and every boarder's electrical items are regularly tested.







# Rewards, sanctions and expectations of behaviour

The boarding houses follow the School's system of rewards and sanctions, which can be viewed [here](#). As a boarding community, we also approach discipline as parents might at home, matching sanction to inconsiderate behaviour. In addition, boarders' equipment such as mobile phones and computers may be confiscated for improper use.

## Peer relations and bullying

We acknowledge that living together can be challenging and requires the development of patience, consideration and diplomacy. The School has an effective policy on bullying and all pupils are encouraged to speak up swiftly about bullying or any physical or verbal abuse. Attempts are then made to defuse tensions where they occur between particular pupils and to repair relations before any pupil is tempted to engage in verbal or physical bullying.

## Drugs; alcohol and smoking; and management of disciplinary incidents

We adhere to the School policies on drugs and substances, alcohol and smoking. However, boarders over the age of 18 may sign out and visit a pub with the Housemaster's permission, and on occasion, the Housemaster may offer an alcoholic drink to sixth form students at house social occasions.

In any disciplinary matter, the School policy on guidelines for disciplinary interviews with pupils will be followed and parents will be informed.



# Medical information

## Health Centre

### Contact Details

Telephone: +44 (0)1235 849059

Duty mobile: +44 (0)7748 591057

Email: [healthcentre@abingdon.org.uk](mailto:healthcentre@abingdon.org.uk)

### Opening Hours

08:00 - 18:00 Monday to Friday

09:00 - 17:00 on Saturdays during the Michaelmas and Lent terms

10:00 - 14:00 on Saturdays during the Summer term

Out of hours - One of the Health Centre team is on call outside of our opening hours

The experienced Health Centre team is made up of: the senior nurse, assistant nurse and four health care assistants. A doctor, the senior nurse, a paramedic, physiotherapist and first-aiders provide pitch-side support for rugby and football matches.

## Registering with a GP

Boarders are registered with Dr Khan of The Malthouse Surgery in Abingdon. The Doctor holds a weekly surgery at 8.00am every Tuesday in our Health Centre and children may also have appointments at The Malthouse Surgery at other times.

A brief medical examination is made of new boarders shortly after their arrival at School. This helps to identify any medical problems and allows your child to familiarise themselves with our Health Centre. Any significant medical condition needs to be communicated by parents to the Health Centre and your child's Housemaster.

## GP Referrals

Should your child need to be referred to a specialist, we will notify parents.

Boarders may be accompanied to appointments by parents (if practical), guardians, or a member of School staff. Referrals can be made on the National Health Service (NHS) or privately for those who have private medical insurance. The School offers a private medical scheme, details of which are available through the Finance Department.

## Medication

All medication, including natural or herbal remedies, should be supplied in its original packaging, labelled with your child's name and handed to the Senior Nurse or Matron on arrival at School. If your child has an Epipen or Asthma inhaler, they will be directed by the senior nurse or matron what to do. Please note we can only accept medications with instructions in English.





# Medical information

## Matron

The Health Centre team works closely with boarding house matrons. Matrons may treat minor illnesses and can seek advice when needed. Matrons also support taking boarders to the Minor Injuries Unit and hospital when necessary and play a key role in liaising between home and School on medical matters.

## Medical consent

Parents should complete the medical form prior to their child starting at School. The form will ask for details of your child's medical history. It requires parents to give consent for medical staff to administer medicines (including Paracetamol or Ibuprofen) and first-aid treatment; for an annual influenza vaccination to be given; and for other immunisations to be administered as recommended by the Department of Health. It also asks for permission for a Housemaster to act in loco parentis so that, on rare occasions when a parent cannot be contacted, consent can be given for emergency treatment, operations etc.

## Local hospitals

The Minor Injuries Unit is at Abingdon Hospital and the Oxford University Hospitals NHS Trust (John Radcliffe Hospital, Churchill Hospital and Nuffield Orthopaedic Centre) are within easy access. Most private referrals are made to the Manor Hospital, Oxford.

