



KINGHAM HILL



Severn House

Boarding house for senior girls

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Welcome to Severn House

Hello! We are Mrs and Dr Fantham and we are so excited to be joining the Severn Family as Houseparents in September 2023.

We moved from Sheffield (the city!) to Kingham at the start of 2022, and whilst I (Mrs Fantham) have been teaching Music and looking after the Upper Sixth boarding girls as Lodge Warden, Dr Fantham is an engineer working on battery systems. Outside of school, we have recently developed a passion for paddleboarding, when we can get to an appropriate body of water to float on. We also love cooking outdoors, ideally in a garden full of things we have grown.

When I first arrived at Kingham, a highlight of my week was being the 'Thursday Tutor on Duty' in Severn - getting to know the girls, and usually witnessing a bit of the happy boarding life chaos that goes on towards the end of these long Kingham weeks. It's a privilege to look ahead and imagine all of the wonderful ways that the Severn Girls will grow, develop and learn together over the coming year.

Severn benefits from an amazing team of house staff, who will be working together to support the girls of Severn as they grow into resilient, competent and kind young women, whether it's over a quick breaktime biscuit, or during a weekend trip. We want to ensure that we know each individual as exactly that - unique individuals who experience different battles and joys, and have different roles to play within the larger family of the house and school.

We long that Severn really does feel like home to each of the girls - a place where they are able to find somewhere to relax and be the very best version of themselves, regardless of how their day at school has been. We hope that there will always be someone in the house ready to celebrate in the best times, and listen in the tough times - whether that's myself, our Pastoral Assistant, or an older pupil looking after a 'little sister'. Above all, we'd love Severn to be a place where we all care for one another, as each of us navigate the inevitable ups and downs of school life - and we'll have some real fun along the way too.

Mrs and Dr Fantham



Weekday routines

7:00	Wake up, showers etc
7:45	Breakfast for Boarders in Dining Hall
8:25	Register in house - beds made, tidy areas, curtains open
8:40 - 9:00	Chapel most days, but see 'tutor times' below, then lessons begin
13:00	Lunch - during this time pupils can come back to house or take part in activities
14:10	Registration, then lessons or sport and activities
17:00	End of school day - free time with devices
From 17:30	Tea for Boarders in the Dining Hall
18:40	In house for meeting, then prep
AFTER PREP	Free time, other activities (in-house on Tuesdays)
	Bedtimes and so on depend on pupil's form group

Tutor Times

Monday, Wednesday, Thursday, Friday 14:00
 Tuesday 13:30
 Thursday 8.40 - 9.00
 Friday 16:10 (Sixth Form)

Fixtures

4th Form pupils have fixtures on Tuesday afternoons.

 5th and Sixth Form pupils have fixtures on Wednesday afternoons.

Week A & Week B

The timetable runs across two weeks (week A and week B) and lessons in each week will be different. You will receive your timetable at the start of term.

These arrangements are accurate at the time of printing, but are subject to change. Houseparents will alert pupils to any changes in good time; parents are encouraged to consult the website and the weekly email newsletter 'The Beacon' for upcoming events and alterations from the normal times.

Weekend routines

Saturdays

After breakfast the you will take part in a range of Saturday activities.

- **Workshops**

As part of the Saturday schedule, there is a programme of workshops, which compliment the co-curricular provision of the week. This may include activities such as sailing, horse riding, karting and fencing.

- **Trips**

On some Saturdays, you may go on trips as a House or with the wider Boarding community. These trips may include visits to the cinema, theatre, bowling alleys, museums, paint-balling, ice-skating etc.

- **Service Saturdays**

These are an opportunity for you to engage in charity projects which are local to the school.

Dinner

Dinner is served after the activities and is followed by a period of free time. Evenings are managed by the individual Houses, and bedtimes may be slightly later than normal.

Sundays

Brunch at 10:30, then optional activities throughout the day and time to catch up on work or relax with friends. Tea at 17:30, then Chapel at 19:45 followed by time in House to get ready for the new week. Very occasionally we have Chapel in the morning (for example on Remembrance Sunday) and on such days there will be an adjusted programme published in advance.

- **Options off site on Sundays**

Minibuses run to Chipping Norton or other local towns. This is a great opportunity to get off site, enjoy the wider community and buy essentials or snacks! Please ask one of the House team to book a place on one of the minibuses.

Exeats

Between the beginning of each term and half term, and again between half term and the end of term, there is usually a week-end "off" called an Exeat. Boarders are expected to go home or be accommodated by or with their guardian for these. School may finish early on these occasions, and there are often Parents Meetings then too; detailed timings will be advertised on the website and through 'The Beacon'.

