



Boarding House Handbook



QUEEN'S
COLLEGE
TAUNTON

Welcome



My name is Carla Shearman and as Head of Boarding, I am delighted to introduce our Boarding provision here in the beautiful South West of England.

At Queen's, boarding begins in Years 3 through to Year 13. Cotlake House cares for our younger boarders (Years 3 to Year 7). Years 8 to Year 13 boys live in School House, whilst the girls are in Hutton (Years 8-12) or Highgrove House (Years 12-13).

All houses have their own social spaces and kitchen facilities and the school provides a range of snacks each day as well as drinks to ensure growing appetites are fulfilled! The three daily meals are taken in one of the two dining areas in the school. The students also have access to TV's and various games for entertainment during their free time.

The House staff are available throughout the day and evenings to provide help with school work as well as providing pastoral support. The goal is to develop independence in all students so that they are ready, when the time comes, to move on to new challenges beyond the school gates.

Medical support is available for all boarders with our onsite medical facility. A school doctor is available as well as two full time school counsellors. Appointments can also be arranged on request for dentists and physiotherapy.

Boarders have access to a comprehensive co-curricular programme after school each day as well as Saturday morning activities and a weekend boarding programme. This includes a variety of trips, activities on site as well as the use of the sports facilities during the weekends. Every boarder is also attached to a day house to help them fully integrate with the day students. This also provides additional academic and pastoral support in the form of a year lead and a tutor for each students.

Our Boarding staff have created warm, comfortable, supportive and friendly environments. Students have the opportunity to develop life-long friendships with young people from all around the world whilst accessing excellent education. We are excited to welcome you into our boarding community and look forward to helping you flourish.

Carla Shearman

Head of Boarding

Read our Boarding Principles [here](#).

Watch our boarding at Queen's video [here](#).

Watch our Boarding Induction video [here](#).

Boarding Staff Contacts

Boarding Community

Head of Boarding

Head of Boarding Carla Shearman
cxs@queenscollege.org.uk
07766256369

Deputy Head/ DSL

Andrew Free
asf@queenscollege.org.uk
07541385434

Hutton House

Houseparent Jo Elliott
jme@queenscollege.org.uk 07541 385410
Assistant Houseparent: Carla Shearman
cxs@queenscollege.org.uk 07766256369
Assistant Houseparent: Molly Simpson
mas@queenscollege.org.uk
Assistant Houseparent: Megan Benham
mcb@queenscollege.org.uk

School House

House Parent: Jennie Cooling
jxc@queenscollege.org.uk
07541 385400
Assistant: Joey Bishop
jxb@queenscollege.org.uk
Resident: Josh Bennett
jbb@queenscollege.org.uk
Resident: Dominic Rich
dxr@queenscollege.org.uk
Resident: Thomas Bulmer
tob@queenscollege.org.uk

Highgrove

House parent: Ella Ridley
ear@queenscollege.org.uk 07823 348950
Assistant: Daphnee Levesque
dxl@queenscollege.org.uk
Resident: Dominic Rich
dxl@queenscollege.org.uk

Cotlake

House Parent: Henry and Ali Burlingham
07541 385444
hcb@queenscollege.org.uk
Assistant Houseparent: Nick Thayre
ngt@queenscollege.org.uk
Resident: Annabel Stephens
ams@queenscollege.org.uk
Resident: Marlize Wessels
mxw@queenscollege.org.uk

School Contacts

Catering (Holroyd Howe)
catering@queenscollege.org.uk

Medical centre
qcmedical@queenscollege.org.uk
07980 868476

College Way surgery
01823 259333

NHS advice
111

A1 Taxi
01823 332211

Quest Cars
01823 400706

Year Leads

Year lead information can be found [here](#).

Cotlake House (Years 3-7)



The Cotlake House Parent team are passionate about providing a safe, friendly and fun home for their boarders. They all have considerable experience of supporting children as they grow up and face different challenges. They believe that by using key values to create a positive and safe community and by encouraging independence in a nurturing environment, helps children take responsibility for their own personal growth resulting in happy, resilient teenagers.

Best Wishes,

Henry Burlingham

Welcome to Cotlake!

