



QUEEN'S
COLLEGE

School House

Information for Pupils and Parents

A VERY WARM WELCOME TO SCHOOL HOUSE

Aims

We aim to:

- To create a supportive, family atmosphere within the Boarding House in which all of you feel safe, secure and happy.
- To help you develop respect for yourself, for others in the community and for the environment.
- To help you develop all of your talents be they academic, sporting, artistic or in the performing arts.
- To help you understand the value of team work and provide you with the opportunity to develop leadership.

Expectations

You should:

- Show respect for the views, feelings and property of others in the whole school community. You should treat others as you would like to be treated yourself.
- Behave honestly and with integrity at all times.
- Do your best, whether it is in academic or extracurricular activities and be prepared to try and participate in new activities.

Most importantly, remember:

IF IN DOUBT - ASK



FIRE

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.



SCHOOL HOUSE STAFF

a) Houseparents

Mr Jon Shepherd and Mrs Sally Pitkin

Important Contact Numbers:

Mr Shepherd and Mrs Pitkin - home telephone number: 01823 340853

House Mobile: 07541 385400 (held by the teacher on duty)

E-mail: jps@queenscollege.org.uk (Mr J Shepherd)

b) Other Resident Staff

Mr Jon Bird - Resident Assistant Houseparent

Mr Jon Roberts - Resident Tutor

c) Non-Resident Staff

Mr Ian Henden - Non-resident visiting tutor

d) Housekeepers

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

Kerry - Laundry

Debbie, Debs, Lisa and Julie - Housekeepers

e) Tutors

Year 9 - Mr Roberts (PE)

Year 10 - Mr Shepherd

Year 11 - Mr Henden (Chemistry)

Year 12 - Various Sixth Form tutors

Year 13 - Tutors as from year last year

- The role of the tutor is to monitor your progress academically as well as to take an interest in your personal development and extra-curricular activities.
- Your tutor will normally meet you twice a week (usually Tuesday and Thursday mornings at 08.30)
- Your tutor will collate your end of term reports and your half termly assessments and will discuss these with you. There will be a Parents' Evening once a year for you and your parents to meet with your teachers and discuss your progress.

f) Head of House

Tim Nurse (September 2016 to July 2017)

(The 'Head of House' is the Year 13 pupil who is in charge of the pupils in the House and is a senior pupil other pupils can talk to)

SCHOOL HOUSE DAILY ROUTINE

a) Morning Routine

Pupils are expected to get up at (or before) the following times.

<u>Year</u>	<u>Rise Times</u>
9	07.05
10	07.10
11	07.15
12	07.30
13	07.45

Breakfast: 07.15 - 08.00 (you need to start queuing by 07.50)

Dorm checks: 08.00 to 08.10

Roll Call in the Prep Room: 08.15

Assembly in the Queen's Hall: 08.30

Lessons begin: 09.00

b) Evening Routine

For prep times and arrangements see Prep page (below)

Tea: 17.55 for Years 12 and 13 and 18.15 for Years 9, 10 and 11

Year	In house times	Prepare for bed	Lights out
9	21.15	21.30	21.45
10	21.30	21.45	22.00
11	21.45	22.00	22.15
12-13	22.15	22.30	Turn own lights out

c) Saturday

08.30: rise for 09.00 breakfast

09.40: Roll Call

10.00 to 12.00 noon: Boarders' activities programme
(compulsory for Years 9 and 10)

19.00: Roll Call

Saturday 'In house' times are 21.30 for Year 9, 22.00 for Years 10 and 11,
22.30 for Year 12 and 23.00 for Year 13.

All 'Prepare for Bed' and 'Lights Out' times are one hour later than weekdays.

d) Sunday

11.20: Roll Call

19.00: Roll Call and House 'Tidy Up'

PREP (INDEPENDENT STUDY)

a) 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.
 - Year 11 and above do their prep in their rooms/studies. Years 12 and 13 may go to the Sixth Form Centre to do prep but must sign out (if during second prep). This privilege may be withdrawn at the discretion of the member of staff on duty.
 - 1st Prep begins at 17.15 (be ready to start)
 - 1st Prep finishes at 17.55 (Years 12 and 13) or 18.15 (Years 9, 10 and 11)
 - 2nd Prep begins at 19.00 (be ready to start)
 - 2nd Prep finishes at 20.00 (Years 9-11) or 20.30 (Years 12 and 13)
- These prep times are under review and may change during 2015/16

b) Study Periods:

