



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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INTRODUCTION TO HUTTON



I would like to introduce myself as the houseparent of Hutton.

I look after and care for all of our senior girls boarders from school years 9-13 in both Hutton house and our 6th form wing Highgrove.

After a successful career as a dancer and dance teacher I was first involved with Queen's college as a parent. It was the school we chose for my eldest child Oliver due to its excellent pastoral care and appreciation of the arts.

I then became a part time teacher here and in 2011 was employed full time as Head of Dance.

During my time teaching at Queens I have worked in both the dance and drama department, choreographing and directing many shows and managing the Queen's Performing Arts Academy.

I have worked with children and adults from a young age. Teaching has always been a part of my adult life and through my teaching experiences I have developed a real sense of seeing each and every student as an individual.

This passion for a more holistic approach to teaching and the want to help my students develop a greater emotional intelligence and resilience led me to further my skills in the pastoral aspects of the school.

I have in my time at Queen's college been a Tutor and Assistant houseparent and now am delighted to be Houseparent to the senior girl's boarding houses.

I am continuing my education in this field and have recently completed a 2 year course with the British boarding association specialising in pastoral care and boarding management.

I live at school with my husband, youngest child Archie who attends Queen's College and our Black Labrador dog Albie who has become a firm favourite to many of our girls.

We have a fabulous team who live here and are available 24 hours a day to support and care for you.

Hutton is a homely and nurturing environment which is set up in a structured way enabling our borders to find time to enjoy all aspects of life at a British boarding school.



I believe that each and every boarder needs an individual and positive approach with goals being set and boundaries given to be able to achieve a well-balanced education and life. In Hutton I hope that our well rounded upbringing and education will allow you to flourish and grow in your time at Queen's and beyond.

I very much hope that you enjoy your time here.

Please read through this house handbook as it will give you all the information you need to start your journey at Queen's College. And please remember that we are always here to help.

Come and see us in our office, ring on my door bell or call our house mobile number 07541385410 at any time if you have any queries or concerns.

Best wishes, Mrs Elliott



Statement of Boarding Principles and Practice – aims and expectations

Boarding Principles

Queens College has a long history of Boarding and believes that the whole school community is greatly enhanced by the presence of boarders.

There are four boarding houses for our UK and overseas boarders. This includes a junior house, Cotlake, catering for boarders from years 3-8. The senior girl's house, Hutton, houses girls from years 9-13 and the two senior boy's houses, School House and Channon, which house boys from years 9-13.

All Boarding houses have social spaces for each year group and the Houseparents and Head of Boarding provide Boarders with a range of evening and weekend activities. Boarders have access to the school facilities during the evenings and the weekends. Weekend activities include cultural visits to Cities in the South west as well as visits to other off-site facilities (e.g. bowling and climbing)

Each house has a residential Houseparent who is supported by a residential assistant. There is also at least one other resident assistant as well as a team of visiting tutors from the academic staff to support the Houseparent. All House staff are well trained, including first aid and mental health first aid training. Boarding at Queen's College is overseen by Carla Shearman and the Designated Safeguarding Lead for the school is Andrew Free, Deputy Head.

All boarders undergo an induction process into boarding and the school. Boarding staff meet regularly and undergo annual performance reviews. Staff regularly undergo training to ensure their knowledge is current and beneficial to the students in their care.

Boarders are provided three school meals in the 2 dining areas and also have access to kitchen facilities in their boarding houses.

The school recognises that all pupils are individuals and that at times pupils may encounter difficulties. Welfare support is provided by the House Pastoral team as well as onsite medical facilities staffed 24/7 and two counsellors who are available daily.

All Boarders are part of a day house, allowing them to fully integrate into the School Community.

All pupils whose parents live outside of the UK must be allocated a Guardian in the UK. A guardian may be a relative, friend of the family or a guardian agency and must be aged over 23 years old. These arrangements must be in place prior to the pupil taking up their place at Queen's.

Through our boarding practice and pastoral care we aim to do the following:

- Queens College seeks to develop the whole boarder, through a rounded education so the pupil is ready for life after school
 - To create a supportive, family atmosphere within the Boarding Houses in which all boarders feel safe, secure, happy and healthy both physically and mentally.
 - To provide boarders with new experiences to help them develop confidence and resilience.
 - To develop respect: for oneself, for others in the community and for the environment.
 - To support Boarders in the development of their (sporting, artistic, academic and performing arts) talents
 - To support boarders progress academically, emotionally, socially, and mentally.
 - To help boarders understand the value of team work and provide them with the opportunity to develop leadership.
 - To develop a partnership between pupils, parents and guardians through clear and open communication.
- To help support these aims we encourage all of the members of the boarding community to:
- Act with kindness towards others. Show respect for the views, feelings and property of others as well as acknowledging the value of our multi-cultural community.
 - Ensure they embrace every challenge fully, in all aspects of school life.
 - Develop independence and resilience.
 - Behave honestly and with integrity at all times.
 - Think for themselves
 - Communicate clearly and openly, ensuring fairness, consistency and consideration at all times.