Henry and Ali use their experience of raising their own three boys to create a warm, family orientated boarding house.

Prior to becoming Cotlake House Parent, Henry taught for 12 years at an independent school in Bristol, where he also coached sport and led the Outdoor Education program. In addition, he coached rugby within the Bristol Bears Junior Academy.

Apart from coaching and watching sport, one of Henry's other passions is the outdoors and during his time off he spends a lot of time outside walking, running, biking, paddle boarding and canoeing.

Ali is a swimming coach and has also run her own business specialising in physical and mental health & fitness.

Another key member of the house is the family pet; a working cocker spaniel called Scramble, who along with their three sons also lives in Cotlake.

Junior Boarding- Weekday Routine



Morning Routine

7:00 - Pupils are woken up.

7:35 - Roll Call in the prep room for whole house.

7:50 – 8:10 - Breakfast in the dining room.

8:15- 8:50 - School begins.

Evening Routine

Prep is compulsory for all year groups. Children complete all their prep in school time so when they get back to the house they can switch off and relax. If the children need some extra prep time we have allocated quiet space in the house that they can easily access the computer to work.

Children sign in with a member of staff on duty when returning to the house from school.

17.30 - Evening Roll call, all Years 3 to 8.

17.45 - Supper for the whole House.

Bedtime

	Shower	Lights out
Year 3	19:00	19:30
Years 4-5	19:30	20:00
Year 6	20:00	20:30
Year 7	20:30	21:00
Year 8	20:45	21:15



Junior Boarding- Weekend Routine

Saturday

8:45 - Breakfast.

10:00 - 12:00 - Boarders' activities programme.

12:00 - Lunch.

17:50 - 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.

Examples of activities include:

- Q Airhop
- Q Segway
- Q Quad Biking
- Q Splashdown
- Q Geocaching
- Q Cinema
- Q Lazer Tag
- Q Beach Visit
- Q High Ropes

18:00 - Supper in the dining room.

19:00 - House tidy up evening routine is otherwise the same as the weekdays.



School House—Boys (Years 8-13)



I would like to introduce myself as the Houseparent of School House. I live in the boarding house with my husband and four children; Finley, Sullivan, Jude and Loxley, and Scout the dog. I look after and care for our senior boys from years 8-13.

The very grand and prestigious main Queen's school building is the accommodation for our boarding home – hence the name 'School House'.

My husband, Robert, (Head of Rugby and P.E. teacher), supports my role as Houseparent and will often be 'on duty' or wandering the house during the weekend or evenings, building relationships with the boys and providing them with an additional person to connect with.

Alongside my main role as Houseparent for School House, I also teach some P.E. and Games lessons and am in charge of cross-country running and athletics. I love to be near the coast so my favourite house trip has to be the surfing trip to Saunton Sands, although the majority of the boys would choose paintballing as their number one house activity!

My aim is to build a home for the boys where we can embrace diversity and develop life-long, fond memories of the experiences and lessons learned during some of the most formative years of life.

I hope that all of the boys will leave Queen's emotionally intelligent, resilient to all the challenges that they will encounter, able to recognise how to support others, and be ready for their next life adventure! And of course, some of the necessary life-skills needed to live independently away from home.

It is an outdated tradition that boys require a less nurturing environment in which to grow and develop. In School House we recognise that our boys, need to be understood and cared for with the utmost regard for their personal wellbeing. This is where School House centres our support - providing a support network whilst giving them the tools to develop their own social, emotional, and life-skills.

We follow a structured house timetable to enable the boys to establish a routine within the house which teaches them to adopt healthy habits around sleep, technology use, academic study, healthy eating, personal safety, and, the opportunity to relax and unwind and enjoy the fantastic facilities on offer. More details on these routines can be found later in this handbook. 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 my doorbell or call our house mobile number 07541 385400 at any time if you have any queries or concerns.

Best wishes,

Jennie Cooling

Hutton House - Girls Year 8-12



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 9-12 in Hutton house. I live at school with my husband, youngest child Archie, and our Black Labrador dog Albie who has become a firm favourite to many of our girls.