Who provides support?

There are numerous people to support to you in both the House and the School. The House staff team is led by your Houseparent who will be in the House to greet you every morning. In addition, you will be assigned a Tutor who will deal, primarily, with academic issues. Pupils often find this person becomes a helpful addition to their pastoral support team. Tutors will introduce themselves to your parents within the first two weeks. If your parents have concerns or questions, these should be addressed to both your Tutor and Houseparent. In general, Houseparents deal with pastoral matters and Tutors deal with matters academic.

Week by week

Your Tutor will start the year by working with you to set goals, and will then support you to help stay on track. If you are struggling at all with any subject, your Tutor will be the one to help you. There are formal assessments of your progress throughout the year, and your Tutor will go through the grades with you (your parents will also get to see these), again talking through how you can maintain standards or sort out any problems.

Finally, should there be any disciplinary issues, your Tutor will be kept informed. This is so that you have a chance to have your say and to make sure that any situation is dealt with fairly. This mix of support and guidance is there to make sure you can keep up to date with all that is expected of you, and even better, to press on to complete extra work if you can.

Prep

Prep is done in the House. You have a desk in your own personal area for this time. It is important to use the time wisely and to establish good habits. If you are organised and focused, then you will find the time assigned to prep is sufficient to complete your prep to a high standard.

On average, you will be set 3 preps each night up to Form 5. Each should take between 20 and 30 minutes in the lower school, longer in the GCSE years. In the sixth form independent study is set so that there is plenty of work for prep time in the evenings and also you have study periods during the day. The school has a "no devices" policy when it comes to prep; this is to help pupils to avoid unhelpful distraction.

Some people are naturally organised and can structure their time accordingly but others need help with this. Your Tutor will show you how to use your prep diary and will check and sign it every week. We are all here to help you to get into good routines quickly.

House activities

We believe boarders will soon find their school house to be like a "home from home" for them. Part of that will be doing various activities together, both formally in competitions and the like and also informal times of fun and relaxation.

We start the year with a "Team-Building Saturday"; everyone will be there, and it is a great time for getting to know each other better. You will be doing some fun stuff, perhaps some challenges, all designed to begin to develop some team spirit. These are run by the house staff team, and usually include some inflatable games, food and chat about what we are all about here.

The first inter-house competition comes in October - "House Singing" has always proved to be a really entertaining evening as each house tries to out-perform the others with a well-known song. However good you are at singing, a sense of fun and camaraderie is the order of the day.

Thereafter, and throughout the year there will be the various house sports competitions, the Mass (cross-country running) and the athletics sports days. Also, our musicians will have the opportunity to perform regularly, artists can display their work, and there is even a Talent Show for pupils to show everyone how good they are in all sorts of gifting.

One type of Saturday activity, which happens 2 or 3 times in most terms, is house-based. You can discuss ideas of what you would like to do on these with your Houseparent or other house staff, and - within reason! - that is what will happen. This can range from a high-octane event such as go-karting or the like, to a more creative time on site, perhaps helping to develop the house garden. We have even built a pizza oven in the past! Maybe a trip to the beach? In addition to these, it is very important to us as a school and within houses that we are helping to develop young people who are willing and keen to serve in the community, either here at school or in the local area. You will find a great sense of satisfaction if you can be involved in this type of service-based activities .

And in addition to all this, there will also be some events which are spontaneous and very house specific organised by the house teams. Making waffles, baking, cooking pizzas, ice cream bars, board-games evenings... the list is as long as the imagination.

Rewards and discipline

The staff in your House are always looking for ways to encourage and reward you. In an ideal world, punishments would not be necessary... occasionally though, we all make mistakes. If something happens in the House or you make a mistake, the best thing to do is tell a member of staff as soon as you can.

If you have broken a rule or misbehaved, you might be given extra jobs to do. More serious breaches might lead to you reporting to the Tutor on duty during your free time. Further, or regular, poor behaviour might result in a referral to the Second Deputy Head who is responsible for school discipline.

Our office door is always open (it is a very social place in the House) and you should feel free to come and have a chat if there is anything worrying or bothering you.

There are also school councils you might be interested in joining or at least passing on your thoughts to. These are:

- The School Council
- The Boarding Council
- The Green Team
- The Food Committee

Through these you can take your chance to have a say in some of the important (and less important!) decisions that affect you and your experience here. Don't forget too that you can always share ideas with your Tutor, Houseparent, PA, a school prefect...

