

Heathfield Summer Camp

BOARDING SUMMER CAMP ADVANCE INFORMATION

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

OFFICE TELEPHONE NUMBERS

Year-round office: 01344 885197

Summer Camp office from 6th July to 6th August: 01344 894295 or 296.

This office is open from 8.45 a.m. daily, and 9.30 a.m. on Sunday, until 10.00 p.m.

ARRIVALS

Please arrive between **4.30 p.m. and 6.00 p.m.** on **SUNDAY** when registration takes place. If you need to arrive earlier, please telephone in advance to make special arrangements.

Enter the school from the London Road, A329 (directions and map are on the home page of the website). Please park in front of the main white building and go to the front door for Summer Camp Reception. Please bring pocket money and up-to-date medical information, with any medication your child may be taking.

You and your daughter will then be shown her room by one of our Student Helpers or staff and she will join a new girls' activity before our Welcome Meeting. This is an orientation session with the Summer Camp Director and Student Helpers to go through information and rules. The meeting is followed by supper and an evening activity for all the girls at Summer Camp and Summer School.

DEPARTURES

Please collect your daughter between **9.00 a.m.** and **10.00 a.m.** on the **SATURDAY** morning and sign her out in the main Summer School office which is signposted.

CHANGES TO ARRANGEMENTS

Please avoid visiting apart from on a Thursday afternoon for the show or exhibition (see below) as it can be disruptive to the course. If you do need to visit or take your daughter out at any point please put this in writing at least 24 hours in advance. You must complete a form and sign your daughter out and in again in the office. If you are not collecting your daughter when she leaves (or for any other arrangement), please email details of the person collecting her and ask them to bring ID.

ACCOMMODATION AND WELFARE

Boarding for younger students in the Main House comprises a mixture of shared bedrooms and single rooms. The youngest girls (aged 8 to 10 or 11 years old) have priority in shared rooms with girls from the UK and around the world.

Senior Boarding in the Main House includes single rooms and a number of double rooms.

Wyatt House is a separate building for the oldest girls and offers only single room accommodation.

All rooms have wash basins and bathroom facilities are nearby.

Girls will be allocated rooms on the basis of age and length of stay. If you have any particular requests with regard to 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.

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

A school nurse is on duty at all times. The **MEDICAL FORM** you will be sent at the beginning of June must be returned to us by June 13th at the latest. We cannot accept girls without a completed Medical Form; please ensure full disclosures are made. If your daughter has a medical Care Plan, please also send a copy at the same time.

WHAT TO WEAR AND BRING

Girls should bring **sensible** casual clothing suitable for activities and sports in hot and cool weather (e.g. shorts, trousers, T-shirts, hoodie, jumper) plus an outfit for a smarter evening.

All girls require a swimming costume, trainers, sandals, underwear, nightwear, toiletries and a dressing gown, sun cream, a sun cap, a waterproof and a named water bottle.

All towels are provided. Girls may bring hair dryers but not straighteners.

Please note: trainers or gym shoes must be worn for all sporting activities; sandals and flip-flops are not suitable. Tennis racquets are provided but your daughter may wish to bring her own. A disposable camera is preferable to a proper one. Please name all items.

Girls should bring pocket money for phone cards, stamps and spending money on the weekly trip. Please note all meals are provided, water is always available and drinks and snacks are served at breaks so any spending money for the Tuck Shop is at your discretion. **A locking suitcase is advisable** but small safes are available. Pocket money can also be kept in the office.

Please do not bring jewellery or electronic devices such as tablets and laptops.

Please check your daughter takes all her belongings home; lost property is collected on our final weekend (6th/7th August) and taken to a charity shop on the Monday as the school closes then.

RIDING

If you have booked riding, a questionnaire required by the riding stables will be sent at the beginning of June. The completed form **MUST** be returned before your daughter is due to attend. No girl will be allowed to ride unless we have a completed and signed form.

Girls should bring riding boots (or a pair of shoes with a heel) and trousers; the stables can provide hats.

LAUNDRY

Laundry is done on a daily basis; if you require your daughter to use this facility her clothes should be named. If not, please pack sufficient clothing as hand washing is not permitted in rooms.

PHONES

Girls can make and receive calls in the office between 5.30 p.m. and 6.30 p.m. each evening and at other times, if important, on the Summer Camp office numbers above. Arranging a time to call her is a good idea as she can wait for the call.

We sell £3 phone cards which girls can buy and use to make calls to you during the above times

Mobile phones are not necessary and we ask that girls aged 11 and under do not bring them at all. Mobiles have increasingly caused a great number of different problems: they are easily lost or mislaid; frequent use increases homesickness; they interrupt the course and integration with other girls; they may be misused, and inappropriate material may be accessed. Heathfield School takes safeguarding of children very seriously and this includes controlling and monitoring the use of mobile phones and devices. We also want our girls to participate fully in the busy activities and social programme and enjoy making new friends from Britain and around the world. A mobile phone policy will be sent at the beginning of June with final information.

HOMESICKNESS

Surprisingly, this has sometimes proved to be more of a problem with a few of our British girls than our overseas students – because they know parents are nearby and could pick them up. Avoid saying you will pick her up if necessary as some girls focus on this and do not try to settle.

Please prepare your daughter for the fact that she probably will miss home, especially at first, but that she will soon settle in. Encourage her to try and keep busy and most importantly not keep phoning home which makes homesickness worse. Please do not ring on the Sunday evening when you drop her off so that she has a chance to settle. We suggest you make an arrangement to ring her on the Monday evening or later in the week instead so she will have lots to tell you.

We would be very grateful for your support on this - hard though it can be for you. If you have concerns at any time, please do call us immediately so we can help.

ACTIVITIES, EXHIBITIONS AND SHOWS

Each Sunday a detailed week's programme will be given to girls and parents. A Highlights programme will be online under Activities in Spring.

There will be events during the course on Thursdays (from 4.30 p.m. or 5.00 p.m.) which we invite parents, relatives or friends to attend: these include exhibitions of art, crafts, photography, floristry, fashion and cookery with afternoon tea and the Summer Camp Shows (dance, music and drama). Timings will be given at the beginning of each week.

Please note that time does not allow us to offer all the activities listed in the brochure and website each week. In addition, as many girls stay multiple weeks, we vary and rotate creative and sporting activities during the course to produce a balanced programme. We also offer many activities not listed in publicity. There is an Options Morning each Friday and options available as part of other events.

WEEKLY TRIP

Once a week, boarders join the overseas Summer Camp and School girls on an evening or afternoon trip; entrance fees are included. These trips include, for example, ice skating, water world, bowling, cinema, an animal park or theme park.

SUMMER CAMP HELPERS

At Summer Camp we have a scheme whereby former Summer Campers who turn 16 may be selected as Junior Helpers. These young women are invaluable in helping staff and students during the course, particularly with welcoming and looking after all the girls. Many have attended since they were seven or eight and they know the camp really well. The best Junior Helpers may go on to be Senior Helpers at 17 and then become staff members at 18.

INSURANCE

The School has public liability insurance as required by British Law. However, this does not cover girls' private property which should be separately insured. This may be adequately covered under existing house contents.

FURTHER INFORMATION

At the beginning of June we will email you Final Information with any updates and the Highlights Activities programme, together with the Medical Form and Riding Form if applicable.