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 and youngest son Archie 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 Queen's I have worked in both the dance and drama department, choreographing and directing many shows and managing the Queen's Performing Arts Academy. 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 am continuing my education in boarding and have recently completed a 2-year Advanced Certificate with the British boarding association specialising in Pastoral care and Boarding management and the BSA one year Certificate in Mental Health and Wellbeing . As well as my role as houseparent of Hutton house I work at the school delivering dance classes to Prep and Senior school pupils and as a Mental Health first aider in our onsite Wellbeing centre.

We have a fabulous team who live here and are available 24 hours a day to support and care for you. Hutton house is a homely and nurturing environment, which is set up in a well 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 this house handbook as it will give you all the information you need to start your journey at Queen's College. In addition, please remember that we are always here to help. Come and see us in our office, ring on my doorbell or call our house mobile number 07541385410 at any time if you have any queries or concerns.

Jo Elliot

Highgrove House - Girls Year 13



I would like to introduce myself as the houseparent of Highgrove House. I live in the boarding house with my partner, Josh, dogs Rodney and Morris and cat, Edna. I look after and care for our Sixth Form girls in Year 12 and 13. I am supported in house by my fabulous assistant Daphnee Levesque. The Highgrove team are available 24-7 to support and care for our boarders. My partner, Josh, is also a resident Tutor in School House. When not on duty there, he supports my role as Houseparent and can often be found making hot chocolate for the girls and providing them with an additional person to connect with.

I started my career here at Queen's after finding my passion for teaching and pastoral care whilst in my role as Drama Graduate. I subsequently studied for my PGCE and am now Head of Drama. Over the last few years I also fulfilled the role as Resident Tutor in Hutton House and most recently have become the Houseparent of Highgrove. Alongside my boarding and teaching roles I enjoy assistant directing on the school productions and coaching outdoor education co-curricular activities such as Archery and Climbing.

Highgrove House is truly a home away from home for the girls. We embrace diversity and the girls develop life-long, fond memories of the experiences and lessons learnt during some of the most formative years of their life. We 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. I believe strongly in preparing the students in Highgrove House for life beyond school and work with the girls to encourage their problem solving ability, developing their resilience and confidence to head into the next phase of their lives.

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 the downstairs office, ring on my door-bell or call our house mobile number 07823348950 at any time if you have any queries or concerns.

Best wishes,

Ella Ridley

Q&A



How will I know what to do and where to go?

If in doubt – ask. The other students and staff will be very willing to help. When you first arrive another student will be appointed to help look after you. You will very quickly become familiar with your new surroundings and get to know the routines of the day.

Who should I speak to if I have a concern?

Speak to the person you feel most comfortable talking to. Any of the staff or other pupils will help. However, your houseparent, tutor or other house staff are often the best people to talk to.

As a parent, who is the best person to contact at school, if I have a concern?

Each pupil has an allocated tutor who oversees all academic matters. If you have a concern over academic issues then the tutor is the first person to contact. If you have a concern over any pastoral matters then your child's houseparent is the person to contact. The houseparents work closely with the tutors, as academic and pastoral matters are often intertwined.

Any questions over visas should go to

Admissions:

admissions@queenscollege.org.uk

Will I feel homesick and what should I do if this happens?

Some boarders do feel a bit homesick at some point. This is normal and is nothing to be embarrassed about. Please make sure you talk to someone if you are feeling homesick. Simply telling someone else can often help. For many people, keeping busy and getting involved in school activities helps a lot too.

If I want to go and stay with a friend, my guardian or go home for the weekend - how does this work?

We do not have exeat weekends at Queen's, where you have to leave the school site for the whole weekend. You can stay in or go away at the weekend providing the correct arrangements are made. All requests to stay away from school during term time need to go via your house parent.

Where do I find the term dates for booking flights?

The school [calendar](#) on the website has the up-to-date term dates. The calendar in [MySchoolPortal](#) also details all term dates and well as trips and activities throughout the year.

Q&A



How do I inform the school of my holiday arrangements?

All details regarding travel must be sent to travel@queenscollege.org.uk. You will be emailed by the Head of Boarding requesting information each half term.

How do I book onto the school coach to Heathrow airport at the start and end of terms?