September 2020

Carla Shearman, Head of Boarding

Next review September 2021

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A VERY WARM WELCOME

Hutton is quite special because well, I had to say this is my first boarding house I ever stayed in. It's hard to say how special it is here. Hanging out with friends makes me feel a lot better, it makes me forget my stress.

Charlotte Year 9



Boarding matures you too as it prepares you for living without your family and improves your independence, I can now microwave things without being scared I'm going to blow up the entire house!

I am very glad that I managed to go to Queens and live in Hutton because now I feel like I have a group of super close friends and can 'brave the outside world'.

Amber Year 11

Hutton/ Highgrove is a caring community that has helped me through some hard times. Personally I believe what makes Hutton different is the way the houseparents are never to busy if Someone is struggling, no matter what the problem is and they always have the right support in place nothing can surprise them and they always seem to know when someone's having a bad day. I think running a house of teenage girls will Always be hard but Hutton/Highgrove houseparents make time for everyone. The people in Hutton/ Highgrove are my family as I spend my whole day with them I know we all are there for each other and we have all seen each other at our worse. Growing up in a boarding community has forced me to be independent but we all struggle sometimes and having my boarding family around me has given me friends for for life and all the hugs a person will ever need.

As I'm in my final year the things I will miss most is waking up in the morning when all I want to do is go back to bed then seeing my friends and forgetting about my bad morning. Also seeing my boarding family around school and knowing we have a special bond as boarders that's never acknowledged but we all know it's there.

Caitlin Year 13



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HUTTON HOUSE STAFF



Houseparent

Mrs Joanna Elliott
Email: jme@queenscollege.org.uk
Important contact number
Hutton office: 01823 340827
Hutton duty mobile number:
07541 385410
Highgrove wing duty mobile
number: 07823 348950



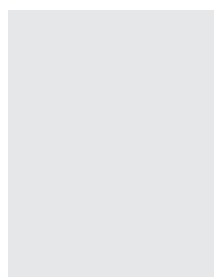
Assistant House parent Hutton and Head of Boarding

Mrs Carla Shearman
Email: cxs@queenscollege.org.uk



Assistant Houseparent Highgrove

Mrs Yvonne Mackey
Email: yim@queenscollege.org.uk



Matron Highgrove

Mrs Rosemary Graves
Email: rag@queenscollege.org.uk

Resident Tutors - Hutton



Miss Ella Ridley
Email: ear@queenscollege.org.uk



Ms Orme Dawson
Email: vod@queenscollege.org.uk

Visiting Tutors - Hutton

Mrs Jones
Email: rej@queenscollege.org.uk

Ms Luisi
ajl@queenscollege.org.uk

Housekeeping

We have a team of domestic and laundry staff that look after the daily needs of the Hutton boarders.

Head of House

Hutton would normally award two year 13 boarder's the Head of House and Deputy Head of house role.

These are positions of responsibility within the boarding house with main duties to help with the smooth day to day running of Hutton and to be there to talk to and help the younger students.



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FIRE SAFETY

In the event of a fire alarm sounding you must leave the building by the nearest exit and assemble, lining up quietly in year groups in alphabetical order at the agreed muster point.

Main school muster point: on the lower field in front of the cricket pavilion.

Hutton muster point: Pre prep car park

Highgrove muster point: Front Highgrove car park.

Do not return to your room to collect anything

If you discover a fire please raise the alarm and leave the building by the nearest exit.

Do not tackle the fire yourself.

We will carry out regular testing of the alarm system on a Wednesday morning and termly evacuation practices.



Roll Calls and House meetings

All house meetings and roll calls will now be taken in your year group's social area.

These are compulsory and timings must be adhered to please.

Help in the school day time

You will be allocated a year lead and tutor who will help you in the school day time.

WEEKDAYS

Wakeups

6.40am Year 12 and 13
6.45am Year 10
6.50am Year 11
7.00am Year 9

Roll Call in year group bubble

7.25am Year 12 and 13
7.20am Year 10
7.25am Year 11
7.35am Year 9

Breakfast

7.30am Year 12 and 13 in dining hall
7.25am Year 10 in Pavilion
7.30am Year 11 in Pavilion
7.45am Year 9 in Pavilion

School Day

Years 9-13

08:00-08:15 Arrival at School
08:20 – 09:25 Period 1 / Registration
09:25 – 10:30 Period 2
10:30 – 10:55 Break
10:55 – 11:55 Period 3
11:55 – 13:00 Period 4
13:00 – 13:55 Lunch
13:55 – 15:00 Period 5 / Registration
15:00 – 15:30 Tutor time / Games (Y9 Mon)
15:30 – 16:20 Co-Curricular 1

