

# ST GEORGE'S ASCOT



## Knatchbull Boarding Handbook

New Joiners' Information 2024

## Boarding at St George's

Boarding is a fundamental and special part of life at St George's and has many benefits for your daughter. She will become more independent, resilient, self sufficient; she will experience the full extent of the provision on offer in the school community; she will have more time to concentrate on her work without the added time and pressure of a daily commute and, most importantly, she will learn to live with, get on with and respect other people and make great friends.

The boarding houses at St George's are lively and welcoming. Each boarder is under the care of a Housemistress and a team of resident staff who live in the boarding house with the girls, take responsibility for their wellbeing and who create an environment that promotes a good work ethic and is caring, happy, fun and supportive.

Our location in Ascot means that our boarders are educated in a safe environment but are well connected and can easily go home or further afield for weekends and holidays.

Mrs H Simpson  
Deputy Head (Pastoral)



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## Knatchbull

### Year 11 and Lower Sixth Boarders

Knatchbull is home to the Year 11 and Lower Sixth boarders. There is a strong emphasis on study in the house as our boarders work towards their GCSE and Lower Sixth School examinations at the end of the year. Knatchbull is near to the School Library, and most evenings groups of girls are to be found in the Library helping each other in their studies.

A good work/life balance is also encouraged, with plenty of fun to be had. Pupils have daily access to School gym, as well as regular in house activities including movie nights, craft evenings and self-care events. We also take outings to the cinema as well as shopping and theatre visits. There is something for everyone to enjoy.

In the House, boarders are encouraged to be independent. Each common room has a kitchen where girls are allowed to cook. There is also space for them to relax and take a break. They are also able to wash their own laundry and are expected to keep the common rooms tidy on a rota system.

Knatchbull has a wonderful community atmosphere and with staff operating an open door policy, our boarders can rest assured there is always someone to talk to.

Knatchbull House was named after a previous Chairman of Governors, Mr Knatchbull-Hugessen, who presided over a period of growth in the School during the 1970s and 1980s.

The building itself was completed in 1987 and contained the Music School, Chapel, Library and Upper Art Room as well as accommodation for 50 girls. Later, the Health Centre was relocated on the ground floor. In addition to the boarders, Knatchbull now houses the English classrooms following the completion of the Luker building and a stunning contemporary library.



## From the Housemistress

Welcome to the supportive, friendly and caring community in Knatchbull. 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 embrace this ethos and also support and care for each other in striving to be 'the best that we can be', to quote our Head Mrs Hewer. 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 Knatchbull works by reading this.

Tori Alford  
**Housemistress**



## 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

## Boarding Staff



Helen Simpson  
Deputy Head Pastoral,  
Designated  
Safeguarding Lead



Sue Harmon  
Markham  
Housemistress



Tori Alford  
Knatchbull &  
Loveday  
Housemistress



Charlotte Low  
Knatchbull &  
Loveday Assistant  
Housemistress



Katie White  
Markham  
Assistant  
Housemistress



Catherine Jones  
Healthcare  
Professional



Hannah Cross  
Resident  
Tutor



Emilia Bryant  
Artist  
in Residence



Grace Beckett  
Director  
in Residence



Iryna Prokopenko  
Senior Resident  
Tutor



Drinna Ferrer  
Resident Teacher  
of Physics



John Schofield  
Resident Teacher  
of History

## What to bring

Knatchbull House is a welcoming, modern space where girls can feel at home and part of a friendly boarding family.

Each girl has: a wardrobe, under-bed drawers, a desk with shelves and a lockable cupboard but 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 always available from the House Office)
- Casual clothes and footwear clearly named
- Small electrical items: hair dryers, hair straighteners, personal electronic devices such as laptops, iPads, 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 bring two sets of single duvet covers and pillow cases
- Towels clearly named
- Soft toys, posters, photographs, cushions etc, to personalise own space (all optional)
- School uniform as described in the uniform guidelines. Please ensure it is clearly named
- Games kit clearly named
- Alarm clock or a device with an alarm function
- Battery powered fairy lights to decorate
- 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
- Irons
- Mini Fridge
- LED lights that plug into the wall

## School Network

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





## Boarding Provision

### Dormitories

In Year 11, girls share large spacious dorms usually with one or two other girls. In the Sixth Form, there is a mix of double and single rooms. Usually girls are allocated a new room every term for the sake of fairness, so that they all have a turn in a single room. 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.