This information will be requested alongside your travel details. The cost of the transport is very reasonably priced, please see the details on our [website](#). The coach drops pupils off at LHR terminal 3. The meeting point is Cafe Nero, inside LHR terminal 3 arrivals.



What should I bring?

The joining instructions information, which you should have received from the Admissions Department, contains a list of the school uniform and sports equipment you require and which can be bought online.

Below is a list of personal items you may wish to bring with you, or which you may buy once you get to Taunton.

To bring:

- Q Toiletries – showergel, shampoo, deodorant etc.
- Q Bath towels (x4)
- Q 2 duvet covers, 2 pillow cases. (We do supply these if you don't have them but some pupils like to have their own. We supply duvets and pillows too so no bedding is actually needed but again some pupils like to buy their own).
- Q 6 sets of underwear
- Q 3 sets of pyjamas / nightdresses
- Q 1 dressing gown
- Q Flip flops, slippers or comfortable slip on shoes that you can wear around the House.
- Q Casual clothes: including some smarter clothes for more formal situations. For example a smart pair of trousers, shirt and tie or a dress as we have a boarders' formal dinner in November and March.
- Q Trainers for running or to wear in the sports hall.
- Q Equipment for lessons (pencils pens etc.) including a calculator
- Q A small padlock with key(s) to secure a locker
- Q Please bring some pictures or small posters to personalise your space in the dorm.

- Q Many pupils bring a laptop and or ipad with headphones and chargers.
- Q Many pupils have a mobile phone and charger.
- Q An alarm clock - not having to rely on your phone to wake up is a good thing!
- Q As everything will need to be removed from your room at the end of the summer term, a storage bag/case is useful for overseas students who wish to store stuff at school over the summer holidays. You won't need this in the autumn term.

Do not bring/buy:

- Q Items that are fragile and easily breakable
- Q A kettle (there is one available in the kitchens)
- Q An electric heater (we can supply these if necessary)
- Q Rice cooker (available in the kitchens)
- Q Hot plate – not allowed
- Q An electrical extension lead brought from abroad (we can supply extension leads)
- Q Desk lamp (we will supply these)
- Q Medications brought from abroad unless prescribed by a doctor (in which case tell the medical centre about these when you arrive)
- Q Fridge (available in the social areas)
- Q TV (available in the social areas)



Senior Boarding– Weekday Routine

Morning Routine

You will be woken up at 7:00, there will be a roll call in the house before breakfast. Breakfast is available from 7:35.

The School Day

The school day starts at 08:15am and ends at 15:30. At 15:30-16:20 Co-Curricular One begins (this is compulsory), followed by Co-Curricular Two (this is optional).



Prep is compulsory for all year groups. You will be required during this time to be quietly working in your rooms at your desks. Mobile phones may not be used during prep for personal use. Music may only be played through headphones. You may use laptops during prep to help with your academic work. No food should be consumed at your prep desk.

After prep, students can use the facilities in school or attend one of the boarders timetabled evening activities. Sixth form students may work in the Sixth Form Centre for prep until 21:00.



Evening Routine

16:30—Free time or Co-Curricular two.

Before supper and before bed there will be two more roll calls.

	Supper	Prep
Year 9	17:55	19:00-20:00
Year 10	18:05	19:00-20:00
Year 11	18:20	19:00-20:30
Year 12 and 13	18:15	19:00-20:30

	Curfew Meeting	Lights-out
Year 9	21:15	21:45
Year 10	21:30	22:00
Year 11	21:45	22:15
Year 12	22:00	22:30
Year 13	22:15	22:45

Senior Boarding– Weekend Routine



Saturday

08:45 - Breakfast

10:00-12:00 - Scheduled Activities

12:00 - Lunch

13:00-17:00- Sports fixture or free time

18:00 - Supper

On Saturday mornings pupils have the opportunity to take part in scheduled activities such as drama, art, food workshops, climbing or use the gym.

In the afternoon some pupils take part in sports fixtures, pupils also have the opportunity to go into Taunton.

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'. They may happen with permission from the parent / guardian as well as consent from the family the student is staying with.