16.30pm

Free time on school site or in Hutton/ Highgrove

Or

Co-curricular 2

Roll Call in year group bubbles

5.45pm Year 9
5.55pm Year 10
6.05pm Year 12 and 13
6.15pm Year 11

Supper

5.55pm Year 9
6.05pm Year 10
6.15pm Year 12 and 13
6.20pm Year 11

Compulsory prep time

Monday – Thursday only

19.00pm – 20.00pm Year 9 & 10
19.00pm – 20.30pm Years 11, 12 and 13

Friday 19.00pm

Roll call in year group bubbles and then free time

Free time and evening activity schedule

Curfew meetings and lights out times

Curfew meeting	Lights Out
Year 9 21.15pm	21.45 pm
Year 10 21.30 pm	22.00 pm
Year 11 21.45 pm	22.15 pm
Year 12 22.00pm	22.30 pm
Year 13 22.15pm	22.45pm

SATURDAY**Wakeups**

8.15am

Roll Calls in year group bubbles

8.45am Year 9,12 and 13

8.55am Year 10

9.05 am Year 11

Breakfast

9.00am Year 12 and 13

9.00am Year 9

9.05am Year 10

9.10am Year 11

Activities programme

9.30 – 12.00pm

Roll Call

12.00pm Year 9

12.15pm Year 10 and 12 and 13

12.20 Year 11

Lunch

12.10pm Year 9

12.30pm Year 10, 12 and 13

12.40pm Year 11

Weekend Activity schedule

12.45pm – 5.45pm

Roll call in year group bubbles

5.45pm Year 9

5.55pm Year 10

6.05pm Year 12 and 13

6.15pm Year 11

Supper

5.55pm Year 9

6.05pm Year 10

6.15pm Year 12 and 13

6.20pm Year 11

House meeting

19.00pm Year 9

19.15pm Year 11 and 12

**In house evening activity programme/
free time**

19.30pm

Curfew meetings and lights out times**Curfew meeting** **Lights Out**

Year 9 21.15pm 22.00 pm

Year 10 21.30 pm 22.15 pm

Year 11 21.45 pm 22.30 pm

Year 12 22.00pm 22.45 pm

Year 13 22.15pm 23.00pm

SUNDAY**Wakeups**

11.00am

Roll Call in year group bubbles

11.30am Year 11

11.35am Year 12 and 13

11.45am Year 10

11.55am Year 9

Brunch

11.40am Year 11

11.45am Year 12 and 13

12.00pm Year 10

12.20pm Year 9

Weekend activity schedule

12.45 – 5.45pm

Roll Call in year group bubble

5.45pm Year 9

5.55pm Year 10

6.05pm Year 12 and 13

6.15pm Year 11

Supper

5.55pm Year 9

6.05pm Year 10

6.15pm Year 12 and 13

6.20pm Year 11

House meeting

19.00pm Year 9 and 13

19.30pm Year 10

20.00pm Year 11

20.30pm Year 12

House and room tidy

19.00 – 20.30pm

Curfew meetings and lights out times**Curfew meeting** **Lights Out**

Year 9 21.15pm 21.45 pm

Year 10 21.30 pm 22.00 pm

Year 11 21.45 pm 22.15 pm

Year 12 22.00pm 22.30 pm

Year 13 22.15pm 22.45pm

Prep

Prep is compulsory for all year groups.

Prep set by your teachers on class charts and should be completed by the date set.

Prep session in the boarding house sun from a Monday – Thursday. You will be required during this time to be quietly working in your rooms at your desks.

Year 9 and 10

Will need to register in their social rooms at 19.00pm

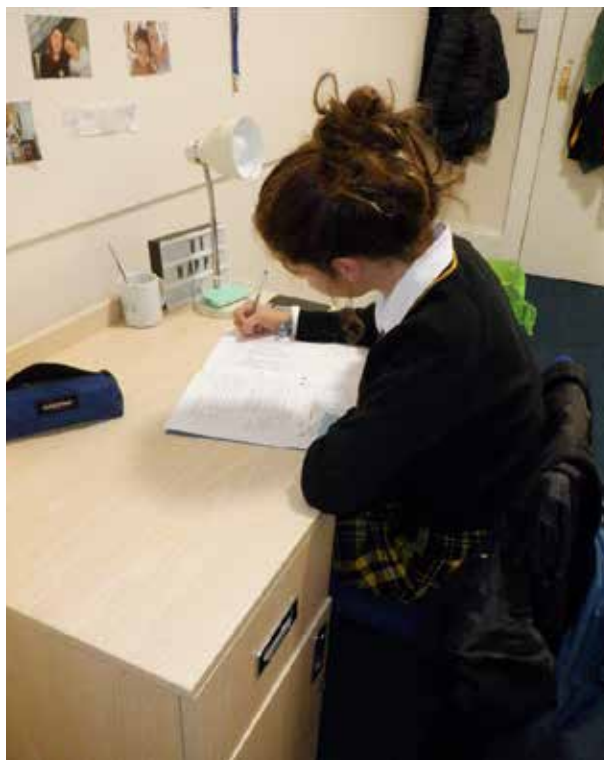
You will then complete 1 hour of prep a night from 19.00 – 20.00pm.