Every girl has a large wardrobe unit combining hanging space, drawers and cupboards, a desk with shelving and lockable cupboard space and four drawers under her bed. Storage for girls in Knatchbull is generous and so they are expected to have their clothing and possessions stowed away tidily. Floors should be kept clear to allow for regular cleaning and desks should be used for working, not as a dumping ground. Rooms will be regularly inspected for tidiness.

### Bathrooms

There are bathrooms on every floor providing ample showers, toilets and wash basins.

### House Common Rooms and Kitchen

There are two large common rooms with Smart TVs and comfortable sofas. They also contain kitchens which are well-equipped with dishwashers, large fridge-freezers, full sized cookers, kettles, toasters and microwaves. The kitchens are supplied with basic provisions including tea, coffee, hot chocolate, squash, bread, milk and snacks for afternoon break. Boarders who are in School at the weekend may enjoy cooking a meal for themselves occasionally which is all good practice for later life.

During the week pupils may cook at the discretion of staff.

**Please note that St George's is a NUT FREE School.**

Takeaways may be ordered at weekends or on one weekday night but only with House staff permission.

### Laundry

There is a basement laundry where the girls may choose to do their own washing. It contains two washing machines and two driers; all are commercial rather than domestic machines meaning that wash times are considerably reduced. There are also ironing facilities available for the girls. If they prefer, the School laundry will wash any items the girls place in the bins, provided that they are named, and return to the designated boxes in the laundry room.

## Other Facilities

Knatchbull is also lucky to be attached to the Music School which boarders may use at any time during the evenings and weekends. The gym in the Sports Hall and the swimming pool are available to boarders at specific times in the evenings and weekends. A programme will be published each year.

The library has extended opening times to allow boarders to make use of it. We ask all pupils to sign in/out when they make use of these facilities.



## Activities

### Activities at the Weekend

Outings are offered every weekend such as trips to Windsor for shopping; Go Ape in Bracknell Forest; visits to theme parks or an inflatable colour run. Friday night at the cinema or a meal out are popular ways to relax at the end of the School week. Trips are not compulsory, but the girls are encouraged to contribute their own ideas to the activity programme at weekends and get involved.

### Activities in the School Week

The Activity Programme provides a large range of co-curricular activities for both day and boarding girls, from Amnesty International to Yoga, as outlined each term. The Competitive House System is very strong and covers Sport, Performing Arts, Debating, Quizzes, Art and Music Competitions and the annual House Parties to which parents are invited. Visiting speakers, concerts, drama productions, Young Enterprise and the sports fixture programme, all add to the mix of activities, which means that life at St George's is never dull!

Within Knatchbull, social evenings are arranged such as pamper night, pizza evenings and international celebrations. The whole boarding community regularly enjoys an evening outing, such as to the Pantomime or a theatre trip to a London musical.

Health and Fitness is a key part of life in Knatchbull with the girls are given the chance to go to the gym or swimming pool during the week and at weekends.



## Unaccompanied Outings

St George's is lucky to be located in an area which is well served by public transport. Together with School approved 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.

All Year 11 and Lower Sixth boarders are allowed, with parents permission, to go to Ascot High Street during the week and at weekends. Outings in the evening during the week must be arranged with permission of parents and the Housemistress. Year 11 boarders must return by 21.30 and Lower Sixth by 21.45. All girls must sign out in the School office during the School day and in Knatchbull in the evenings and at weekends. Girls are also required to sign back in on their return.

Parents and guardians may sign a blanket permission form for the following unaccompanied outings at weekends and Friday evenings but they may choose to give permission on a trip-by-trip basis instead.