Boarders may return on Sunday evening by their normal 'in house time' or on Monday morning before registration.

Meals Out

Years 11-13 may go into town for meal on Friday or Saturday night so long as parental permission is sought in advance.

Senior Boarding– Weekend Routine

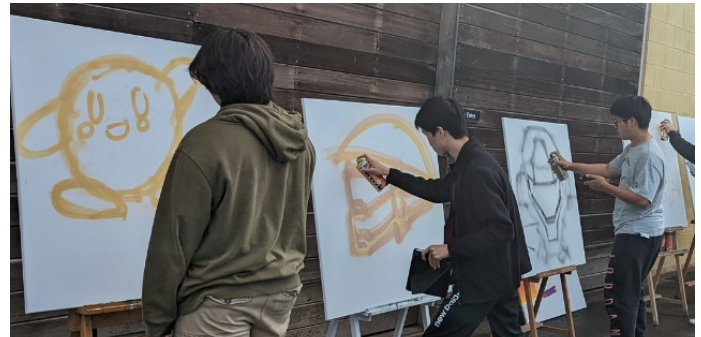


Sunday

11:30—Brunch

12:00-18:00- Free time, scheduled activities or offsite trips

18:00 - Supper



On Sundays boarder have more free time, Sixth Formers have the opportunity to go into town , whereas other year group may visit the local supermarket. There are also opportunities to use the gym or take part in an activity or go offsite on a trip. Trips and activities include:

- Q Surfing
- Q Spa visit
- Q The zoo
- Q Theme parking
- Q City trips
- Q Meals out
- Q Cinema



Senior Boarding - Activities and Leaving



Leaving Campus

Junior boarders may only leave campus when accompanied by an adult.

Years 8, 9, 10 and 11 are allowed into town provided permission is sought from the House Staff on a Saturday.

Years 12 and 13 are allowed into town on Saturday and Sunday. No one is allowed into town on a weekday unless for a very specific reason and permission must be sought.

In all cases access is only possible after games/activities or school matches. No pupil is allowed off site unless permission has been given by a member of staff on a case by case basis and you sign-out on the register.

Everyone should be back from town by 17.00 unless on a school fixture or trip or by prior arrangement with the member of staff on duty.

No pupil is allowed off site after 19.00 unless permission has been given by a member of staff on a case by case basis. Anyone going off site must sign out.

Pupils may wish to spend the night out of the House, e.g. to visit friends or guardians. These are called 'sleep outs'. They may happen with permission from the parent / guardian as well as consent from the family the student is staying with. Boarders may return on Sunday evening by their normal 'in house time' or on Monday morning before registration.

Any special requests to be excused from any school commitments must be made through the Head teacher.

Fire



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.

Cotlake muster point: The cage on the upper.

School House muster point: The lower, in front of the cricket pavilion.

Hutton House muster point: The Pre-Prep carpark.

Highgrove House muster point: Nursery carpark in front of the house.

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, during boarding hours.

House 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 (beds made, surfaces clear) to ensure the cleaners can do their jobs effectively. Pupils who do not maintain these standards should expect sanctions to be imposed.

Bedsheets should be changed weekly.

Decoration of rooms

You may decorate your room 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

- Q Please wash up your own items.
- Q Please look after your furniture.
- Q 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.



House Care



Pupil involvement in running the house - Merits and Demerits

You are expected to contribute in some way to the House community. We organise this through a duty system. Pupils are encouraged to use their initiative and help in the running of the House.

You will receive rewards for completing duties around the house these come in the form of “merits”, multiple merits can be exchanged for tuck vouchers, Amazon vouchers or take-always.

Rewards and sanctions are in place in all of the boarding houses to encourage positive behaviour in the boarding community.

If you fail to complete an assigned duties or you break the rules you could receive a sanction or a “demerit”.

Demerits and Merits will be recorded by house staff and if a pupil receives 5 Demerits they will meet with the Head of Boarding to discuss their behaviour and how it can be rectified.

A further 5 Demerits will then warrant a meeting with the Deputy Head and a letter home.