In Case of Fire

Should the fire alarm sound when you are in the house you should evacuate calmly and quickly, closing doors behind you. Your Houseparent will explain where you should gather for a register to be taken.

It is very important that fire exits are kept clear of belongings at all times.

You must not do anything which might increase the risk of a fire such as using faulty electrical equipment, leaving hot items such as hair-straighteners or irons on combustible materials such as bed covers and so on.

Your Houseparent will give a more full explanation on fire issues when you arrive.

Wellbeing

Keeping Safe

In the interest of safety, we need to keep to the following rules. Because of this:

Signing in/out

You will be required to sign in and out of the House any time after tea stating where you will be going so we can reach you if we need to. If you are going to another house, you will need to sign in there when you arrive, and out again when you leave.

Leaving the grounds

Other than official trips such as matches, there will be times (mainly on Sundays) when you can walk down to the local village, Kingham, or get on one of the school minibus trips to Chipping Norton.

Inviting visitors

Please ensure that House staff are aware of any friends you have visiting from other Houses. They will need to sign in and stay in our communal areas. If your parents or another adult is visiting, you must introduce them to the staff member on duty so we know who is around and can also welcome them. **Should you ever see a person in or around the house who in any way causes you concern, find a member of the house staff as soon as you can to let them know.**

Medication

The House keeps a stock of painkillers, antihistamines, basic first aid, and throat lozenges should you require them. You must not keep your own supply of these in your area without first checking with your Houseparent. If you have regular medication prescribed, either permanently or for a short period of time, you must show this to your Houseparent to confirm how this is to be administered. These rules are not just to keep you safe, but also other members of your house to avoid them coming to any harm. You must make sure you stick to these carefully.

The Health Centre is open

8:00 to 18:00 Mondays to Thursdays

8:00 to 17:00 Fridays

8:00 to 12:00 Saturdays

All boarders are registered with the Chipping Norton Medical Centre. Doctors from the practice run clinics twice a week at the School. Pupils can also book appointments on any given day at the Practice, should they need to be seen more quickly.

Internet and device policy

We are firm believers that when used well, the internet and devices such as smartphones can be a real benefit. We are also aware that these devices can, potentially, be very disruptive. We ask therefore, that pupils hand in their devices with their Houseparent at the start of each day. They will be returned when you go home at the end of the School day.

If you have a need to call your family during the day, ask the staff on duty and we will return your device so you can call them.

Housekeeping

We want our house to be your “home from home”, and for all of us to be comfortable and relaxed here.

Personal areas

Please do personalise these - bring your own bedding (2 sets) if you wish (we do provide school duvet covers etc. if you prefer). You will have some pinboard space so bring photos or (tasteful!) posters. Keep your space tidy and presentable for your own benefit and those around you - no dirty laundry or litter on the floor, for example. As you leave for school in the morning, make sure your bed is made, your curtains are open and lights are off.

Kitchen

This is for making snacks and the like - main meals should be taken at the dining hall. The school will provide fruit, bread, milk and butter and various other spreads and sandwich fillings. (You must remember that the whole of the school site is “nut-free”; don’t bring in anything that has nuts named as an ingredient either shop bought or home-made.) There is a microwave oven, toaster and sandwich maker in the kitchen for your use. Tidy and wash up after yourself, and use the right bins for recycling and so on, to make sure that it stays a great place to hang out together.

Other areas

Games and common rooms - These spaces are the life and soul of free-time in the boarding house. You will have access to the TV with Sky channels, some gaming devices and other games. It is where you might entertain friends from other houses, or just chill with your house-mates. You might enjoy watching sports, films, the latest ‘ “must see” ’ series, enjoy having carry-outs on Friday evenings or at the week-end (with your Houseparent’s permission) or sharing some birthday cake. These are great places to be with friends.

Jobs

The house is cleaned every day by our cleaning team but also it is right that pupils are responsible for doing various jobs around the house. These will include emptying bins into the larger ones outside, hoovering various areas, wiping some surfaces and generally tidying up on a rota basis. It is important to do your job well and helps to show pride in our environment.

Boarding kit list

When packing it is worth considering the amount you bring to school. As you will be asked to clear your bed space for some holidays, trying to keep to two large suitcases maximum is probably a good guide to go by. Also remember to label EVERYTHING!

