



# SIXTH FORM BOARDING & CARE HANDBOOK

*Securing the future for deaf children and young people*



# Welcome to the Wroughton Centre

## An introduction to Mary Hare Sixth Form Residential Boarding.

The Wroughton Centre is made up of four residential boarding houses for both genders in Mary Hare Sixth Form.

- Lane Fox House – named after Prue Lane Fox, a former Trustee of the Mary Hare Foundation.
- George Moore House – named after a generous supporter who gave a donation towards the building of the Sixth Form Centre.
- Henry Smith House – named after the Henry Smith Foundation, a major supporter of the Sixth Form Centre Appeal.
- Wolfson House – named after the Wolfson Foundation – another major supporter.
- JC Hall – named after Jeanie, Countess of Carnarvon, whose family owns Highclere Castle - which is where they filmed Downton Abbey!
- The Sixth Form Campus is called the Wroughton Centre after Philip Wroughton who was the founder and former Chairman of the Mary Hare Foundation.

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During your time with us there is an emphasis on further developing and supporting your independence and preparing for your qualifications.

The residential care team liaise regularly with the Head of Sixth Form and Form Tutors and work collaboratively with relevant teaching and support staff to ensure we are striving to support you, in what is a significant time in your educational journey.

We are committed to establishing and maintaining good relationships with you, your parents, carers and from day one and we look forward to welcoming you and supporting you on your journey!

Open and honest communication and information sharing are an essential part of our role.

Please read this handbook in conjunction with the Sixth Form education handbook, which will provide more detail about school life and learning expectations.

## Our Mission

We aim to:

- Create a supportive, homely atmosphere within our boarding houses where all young people feel safe, secure and happy.
- To support you and your family as you complete your sixth form education and exams and prepare to transition to university, apprenticeships, further education, or employment.
- Support you to develop your growth and independence in self-care and care for your environment.
- To work alongside you, your family, colleagues at Mary Hare and external professionals in order to achieve the best possible outcomes for you.
- To encourage and enable you to continue or start new hobbies and activities both within school and the local community.
- Support you to develop an ability to budget, cook and plan for leaving education.



# What you will need to know

## for your residential boarding experience

### You will require all the normal school equipment plus:

- £10 for your bedroom key deposit
- Key ring for your room key
- We recommend a loud, vibrating, flashing alarm clock
- Duvet, pillows, duvet cover, pillowcases, bottom sheet and towels
- Laundry bag or box for your laundry, washing powder and coat hangers
- Plate, bowl and cutlery set, 2 x mugs and glasses (one for your house and one for JC Hall for break times)
- Extension lead with circuit breaker
- Suitable clothes for school and free time
- Dressing gown and slippers (for fire drills at night)

You only have one wardrobe, and a small set of drawers so please limit the amount you pack.

We encourage pupils to make their bedroom homely by adding rugs, cushions, throws, fairy lights and photos and suitable posters for visitors and staff on their walls.

Social Areas and Bedrooms – within each boarding house there is a mixture of single and twin bedrooms, a common room and kitchen.

Those in relationships are not allowed in either the opposite sex or same sex bedrooms and staff will complete a relationship form with pupils to ensure their understanding of the law and school rules and boundaries.

Socialising can take place within common rooms and downstairs foyers as well as JCHall. Everyone is responsible for keeping these areas and all communal areas tidy.

### Laundry

In the sixth form you are expected to take ownership of your own laundry, this includes your uniform, bedding and personal items. There is one laundry room, consisting of four washing machines and four tumble dryers.

Although you are in sixth form, It is still recommended you label your clothes clearly, so items can be returned when they have been mislaid. Pupils need to bring their own washing detergent (but if you run out we can supply you with some) and washing bag.

### Rewarding Positive Behaviour

We have a reward system in place where positive, kind and thoughtful behaviour is rewarded with points and both individuals and houses gain rewards with additional trips out each term, both for themselves and their house with the most points. We have instant rewards which may include: staff making you a hot chocolate, breakfast in bed, or a lucky dip prize box.

### Your Voice and Your Views

Pupil Voice allows you to be truly involved in your experience at Mary Hare. Your thoughts, ideas and concerns are valued and taken into account whenever possible. There is ample opportunity for you to be heard, for example through House Meetings, Student Council, keyworker sessions, suggestion boxes and pupil questionnaire.

Amanda Pollard is our Independent Listener who visits us in the evenings once a month. Amanda is another person you can talk to, or you can email her at [amanda@consult2inspect.co.uk](mailto:amanda@consult2inspect.co.uk)

### Wellbeing Team

We have a Wellbeing team at Mary Hare who are also available to support you. You may have a problem or worry you want to share, or you might be feeling worried or anxious, but you don't know why and would like to talk about it. Charlie Hadley leads our Wellbeing team; she can be found in the quiet room in school, or you can ask your care team to get in touch with Charlie for you and arrange a meeting. Charlie and her team are very good at listening to problems and worries you may have and advising how best Mary Hare could support.