Year 11, 12 and 13

Will be registered at your desks and will need to complete 1.5 hours of prep a night from 19.00 – 20.30pm.

Conduct:

- Mobile phones may not be used during prep for texting, making calls, social media or to watch a film/YouTube.
- Music may only be played through headphones during prep.
- If you have completed your prep please a quiet activity to do at your desk.
- You may use laptops during prep to help with your academic work.
- No food should be consumed at your prep desk.



Care of bedrooms

The housekeepers clean all rooms on a daily basis.

However, you have a responsibility to keep your room tidy.

You will be in either a single room or sharing with up to 4 other students.

The following standards are expected:

- No food must be eaten in your rooms.
- You must make your bed every morning.
- You must open your windows every morning.
- The floor space must be kept clear at all times.
- Rubbish must be put in the bin.
- Dirty Laundry must be put in your year group bubbles laundry bin each morning.
- Shoes should be stored in shoe holders or in the bottom of cupboards/shelves.
- Towels should be hung up on hooks provided.
- Clothes should be put away.
- Laptops and electrical items must not be left on the floor or beds.
- Files, books and equipment should be kept tidily on desks or shelves.
- Any electrical cables should be kept out of the way.
- Please do not overload sockets.
- Cupboard doors and drawers should be closed.
- Bed sheets should be changed each Sunday evening.
- Fridges, rice cookers and kettles are not allowed in bedrooms.
- No food, drinks or sanitary items should be placed in the bins.

Decoration of rooms

- Boarders may decorate their rooms within the set boundaries of decency and taste. Decorations should not damage or deface the room in any way. Students will be billed for the cost of repairs for any damage incurred during the year.

- Please try to use the pin boards provided.

Care of social rooms:

- Please wash up your own items.
- Please look after your furniture.
- No drinks or sanitary items should be placed in the bins.

If you spot a fault or any damage please report this to the duty staff immediately.



Provision and preparation of food and drink

All main meals are taken in the Dining pavilion or Main Dining hall. Each year group bubble will be allocated a time to eat.

Dining areas

Year 9-11 will eat in the Dining Pavilion.


Year 12 and 13 will eat in the dining hall.



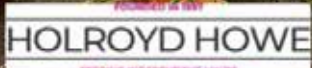
All meals are compulsory.

If you would like to contact the catering department please email catering@queenscollege.org.uk



Sample menus:

<div>  <div>Morning break</div> <div> <small>FOUNDED IN 1991</small> HOLROYD HOWE <small>FEEDING INDEPENDENT SCHOOLS</small> </div> </div>						
Week One	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hot Item	Baked sausage Fried eggs Sauté mushrooms	Grilled back bacon Scrambled egg Croissant	Baked sausage Poached eggs Grilled tomato	Grilled sausage Fried eggs Baked beans	Grilled back bacon Scrambled egg hash brown	Baked Sausages Baked Beans Sauté mushrooms
Cereal station	Cereal station preserves Fresh bread basket	Cereal station preserves Fresh bread basket	Cereal station preserves Fresh bread basket	Cereal station preserves Fresh bread basket	Cereal station preserves Fresh bread basket	Cereal station preserves Fresh bread basket

  							
Week 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main meals	Italian pork meat balls freshly made tomato sauce topped & fresh basil	Freshly made sweet & sour chicken	Beef & lentil chilli con carne Corn chips Guacamole Sour cream Salsa	Roast chicken With sage & onion stuffing	Battered fish Grilled Pollock	Pasta bar beef bolognaise fresh pesto Cheese sauce with leek & spinach garlic bread sweet corn onion ring	Sunday brunch Grilled sausages Grilled bacon eggs Baked beans Hash browns pain au chocolat & croissants Cereal station
Vegetarian	Cheddar & leek tartlet topped with a poached egg	Chunky tempura vegetables With a warm sweet & sour sauce	Mexican style vegetable burrito	Vegan mousaka with chargrilled aubergine, red lentils topped with feta cheese	Pearl barley cumin carrot & Squash Pasties		
Vegetables & potatoes	Steamed sweetcorn Pasta	Egg Noodles Steamed Broccoli	sauté leeks & cauliflower Steamed rice	carrot & swede Roasted new potatoes	Baked Beans chips		
Jacket	Jacket Potatoes	Jacket Potatoes	Jacket Potatoes	Jacket Potatoes	Jacket Potatoes		
Desserts	Creamy rice pudding & jam sauce	Raspberry cheese cake	Chocolate Brownie	Marble sponge cake & custard	Salted caramel cheesecake	Jam doughnuts	

