



QUEEN'S  
COLLEGE

HUTTON 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 in the main school building you must leave the building by the nearest safe exit and assemble **in front of the school cricket pavilion.**

In the event of the fire alarm sounding in Hutton House, you must leave the building by the nearest safe exit and assemble **on the grass area at the rear of Hutton.**

In the event of the fire alarm sounding in Highgrove, you must leave the building by the nearest safe exit and assemble **in the car park at the front of Highgrove.**

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

**The House will assemble in lines, one line for each year group. Pupils in each line will be in alphabetical order.**

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

## HUTTON HOUSE STAFF

### HOUSEPARENTS

Mrs Kate Newsome and Mr David Newsome

Important contact numbers

House telephone number: 01823 331497  
(Mr and Mrs Newsome)

Hutton House Mobile: 07541 385 410  
(Held by the teacher on duty)

Highgrove House Mobile: 07823 348 950  
(Held by the teacher on duty)

E-mail: [can@queenscollege.org.uk](mailto:can@queenscollege.org.uk)  
(Mrs Newsome)



### OTHER RESIDENT STAFF

Mrs Jo Elliott (Resident Assistant Houseparent – Hutton)

Mrs Yvonne Mackey (Resident Assistant Houseparent – Highgrove)

Ms Valerie Orme-Dawson (Resident Tutor – Hutton)

Miss Elizabeth Storrs-Fox (Resident Tutor – Highgrove)

Miss Laura Smith (Resident Tutor – Hutton)

### NON-RESIDENT VISITING TUTORS

Mrs Marina Donaldson

Mrs Nikki Ross

Miss Helen Goodall

### HOUSEKEEPERS

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

Jenny (Laundry)

Marie (Laundry)

Natasha (Housekeeper)

Jill (Housekeeper)

Barbara (Housekeeper)

Mariola (Housekeeper)

### HEAD OF HOUSE

Charlotte Moreland (September 2017 to July 2018)

The 'Head of House' is the Year 13 pupil who is in charge of the pupils in the House and is a Senior pupil to whom other pupils can talk.

# 3

# HUTTON HOUSE DAILY ROUTINE

## MORNING ROUTINE

Pupils are expected to get up from 6.45.

Breakfast is 7.15 – 8.00.

(You need to start queuing by 7.35 at the latest)

Roll-call in the Junior Common Room for Years 9 to 11 at 8.10.

Years 12 and 13 to register in the Sixth Form Centre. To be there at 8.15.

8.20 to 8.50 registration, assembly or tutor time.

Lessons begin: 9.00.

## DURING THE DAY

All pupils will have to leave the House during lesson time. The House will be locked during these times until 16.00.

## EVENING ROUTINE

### Compulsory Prep Times

	First prep	Second prep
<b>Year 9 and 10</b>	17.30 to 18.15	19.00 to 19.45
<b>Year 11</b>	17.30 to 18.10	19.00 to 20:00
<b>Years 12 and 13</b>	Prep from 19.00 to 20.30	

Prep for Years 9 and 10 is supervised by a prefect.

Years 12 and 13 will need to work at other times in addition to this but are expected to manage their time to meet their work requirements.

## SUPPER

Years 12 and 13	17.50
Year 11	18.10
Years 9 and 10	18.15

## 'IN HOUSE' AND BEDTIMES

	Roll-call times	Prepare for bed	Lights out
<b>Year 9</b>	21.15	21.30	21.45
<b>Year 10</b>	21.30	21.45	22.00
<b>Year 11</b>	21.45	22.00	22.15

	In House	In Rooms
<b>Year 12</b>	22.15	22.30 Turn own light off
<b>Year 13</b>	22.15	22.30 Turn own light off

Roll-call for Years 9, 10 and 11. Pupils need to roll-call at the above time in the Junior Common Room then start getting ready for bed. Prefect to supervise this and report to member of staff when years 9 10 and 11 are in bed and lights out. Year 12 and 13 in Hutton must sign in with the member of staff on duty before going to bed. The latest time to sign in is 22.15. For those Year 12 and 13 pupils in the Highgrove wing a roll-call will be held at 22.15 in the Common Room in Highgrove rather than signing in with the member of staff on duty.

Pupils should leave the Sixth Form social areas at 22.30.

Staff will check that all pupils are in the House each evening. This is done by roll-call for Years 9 to 11 and sign in for Years 12 and 13 in Hutton and roll-call for all Highgrove wing for Years 12 and 13.

## SATURDAY

8.40	Roll-call
9.00	Breakfast
10.00–12.00	Boarders' activities programme (compulsory for years up to year 10 and optional for other years)
12.00	Lunch
18.00	Supper
19.00	Roll-call

Saturday 'in house' times are the same as the rest of the week but may be negotiated later with house staff.

