

Heathfield Summer School 2021

Advance Information for Parents and Students

This information will be reviewed regularly and if changes are required because of COVID-19, an updated version will be sent to you.

Fees include lessons, textbooks, stationery, residential accommodation in the school in shared or single rooms with wash basins and regular cleaning service, school nurse on duty at all times, all meals, towels and bedding and personal laundry service, a full activities programme, three weekly excursions with entrance fees, Saturday Heathrow transfers between designated hours, comprehensive travel insurance and full responsibility with supervision for the student while on the course with a staff to student ratio of at least 1:6.

ARRIVAL AND DEPARTURE

Please see the **Travel Information** document for full details of all arrangements for:

- a) Heathfield airport transfers (for students travelling alone)
- b) Independent arrivals and departures (for students travelling with family or other adults)
- c) Arrangements and timings for each Saturday of the course

All flight details or independent travel arrangements MUST be returned to us by June 14th on the **Travel Form** that you will be sent with confirmation information and NOT in an email.

Students travelling without parents will be taken to and from the airport by school staff or drivers. For security reasons Heathfield does not permit students to use public transport.

Please note: All students MUST travel with passports; from January 2021 I.D. cards will not be valid for entry into the UK.

Many parents choose to bring or collect their daughters from Heathfield so they get a chance to look around the school and meet our staff. They may also visit at weekends by arrangement. A map of the area and directions are on the homepage of our website. Trains run from London Waterloo to Ascot where there are station taxis. Please note there are no trains from the airports.

The first weekend at school

All girls are greeted by our team of staff and assistants who give them a Welcome Pack and arrange for them to hand in travel documents, pocket money and medication. Assistants then show girls to their rooms. Parents are welcome to see rooms and have a short tour of the school. Every Saturday there is an activities programme for new girls to join. On each Sunday morning English Assessments are held to ensure girls are placed in the right class, followed by a full Welcome and Orientation Programme. This helps girls learn about life at Heathfield and covers school rules; it also includes a walk-through Fire Practice and full school tour. For further details see *Your First Day at Heathfield*

<http://www.heathfieldsummerschool.co.uk/summerschool/firstday.htm>

Houses

All overseas and British boarders are placed in one of four Houses which are groups for girls to meet new people and make new friends. Each week there are several House activities which might be sports tournaments, quizzes, competitions or dance, drama and musical shows. House names change each year and are related to our course theme. Fire safety groups are also organized in Houses and so are some trips.

WHAT TO BRING

A detailed list is sent with Final Information in June but the following should be helpful for planning.

Clothes: We recommend practical summer clothes: dresses, skirts, trousers, shorts, blouses, T-shirts, pullovers or sweatshirts and nightwear, including a light dressing gown. A waterproof jacket and sensible walking shoes or trainers are needed for excursions. For sports, girls need trainers, T-shirts, shorts and a swimming costume. Tennis racquets are provided or girls can bring their own.

Hand, bath and pool towels are provided by the school but girls must bring their own toiletries (soap, shampoo, shower gel etc) and sun cream and sun hat. Hairdryers can cause problems due to different voltage in the UK so we prefer girls to borrow a hairdryer from the Housemother. A UK plug adaptor is useful. Please bring a small, refillable water bottle which is named.

Girls might also like to bring national music or costume for our international evenings. Girls on *English with Style* or those aged 16 plus who want to go to Ascot Races **must have** a smart dress/skirt/trousers and smart shoes (not trainers or flip-flops).

Suitcases: It is advisable for your daughter NOT to bring a very big heavy suitcase. She should be able to pull her bag herself and carry it (or for young children carry it with help). She should leave enough baggage allowance for shopping. Hand baggage is now also very limited and WE CANNOT PAY EXCESS BAGGAGE ON RETURN.

Valuables: All money, passports and travel documents must be deposited with us on arrival for safekeeping. Pocket money may be withdrawn twice a week to cover expenses. **Please ensure your daughter does NOT bring expensive jewellery and electronic items, including laptops or tablets.** Rooms do not have locks because of fire regulations, but have small safes for money, cameras etc. We recommend disposable cameras with the name written on, not proper cameras. We can take no responsibility for pocket money or personal items which are not deposited with us or locked up. **A locking suitcase is a good idea.**

INSURANCE

All girls are covered by Canopus Studentguard Travel Insurance once the deposit has been paid. Please see Terms & Conditions and Insurance Summary for details. (Full details are on the website).

WELFARE AND HEALTH

Please let us know in advance by email or phone any relevant background information to help us look after your daughter.

All girls are in the care of an experienced Senior Housemother and her team of pastoral staff. Female staff bedrooms are located among the girls' rooms.

A school nurse is on duty at all times. The Medical Form you will be sent in early June must be returned to us by June 14th at the latest. We cannot accept girls without a completed Medical Form.