Food and Drink

The food at Queen's is superb! Meals are homemade in the Queen's College kitchens and using locally sourced products and sustainable produce wherever possible, menus rotate on a three-weekly cycle. We cater for special diets and our catering staff, who know the pupils so well, are aware if a particular child is allergic or unable to eat a certain food type.

View sample menus [here](#).

	Breakfast	Lunch	Supper
Monday	07:35	13:00	18:00
Saturday	08:45	12:00	18:00

	Brunch	Supper
Sunday	11:30	18:00

Food In the boarding house

We offer 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 the local shop and to go into town to buy food. In Cotlake, snacks are available after school and in the evenings.

Takeaway food

Takeaways are allowed on a Friday and Saturday night but you must ask permission before ordering. All take-away food deliveries must be collected by a member of staff outside of School House. This is applicable to Senior Boarders only, Junior Boarders have specific "takeaway nights".



Dining hall rules

- Q All students must go to the allocated dining area for breakfast, lunch and dinner every day.
- Q Appropriate table manners are expected at all times
- Q Please be polite and respectful to all staff
- Q No food allowed to be taken from the dining hall please.
- Q 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.
- Q No outside coats, hats or hoods must be worn in the dining room.
- Q No use of electrical items (mobile phones, MP3 player, earphones etc.)
- Q All boarders should stay for a period of 20 minutes in the dining room.
- Q Dining tables should be cleared at the end of the meal.
- Q Boarders are not allowed to take dining utensils out of the Dining room.

Visitors, Money and Valuables

Visitors to the boarding houses

Day students and guests from other houses are allowed to visit the boarding houses. Staff must be made aware they are visiting the house and they must sign in to the visitors book. Under no circumstance can members of the opposite sex visit bedrooms. Visitors are only welcome in the social spaces within the boarding houses. Visitors are not allowed during prep time. Parents and guardians are welcome to visit at any time. These visits must be made with the knowledge of the Houseparent / duty staff member.



Safes

All students have access to a safe in their bedroom. On arrival, as part of their induction, they need to be shown how to set their code. When a student leaves they need to ensure they open their safe and leave it empty. Emergency keys / code to unlock the safes are held by the Houseparent.



Pocket Money/Passports and bank accounts

All passports / ID cards / documents should be handed in at the start of each term for safekeeping by the House Parent, these can be accessed by pupils at any point. Pupils may also wish to hand in money into the house bank. Any sums of money should be stored in a safe within the boarding house and the Houseparent is responsible for keeping the necessary records for each pupil. Bank accounts can be arranged for overseas pupils who wish to open one. Pupils should not keep more than £50 in their rooms. Any valuables should be locked in their safe.

Laundry, Shopping and Vehicles

Laundry

Laundry is done in each boarding house.

Pupils should ensure all items of clothing etc are named (name stamps are ordered for new boarders when they start).

Students should put their dirty laundry in the correct basket and clean laundry will be returned to their lockers.

Sixth formers are able to access the laundry room once they have been shown how to use the machines to do their own laundry.

Bedding should be changed weekly.

Dry cleaning is available and will be recharged to the pupils' bill. Pupils must wash all clothing worn on a daily basis. Bedding should be changed weekly on a Tuesday (Years 9-11) and Friday (Years 12 and 13).

Shopping

House parents will offer to compile a weekly shopping list to buy essential items. There will be opportunities for boarders to visit the local supermarket.

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.

Vehicle Usage and Driving Lessons

If a pupil has their own car, the 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. If your parents have organised driving lessons for you 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 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.



Hygiene and Appearance



General Rules

Pupils are required to have a high standard of personal hygiene and be clean shaven.

School uniform should be worn neatly while attending school and in travelling to school unless an explicit exception has been made by a member of staff. Hoodies must not be worn with school uniform. Blazers must be worn when travelling to and from School and throughout the school day.

Uniform must always be worn in detention.

The wearing of a games kit in the Dining Room is not permitted, except on specified occasions when tracksuits should be worn.

Uniform must be worn until 5.30 pm on weekdays and into all weekday meals except supper.

Boarders may wear informal clothes to supper (but not hats) and on Saturday and Sunday, except for formal school engagements, fixtures, team teas etc.

Uniform rules can be accessed [here](#).

