



BASIC DAILY ROUTINE IN THE BOARDING HOUSE

- 6.45 a.m. The House is unlocked.
Medicines are checked and prepared for administration.
- 7.00 a.m. Girls are woken individually, room by room (no bell) and medicines (which have to be given before food) are administered.
- 7.15 a.m. Second knock on all doors to ensure girls are up.
Girls are all asked if they are well.
Houseparent is based in the office, House diary is written, registration of girls/head count is recorded.
Medications and illnesses are recorded.
- 7.30 a.m. Girls called to breakfast. Houseparent/s eat with girls.
- 7.35 a.m. Prescribed medicines are dispensed to those girls who have to take them with or after food.
- 7.45-8.20a.m. Girls return to the House. Younger/less able pupils are supported to prepare for school. Shoes are polished, hair is brushed, bags packed etc. Laundry is collected (by younger pupils on a rota system) and taken down to the linen room.
- The Housemistress checks rooms and uniforms as girls leave the House for school.
- 8.30 a.m. The Housemistress checks through the House to ensure all girls have left, appliances and lights are switched off and windows are opened.
- The diary is completed and secondary entry of medicines administered is made in Medicine Register in main school office.
- The Housemistress liaises with form tutors/class teachers as necessary, regarding anything relevant to a Boarder and her school day.
- Up to 5.15pm The Principal is informed of any important incidents which may have occurred through the evening, night or morning.
- Maintenance or IT issues are reported.
- Sick Boarders are attended to and parents informed. Girls are escorted to appointments with Doctors/Dentists/Opticians as necessary.

- 5.15 p.m. Girls return to the House after 'prep' time. Younger girls change out of their uniform.
- Drinks and snacks are offered to the girls in the Dispensary.
- Girls are supervised or supported to complete homework, relax or play outdoors.
- 6.00 p.m. All House staff take tea with the Boarders,
- 6.30 p.m. House parents provide support with further homework if necessary. Relaxation time is encouraged.
- 7.15 p.m. Girls (below year 6) shower/bathe and prepare for bed.
- 7.30 p.m. Toast/fruit is prepared and drinks made.
- 8.00 p.m. Girls (below year 6) have a bedtime story or 'SQUIRT' time and retire.
- 8.30 p.m. Drinks and toast/fruit are given to girls (year 9 or below) after they have showered.
- 9.00 p.m. Girls year 9 have 15 minutes 'SQUIRT' time before 'lights out'.
- Check and lock up external and interior school corridor doors.
- 9.15 p.m. House parents relax with girls and help with study where necessary.
- Washing up and tidying of the Dispensary are carried out by girls, according to House Duty rota.
- 9.55 p.m. Year 11 girls prepare for bed and 'lights out'.
- 10.00 p.m. Girls in years 12 and 13 are expected to retire to their rooms.
- 10.30 p.m. Dispensary and office are locked up following final 'head count' and completion of Fire Exit register and routine update of the House Diary.
- 11.00 p.m. Final listen/check of all girls rooms before House parents retire.