

Boarding Handbook 2026/27



THORNTON

School Mission Statement

“To educate young people to meet the challenges of life courageously, to use their talents to the full, and to live the values of Christ’s Gospel.”

OUR AIMS ARE:

- To foster students’ academic, physical and spiritual growth; in order that we ensure that our young people are happy, confident individuals who are well prepared for life in a rapidly changing world
- To enable our students to discover their true potential and to work towards their full development; in order that we encourage students to see themselves and what they have to offer in the context of the wider community
- To enable students to grow in the knowledge and love of God; in order that we encourage to serve Him in others and to spread the knowledge of Gospel Values.

Boarding Houses and Boarding Staff

Miss Puchal Carrillo is Senior Housemistress and DDSL

Boarding Assistants – Miss Elizabeth Dixon, Miss Phoebe Wykes, Erin McIntosh and Miss Alice Winter (p/t)

There are different sections in the Boarding House:

- **Harris Wing** (rooms 114-118) -YR10. (Gina's flat)
- **Tyrellcote Wing** (rooms 66-68) - YR9.
- **Parlour Wing** (rooms 62-65) - YR3-8 and (staff accommodation)
- **Warrington Wing** (rooms 122,123,126) - YR10 (staff accommodation)
- **Whittlebury Wing** (rooms 1-21) - YR10-12 and (Alice's Flat and staff accommodation (Room 11)
- **The Villa Wing** (off site) (rooms 2-8) - YR13 and (staff accommodation)

The boarding office and common rooms are on Tyrellcote Wing, Warrington wing and in the Villa. The office should be kept locked whenever there is no staff in it as there is sensitive information, medication and important documents stored there. All staff members have access to a set of keys with the boarding office key on it.

The cupboard next to the office is where the items for the boarding tuck shop (Boarder's tuck) are kept, as well as any overflow of snacks from the boarders. This cupboard is always locked, and the key is kept in the boarding office.

There are allocated lockers on Tyrellcote Wing where boarders keep their snacks. The keys for these lockers are also kept in the boarding office. There are also lockers at the top of the Whittlebury wing stairs, students on this corridor may keep their own locker keys and sign them in and out at the beginning of the academic year.

The bedding cupboards are on Parlour Wing and Warrington Wing, next to the showers. This cupboard should also be kept always locked. Children should not be helping themselves to sheets and towels.

Types of Boarders

Termly boarders are girls who stay for the whole term, they are here over the weekends but leave school for half terms and holidays. Weekly boarders go home for the weekend; all

weekly's leave on a Friday after school and return on a Sunday evening or a Monday morning. Girls that stay occasionally are called flexi boarders, some flexi boarders stay regularly i.e., every Monday night but others stay more randomly. Weekly and flexi boarders are welcome to stay over the weekend if they would like to come on the boarding trip or are staying for other school activities i.e., sport fixtures.

At Thornton we have a mixture of international and UK boarders. All international boarders must have a guardian in the UK. Guardians are either a relative of the boarder or a guardian agency. Many international boarders have student visas through the school, as the school sponsor the visa, we are required to have a record of where girls stay for holidays. The guardian forms must be checked every September to ensure they are up to date and accurate. In Michaelmas Term, the Senior Housemistress and Junior Housemistress conduct guardian meetings prior to the boarders first stay with guardians at half term.

Boarding aims

Boarding at Thornton College

Boarding Principles and Aims of boarding.

- a. The formation of the whole person, the communication of values and mutual respect for all members.
- b. All boarders should be given opportunities to develop spiritually, culturally, morally, and socially during their time in boarding.
- c. Families are integral to the development of their daughters and contact with them is maintained consistently.
- d. Each boarder has the right to be able to work, play and relax free from any form of intimidation.
- e. There is equality of opportunity and respect for all boarders, regardless of ethnicity, culture, gender, or disability.

f. Each boarder and each member of staff is to be recognised as an individual and respected by other pupils and by staff, acknowledging the right of each person to privacy.

g. Each boarder has the right to extend her intellectual and social development in an atmosphere of positive encouragement and in conditions that are conducive to work.