### Year 11 and Sixth Form

- Girls may travel on public transport to the surrounding areas including, but not limited to Reading, Windsor, Bracknell or Camberley at weekends with a fully charged mobile of known number and having told the Housemistress of their destination, departure time, return time and who they will be going with
- Girls may go out alone if their parents/guardians indicate this on their blanket permissions form
- Girls may also go to London if their parents/guardians indicate this on their blanket permissions form

These are all sent to parents via the Housemistress during the first few days of the new term.

### Procedures for going out beyond the privileges allowance

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 Knatchbull even if their destination is on campus. An exception is made for mealtimes and lessons etc, during the School day.

### Boarding House Security

House staff lock up ensuring all entrance points to Knatchbull and the attached Chapel and Music School are secure by 22.45.

One entrance will be left open if girls are expected late for any reason, until they are all safely inside. For additional security, an intruder alarm is set from 21.45 – 07.00 (08.00 on Saturdays and Sundays). The external path ways around Knatchbull and the rest of 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 Knatchbull

If girls want friends or family to visit them in the boarding house, they must first ask permission from the Housemistress in advance. Male visitors are not allowed in the dormitory corridors, apart from at the start and end of term to help take belongings to and from dorms, but are allowed in the Year 11 Common Room and The View for Lower Sixth girls, during the weekends. Visitors must sign in and out and staff must be made aware that they are present.

All visitors to Knatchbull, who are not visiting a girl with prior permission (e.g. maintenance workers, prospective parents), must report to the main reception first and be accompanied by a member of staff or sixth form tour guide. The girls are aware that the School's own maintenance and housekeeping teams have access to the whole of the boarding house during the School day 08.30 – 17.00 and so they must dress appropriately.



# Personal Possessions

All girls have a lockable cupboard in their desk to secure their most valuable items. All dormitories in Knatchbull have individual keys which are only given to the girl/girls in that room upon request. The School does not accept liability for laptops, mobile devices etc, 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. Girls are advised not to take their BRP cards out of School unless they are travelling home.

## Pocket Money and Charges to School Bill

By Year 11 and Lower Sixth, most girls 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 and upto a maximum of £1,000 – 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. If you intend for your daughter to bring a large amount of money to School you must notify the Housemistress in advance so we can make adequate provision for its storage.

## Meals

Girls are expected to be at a minimum of two meals a day in the Dining Hall at weekends unless they have informed the Housemistress of sensible alternative eating arrangements. For example: going to eat out with friends or family, cooking a meal in House with friends or having a take away.

The Duty Staff will take a more informal, unannounced roll call several times a day. Staff need to know where girls are at all times of the day. Girls must always tell the member of staff on duty where they are going and when they expect to be back.

Girls must remember to sign in and out even when they have told the Duty Staff where they are going.





## House Routines in the School Week

### YEAR 11

<b>07.30 – 07.55</b>	Girls are trusted to use their own alarm to be up and ready for breakfast in School uniform at 07.30 – 07.55. A roll call is taken in the Dining Hall
<b>08.15</b>	Girls must be at registration and ready for the School day
<b>08.15 – 17.15</b>	Girls must follow their timetable for the School day (club time is from 16.15 to 17.15)
<b>17.15 – 18.45</b>	Girls have Prep with the day girls in School
<b>18.45</b>	Supper – A roll call is taken in the Dining Hall
<b>19.00 – 21.30</b>	Girls may do some work, relax or make the most of the School facilities in the evenings
<b>21.30</b>	15 minute warning – girls have time to shower and get ready for bed
<b>21.45</b>	Girls must be in their own rooms preparing for bed
<b>22.00</b>	Lights out – a bedtime roll call is taken by the House Staff