  							
Week One	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Main course	Honey & mustard bacon chop	Beef steak pie	Chicken breast wrapped in bacon topped with grated cheese	Italian beef lasagne	Chicken Fajitas With wraps	Chicken tikka masala	Roast silverside of beef
one On the side	Tomato Mac & Cheese	Vegetable hot pot	BBQ sauce	Roasted vegetable lasagne	Parmesan chicken, roast peppers & basil	Chickpea & spinach curry	Vegetable cottage pie
	Mange tout & cauliflower	Skinny fries	Roasted vegetable and halloumi wraps	Garlic bread	Flaked salmon with spinach, capers, lemon & dill on sea salt focaccia	Rice	classic roast potatoes
	New potatoes	Steamed new potatoes	Sauté potatoes	Broccoli florets	Baked beef tomato, mozzarella	Poppadum	Honey roast carrots & parsnips
	Rich gravy	Carrots & garden peas	Onion rings	Potato wedges		Mango chutney	Yorkshire pudding Gravy
Hot or cold dessert	Chocolate brownie	Iced Sponge	Queen's mess	Swiss roll	Lemon tart	Chocolate Popcorn	Apple crumble & custard
Selection of whole fruits							

Dining hall rules:

- All students must go to the allocated dining area for breakfast, lunch and dinner every day.
- Appropriate table manners are expected at all times
- Please be polite and respectful to all staff
- No food allowed to be taken from the dining hall please.
- All students are expected to have a full and balanced meal consisting of a main meal and either fruit or a pudding. If a member of house staff does not think you have a balanced plate of food they may help you choose a better option.
- No outside coats, hats or hoods must be worn in the dining room.
- No use of electrical items (mobile phones, MP3 player, earphones etc.)
- All boarders should stay for a period of 20 minutes in the dining room.
- Dining tables should be cleared at the end of the meal.
- Boarders are not allowed to take dining utensils out of the Dining room.

Food In the boarding house

We provide bread, milk, butter, cheese, spreads, cereal, fruit, juice and snacks in each of the year group social rooms.

All tap water in the building is drinking water but we also have a water machine where you can fill up your water bottles.

Kettles, fridges, toasters and microwaves are provided in each social area.

You will also have the opportunity shop at our local Tesco's shop and to go into town to buy food.

Takeaway food is allowed on a Friday and Saturday night but you must ask permission before ordering this.

We often use our main Hutton house kitchen at the weekend to bake sweet and savoury treats.

Hutton food rules:

- Each student should provide their own named water bottle, mug, bowl, plate, cutlery and bag or basket to carry this in for use in the house.
- Food should not be shared with others.
- Fridge's should not be used to store boarders own food.
- Pupils should wash and clean their own utensils and a sink will be provided in each area of the boarding house for this.
- No raw meat should be stored or cooked unless agreed and supervised by a member of duty staff
- Do not eat or take other people's food as this will be treated as stealing.
- Metal and foil must not be used in the microwaves.
- No fish or meat is allowed to be cooked in the microwaves
- Takeaways will not be allowed unless authorised.

Personal food items:

- Personal food supplies should be clearly named and stored in your allocated locker.
- All food must be eaten within the sell by dates or it will be disposed of by our housekeeping staff
- No food should be stored in bedrooms or other spaces in the boarding houses.
- Food should not be eaten in bedrooms.
- Rice cookers and Kettles should only be used in the kitchen and will be confiscated if found in bedrooms.



Visitors to the boarding houses

- Only pupils resident in the House are allowed in the dorms.
- Visitors who are not current pupils or members of staff are not permitted into the House unless accompanied by a member of staff.
- Day pupils may not visit the boarding houses.
- NEVER open a door to a stranger or leave on the latch. (Please find a member of staff on duty)
- Boarders from the other houses will not be allowed in your boarding house. Other events will be organised on the school grounds.
- Due to Covid 19 – restrictions All boarders on arrival/ collection will need to be dropped off or collected outside the building by parents or guardians. Other pupils should maintain a 2 metre distance from them.

Pocket Money/Passports and bank accounts

We have a house bank which is available for you to deposit your money and passports for safekeeping. You will need to sign each time you take any items out or add to this.

If you would like to open a bank account please let the house staff know and we will book you an appointment.

If your parents wish to send you money they can do this to your school account and pocket money as the reference.