### Medical Support

Our medical department is staffed by two Registered General Nurses who are responsible for the health care of all our young people, as well as two Health Care Assistants. We work closely with the medical department so if you're feeling unwell or have a medical query, you can go and see them before school or during your break or dinner time.

Your Care team are trained to administer prescribed and homely remedies which are stored securely in our medication room within JC Hall.

All information relating to any medical condition you have must be passed on to our medical team. If you take regular prescribed or homely medication, it must be signed into the medical centre before it can be administered.

Please don't bring in any pain killers, such as Paracetamol or Ibuprofen, as we administer pain killers from our own stock. No pupil can self administer unless this has been agreed and risk assessed.

### Electrical equipment

We recognise that you will have lots of electronic equipment that you use in your everyday life and as part of your studies. Electrical items will need to be PAT tested in accordance with our Health and Safety policy.

### Valuables

You will have many valuable items at home. Before you bring a valuable item to school you should ask yourself whether you really need it at school. If you decide you do need it, then you need to make sure it is suitably insured and covered by your home contents insurance whilst away from home. In your room you will have a safe. If you wish to have a bedroom key - a £10 deposit is required.

### Food and Snacks

Mary Hare provides 3 meals a day and caters for dietary needs and a variety of choices.

Within the house we have snacks and bread, cereal and fruit and facilities to make hot and cold drinks.

Our kitchen in JC Hall has a booking system to allow pupils to cook their own meals or join in cooking activities with staff. There is a kitchen within each boarding house for pupils to use, which is locked overnight for health and safety.

### Fire Evacuation or Emergency Evacuation

We have regular fire practices which will give you confidence in what to do in the case of a real fire or emergency. We assemble on the All-Weather Pitch and stand in bedroom order in four House groups.

### **When you leave the premises always tell staff when, why and when you're expected to return.**

Ensure you have a dressing gown and slippers/shoes that you can put on quickly at night.



# Independence Planning

## Meals and Cooking

Breakfast is held in JC Hall and you are able to prepare yourself cereal, toast or fruit salad and you are able to bring with you your chosen breakfast food if what we have on offer isn't to your preferences. There will be occasions when hot food is cooked and staff will do this with you or support you to prepare if you wish to cook for a larger group.

Lunch and evening meals are served in Blount Hall, however if you wish to budget for, prepare, and then cook your own meals in JC Hall kitchen then this will form part of your independence planning and we will enable you to undertake a food hygiene training course and introduction to all the equipment in the kitchen and an initial assessment which will then facilitate you cooking as part of a planned rota with other pupils who wish to do the same.

## Cleaning and taking care of your personal space

All pupils in Sixth Form are responsible for cleaning and keeping their own rooms tidy.

Tidy means: bedding changed weekly, bed made each day, curtains open, bins emptied, no waste food or dirty crockery, clothes washed and put away. Floors hoovered weekly and surfaces cleaned.

We provide all equipment to do this and will check with you that you are maintaining good living standards. Bathrooms are cleaned by our domestic staff.

## Driving theory

Alison, one of our Sixth Form residential staff, runs weekly fun theory quizzes and information sessions and will help you book driving lessons and explain how to apply for your provisional license. For those who attend regularly we arrange a Go Karting trip.

## Money Management

We can support with budgeting, savings accounts, and managing your money if you request this.

## Preparation to leave

We have visits to local universities and a university fayre that we visit annually to experience university life. The careers team works closely with us and pupils to set up interviews for jobs or apprenticeships, simulating a 'real interview' situation.

## Travel and transport

We organise trips to Reading with staff by train to support pupils in using public transport and buying tickets. Regular Shopping trips: There is a shopping bus daily for pupils to go into town on their designated day, with the understanding they will need to complete work later during that evening.

There is a coach each Saturday for the cost of £5 for a trip into town which is unsupervised.

There is a bus to Newbury station each Friday at 3.30pm and 4.15pm, for those with long journeys home.

On Sundays there is a bus from Newbury station back to school at 7pm and 9pm.

Pupils that arrive at other times should ensure they have money for a taxi back to school.

School Taxi firm we use: Cabco 01635 33333



### Evening Activities, Clubs and Trips

Kiri-Lynn is our Activities Co-Ordinator and works closely with pupils and the residential care team to provide a wide range of evening clubs and activities, both within school and off site, as well as weekend day trips further afield and weekend overnight trips. She also runs our youth club, Coles Diner, and kiosk together with pupils.