Objectives of boarding

In boarding we aim to:

- Maintain an open and trusting environment in which each boarder is confident enough to approach members of the community to share personal and family achievements and challenges and to seek advice, counselling, and support.
- Provide the conditions for boarders related to age and maturity that will assist their intellectual and social talents through structured activities, prep, and access to staff.
- Safeguard and promote the welfare of each boarder, for example, through implementing the Safeguarding and Child Protection Policy, with reference to the flow chart “Child on child abuse reporting,” and the Health and Safety Policy and all accompanying risk assessments.
- Provide accommodation that is comfortable and suited to the needs of boarders according to age and maturity, and which provides adequate levels of privacy.
- Develop respect for self, for others, for the environment.
- Encourage qualities of leadership and to work cooperatively as part of a team.
- Provide an independent person who is easily accessible, other than a parent, outside the staff and those responsible for the leadership and governance of the school, who boarders may contact directly about personal problems or concerns at school. Boarders are informed who this person is, and how to contact.

The Boarding Principles and Aims of Boarding document are up on notice boards within the boarding house.

Daily Boarding Routines

Parlour Wing, Harris Wing, Tyrellcote Wing and Warrington Wing.

	Year 3-6
Wake up	7:10am
Everyone out of bed	7:20am
Leave for breakfast	7:35am
Breakfast served	7:40-8.00am
Finish getting ready for school and then go out to play on quad	8:15am
School	
Afternoon tea and registration in dining room	4:00pm
Study	4:20pm
Shower, pack bag for next day and tidy rooms	5:30pm
Supper served	6:00-6:15pm
Free time or activity, call parents	6:45pm
Get ready for bed	7:45pm
Little lights, story time/reading/quiet conversation	8.15pm
Bedtime	8:30pm

	Year 7	Year 8
Wake up	7:10am	7:10am
Everyone out of bed	7:20am	7:20am
Leave for breakfast	7:35am	7:35am
Breakfast served	7:40-8.00am	7:35-8.00am
Return to boarding to collect bag	8:15am	8:15am
Leave for school	8.30-8.35am	8.30-8.35am
Afternoon tea and registration in dining room	4:00pm	4:00pm
Supervised Study	4:20pm	4:20pm
Return to boarding and free time	5:30pm	5:30pm
Supper served	6:00-6:15pm	6:00-6:15pm
Boarding Activities/ Free time	7:30pm	7:30pm
Electronics handed in *	8.30pm	8:45pm
Bedtime	9.00pm	9.15pm

	Year 9	Year 10 & Yr11
Wake up	7:10am	7:10am
Everyone out of bed	7:20am	7:20am
Leave for breakfast	7:35am	7:35am
Breakfast served	7:40-8.00am	7:40-8,00am
Return to boarding to collect bag	8:15am	8:15am

Leave for school	8.30-8.35am	8.30-8.35am
Afternoon tea and registration in dining room	4:00pm	4:00pm
Study	4:20pm	4:20pm
Return to boarding and free time	5:30pm	5:30pm
Supper served	6:00-6:15pm	6:00-6:15pm
Boarding Activities/ Free Time	7:30pm	7:30pm
Electronics handed in *	9.00pm	9:30pm
Bedtime	9:30pm	10pm

Girls should be getting ready for bed after they hand in their electronics. They should be in bed 5 minutes before lights out so they can read or have a quiet chat until lights out.

Evening routine:

Year 7-10 girls will have organised sport or an activity that they can attend every evening.

In the summer months the activity will be outside but when it gets cold and dark the sports hall will be available. Boarders can choose the sport as a group, volleyball or badminton are popular indoor sport options and rounders or netball outdoors. Girls may also go for a walk around the grounds.

There are a variety of evening activities which are organised and discussed by the boarding team in weekly meetings and displayed on the chalk boarding in the common room.