In addition:

- Passports have to be left in the House safe and are signed in and out by a member of staff.
- Please do not keep more than £20 in your room at any time.
- Do not lend or borrow money.
- Keep all valuables in your allocated locked safe.

Theft/Loss of Property

Any item missing this must be reported as soon as possible to the teacher on duty and fill in a Lost/ stolen item report.

Any thefts will be dealt with very seriously.

Laundry

We have a week day laundry service in Hutton for years 9-12. Year 13 will be able to wash their own clothes and there will be a laundry rota to allocate times.

- Year 9 – 12 please place your dirty laundry in your year groups laundry baskets each morning for the domestic staff to collect, wash and return every evening.
- Pupils must wash all clothing worn on a daily basis.
- Bedding should be changed weekly on a Sunday.

Shopping

- House parents will offer to compile a weekly shopping list to buy essential items.
- Online shopping will be allowed but parcels must be delivered to the main school address. They will be collected and brought to your room by house staff. You will be expected to open a parcel in front of house staff
- Deliveries would need to be dropped off at the front door of the building and the member of staff would need to maintain a 2 metre distance from the delivery person.

Vehicle usage and driving tests

- Car keys should be handed in to the member of staff on duty to be locked away when not in use.
- You should not be travelling in anyone else's car without prior permission please.

If your parents have organised your driving lessons please ask your parent or guardian to email us details of the company you are using and the date and time of your lessons.

**Bicycles**

- Boarders are allowed to bring bicycles to school at the discretion of their houseparent.
- A cycle helmet and lights will be required and the houseparent has to satisfy themselves that the boarder is competent to ride safely
- The bicycle will need to be locked in the school bicycle rack or at the house, if there is an appropriate place to do so

Showers/bathrooms

Please only use your allocated year group bathroom.

Each boarder will be given a basket they can carry to and from to the bathroom with their own toiletries.

- Maintain your social distancing when waiting to use the bathroom.
- No showering in Hutton or High grove before 6.30am or after 10pm.
- Where present, toilet lids must be closed prior to flushing and remain closed after use.
- Paper towels will be provided to dry hands. These must be put in the bins provided after use.

**Sanitary items**

- Please make sure all sanitary items go into the blue bathroom bins – no sanitary item should be placed in an open bin.
- You will be expected to buy your own sanitary products but in a real emergency please speak to the member of staff on duty or go to the med centre that will be able to help.

Personal Hygiene

Please shower daily and wash your hair at least twice a week.

Year 9 and 10 should have hair tied up to go to school please.

Everyone will need to wash their hands before and after handling cleaning chemicals, eating/drinking, using the toilet, sports activities, using public transport and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.

All students and staff will be asked to adhere to the following guidelines:

- **Wash with liquid soap & water for a minimum of 20 seconds** (see hand wash guidance).
- **Alcohol based hand cleansers/gels** (containing at least 60% alcohol) can be used if soap and water are not available but is not a substitute for hand washing.
- **Hands must be dried properly** to prevent infection and drying out. Pat dry rather than rub to avoid discomfort.
- **Hand sanitiser** will be provided in all social rooms and entrances to the building.
- **Please wipe down all equipment after use** with the wipes provided.

Hand gel pumps are stationed around school and the boarding house.

Face masks

May be worn at school and in the boarding house.

Please sanitise your hands before and after wearing your mask.

Fabric masks should be washed daily.

Disposable masks should be changed after each use, folded and thrown away.

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ACTIVITIES AND FREE TIME

Each year group bubble has its own a social area with a TV, DVD player and access to Netflix/Sky.

We have a full and comprehensive co-curricular programme that your tutor will go through with you when you join the school so you can choose your options.

There are also a variety of activities and trips arranged for evenings and at the weekends which will be publicised in advance. Hutton boarders are encouraged to take an active part in suggesting ideas for our trips and events.

An example of onsite activities:

Laser quest	Zorbing	Pizza nights
Yoga and Pilates	Gym	Combat archery
Badminton	Zumba	Glow sports
Basketball	Discos	
Swimming	BBQ's	

An example of local trips:

City visits – Bath, Bristol, Exeter, Cardiff		
Cinema trips	Paint balling	beaches
Bowling	Spa trips	Trampoline parks
High ropes	Trips to local	Water parks



Out and about

*Out and about rules will be updated regularly to follow the government guidelines and these will be communicated with pupils in daily house meetings.

You are allowed on school site in their free time but must not go off site unless you have permission.