Essentials

- School uniform.
- Sports kit.
- 2 medium sized towels.
- Casual clothes for after school and weekends to include comfy clothes and a ‘going out’ set.
- Wellies/old walking shoes for the woods or when it snows.
- Rain coat, warm coat and jumpers. Gloves, scarf and umbrella optional.
- Personal toiletries and wash kit.
- 2 x underwear laundry bags. These can be purchased through the clothing shop and can be used to put underwear in for washing. The whole bag is put into the machine and it helps pupils not to lose underwear in the laundry cleaning process.
- Padlocks with a number combination lock. This is for use with the tuck box which will be assigned to you. You can keep food or private things in this large box (approx. 40cm³)
- You may want to have an alarm clock to help you get up in the morning. Staff will be there to help rouse you as needed, but remember you will not have your phone with you then so cannot use that alarm.
- Spare phone/iPad charger cord/power pack.
- Dressing gown – lightweight or a snuggly sloppy joe for colder months and trips to the bathroom.
- Slippers or slipper socks for hanging out around the boarding house. You will need to take your outdoor shoes off when you come into the house. Some pupils like to have indoor slippers to walk around in comfort.
- Permanent marker to write your name on your clothes for when sewing on labels becomes a lost art.
- Spare labels like Stuck on Your Labels for naming clothing items.
- Water bottle. You will need to bring your own water bottle for trips and excursions. Do make sure it’s labelled.
- Pupils come from overseas should remember travel adaptors for electrical goods.
- Supply of tuck - no nuts or chewing gum.

Optional

- Dressing gown.
- Slippers.

Essentials for sport

- Mouthguard. We strongly recommend a properly fitted mouthguard and these can be done in the first week of school, by a professional fitter from OPRO. Email Mrs Rigby if you cannot find the form r.rigby@kinghamhill.org.
- Football and rugby (studded boots).
- Indoor, non-marking trainers for use in the Sports Hall (must be kept for Sports Hall use only).

Suggested Mementos of home

- Bring your own pillow and duvet cover from home.
- Favourite photos of your family, including pets, friends and of home.
- A favourite coffee mug; we have plenty but you might prefer to have one of your own.
- Posters or photographs to personalize your area.
- Pins for putting photos/posters on a pinboard.

For fun or quieter moments

- Notebook or diary for writing in those quieter, reflective moments.
- A good book or magazine to be shared or swapped.
- Playing cards or Uno, or a small board game.

Please note

Pupils are encouraged to have mobile phones for contact with parents. There will be clear rules about the use of mobile phones during the School day, the evenings and at weekends. There is also a landline in the house which pupils can use after devices have been handed in.

Please do not bring large electrical items such as toasters, fridges, kettles, games consoles e.g. Xbox etc. Other than a mobile phone and the pupil's laptop, pupils should not need any other electrical communication devices.

All medicines must be handed to the Houseparent on arrival. The Health Care Centre will administer all prescribed medicines to students. No student should keep un-prescribed medicines such as Paracetamol. These must be handed in to the House staff if brought into school.

Whilst there is no need for cash at school, a small amount of cash for when you go out shopping at weekends is allowed. Cash will be kept in the safe in the office.

Contacts for parents/guardians

Best ways to contact us

- Email any time for non-urgent communication
- During normal school hours call reception and they will forward the call

Useful phone numbers

- House office +44 (0)1608 731862
- School main reception +44 (0)1608 658 999
- Health Centre +44 (0)1608 731 850

Email addresses

- Houseparent (Mrs Fantham) - a.fantham@kinghamhill.org

Post arrangements

- If someone is sending you a package through the post, please quote the address below - note the postcode, and make sure that your name is included too!

Severn House
Kingham Hill School
Chipping Norton
Oxon
OX7 6TL

If you are worried about something, please talk to your Houseparent, Tutor, the Health Centre staff, or members of the Safeguarding team who are:

- Mr Jones - Designated Safeguarding Lead
- Mrs Ritsperis - Safeguarding Governor

You can always phone home or, alternatively, there are also people, independent of the school, who can be reached by phone and provide you with support.

These are:

- Childline: 0800 1111
- The independent listener: 01608 658598
- The Children's Commissioner: 020 7783 8330

The numbers for these are displayed in the House too.



Biomass

Farm

Assault Course

Top School

Greens

Hall

Library

Chapel

Veritas

Middle School

Havelock

Woodstock

Latimer

Music

Art

DT

Parent Bar

Dining Hall

Gym

Theatre

Pool

KHS Leisure

Admin Building

Reception

Benfield

Tennis/Netball courts

Astroturf

Sports Centre

(for Sports and Leisure Centre)

Medical Centre

Greenwich

10

Severn

Cooper

Scarfe

10

Durham

Norwich

Sheffield

10

Orchard

10

8

Bradford

Main Entrance

7

6

5

Plymouth

Clyde

10

Lower Entrance

To A346/A44

To Kingham / B4450

House colours