Whittlebury Wing Routine

	Year 11 - 13
Wake up	7:10am
Leave for breakfast	7:35am
Breakfast served	7:35-8.00am
Return to boarding to collect school equipment	8:15am
Sign out for School	8.30am
Afternoon tea and registration in dining room	4:00pm
Private Study / Extra sessions / Clubs	4:20pm
Supper served	6:00-6:15pm
Second study / Showers / Free time	6:45pm – 9.30pm
Year 11 Electronics handed in *	10pm (ONLY YR11's)
Lights Out Year 11	10.15pm
Goodnight / Silence in own room	10.15pm
All Year 12 & 13 lights are expected to be out	11.00pm

Villa Wing Routine

In the villa girls have more independence and flexibility in their routine. In the morning, they will make their own breakfast, get organised for the day, and leave on time for school. After school they will go to the dining room to be registered then they are free until supper. If they do not have a club, then this will include studying in their bedroom or the resource room. After dinner they have more free time. Year 13's must attend afternoon tea, supper, and registration at 9pm. At 10pm boarding staff will go around the rooms and say goodnight to girls.

TERM DATES 2026/27

Room Checks

Boarding Staff will check every bedroom as the boarders go down to breakfast. Girls will then be able to collect their phones after breakfast once their rooms are tidy.

Afternoon Tea

Afternoon tea duty is in the dining room from 4-4:20pm. This is an official registration period therefore all boarding girls must come to the dining room to register every day, including Friday even if they are going home. Girls from Whittlebury Wing and the Villa must come to the dining room to register, collect a snack then go to their own rooms for independent study. All younger girls need to stay in the dining room until they are collected to go to study.

Study

Girls of all ages have study from 4:20-5:30pm in which they complete their homework. Year 11-13 study independently in their own rooms. Year 7-10 study in ICT 1 with a member of boarding staff, so we can assist with any homework they have and ensure they are on task.

Laundry

We have a daily in-house laundry service provided by our Housekeeping team. We can arrange dry cleaning for an extra charge.

Weekends

Saturdays

Saturdays start with a later informal brunch. There will be an activity in school or trip that is compulsory for everyone year 10 and below. Years 11-13 will be invited to the activity/trip; however, it is optional for them. Afternoon tea is at 4pm where all girls are registered and have a snack.

Sundays

On a Sunday we attend Mass at a local church at 11am or we have mass in school at 5pm. It is expected that all boarders and staff go up for communion or a blessing. Please ask Ms Wilks if you are unsure about the expectations and the format of Mass.

A member of teaching staff leads study and an activity on Sunday which all boarders Year 10 and below attend.

Weekend Trips

A trip or activity is planned for each weekend, usually a Saturday afternoon. Trips are compulsory for year 10 and below and optional for year 11-13. Trips are charged to the school bill at the end of each term. Trip schedules are displayed on all boarding notice boards.

In school activities

If there is no trip planned for a Saturday, then boarding staff will run an activity in school. This could be a sport activity (i.e., tennis or badminton), a craft activity or anything else staff can think of! Examples of in school activities done last year are making mug cakes, making a poppy wreath, and an Easter Egg hunt.

Girls staying at school on the weekend

As trips are optional for the seniors there are often girls staying in school, a member of staff will be in school supervising the remaining students. If a boarder decides to go out independently on a Saturday, we must receive an email from their parent providing consent. The boarders must inform boarding staff of their plans and sign in and out with them.

Sick Boarders

If a boarder feels ill and is deemed not well enough to attend school, the housemistress will be alerted and the steps in the First Aid Policy regarding the care of boarding students will be followed. Please see Appendix A for links to our policies.

Student Behaviour Ladder and Expectations

The housemistresses will go through the boarding expectations and behaviour ladder with all students at the beginning of each term and the behaviour ladder is displayed on all notice boards in the boarding house.