- You will need to sign in and out of the boarding house on the contact register in your year group's hallway.
- You will need to sign in and out whenever they leave or enter the boarding house and state where they are going
- You are not allowed to visit other boarding houses
- You will have access to use the gym, sports hall at allocated times
- You may use the school site but only in year groups designated area please.
- You will not allowed off site except for the following situations:

The Comeytrowe Centre

(local shops within five minutes' walk of School)

Years 9, 10 and 11 are allowed to visit the Comeytrowe Centre at allocated times at the weekends

Years 12 and 13 are allowed to visit the Centre in any free time after school until 18.00 they must be in roll call at 18.10pm



Taunton Town Centre Weekdays:

No one is allowed into town on a weekday.

Saturdays and Sundays:

- Years 9, 10 and 11 are allowed into town provided permission is sought from the House Staff and it is at their allocated time.
- Years 12 and 13 are allowed into town at the weekend at their allocated time.
- In all cases access is only possible after games/activities or school match
- No pupil is allowed off site unless permission has been given by a member of staff on a case by case basis.
- Weekend 'sleep outs' at friends' houses are currently not allowed.
- Any special requests to be excused from any school commitments must be made through the Head teacher.

Day trips beyond Taunton are currently not allowed

At all times when off site social distancing and hygiene measures should be followed.

- Masks must be worn in shops please.
- Please take your own hand sanitiser
- Permissions must be in place before leaving the school site.

Please check your mobile phone is switched on at all times and that you have the duty mobile number with you.



Boarders' health and well being

There is 24-hour medical cover at school.

If you feel ill, unwell or have a very low mood you should report to the staff on duty.

A member of staff will be on duty overnight and will have the house mobile overnight.

A nurse will be contacted and will come to the boarding house. You must not go directly to the medical centre please.

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 doesn't know about.

Doctor's surgeries, physio appointments, CAMHS consultations, nurse consultations, student support services, safeguarding/child protection and pastoral meetings may be held online.

Transport will be provided with allocated escort to attend dentist and opticians appointments when needed. PPE worn.

COVID -19 isolation and testing procedures are in place and an isolation space in a spare building has been provided.

If you would like to book an appointment to see a nurse please email: appointments@queenscollege.org.uk

**Uniform, hygiene and appearance**

All boarders should look tidy and respectable at all times.

- Year 9 and 10 girls should have hair tied up (please ask the member of staff on duty if you need help with this)
- Tights should not be laddered and you will be expected to have a spare pair in your school bag for emergencies.
- All clothing should be changed daily please. Blazers dry cleaned half termly.
- Hair should be washed at least twice a week
- Uniform should be clean and undamaged please.



Music, games and video

Boarders are allowed to have and play music as long as this does not interfere with the comfort and interest of others in the community. No music should be played during prep times or after 9.45pm in the dorm areas. Boarders may use earphones to play music after this time.

**School Rules**

These must be adhered to at all times. List of them is available on the school website and the boarding house notice board.

Please note that Queen's College has a strict NO alcohol or smoking policy.

Mobile phones

- All year 9-11 must hand in their phones and tech at their curfew times every night except Saturday.
- Year 12 and 13 should try to keep their phones on flight mode overnight.
- No phone calls should be taken during prep time or after lights out.
- All phones should only be used during prep for research.

Safeguarding Children

Are you feeling upset or unsafe?

Are you worried about a friend, student or family member?

Does something not feel right?



Please speak to the Queen's College Designated Safeguarding Leads (contact details below)
If you're worried, tell someone. In an emergency dial **999**.

Independent Listener
01823 340893

ChildLine
0800 1111

NSPCC Helpline
0808 800 5000

Samaritans
116123

Somerset Direct/
Local Authority
Designated Officer
0845 345 9122



DESIGNATED SAFEGUARDING LEAD TEAM



Mr Andrew Free
Deputy Head – Senior School
Designated Safeguarding Lead
e-mail: asf@queenscollege.org.uk
Tel: 01823 340803
Mobile: 07541 385 434



Dr Lorraine Earps
Head of Queen's College
Deputy Designated Safeguarding Lead
(Senior School)
e-mail: le@queenscollege.org.uk
Tel: 01823 272559
Mobile: 07541 385 332



Mr Henry Matthews
Head - Nursery, Pre-Prep and Junior School
Deputy Designated Safeguarding Lead
(Junior School)
e-mail: hym@queenscollege.org.uk
Tel: 01823 272990
Mobile: 07880 357269



Mrs Sam Kelly
Year 2 Teacher
Deputy Designated Safeguarding Lead
(Pre-Prep)
e-mail: smk@queenscollege.org.uk
Tel: 01823 340886



Miss Lizzie Hayes
Head of Nursery Education
Deputy Designated Safeguarding Lead
(Nursery School & Highgrove Nursery)
e-mail: eh@queenscollege.org.uk
Tel: 01823 340887



Mrs Donna Kershaw
Head of Highgrove Nursery
Deputy Designated Safeguarding Lead
(Highgrove Nursery)
e-mail: dmk@queenscollege.org.uk
Tel: 01823 340892



