

Buxton School Mail/Package Policies

- ❖ Please address packages using this format:

Student Name
291 South Street
Williamstown, MA 01267

*The important exception here is sending medication refills. In this case, please add in Attn: Robin Avis (or School Nurse)

- ❖ Students can receive mail and packages on campus beginning on September 6th, 2023 and no later than June 5th, 2024. We also ask that students do not have packages shipped to campus over the Winter and Spring vacations (12/16/23 through 1/7/24 and 3/9/24 - 4/1/24, respectively). If packages arrive outside these dates, we will hold it until students return, and they will have to retrieve it from the Admissions/Development Office. We may be able to forward items that arrive after graduation, but are generally not liable for packages that arrive when school is not in session.
- ❖ We reserve the right to open (or request the student open in the presence of a faculty member) any packages that appear suspicious in regards to contents that are not in keeping with Buxton Customs.

Student Name

Student Signature

Parent name

Parent/guardian signature

Date