Care staff organise activities during the evenings and weekends, for example, sports activities using the school gym and outside. Board games and craft projects, quizzes, competitions, walks in the local area as well as trips for example to the local cinema, bowling, meals out.

If you have a suggestion about a trip or activity you would like to do we want to hear from you! Share with us.

### Can I bring my car to school?

You can, there is an agreement to be completed for using your car on school premises. The car is not to be used during the week and your keys are to be handed in to staff on duty to lock in the office safe for safety upon arrival at school. If you travel in another pupil's car, written consent is required from your parents, and the parents of the pupil driving.

Cars are to be parked in the Arlington Arts Car Park and are parked at the owner's risk.

### Weekends away from Mary Hare

We understand that many pupils will wish to socialise with friends on weekends and they choose not to board. Parents are asked to ensure that they are aware of, and give permission for, the arrangements made by their child when not at school or at home.

We ask that if pupils are returning to Mary Hare after a weekend away that parents ensure they have checked their welfare before a return to school.

It is important that parents fill in the exeat weekend form and return this at the start of each half term and if any changes occur that care staff are notified by Tuesday evening prior to the weekend.



# Daily Routine

<b>6.30am - 7.30am</b>	Wake up calls - pupils can request one wakeup call Pupils are encouraged to have an alarm clock and get themselves up each morning on time.
<b>7.30am</b>	Breakfast in JC Hall.
<b>8.30am</b>	Leave for school – need to remember everything as the houses are locked during the school day.
<b>8.40am - 4pm</b>	School day.
<b>4pm</b>	Return from school and get changed. Have a snack and begin to get ready for independent study time.
<b>4.15pm - 6pm</b>	Independent study (prep) time either in their bedroom or in school.
<b>6pm</b>	Supper in Blount Hall – Choice of hot foods and salad bar.
<b>7pm - 10pm</b>	<ul style="list-style-type: none"><li>• Activities and clubs both at school and off site</li><li>• Youth Club, Coles Diner, opens</li><li>• Keyworker sessions</li><li>• House meetings</li><li>• School open for independent study</li></ul>
<b>10pm</b>	Return to houses
<b>10.30pm</b>	Return to own bedroom
<b>11pm</b>	Lights and devices switched off



# Education

## Your Subject Teachers

Your subject teachers are crucial to you having successful outcomes although they cannot do the work for you! It is vital that you get off to a good start, taking your work seriously and realising the amount of hard work you have before you. You will find your teachers to be very generous with their time and they will be only too happy to help you with your work. If you do need help, make sure that you are not seeking it on the day that the work is due in. It is probably best to make an appointment in advance. Teachers will not see this as a sign of weakness but rather of determination to do well. If you are finding a subject particularly difficult, the first step should always be to discuss it with the person who teaches you.

## Punctuality

We take punctuality very seriously. All lateness is logged on the school data system and this information is used to complete your references which may include punctuality when you leave us, so we actively want to support you to be on time.

Continued lateness will result in a meeting with your parents to discuss further.



## Organisation

Sixth Form life is about independence and taking responsibility for your own development and progress. Get organised from the start and keep your work in folders and in order as you go along. This will save you huge amounts of time when it comes to revision in the future. If organisation is a challenge, ask for help in school and care - we are here to support you.

Find a space that stimulates your mind, a corner in the library, a quiet space, a local coffee shop, a space in the School grounds (in the summer!). Sometimes a change of scenery is just the thing you need to get your brain working.

## Time Management

Keep a regular routine about when you work and for how long. Work regularly with short breaks. You should spend 4 to 5 hours per subject per week outside of lessons completing work, reading around the subject, reviewing, and organising your notes. Utilise your unallocated time in the school day wisely – resist the urge to sit around with friends and chat. Don't leave things until the last minute. Plan work well ahead and complete all home learning. There are no excuses.

Balance competing demands: And you will have these... wanting to meet up with your friends, wanting to watch TV, and needing to study. It's really important you get this balancing act right. Do not put socialising above school work where you can complete a task rather than avoid it - do not compromise your studies.

## Attendance and punctuality expectation

High levels of attendance and excellent punctuality are both characteristics of students who meet and indeed exceed their target grades, achieve success and progress to higher education and employment.

We expect all students to aim for 100% attendance and Punctuality.





# Meet the team



## Meet the Team

Sixth Form residential staff (the Care Team) have all achieved, or are working towards, a Level 3 Diploma in Children's and Young People's Workforce. Our professional team benefit from a comprehensive training program with Child Protection and Safeguarding at its heart. All have chosen to work with young people who they are able to support through these last stages of the journey at Mary Hare.

You will find photos of the staff team in the entrance to JC Hall.

There will be four staff on duty each day, in the morning and in the evening and there will always be staff sleeping in each boarding house and a waking night staff member who is on duty every night.