Behaviour	Sanctions
• Eating in Bedrooms • Eating in corridors • Found in areas that are out of bounds • Electronics kept at times not authorised *For e.g., overnight. • Up without a valid reason after lights out (not in your own room) • Defiance or rudeness towards boarding staff • Refusal to follow reasonable instructions. • Bad language • Any other unkind, dangerous, or inappropriate behaviour, that is not in line with the schools' values.	First offence Formal explicit warning emailed to student and parents. Second offence Issue of <u>yellow card</u> Electronics taken for <u>1 day</u> 1 hour detention in boarding. Third offence Ms Wilks will be alerted. Issue of <u>red card</u> 1 hour detention in boarding Electronics taken for <u>1 week</u> <u>Prep – Stop and think card</u> - To be given out prior to a verbal or written warning and logged in planner
Decisions will be made based on an assessment of each incident. The Behaviour Ladder below provides a guideline for sanction but is not exhaustive nor definitive.	

Security and Safety

There is 24-hour security at weekends and every night.

Our Critical Incident policy outlines the procedures we will follow in the event of all foreseeable crisis.

Boarding staff will conduct fire drills with boarders once every term. Fire evacuation procedures are outlined in our fire policy. Which can be accessed via this link [Fire Policy](#)

Wellbeing of Boarders

The wellbeing of boarders is always prioritised by boarding staff. All boarders have access to the Boarders Teams page which outlines the many ways in which boarders can raise concerns or worries. Boarders are provided with a Tootoot login which they can use to raise issues anonymously however we encourage students who have any concerns or worries to raise them with the Boarding Team who will work with them to resolve their concerns.

Complaints

If students wish to raise a complaint, they should follow the process outlined in the Complaints Policy (see appendix A)

Senior Leadership Team (SLT)

Ms Wilks is the SLT link for boarding and meets with boarders regularly. Ms Wilks is also Deputy Head Teacher and Designated Safeguarding Lead.

Dr Shaw is the Head Teacher.

Other members of SLT are:

- ✓ **Leiba Sablon** (Assistant Head Teacher, Head of Prep)
- ✓ **Hayley Mallendane** (Assistant Head, Director of Studies)
- ✓ **Ruth Coates** (Head of Sixth Form),
- ✓ **Jane Sanders** (Bursar),
- ✓ **Sauna Murphy** (Head of Religious Education and Chaplaincy)

The Deputy Designated Safeguarding Leads are Emma Noel, Alice Winter, Annette Woodruff and Emily Collins

Electronic systems

My School Portal

My school portal is used to keep parents up to date with events and letters. There is a boarding page on my school portal with information for parents about boarding. There is also a particularly useful school calendar which you can use to check future events.

Evolve

Evolve is used for extra-curricular activities such as clubs and trips. Parents can sign students up for trips and clubs using this platform.

Useful School information

Door Codes

You will be informed of the boarding door codes upon arrival; these must be kept confidential and not shared with anyone apart from boarders.

School Uniform

Michaelmas Term first half (September - October half term)	Students can choose to wear winter or summer uniform
Michaelmas Term second half (October half term - December)	Students are to wear winter uniform
Lent Term first half (January - February half term)	Students are to wear winter uniform
Lent Term second half (February half term - April)	Students are to wear winter uniform
Trinity Term first half (April - May half term)	Students are to wear summer uniform
Trinity Term second half (May half term - July)	Students are to wear summer uniform

Years 3 & 4

Winter Uniform

- Red blazer with Thornton logo*
- Tartan pinafore dress*
- White rollneck top* **or** white shirt long sleeved button to neck*

- Grey cardigan with red trim*
- Charcoal grey tights or charcoal grey knee length socks

Summer Uniform

- Red blazer with Thornton logo*
- Summer dress - available from the school shop (not School Blazer)
- White ankle socks (plain - no trainer socks)
- Red sun hat*

All Year

- Smart black school shoes - no lights, excessive decorations, or ballet pumps
- Black waterproof/fleece-lined jacket*
- Football boots

Sports Kit Years 3 & 4

- Black & red skort with Thornton logo*
- Black & red games polo with Thornton logo*
- Black & red hoodie with Thornton logo*
- Black tracksuit bottoms with Thornton logo*
- Black & red tracksuit top with Thornton logo*
- Plain black swimming costume
- White sport socks
- Red hockey socks with 'Thornton'*
- Trainers
- Shin pads
- Mouth guard
- Black & red games bag with Thornton logo*
- Swim cap (for Michaelmas and Trinity terms)
- Flip flops (for Michaelmas and Trinity terms)