## House Routines in the School Week

### LOWER SIXTH

<b>07.30 – 07.55</b>	Girls are trusted to use their own alarm to be up and ready for breakfast in Sixth Form uniform at 07.30 – 07.55. A roll call is taken in the Dining Hall
<b>08.15</b>	Girls must be at registration and ready for the School day.
<b>08.15 – 16.00</b>	Girls must follow their timetable for the School day. Girls may study in their room at their desk during Private Study periods
<b>16.00 – 18.20</b>	Girls do Prep in their own time, clubs available from 16.15 - 17.15
<b>18.20</b>	Supper – A roll call is taken in the Dining Hall
<b>19.00 – 22.00</b>	Girls may do some work, relax or make the most of the School facilities in the evenings
<b>21.45</b>	All girls must be in Knatchbull by 21.45 unless an extension has been arranged in advance with the Housemistress
<b>22.00</b>	Girls must be in their own rooms preparing for bed and winding down. A bedtime roll call is taken by the House Staff

## House Routines at the Weekend

### FRIDAY EVENINGS

<b>18.00 – 18.30</b>	Supper – roll call
<b>21.30</b>	Year 11 boarders to be in House unless an extension has been arranged in advance with the Housemistress
<b>21.45</b>	Sixth Form girls to be in House unless an extension has been arranged in advance with the Housemistress
<b>22.00</b>	All girls to be in their own rooms and quiet. Roll call

### SATURDAY

<b>08.30 – 09.00</b>	Breakfast – roll call
<b>12.00 – 12.30</b>	Lunch time – roll call
<b>18.00 – 18.30</b>	Supper– roll call
<b>21.30</b>	Year 11 boarders to be in House unless an extension has been arranged in advance with the Housemistress
<b>21.45</b>	Sixth Form girls to be in House unless an extension has been arranged in advance with the Housemistress
<b>22.00</b>	All girls to be in their own rooms and quiet. Roll call

### SUNDAY

<b>11.00 – 12.00</b>	Brunch – roll call
<b>Afternoon</b>	Roaming check-in by staff on duty
<b>18.00 – 18.30</b>	Supper– roll call
<b>21.30</b>	Year 11 boarders to be in House unless an extension has been arranged in advance with the Housemistress
<b>21.45</b>	Sixth Form girls to be in House unless an extension has been arranged in advance with the Housemistress
<b>21.30</b>	Normal bedtime routines for both year groups to be followed

## House Rules and Duties

### Girls in Knatchbull are expected:

- to show consideration and respect to all staff and girls in the house
- to adhere to house routines and be punctual
- 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
- to wash up and wipe down surfaces after cooking for themselves
- join in with House events

### Every girl will take a turn on the Common Room Duty Rota.

#### Tasks include:

- emptying and reloading the dishwasher
- washing up items not suitable for the dishwasher
- wiping down kitchen surfaces
- tidying the sitting area

Knatchbull House has a Code of Conduct that will be introduced to the girls during their induction to the House.

