



QUEEN'S  
COLLEGE

COTLAKE HOUSE  
INFORMATION FOR PUPILS AND PARENTS

**To be read in conjunction with the  
Queen's College Boarders' Handbook**

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# 1

## FIRE SAFETY

In the event of the fire alarm sounding you must leave the building by the nearest safe exit and assemble **in the car park opposite the Birchall Hall.**

**Do not return to your room to collect anything.**

**The House will assemble in lines, one line for each Dorm.**

If you discover a fire set off the nearest fire alarm and leave the building by the nearest safe exit. **Do not tackle the fire yourself.**



# 2

## COTLAKE HOUSE STAFF

### HOUSEPARENTS

Mr Doug Baker and Dr Jen Baker

### Important contact numbers

House Mobile: 07541 385 444

(Held by the member of staff on duty)

Mr Doug Baker and Mrs Jen Baker –  
home telephone number: 01823 340860

Matron's Phone: 01823 340820

E-mail: [dob@queenscollege.org.uk](mailto:dob@queenscollege.org.uk)  
(Mr D Baker)

### OTHER RESIDENT STAFF

Miss Rebecca Morgan (Senior Matron)

Miss Lauren Sephton (Resident Tutor)

### NON-RESIDENT STAFF

Mrs Mariana Thornhill (Non-resident matron)

Mrs Pat Fox (Non-resident visiting tutor)

Mrs Marina Donaldson (Non-resident Boarding Assistant)

### HOUSEKEEPERS

The House is cleaned on a daily basis by members of the  
housekeeping staff:

Ann (Housekeeper)

Louise (Housekeeper)

Shirley (Housekeeper)



# 3

## COTLAKE HOUSE DAILY ROUTINE

### MORNING ROUTINE

Pupils are woken up at 7.00.

Roll Call in the prep room for whole house at 7.35

Breakfast is at 7.50 – 8.10

8.15 to 8.50 registration, assembly or tutor time.

Lessons begin: 9.00.

### DURING THE DAY

All pupils will not be allowed back to the house during lesson time. If the children need to access the house they need to come and report to Matrons room.

### EVENING ROUTINE

Pupils must remember to sign in with the member of staff on duty when returning from school.

Evening Roll call – all Years 3 to 8 – 17.30

### PREP TIMES

**Year 3 – 6** 18.15 to 19.00

**Year 7 – 8** 18.15 to 19.15 with an extension to 19.45 if required

Prep is supervised by a Houseparent, Tutor or Prefect.

### SUPPER

17.45 for the whole House

### HOT CHOCOLATE BELL

19.45

### BEDTIMES

	Bath/shower	Lights out
Year 3/4	19.30	20.30
Year 5/6	20.00	20.45
Year 7/8	20.15	21.00–21.15

### SATURDAY

8.30	Roll Call
8.45	Breakfast
10.00–12.00	Boarders' activities programme
12.00	Lunch
18.00	Supper
19.00	Roll Call

All 'Prepare for bed' and 'lights out' times are slightly later than weekdays.

### SUNDAY

8.45	Roll Call
9.00	Breakfast

Sunday Activity: these are run every week and there is no extra charge for this. Activities include:

- Airhop
- Segway
- Quad Biking
- Splashdown
- Geocaching
- Cinema
- Lazer Tag

18.00	Supper
19.00	Roll Call and House tidy up

Evening routine is otherwise the same for weekdays.

**TIMES/PLACES**

- Years 3 to 6 complete their prep in a classroom next to the Boarding House.
- Years 7 to 8 complete their prep in a classroom next to the Boarding House but separate from the Junior pupils.
- All prep rooms have computers provided.
- Prep is supervised by a Houseparent, Tutor or prefect.

**CONDUCT**

- If you would like to leave the prep room for whatever reason this must be cleared with the teacher on duty.
- The whole prep time should be spent in your allocated room.
- Mobile phones may not be used during prep.
- Music may only be played through headphones during prep – this is a Year 8 privilege.
- In the prep room: Be quiet during prep. Ask the member of staff on duty if you have a question or need to get a book / use the computer etc. Water is allowed in the prep room during prep time. If you finish early you should read a book / newspaper. Use of computers is not permitted for recreational purposes during prep time. Pupils entering the prep room after prep has started should knock quietly before entering.

**LATECOMERS**

- If you are delayed by a games/drama practice then hurry back and get to prep as soon as possible.

**COMPUTERS**

- You may use the networked computers during prep.
- Individual laptops and the internet may be used in prep time to help with academic work.
- No food or drinks should be consumed whilst sitting at the computer tables.



# 5

## USE OF SOCIAL AREAS AND ROOM CARE

### CARE OF ROOMS

All rooms are cleaned on a daily basis by our house keepers. However, you have a responsibility to keep your room tidy. The following standards are expected:

1. No food is to be eaten in the rooms at any time.
2. You must make your bed every morning.
3. The floor space must be kept clear at all times. For example:
  - Rubbish must be put into the bin.
  - Dirty laundry must be put in the laundry bin and removed regularly to the laundry room for washing.
  - Shoes should be put in the shoe lockers.
  - Towels hung on hangers.
  - Blazers/dressing gowns hung in cupboards and not on the doors. Clothes put away.
  - Mobile phones should be locked away in the charging locker at night time.
4. Files, books and school equipment kept tidily in lockers provided.
5. Cupboards and locker door should be left closed.
6. Bed sheets will be changed every other week.
7. If you cause any damage or spot any fault then this must be reported to the member of staff on duty immediately.

**Please do not enter the Boarders' Kitchen unless supervised.**

# 6

## LAUNDRY

- Dirty clothes should be put in the nearest available laundry bin. This will be taken to the linen room on a rota basis. Once cleaned, clothes will be placed in your cupboard.
- All wet/dirty kit must be deposited in the laundry baskets at the advertised times. No wet and dirty games kit should be left in the rooms or bags.
- Bed sheets and duvet covers will be changed at least every fortnight.
- All clothes must be named.
- Shirts, jackets and towels are sent away for dry cleaning on a Tuesday. There is no charge for this.

# 7

## PUPIL INVOLVEMENT IN RUNNING THE HOUSE

All pupils are expected to contribute in some way to the House community. They do this through a duty system (see below). The children are also encouraged to use their initiative and help in the running of the House through a Dorm Star reward system.

### **COTLAKE HOUSE DUTIES**

All pupils are expected to do various duties on a rota basis in the evening.

1. Kitchen and Middle Hall: This duty involves checking the kitchen and Middle Hall is left tidy.
2. TV Room and Outdoor toys: This duty involves checking the TV rooms have been left tidy and the outdoor toys have been put away.
3. Computer Room: This duty involves turning off all the computers, tucking in the chairs, pulling the curtains and making sure the space is tidy.
4. Locker Room: This duty involves making sure all the draws are tucked in and space is clean and tidy.
5. Games room: This duty involves making sure all the computer games are put away, the curtains are drawn and the space is neat and tidy.

**Pupils doing duties must report to the member of staff on duty when they have completed their duty.**





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