Additional Items

- Red book bag with Thornton logo* [Optional]

- Suitable school bag
- Art overall*
- Wellington boots for play outside when grass is wet

Years 5 to 11

Winter uniform:

- Red blazer with Thornton logo*
- Tartan kilt* to be worn at knee length
- Grey jumper (or cardigan for Year 5 & 6) with red trim*
- Grey school tie with Thornton logo*
- White shirt long sleeved button to neck*
- Black tights or black knee length socks*
- Year 10 & 11 may choose to wear skin colour 15 denier tights

Summer uniform:

Year 5 & 6

- Summer dress - available from the school shop (not School Blazer)
- White ankle socks (plain - no trainer socks)

Year 7 & above

- Red blazer with Thornton logo*
- Tartan kilt (same as winter uniform) *
- White short sleeve shirt with reversed neck*
- White ankle socks (plain - no trainer socks)
- Year 10 & 11 may choose to wear skin colour 15 denier tights

All Year

- Year 5 & 6 - Black waterproof/fleece lined jacket with Thornton logo*
- Smart black school shoes - no lights, excessive decorations, or ballet pumps
- Football boots

Additional Items

- Art overall (required for Years 5 & 6 only) *
- Wellington boots (required for Years 5 & 6 only)
- Suitable school bag
- Year 11 school tie*

Sports Kit Year 5 to 11

- Black & red skort with Thornton logo*
- Black & red games polo with Thornton logo*
- Black & red hoodie with Thornton logo*
- Black tracksuit bottoms with Thornton logo*
- Black & red tracksuit top with Thornton logo*
- Plain black swimming costume
- Black/red games bag with Thornton logo*
- White sports socks
- Red hockey socks with 'Thornton'*
- Trainers – indoor and outdoor
- Shin pads
- Mouth guard
- Hockey stick (Michaelmas term)
- Swim cap (Years 5 -8 to be used for Michaelmas and Trinity terms)
- Flip flops (Years 5 -8 to be used for Michaelmas and Trinity terms)

Optional Items

- White base layer top with Thornton logo *
- White/red PE polo for tennis *
- Athletics vest with Thornton logo *
- Black cycling shorts
- Black base layer leggings

YR 12 and 13 (sixth form)

The Sixth Form uniform is a smart business suit of the students' choice. It can be black, grey, or navy and consist of trousers and matching jacket or skirt and matching jacket. This should be worn with a smart, cotton, pastel coloured shirt. Skirts should be of an appropriate length.

Shoes: should be suitable for the business environment and students should avoid high heels.

Make-up and jewellery: can be worn but must be tasteful and have a professional appearance.

Hair: should be tied up and away from the face up to Yr 10. Hair should be dyed a natural hair colour (no blue or pink for example). Only natural coloured hair extensions and braids and no metal clips or clamps for hair extensions.

Sports Kit & Equipment

There will be a sports afternoon each week with sport and activity options. Students new to Thornton for Year 12 can assess what is required once they select their sports options. Initially, please just purchase a games polo top and tracksuit bottoms. If you play for a school team, additional items will be required.

Full Kit

- Black & red skort with Thornton logo *
- Black & red games polo top with Thornton logo *
- Black & red hoodie with Thornton logo *
- Black tracksuit bottoms with Thornton logo *
- Black & red tracksuit top with Thornton logo (optional) *
- Plain black swimming costume
- White sports socks
- Red hockey socks with 'Thornton' *
- Trainers – indoor and outdoor
- Football boots
- Shin pads
- Mouth guard
- Hockey stick (Michaelmas term)

Optional Items

- White base layer top with Thornton logo *
- White/red PE polo top for tennis *

- Athletics vest with Thornton logo *
- Black cycling shorts *
- Black base layer leggings *

Appendix A: Policies

1. Medical and first aid policy

3.2-First-Aid-Policy-2025-2026.pdf

Boarding staff have responsibility to work according to these guidelines. They are responsible for providing basic medical care/treatment with instructions from the parents and Health Centre staff, e.g., giving medication and monitoring of a mild illness. They are responsible for maintaining records in the boarding house and communicating to the Health Centre and parents of any changes or causes for concern. They will seek advice from the health centre when necessary.