## Medical treatment during holidays

In the event of your child being ill during the holidays, they will not be able to stay in the Health Centre and you or their guardian should be prepared to collect them. The same applies at weekends for weekly boarders. If your child requires treatment in the UK during the holidays, you can register them as a 'Temporary Resident'. Remember to inform the Health Centre of any treatment upon your child's return to School.



## Medical confidentiality

Most medical matters do not need strict confidentiality and it is often best that staff know what is happening. We encourage pupils to discuss their medical care with their parents, although a patient's expectation of confidentiality must be respected.

Any child over 16 years old may give consent for their own treatment. If under 16, but considered mature enough, they can also give consent. All pupils are entitled to the same level of medical confidentiality as anyone else. Medical computer record systems are separate and secure from the School system to ensure confidentiality. Please note, this may mean your child chooses not to tell you about any treatment they are receiving.



# Timetables and routines

## Weekday timetable

During the week, the School day follows the timetable below:

### Before School

07:30 Wake up  
07:30 - 08:00 Breakfast  
08:25 - 08:35 Boarding Registration

### School Day

08:35 - 08:55 Tutor period / Chapel / assembly  
09:00 - 10:45 Lessons  
10:45 - 11:05 Break  
11:10 - 12:05 Lesson  
12:10 - 13:05 Lesson / lunch / activity  
13:05 - 13:55 Lunch  
14:00 - 14:55 Lesson  
15:00 - 15:55 Lessons / OH activities on Wednesdays  
16:00 - 17:00 OH activities

### Evening

17:00 - 17:15 Registration and tea  
17:05 - 18:30 Free time / activities  
18:15 - 18:45 Dinner, followed by registration  
19:00 - 20:30 Prep  
20:30 - Bed In-house activities / Free time

### Lights out

3rd Year: 21:45  
4th Year: 22:00  
5th Year: 22:15  
Lower Sixth: 22:45

### In room

Upper Sixth: 23:00





# Timetables and routines

## Weekend timetable

### Saturday

#### Morning

08:30 Wake up  
08:45 - 09:30 Breakfast, followed by registration  
10:00 - 11:30 Saturday morning programme

#### Afternoon

12:30 - 13:00 Lunch, followed by registration  
13:15 - 18:15 Sports fixtures or free time

#### Evening

18:15 - 19:00 Dinner, followed by registration  
19:00 - 23:00 Free time / Trip / Social / Activity

#### Lights out

3rd Year: 22:00  
4th Year: 22:15  
5th Year: 22:30  
Sixth Form: In rooms by 23:00

### Sunday

#### Morning

Sleep-in with continental breakfast in house for those who want it (you may need to get up for a trip)  
10:30 - 12:30 Brunch

#### Afternoon

12:30 - 13:00 Free time, followed by registration  
13:00 - 18:15 Free time / Trip / Activity

#### Evening

18:15 - 19:00 Dinner, followed by registration  
19:00 - 22:30 Free time

#### Lights out

3rd Year: 21:45  
4th Year: 22:00  
5th Year: 22:15  
Lower Sixth: 22:45

#### In room

Upper Sixth: 23:00

## Activity programme

There is a boarders' activity programme every weekend with activities arranged on differing times and days, including occasional Friday evenings. Younger boarders are required to sign up for a range of trips and activities, while sixth form boarders are also strongly encouraged to take part.

There are also weekly sports fixtures that all pupils are regularly involved in as well as lectures, performances of music and drama and trips that all members of the School (day and boarding) are invited to. Please encourage your child to make the most of the wonderful range of opportunities available.

## Activity costs and consent

The majority of trips and events for boarders are included in your fees. However, up to an additional £150 each year may be charged to help subsidise the cost of some of the more expensive trips, such as meals out or visits to theme parks, paintballing etc. We will not seek additional permission for these charges, so please advise if you do not wish your child to take part in these activities.

At the beginning of each academic year, parents will need to complete an electronic consent form which allows their child to take part in the varied activities programme.

## Boarding news

Parents can keep track of all the fun activities their children are doing by visiting the [boarding news page](#) on the School website.





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[abingdon.org.uk](http://abingdon.org.uk)

Last updated: June 2022