- Boys below Years 12 and 13 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

c) Leaving the Boarding House - Signing Out and Signing In

Whenever anyone leaves the school premises they must sign out and sign in again on their return

Leaving the Boarding House but staying on the school grounds

- If you wish to leave the House after 1st Prep on a weekday you must sign the Signing Out/In Sheet clearly and on your return you must sign back in
- The same applies after tea on a Saturday and all day Sunday

d) Sleep-Outs:

Pupils may wish to spend the night out of the House, back at home at weekends for example, or perhaps to visit friends or guardians. These are called 'sleep outs'

- Weekend 'sleep outs' are available provided school commitments are honoured
- Parents or guardians requiring 'sleep outs' should write or telephone to this effect, preferably by Thursday for the ensuing weekend, although late arrangements will occasionally be inevitable
- Boys may be asked to a friend's house for the weekend. This is fine provided that both your parents and your friend's parents inform us that they are happy for you to do this. Remember that you the guest in another person's house and high levels of politeness and behaviour are, of course, expected.
- All boys should return promptly by 20.30 if returning on a Sunday
- Boys may return on Monday morning before Registration
- The Remembrance Sunday Service is compulsory
- Any special requests to be excused from any school commitments, or to arrive late for term or leave early, must be made through the Head Teacher

VISITORS TO THE HOUSE

a) Queen's College Pupils:

1. Other Queen's College pupils are allowed to visit the House but only if invited in by a member of School House or having been given permission by a member of the House Staff.
2. They must sign in and sign out.
3. In all Years visitors are only allowed to visit the communal areas which include the TV and games rooms or Prep Room. No visitors of any Year are allowed in the kitchen unless agreed by a member of staff.
4. Any one pupil can only invite a maximum of three pupils into the House unless agreed by a member of staff.
5. Girls of any Year group are not permitted to visit rooms. They may visit communal areas as above.
6. Visitors must leave the House by the following times in the evening:

Year 9	21.00
Year 10	21.15
Year 11	21.30
Years 12 and 13	22.00

(Times extended by one hour on a Saturday evening)

7. All visitors must adhere to the House Rules.

b) Visitors other than Queen's College Pupils:

- Visitors who are not pupils or members of staff are not permitted into the House unless accompanied by a member of staff
- Pupils may from time to time invite former pupils back to visit friends. They may do so but former pupils must sign in and inform a member of staff. They must stay in social areas and not enter the room corridors
- Parents visiting their son may visit their room but must contact a member of the House staff before doing so

USE OF STUDY ROOMS AND ROOM CARE

a) 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. You must make your bed every morning.
2. The floor space must be kept clear at all times. For example, files, books and school equipment should be kept tidily on the desk and shelves or in lockers.
3. Bed sheets should be changed every week.
4. If you cause any damage or spot any fault then this must be reported to the teacher on duty immediately.

b) Changing Facilities

- Years 11, 12 and 13 boys may change in the Boarding House
- Boys in Years 9 – 10 must change for Games/PE in the school changing rooms
- All wet/dirty kit must be deposited in the laundry baskets at the advertised times. No wet or dirty games kit should be left in the rooms.

c) School House pupils visiting other pupils' rooms.

The Golden Rule:

No pupil should enter or stay in another pupil's room unless the occupant of that room has invited them in and is present

- Years 12 and 13 may have up to two visitors in their room at any one time. The rooms are not social spaces and larger groups should socialise in communal areas.

Only School House pupils are allowed in the dorms. Non School House pupils may visit but must remain in the social areas only

MEALS AND TAKE AWAY FOOD

a) Dining Room Meals

All meals are taken in the school Dining Room and are compulsory with the following exceptions:

- Year 13 may choose to go to breakfast
- Year 12 may choose to go to breakfast at the weekend
- All years can choose to go to Sunday breakfast

- Breakfast: 07.15 - 08.00 weekdays (09.00 Saturdays and Sundays)
- Lunch: 12.45 – 13.30 (12:00 noon Saturdays)
- Tea: 18.00 – 18.30 (18.15 Saturdays)

b) School House Kitchen

- The main kitchen room must be vacated by 22.15.
- Pupils should not start cooking in the main kitchen after 22.00
- You must clear up after yourself when using the kitchen

c) Take Aways

Take aways are not a substitute for eating in the Dining Hall. They are only allowed on a Friday or Saturday night. Cardboard take away boxes must be recycled

When you order a take away you must be ready to meet the delivery person outside the main building. The person delivering food is not allowed in the school building. Take aways must arrive by 22.00 on a Tuesday.

