



**D'OVERBROECK'S  
OXFORD**

A NORD ANGLIA EDUCATION SCHOOL

# **Welcome to Hayfield House**

## **2025-2026**



## WELCOME TO HAYFIELD HOUSE

Hello and welcome to Hayfield House!

My name is Caroline and I'm the Head of House at Hayfield. My job is to take care of the students living at Hayfield, along with our boarding assistant Chloe and day matrons Sarah and Lizzie, we will make sure that they are happy, healthy, and safe during their time at school.

In conjunction with the Sixth Form Boarding Handbook this booklet is designed to help you get to know the house a bit better, but should you have any further questions or concerns please don't hesitate to contact any one of us.

Above all, we want Hayfield to be a friendly and happy house, and the most important thing is that all the students living here feel comfortable and safe. We are all so excited to get to know you better and welcome you into your home-away-from-home.

Warmest regards

Caroline

## Contacts

**HAYFIELD HOUSE**

338-340 Banbury Road, Oxford OX2 7PR

Telephone: +44 (0)1865 688490

Mobile: +44 (0)7990 076272

**Head of House:** Caroline Symes

Email: [caroline.symes@doverbroecks.com](mailto:caroline.symes@doverbroecks.com)

**Boarding Assistant:** Chloe D'Souza-Eva

Email: [chloe.dsouza-eva@doverbroecks.com](mailto:chloe.dsouza-eva@doverbroecks.com)

**Day Matrons:** Lizzie Atkins and Sarah Sayer

Email: [lizzie.atkins@doverbroecks.com](mailto:lizzie.atkins@doverbroecks.com) [sarah.sayer@doverbroecks.com](mailto:sarah.sayer@doverbroecks.com)

**Head of Boarding:** Hannah Mungall

Email: [hannah.mungall@doverbroecks.com](mailto:hannah.mungall@doverbroecks.com)

Telephone: +44 (0)1865 688663

Mobile: +44 (0)7570 683822

**Assistant Head of Boarding:** Emma Jenkins

Email: [emma.jenkins@doverbroecks.com](mailto:emma.jenkins@doverbroecks.com)

Telephone: +44 (0)1865 688663

**d'Overbroeck's School Counsellors:**

Kiki Glen & Charlie Morse-Brown

Email: [counsellors@doverbroecks.com](mailto:counsellors@doverbroecks.com)

Mobile: +44 (0)7375 670541

**333 Main reception and Sixth Form Office:**

Email: [sixthformoffice@doverbroecks.com](mailto:sixthformoffice@doverbroecks.com)

Telephone: +44 (0)1865 688600

**The Medical team:**

Freya Paterson (Medical Lead)

Sinead Hughes (School Nurse)

Email: [medical@doverbroecks.com](mailto:medical@doverbroecks.com)

**Emergencies**

In an emergency, you should call the boarding house telephone or mobile number.

If you can't make contact on either of these numbers and you have an emergency situation out of school hours and you need to speak to a senior member of staff, you can call the **boarding emergency number - 07990 076248.**

## Daily routine

We take the responsibility of looking after our boarders very seriously and your safety is always our primary concern. This is why daily routines and making sure we know that you are safe is really important.

### **MONDAY - FRIDAY**

Lessons at d'Overbroeck's start at 8.35am. Students are expected to get themselves up in the mornings with plenty of time to arrive punctually.

### **Mornings**

Students are expected to leave the boarding house no later than 8.15am. Students should therefore register in the boarding house between 7.45 - 8.15am and then make their way to school.

***Please be aware that if you are late for registration, you will incur sanctions.***

In order to allow for cleaning and daily maintenance work, we ask that once you have left the house in the morning, you do not return before 12pm.

If you want to return to the House after 12pm, you are welcome to do so. Please remember to sign in on arrival and sign out again when you leave.