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

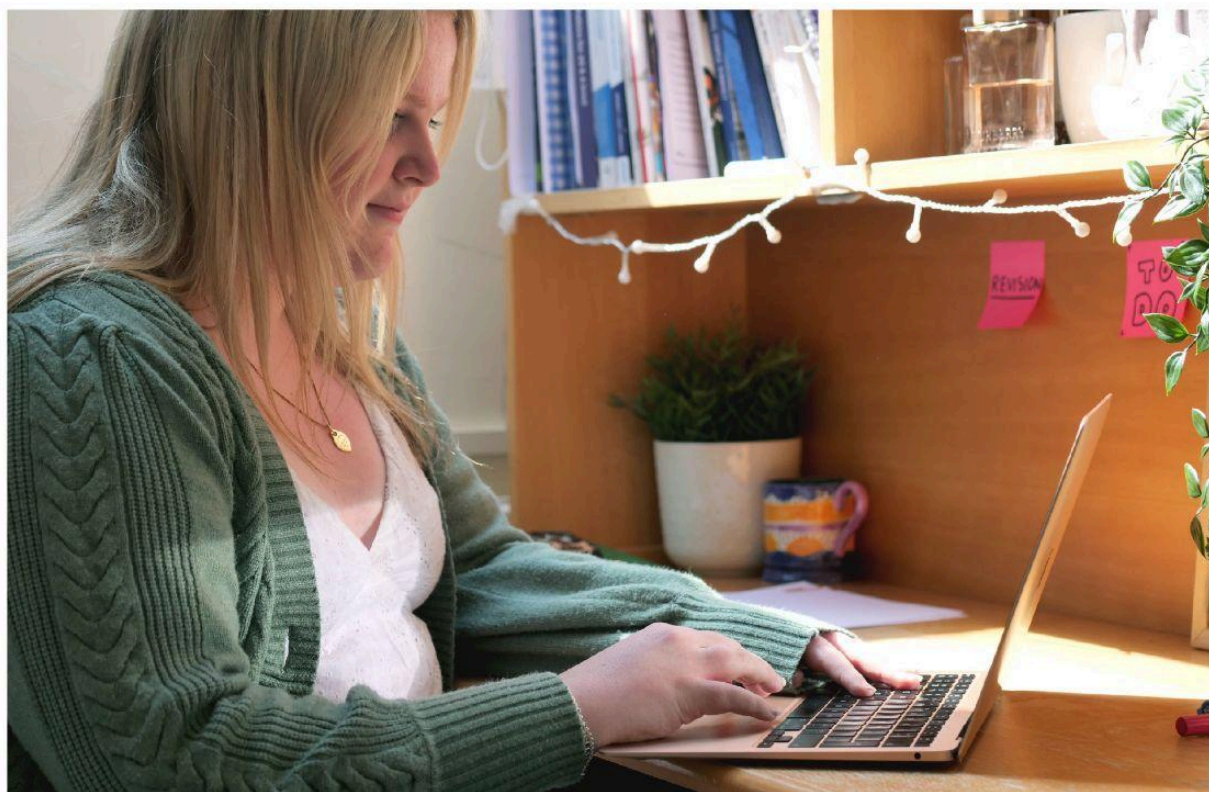
## Additional Tutoring

### 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 of 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	Healthcare Professional
Tuesday	08.00 - 17.00	Healthcare Professional
Wednesday	08.00 - 17.00	Healthcare Professional
Thursday	08.00 - 17.00	Healthcare Professional
Friday	08.00 - 16.00	Healthcare Professional
Saturday/ Sunday	Weekend & Overnight cover	House Staff

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Outside the Health Centre opening hours, House Staff, with extended First Aid Qualifications, will be on medical cover.

During weekends girls should see their Housemistress (or member of staff on duty) if they are unwell and will be referred to the medical cover if necessary. Each Housemistress will have available the routine medicines approved by the School Doctor.

Pupils are not permitted to hold their own medications and vitamins unless signed off by the School's Healthcare Professional. This is checked within the first few days of arrival in September, and House Staff will liaise with the School's Healthcare Professional on a case by case basis.

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 Knatchbull House phone which is passed between boarding house 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 lessons, prep time or after lights out.

**Knatchbull House Phone 07935 989267**

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.

<b>Knatchbull Office</b>	<b>01344 629990</b>
<b>Miss Alford's Email</b>	<b><a href="mailto:talford@stgeorges-ascot.org.uk">talford@stgeorges-ascot.org.uk</a></b>
<b>Miss Low's Email</b>	<b><a href="mailto:clow@stgeorges-ascot.org.uk">clow@stgeorges-ascot.org.uk</a></b>
<b>School Office (08.00 - 17.30 Mon to Fri)</b>	<b>01344 629900</b>
<b>Emergency out of hours phone</b>	<b>01344 629999</b>

Miss Alford and Miss Low will each have 48 hours off during the week. When Miss Alford is off duty, Miss Low will be on duty and vice versa.

If you have any further questions, please don't hesitate to contact me. I look forward to welcoming you to Knatchbull.

Miss Alford,  
**Housemistress**



@sga\_boarding



CONFIDENT | CAPABLE | CONNECTED

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

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