Mrs Sharon Wilde
Head of Sixth Form
Deputy Designated Safeguarding Lead
(Senior)
e-mail: spw@queenscollege.org.uk
Tel: 01823 340832



Mrs Amanda Free
Teacher of Learning Development
Year Leader
(Senior School)
Deputy Designated Safeguarding Lead
e-mail: af@queenscollege.org.uk
Tel: 01823 340825



Mr Sam Chislett
E-safety Coordinator (Junior)
Deputy Designated Safeguarding Lead
e-mail: swc@queenscollege.org.uk
Tel: 01823 272990



Mrs Sally Murray
Pastoral and Compliance Administrator
Deputy Designated Safeguarding Lead - Admin
e-mail: sam@queenscollege.org.uk
Tel: 01823 340846



Mrs Jan de Caux
Head of Public Benefit
Deputy Designated Safeguarding Lead
e-mail: jdc@queenscollege.org.uk
Tel: 01823 340880



Mr Mark Edwards
Chair of Governors
e-mail: headgovernor@queenscollege.org.uk
Tel: 01823 340885



Mrs Janet Walden
Nominated Safeguarding Governor
e-mail: safeguardinggovernor@queenscollege.org.uk

School Office

Senior
Junior

01823 272559
01823 272990

Medical Centre
Medical Centre Mobile
School Doctors

01823 340819
07980 868476
01823 259333

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friendly counsellors



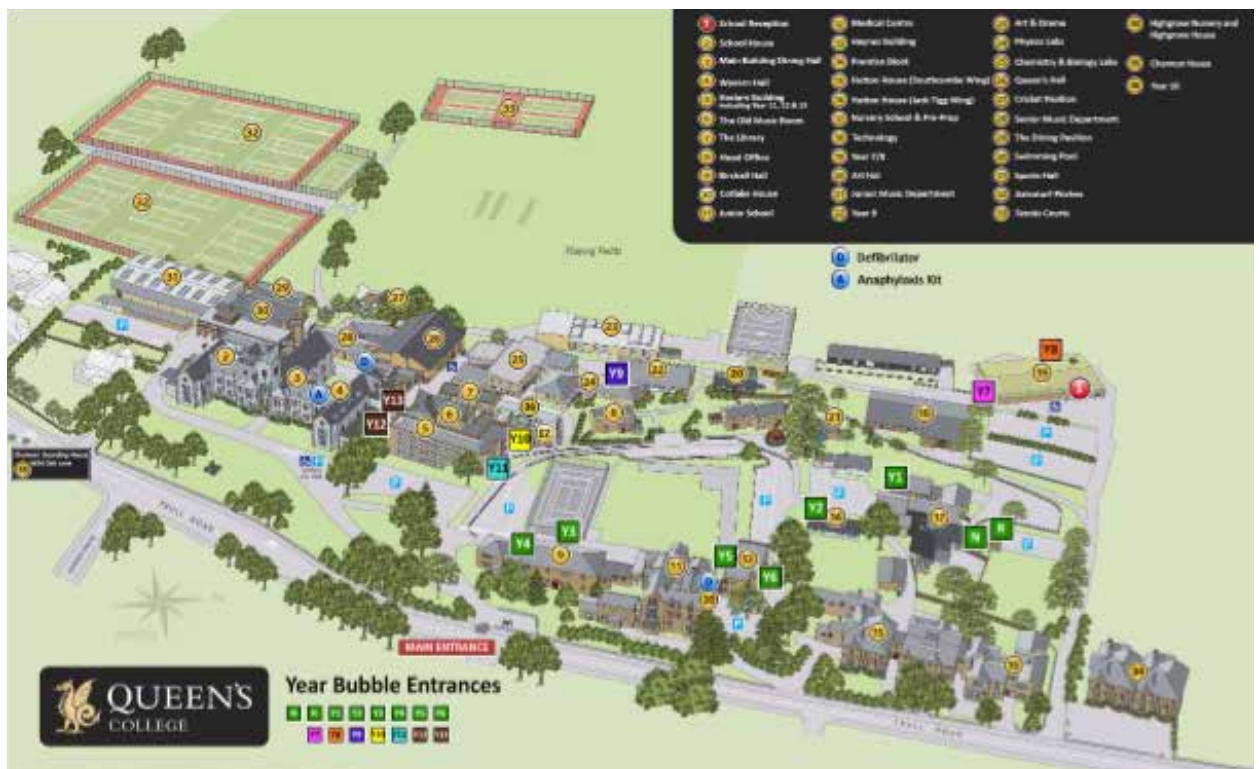
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We really hope you enjoy your stay with us in Hutton and we look forward to celebrating many successes and achievements with you.

#stronger together