## SUNDAY

11.20	Roll-call
11.30	Brunch (pupils can attend breakfast at 9.00 if they wish – compulsory for Cotlake boarders)
18.00	Supper
19:00	Roll-call and House tidy up

Evening routine is otherwise the same for weekdays.

**TIMES/PLACES**

- Years 9, 10 and 11 do their prep in the house prep rooms. A duty prefect from Year 12 or 13 supervises the Year 9 and 10 prep room.
- Year 12 and 13 may go to the Sixth Form Centre to do prep but must sign out or they may work in their rooms.
- Years 12 and 13 prep starts at 19.00 prompt and finishes at 20.30. They must study in their own rooms or the sixth form centre for the entirety of this time unless in an organised activity. In addition to this Year, 12 and 13 pupils should be studying in their non-contact lesson times and find three to four more hours in the week to supplement these prep times.

**CONDUCT**

- If you are out of prep for whatever reason this must be cleared with the teacher on duty.
- On the whole prep time should be spent in your allocated room.
- **Mobile phones** may not be used during prep for texting or making calls.
- **Music** may only be played through headphones during prep.
- In the prep room: Be quiet during prep. Ask the Prefect on duty if you may ask a question or get a book/use the computer etc. Non fizzy drinks/small snacks are 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.

**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 – Years 9 and 10 must ask the duty prefect.
- 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.

**CASUAL CLOTHES**

- Change before first Prep begins or after it if you want to go to supper changed; you are not to leave prep early for this purpose.

**STUDY PERIODS**

- Girls below Years 12 and 13 level spend their free lessons in the Learning Resource Centre.
- Years 12 and 13 may spend their free lessons in the Sixth Form Centre.

# 5

## USE OF SOCIAL AREAS AND ROOM CARE

### CARE OF ROOMS

The housekeepers clean all rooms on a daily basis. However, you have a responsibility to keep your room tidy. The following standards are expected:

- 1 No cooked food, or food that 'necessitates washing up' greasy food or 'take away' food is to be eaten in the rooms at any time. Small snacks and drinks are allowed in rooms. Cooked food or take way food must be eaten in communal areas only and cleared away after eaten.
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 bottom of cupboards / shelves.
  - Towels hung on hangers.
  - Coats/blazers/shirts hung in cupboards and not on the doors. Clothes put away.
  - Laptops must not be left on the floor or on beds.
4. Files, books and school equipment kept tidily on desk and shelves or in lockers.
5. Any electrical cables should be kept out of the way. Don't overload the sockets.
6. Cupboard and locker door should be left closed.
7. Bed sheets should be changed every week or every other week.
8. Fridges, kettles, cookers, TV screens are not allowed in rooms.
9. If you cause any damage or spot any fault then this must be reported to the teacher on duty immediately.

### KITCHEN

The main kitchen cannot be used after 22.00 when it is cleaned.

#### Kitchen rules

- Wash up and clean up after yourself.
- No cooking without permission of the member of staff on duty.

### SIXTH FORM COMMON ROOM

The Sixth Form Common Room cannot be used after 22.30.

# 6

## LAUNDRY

- Dirty clothes should be deposited in the laundry in the clearly labelled baskets.
- Year 12 and 13 are allowed to do their own laundry, should they wish.
- Bedding should be changed once a week.
- All clothes, bedding and towels must be named.
- Dry cleaning is sent away on a weekly basis. There is a charge for this.

# 7

## PUPIL INVOLVEMENT IN RUNNING THE HOUSE

All pupils are expected to contribute in some way to the House community. Pupils in Year 9, 10 and 11 do so, as a minimum, through the duty system (see below). All pupils in Year 12 and 13 are expected to contribute in some way. Some will do so as a House prefect but if not a House Prefect then should contribute through being part of a duty rota and participate in helping to organise House activities.

### PREFECTS

In addition to the 'Head of House', there are three assistant Heads of House and two Head of Prefects. All Year 12 and 13 pupils, who have been in the House the previous year, are given the opportunity to apply to become House Prefects.

### HUTTON HOUSE DUTIES

All Year 9, 10 and 11 pupils are expected to do various duties on a rota basis. Pupils in Years 12 and 13 who are not prefects do senior kitchen duties.

### Non prefects in Years 12 and 13

1. Senior Kitchen: This duty involves checking the kitchen is left tidy and the bins emptied and is completed in the evening. There will be a senior kitchen duty in Hutton and one in Highgrove.

### Year 9, 10 and 11 Duties

2. Bread and Milk: Bread and milk is collected from the doorstep are put away daily (Year 9).
3. Bins: Bins from all the common rooms and kitchens are emptied evening (Year 9, 10 and 11).
4. Junior kitchen and common room: Kitchen is cleaned and common room tidied and this is completed in the evening (Year 9, 10 and 11).

Pupils doing duties must report to the Prefect on duty when they have completed that duty.

The Duty Prefects must firstly check that the duties are being done properly and then report that fact to the teacher on duty.





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