### **Meals**

All served in the dining hall at 333:

Breakfast 8am - 8.30am

Dinner 5.15pm - 5.45pm

### **Study sessions**

Another house registration is held in the boarding house between 6:45-7pm, Monday – Thursday. Study sessions take place after evening registration Monday – Thursday for two hours and can be done in communal areas or in student bedrooms. All students are expected to attend study sessions. There is no study session on Friday.

You must have authorisation from your Director of Studies to miss a study session and this should be for a legitimate reason (such as a school activity or club). The House staff will carry out random room checks every night during this time to ensure that you are studying effectively.

### **House meetings**

We will have regular house meetings to share important information and celebrate birthdays at 7pm during the week.

**Friday evening registration**

Students must register with house staff on a Friday between 5-7pm. We must see you face to face.

**House duties**

There is a list of house duties to do each evening – these are things like tidying the common room, clearing the kitchen, putting away plates etc. You will take turns to do the duties on a rota basis and they are completed just before bedtime. If you are on house duties, you need to start them at 9.45pm when the common rooms and kitchens close for the day.

**Curfew**

From Sunday - Thursday inclusive, students must be in the House by 10pm and cannot go out again. On Friday and Saturday, this curfew is extended to 11pm. The common rooms are closed 15 minutes before final curfew so students can carry out their duties as per the rota. At this time, all other students must be out the communal areas. Then at final curfew, all students must be in their rooms and the house should be quiet.

**SATURDAY - SUNDAY**

**Morning registration** is between 11am – 1pm.

If you have an early morning commitment, you must return to the house to register in person by 12pm. We must see you face to face.

**Meals**

All served in the dining hall at 333:

Brunch – 11.00am - 11.30am

Dinner – 5.15pm - 5.45pm

You can sign in and out of the house on the weekends as you please.

**Evening registration** is between 5pm – 7pm. We must see you face to face.

**Please be aware that if you are late for any registrations, you will incur sanctions (see sanctions section of the Sixth Form Boarding Handbook).**

**Curfew**

On Friday and Saturday, curfew is extended to 11pm. The same rules apply as during the week, only 1 hour later.

**House duties**

These are started at 10.45pm on Fridays and Saturdays.

**For your safety you must sign out every time you leave the house and sign in again on your return. You will be given the house duty telephone number - please make sure you have this with you at all times in case of any emergencies.**

## General information

**Arriving at Hayfield**

Unfortunately, we have no parking available for visitors to the house, but there is a space that can be used while unloading or loading a car with luggage only. Students must not bring a car to Oxford whilst they are staying in one of our boarding houses.

**Door access & Salto cards**

A key card system is used giving access rights tailored to each student. Students will be given a key or card which accesses their boarding house, their bedroom, and school, so it is very important that you do not leave it behind or lose it. These should never be lent to anyone and if lost, students should tell their Head of House as soon as possible, and will be charged £10 for each replacement. Cards should be returned to the Head of House before leaving the boarding house for half terms and holidays.

## Oxford and the local area

**Getting to school**

At Hayfield, we are lucky enough to live just a short walk away from school – this makes getting to and from school very easy!

**Getting around**

There is a good bus service to get you to the city centre and a bus stop right outside the house.

We also recommend walking – Oxford is a beautiful city, so make the most of it and get some fresh air!

There are also a number of taxi companies. We recommend **001 Taxis**, who you can contact on 01865 240000. Should you have any further questions or queries, feel free to speak to a staff member.

**Safety outside the boarding house**

Oxford is a very safe city and it is small enough for new residents to find their way around easily. If you have a bicycle there are dedicated bike lanes on most busy roads to make sure everyone is safe. It is nonetheless always important to be aware of your personal safety at all times. If you are on your bicycle, remember to wear a helmet. If you are on foot or on the bus, go out in pairs as much as possible and if you are out after the hours of darkness, make sure you stay on the well-lit main roads. If you ever experience any situations that make you feel uncomfortable, talk to a member of staff as soon as possible. Our priority is your safety and wellbeing.