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

- Bed sheets should be changed once a week

- On a Monday evening the Years 9, 10 and 11 sheets should be changed. Pupils should collect their new bedding from their laundry cupboards at 18.00 and change their bedding before going to tea – Years 9 and 10 supervised by Prefect – Year 11 supervised by teacher on duty

- On a Wednesday evening all pupils in Years 12 and 13 should change their bedding by 21.00. They must take their dirty bedding to the Laundry Room.

- All clothes must be named.

- Shirts, jackets and trousers are sent away for dry cleaning on a Tuesday. There is a charge for this.

FEELING UNWELL?

- If you feel ill or unwell, you should report to the teacher on duty or go straight to the Medical Centre.
- If you have felt unwell overnight then you should go to the Medical Centre between 07.30 and 08.15.
- You will be assessed by the medical staff who will make a decision concerning whether you should stay in the Medical Centre or go back to lessons. They may occasionally allow you to go back to your room to rest
- You are not allowed to go back to your room to rest without having first gone to the Medical Centre. You must go to the Medical Centre and follow their advice
- If you are taking medicines given to you by a doctor from home you must inform the Medical Centre as soon as you return to school. You should not take medicines brought from home that haven't been given to you by a doctor or that the Medical Centre don't know about

VALUABLES

a) Pocket Money/ Passports

- Deposit your money in the 'House Bank' for safe keeping. Withdrawals can be made through the House staff
- Passports have to be left in the House safe and are signed in and out by a member of staff
- Do not lend or borrow money

b) Theft/Loss of Property

- This must be reported as soon as possible to the teacher on duty

c) Lost Property

Lost property and unnamed items will be collected in the laundry room and regularly be put out in the Prep Room during roll call for collection and naming.



PUPIL INVOLVEMENT IN RUNNING THE HOUSE

All pupils are expected to contribute in some way to the House community. Pupils in Years 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 Years 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 helping with cleaning rotas and organising House events.

a) Prefects

In addition to the 'Head of House', there are two Assistant Heads of House. All Year 13 pupils and Year 12 pupils who have been in the House the previous year are given the opportunity to apply to become House Prefects. As a House Prefect they will be responsible for helping with the day to day running of the younger Years (9 to 11) in the House e.g. room tidiness, prep supervision and bedtime routines. They are overseen and mentored by the House Staff in this important role.

b) House Committees

There is a House Committee that meets to discuss certain issues within the House.

Senior pupils in the House chair the Committee and feedback to staff

c) School House Duties

All Year 9 and Year 10 pupils are expected to do various duties on a rota basis

Year 12 and Year 13 pupils take it in turn to clean up the Sixth Form social space. This will be completed each evening.

Expectations of Behaviour

Pupils are expected to follow House rules and at all times be punctual, polite and well behaved. If they fall below these standards then extra duties or loss of privileges may result.

If a pupil feels they have been unfairly treated in any way either by another pupil, Prefect or member of staff including their Houseparent, they should always report this to either the Head of House or a member of staff.

USEFUL TELEPHONE NUMBERS AND E-MAILS

If calling from outside the UK the international dialling code (44) will also be needed

General Numbers

Head Teacher's Office	01823 272559
Mr Shepherd and Mrs Sally Pitkin	01823 340853
Mr Roberts' flat	01823 340821
House Mobile:	07541 385400
Sixth Form Centre	01823 340848
Sixth Form Centre mobile	07541385421
Mrs Wilde (Sixth Form Centre)	01823 340832

Emergency Numbers

Independent Listener	01823 340893
Medical Centre	01823 340819
Medical Centre Mobile	07980 868476
College Way Doctors' Surgery	01823 259333
Musgrove (Hospital Switchboard)	01823 333444
Childline	0800 1111
Samaritans	116 113
Emergency Services (Fire, Police Ambulance)	999





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