Please then keep us informed of any medical conditions, physical or psychological, or any medication your daughter may be taking during her stay at Heathfield: all medication **must** be labelled clearly in English (with a complete, translated doctor's prescription) and given to the school nurse on arrival.

We operate a strict no smoking and no alcohol policy. School rules are in the Terms and Conditions. Please ensure your daughter has read them with you and understands them.

ACCOMMODATION

Boarding for younger students in the Main House comprises a mixture of shared bedrooms and single rooms. The youngest girls (aged 8 to 10 /11 years old) have priority in shared rooms. Nationalities are mixed to ensure English is spoken.

Boarding for older girls in the Main House includes single rooms and a number of double rooms. Wyatt House is a separate building for the oldest girls and those doing *English with Style* and offers only single room accommodation.

All rooms have wash basins and bathroom facilities are nearby.

Girls will be allocated to rooms on the basis of age, language spoken and length of stay. If you have any particular request about your daughter's accommodation, please let us know in writing when you book and, if practicable, we will arrange rooms accordingly. Room allocations are made before the course starts and changes will only be allowed in exceptional circumstances.

LAUNDRY

A free laundry service is provided; students' clothes must be marked with their name. Although instructions on labels are followed, clothes are tumble-dried and the school cannot take responsibility for damage. We regret that dry cleaning cannot be done. It is a good idea to give your daughter a list of what is packed so she can tick off items to pack when she leaves. We cannot send back clothes, shoes or other items which are left behind.

TELEPHONING

We are happy to let girls make one quick free telephone call home to say they have arrived. We strongly recommend subsequent telephone calls are kept to a minimum to try and help girls to settle in. It is our experience that homesickness is made worse by talking to parents too frequently. Please call the office to let us know if your daughter is ringing home too often or if there is a problem and we will be able to help at once.

Telephone cards are on sale for girls to ring home. If parents wish to telephone their daughters please do so between **19.00 and 21.00** UK time. Special times are arranged for students whose parents are in a very different time zone. A mobile phone policy is part of the final information sent in June.

RELIGION

Heathfield welcomes girls of all faiths or none. Arrangements can be made in school for private prayer, a prayer room and for observance of festivals. Catholic girls who wish to attend Mass are taken to a nearby church each Sunday.

Dietary requirements are catered for in discussion with parents and girls and there is always a choice of vegetarian food.

OPTIONAL EXTRAS

If you did not book riding or tennis on the Application Form, please email if you would like to add either of them.

Riding Lessons

Girls are taken to and from a local riding stable for group lessons by Heathfield drivers. We have beginner and intermediate levels. Please complete and return the Riding Form for the

Stables which you will be sent in early June with final information or your daughter will not be able to ride.

Riders need trousers and their own boots (if possible) or **MUST** have shoes with a proper heel in order to wear a stirrup. The stables provide riding hats.

Tennis Coaching

The professional tennis coaching organisation, Serviceline, will arrange four individual hour-long lessons to be spread out during a girl's stay. If your daughter is staying three or four weeks and you wish her to have more than four lessons, please let us know.

PHOTOGRAPHS

During the course many photos are taken and we use some of these for displays and for the website and the school's twitter and Instagram accounts (without using girls' names) so parents can see their daughters enjoying life at Heathfield. If you do not want us to use any photos of your daughter, please email in advance. Girls aged 13 and over will also have to give or withhold permission for their photos to be used when they register in school as this is a requirement of UK law.

STUDENT ASSISTANTS

Each year our staff team is assisted by one or more students who are now 18 and who join the course as Student Assistants. These girls have attended the course in the past and proved to be excellent students, helpful, enthusiastic and kind to others. They help us welcome and look after all the girls on the course.

All staff and Student Assistants have undergone a rigorous vetting procedure, providing references and undergoing criminal record checks.

FURTHER INFORMATION

In Spring there will be updates on the website in the Summer Fun section where girls will be able to read more details about the 2021 activities, events, trips, girls and Student Assistants on the course.

Final Information: This will be emailed in the first week of June and is comprehensive, detailed information to help you and your daughter prepare for her trip. This includes: Student Welcome Letter; Students' Course Description; Summer School Timetable; outline Social & Trips Programme; What to Bring to Heathfield; Final Information for Parents; Pocket Money Information; Medical Care in the UK summary; a Consent to Travel Form to present at UK Immigration; Visiting Heathfield - information for parents, relatives and friends in the UK during the course.

A Medical Form and Emergency Contact Form will also be sent to you and must be returned by June 14th.

A reminder of the office telephone numbers to use during the course, including an overnight emergency number, will be emailed to parents just before the start of the course.

Your daughter will also receive a Student Handbook when she arrives.