## Keyworkers

You will have a keyworker in the house who will be your listening ear. You will get to know each other well and you can ask to have a chat any time before or after school. Your keyworker can help you find ways to navigate how you are feeling and give advice if you are unsure of what you should do. You can talk about anything you want to, it's good to talk through your worries.

You will work with your keyworker to produce a Welfare Plan each academic year. A wide range of topics are discussed, and targets set, which are linked to outcomes highlighted in your Education, Health and Care Plan. The aim is to build on your development, considering specific needs.

Your keyworker will communicate with your parents/carers regularly to give them updates on your progress in the house.

## The Residential Care Team

As well as your keyworker, you can talk to any member of your care team. As we spend so much time together, we hope to soon build up a good, trusting relationship so you will be comfortable talking to any member of your care team and they will listen to you and support you.

## Care Leadership Team

You will also meet the care leadership team who spend time within the houses and speak to them about any concerns you may have.

### **Sarah Stefano – Director of Care**

Sarah Stefano started her journey at Mary Hare in June 2022, her mother was a former pupil and left in 1965 to travel America before becoming a chef so Mary Hare has always been in some way part of Sarah's life as it was always referred to with great fondness and describing amazing memories.

Sarah has worked in social care for 28 years, mainly within children's and adolescent services including leading trauma and attachment children's homes and leaving care services. Sarah qualified as a social worker in 2006 and has since developed practice and training for adults and carers through her Masters in professional practice.

### **April McEniry – Head of Care Operations**

April McEniry joined Mary Hare in January 2023, prior to this she has worked within children's residential settings for 14 years, this has included within a specialist residential school and managing children's homes specializing in attachment and trauma using a therapeutic approach to support young people. April has family members who are profoundly deaf and with some hearing loss therefore understands how this impacts daily life as well as how to support them to achieve their full potential.

### **Ros Congdon – Deputy Head of Care Operations**

Ros Congdon started her journey at Mary Hare in December 2001. Before joining the team at Mary Hare, Ros had knowledge and experience of supporting young people on the Autistic spectrum and supporting children who had experienced the trauma of domestic violence. In 2018, Ros became a qualified therapeutic counsellor. The specific, therapeutic training enhances skills on; active listening, empathy, unconditional positive regard for others, congruence and to consistently work in a person-centred approach.

### **Blue Nolan – Quality and Compliance Manager**

Blue Nolan, Quality and Compliance Manager has been part of the Mary Hare family since 2003. Blue started and developed his career in Mansell House, looking after the boys in Years 8 - 11. His proudest moments have all come as a keyworker, working directly with young people and supporting them grow into exceptional young people. Blue's focus now is on ensuring the best service and outcomes for young people. He has a passion to always improve and learn and believes the pupils' views and wishes are at the heart of this practice.

### **Advocacy**

What is Advocacy?

An advocate makes sure people's views are considered, that they understand (and can exercise) their rights and are included in important decisions. If you would like support from an advocacy service we help you contact an advocacy service, your Local Authority will have a service you can use.

The Royal Association for Deaf People (RAD) also have a service and can be contacted using the contact details below.

Send a BSL video or email to [advocacy@royaldeaf.org.uk](mailto:advocacy@royaldeaf.org.uk)  
SMS: 07851 423 866  
Telephone: 0300 688 2525



# Uniform

## Uniform for school

Please see Sixth Form Handbook for details.

ALL black trainers are allowed but they must be all black with no other coloured markings or soles.

Please note, we do not want to see:

- Hoodies unless it is the animal care hoodie
- Trainers unless they are all black
- T-shirts
- Jeans
- Tracksuit bottoms or leggings
- Skirts which are shorter than mid thigh - please ask a member of care staff if you are unclear about this
- Blouses and tops which have a low neckline

## Piercing and Tattoos

- Although discouraged, any students with piercings must wear studs, NOT rings, for health and safety reasons. Please note that facial and surface piercings are not allowed. Anyone with rings will be asked to change them or remove them altogether. A nose piercing is permitted but only if a stud is worn.
- Tattoos are illegal for anyone under 18. If you are over 18 and have a tattoo, they must be completely covered up in school. It is better to wait until you have left school before embarking on getting a tattoo.
- Please avoid extreme hairstyles and hair colours. If you are unsure, check with staff first.

# Important Contact Information

Mary Hare School  
Arlington Manor  
Snelsmore Common  
Newbury  
West Berkshire  
RG14 3BQ

**School Office:** 01635 244200

**Sixth Form Landline:** 01635 244253

**Sixth Form Mobile:** 07900265251

**Care Team Emails:** [wroughtoncentre@maryhare.org.uk](mailto:wroughtoncentre@maryhare.org.uk)



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[www.maryhare.org.uk](http://www.maryhare.org.uk)

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