Care of boarding students

Care of Boarding Students. When boarding students feel unwell out of school hours, they should contact their boarding house staff or other adult on duty. The member of staff on duty will assess and give the appropriate care to the boarder. A sick room is available, including a toilet and washing facilities. The accommodation is staffed by appropriately qualified personnel, and separated from other boarders during the day, boarding house staff are informed of any admission to the Health Centre.

Parents/guardians will be informed of their daughter's condition and kept up to date with any care and treatment as well as progress of their recovery. In an emergency, arrangements would be made to escort the student to A&E or the GP surgery as appropriate and parents will be kept updated.

During the day, boarders may be permitted to rest in the boarding house if unwell. The house staff will be informed and will observe and monitor the student.

It is advised that all full boarders register with the local GP practice, whilst weekly boarders can choose depending on convenience. If a student is seen by another doctor or other healthcare professional during the holidays, or at any other time, they should inform the school Health Centre with details. They can see another GP during the holidays as a temporary

resident. Students are entitled to register with another local doctor and arrange their own appointments and transport, but the school Health Centre must be informed with whom the student is registered, and the school informed if a student will be absent.

All boarders have access to medical, dental, optometric, and other specialist services. This will be arranged via the health Centre and with referrals arranged from the Doctor and parental consent where required. Appointments will be arranged where possible around lessons. Transport will be arranged by Boarding staff, Health Centre staff or a taxi with an escort where necessary. All under 16s must be escorted and the Health Centre staff will assess whether older students would require an escort or not depending on the appointment attended. When arranging an escort, any member of staff may be asked to accompany students on external visits. All Thornton staff have DBS clearance, and they will be instructed to brief the health Centre on their return with any information.

International Medicines

International Medicines that are brought into school by students from abroad must be taken to the Health Centre by the students so that an assessment can be made by Emma Noel.

Prescribed Medicines

Before it can be administered a prescribed medicine must have a printed label showing:

- Student's name
- Date of dispensing
- Name and strength of the medicine
- Dose and frequency of the medicine Multiple containers should be labelled individually

Controlled Drugs

Controlled Drugs the Misuse of Drugs Act 1971 is the legislation governing controlled drugs. Controlled drugs will only be supplied on an NHS or private prescription for individual students. The school is not permitted to hold controlled drugs as "stock items." The above information relating to prescribed drugs also applies to this group. Storage of Medicines All medicines should be stored in secure designated areas. These include: • The Health Centre • Boarding Houses (in a safe or locked drawer) • Personal safe, locked drawer or cupboard, for spare medicines if student is permitted to self-administer or any emergency medication.

Fire Policy

1. Anti Bullying

[1.1-Anti-Bullying-Policy-2025-2026.pdf](#)

2. Child protection and safeguarding

[11.-Child-Protection-and-Safeguarding-Policy-2025-2026.pdf](#)

3. Behaviour

[Behaviour Policy](#)

4. Safety and supervision on school journeys

[THORNTON COLLEGE](#)

5. Access to school premises by people outside the school

[THORNTON COLLEGE](#)

6. Pupil access to risky areas of school buildings and grounds – supervision policy and out of bounds for boarders

[THORNTON COLLEGE](#)

7. Health and safety

[THORNTON COLLEGE](#)

8. Provision for pupils with particular religious, dietary, language or cultural needs

[13.0-Boarding-Policy-2025-2026.pdf](#)

9. Staff Handbook/guidance for boarding staff provided to new staff on induction day (this document includes many of the policy documents listed above)

10. Responses to alcohol, smoking and substance abuse

Behaviour Policy