



QUEEN'S
COLLEGE

SCHOOL HOUSE
INFORMATION FOR PUPILS AND PARENTS

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

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FIRE SAFETY

In the event of the fire alarm sounding you must leave the building by the nearest safe exit and assemble **in front of the school cricket pavilion.**

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.**



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SCHOOL HOUSE STAFF

HOUSEPARENTS

Mr Jon Shepherd and Mrs Sally Pitkin

Important contact numbers

House telephone number: 01823 340853

(Mr Shepherd and Mrs Pitkin)

House Mobile: 07541 385 400

(Held by the teacher on duty)

E-mail: jps@queenscollege.org.uk

(Mr J Shepherd)

OTHER RESIDENT STAFF

Mr Jon Bird (Resident Assistant Houseparent)

Mr Jake Lintott (Resident Tutor)

NON-RESIDENT STAFF

To be advised

HOUSEKEEPERS

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

Kerry (Laundry)

Deb (Housekeeper)

Debs (Housekeeper)

Fi (Housekeeper)

Lisa (Housekeeper)

HEAD OF HOUSE

Hao Chinn (September 2018 to July 2019)

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.

There are two Deputy Heads of House who will assist Hao in this academic year.



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SCHOOL HOUSE DAILY ROUTINE

MORNING ROUTINE

Pupils are expected to get up from 7.00.

Breakfast is 7.15 – 8.00
(You need to start queuing by 7.35 at the latest)

Dorm checks; 8.00 to 8.10

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

Years 9 to 11 to register in their day areas 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
Year 9 and 10	17.30 to 18.15	19.00 to 19.45
Year 11	17.30 to 18.10	19.00 to 20:00
Years 12 and 13	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

	Call back times	Prepare for bed	Lights out
Year 9	21.15	21.30	21.45
Year 10	21.30	21.45	22.00
Year 11	21.45	22.00	22.15

	In House	In Rooms
Year 12	22.15	22.30 Turn own light off
Year 13	22.15	22.30 Turn own light off

Call back for Years 9, 10 and 11. Pupils need to find the member of staff in the office to register back in the House and 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.

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 call back for Years 9 to 11 and 'in rooms' time for Years 12 and 13.

SATURDAY

9.00	Breakfast
9.40	Roll-call
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.

All 'Prepare for bed' and 'lights out' times are 30 minutes later than weekdays.

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 and 10 do their prep in the house prep room which is supervised by a duty prefect from year 12 or 13.
- Years 11 and above do their prep in their rooms/ studies. Year 12 and 13 may go to the sixth form centre to do prep but must sign out if during second prep or 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. 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 – 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

- Boys 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 their studies or in the Sixth Form Centre.

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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 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 and 22.30 on a Saturday.

Kitchen rules

- Wash up and clean up after yourself.
- No raw meat unless agreed and supervised by a member of staff.
- No cooking with oil in the Sixth form social area as this is a dual purpose room.

SIXTH FORM SOCIAL AREA

The Sixth Form social area cannot be used after 22.30 when it is cleaned and 23.00 on a Saturday when it is cleaned.

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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 linen 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.
- Bed sheets should be changed once a week. Duvet covers will be changed at least every fortnight. This is done on a rota basis. Tuesday – Years 9, 10 and 11. Years 12 and 13 - Wednesday.
- Bedding is removed in the morning and new bedding is replaced in the evening.
- All clothes must be named.
- Shirts, jackets and trousers are sent away for dry cleaning on a Tuesday and there is a charge this.

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PUPIL INVOLVEMENT IN RUNNING THE HOUSE

All pupils are expected to contribute in some way to the House community. Pupils in Year 9 and 10 do so, as a minimum, through the duty system (see below). Year 11 pupils also have a limited set of duties and can choose to perform a role as a weekend prefect. 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 two assistant Heads of House. 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.

SCHOOL HOUSE DUTIES

All Year 9 and 10 pupils are expected to do various duties on a rota basis. Pupils in Years 12 and 13 who are not prefects do duties cleaning the kitchen as well as new pupils to the school in Year 11.

Non prefects in Years 12 and 13 and new year 11

1. Kitchen and Dining room: This duty involves checking the kitchen and dining room is left tidy and is completed in the evening. Main kitchen done at 22.00. Sixth Form Social Area done at 22.30.
2. Pupils living in 'Middle Earth' and new to the school are on a rota to clear the 'Middle Earth' laundry bins each morning and on Saturday after the 7pm roll call

Year 9, 10 and 11 Duties

3. Bins: Wastepaper bins from all the dorms are emptied in the evening (Year 9 and 10)
4. Newspapers: The house newspapers are collected daily from the bottom of the stairs and put in the prep room before registration (Year 11).
5. Bread: Bread is collected daily (Year 9 and 10).
6. Games room, Junior common room and prep room; Each evening these rooms are tidied, removing any used crockery/cutlery to the kitchen, cleaning the floor, if necessary and tidying tables and chairs (Year 11).
7. Laundry Bins: Each morning the laundry bins at either end of the main corridors and from paradise alley and the Attic are taken to the laundry (Year 9 and 10).

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.

Year 12 and 13

Pupils in 'Old Med Centre' and 'Goldfish' are responsible for bringing their own laundry to the linen room.