Showers/Bathrooms and Personal Hygiene

No showering before 6.30am or after 10pm. Where present, toilet lids must be closed prior to flushing and remain closed after use.

All boarders should look tidy and respectable at all times. All clothing should be changed daily. Blazers are dry cleaned half termly.

Hair, makeup and jewellery

Hair must be its natural colour and cut in an orthodox manner in Years 7-10, tied back if otherwise it would reach the collar. Highlights are not allowed in Years 7-11. In Years 7-11 make-up, chains, bracelets, rings and other jewellery are not allowed. Earrings in Years 7-11 must be studs and the studs may only be small gold, silver or pearl round balls (Only one earring in each ear lobe, no cartilage piercings)

At Sixth Form level, pupils may wear make-up and jewellery which is unobtrusive - i.e. a single ring, non-pendant earrings in the earlobe and/or a single gold or silver chain necklace. The Head of Sixth Form will give guidance and these privileges will be withdrawn if abused.

Activities and Free Time



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

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. Boarders are encouraged to take an active part in suggesting ideas for our trips and events. This can be done through suggestion boxes in the houses or at a Boarding Council Meeting.

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.

Mobile Phones

Junior Boarders have “tech time” every evening, their phones are looked after by the house parents overnight.

Year 9 – 11 pupils must hand in their phones and tech at their curfew times Sunday – Thursday evenings, with the exception on Friday night, when Year 11 can keep their phones.

All Year 12 and 13 pupils should try to keep their phones on flight mode overnight.

No phone calls should be taken during prep time or after lights out.



Activities and Leaving Campus



Campus

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. You will need to sign in and out whenever they leave or enter the boarding house and state where they are going. You will have access to use the gym, sports hall, pool and climbing wall at allocated times.

The Comeytrove Centre

(Local shops within five minutes' walk of School) Years 9, 10 and 11 are allowed to visit the Comeytrove Centre at allocate times at the weekends. Years 12 and 13 are allowed to visit the Centre in any free time after school until 18.00 but be back in good time for supper.

Meals Out

Years 11-13 may go into town for meal on Friday or Saturday night so long as parental permission is sought in advance.



Day trips beyond Taunton

Pupils may wish to visit places within an hour or so of Taunton for the day such as Exeter, Bath or Bristol. This can be done with permission from parents / guardians.

Health and Wellbeing



Boarders' Health and Wellbeing

If you feel ill, unwell or have a very low mood you should report to the staff on duty. If you feel unwell at night, a member of staff will be on duty and will have the house mobile overnight, or you can ring their door bell.

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. If you are poorly with a minor cold but is likely to only need a day of rest then you can remain in the boarding house for the day and be supervised by our medical assistant and then return to school the following day.

If you feel unwell, please alert the duty staff who will arrange for you to visit the medical centre. The senior nurse will then decide if you need to see a doctor.

However, if it is likely that a you will need more than 48 hours off school due to the nature of your illness and subsequent recovery time we will contact your Guardian and request that you stay with the Guardian until you are well enough to return to school.

This is vital to allow you to recover fully whilst protecting our boarding community, staff and pupils alike, from any communicable illness that can spread very quickly around a boarding setting. For this reason the role of the Guardian is key and we ask that all families have completed the Guardianship agreement form as part of their admissions pack to ensure that we have the relevant contact details.

For shorter illnesses (less than 48 hours), you will be cared for in the medical centre/boarding houses .

Health and Wellbeing



Appointments

Doctor's surgeries, physio appointments, CAMHS consultations, nurse consultations, student support services, vaccinations, safeguarding/child protection and pastoral meetings may be held online. We will provide an escort to attend dentist and opticians appointments when needed.

If you would like to book an appointment to see a nurse please email:

qcmedical@queenscollege.org.uk. During the day a school nurse is available and can arrange doctors appointments when required. The medical centre is available for drop-ins between 8:00-8:20. A doctor is onsite on a Friday morning for booked appointments.

Pupils will be escorted by a member of staff to all medical appointments. Travel costs for these appointments will be recharged to parents. Non-emergency appointments will also incur a fee.

Guardians will be given the option to accompany the child in order to avoid this additional fee.

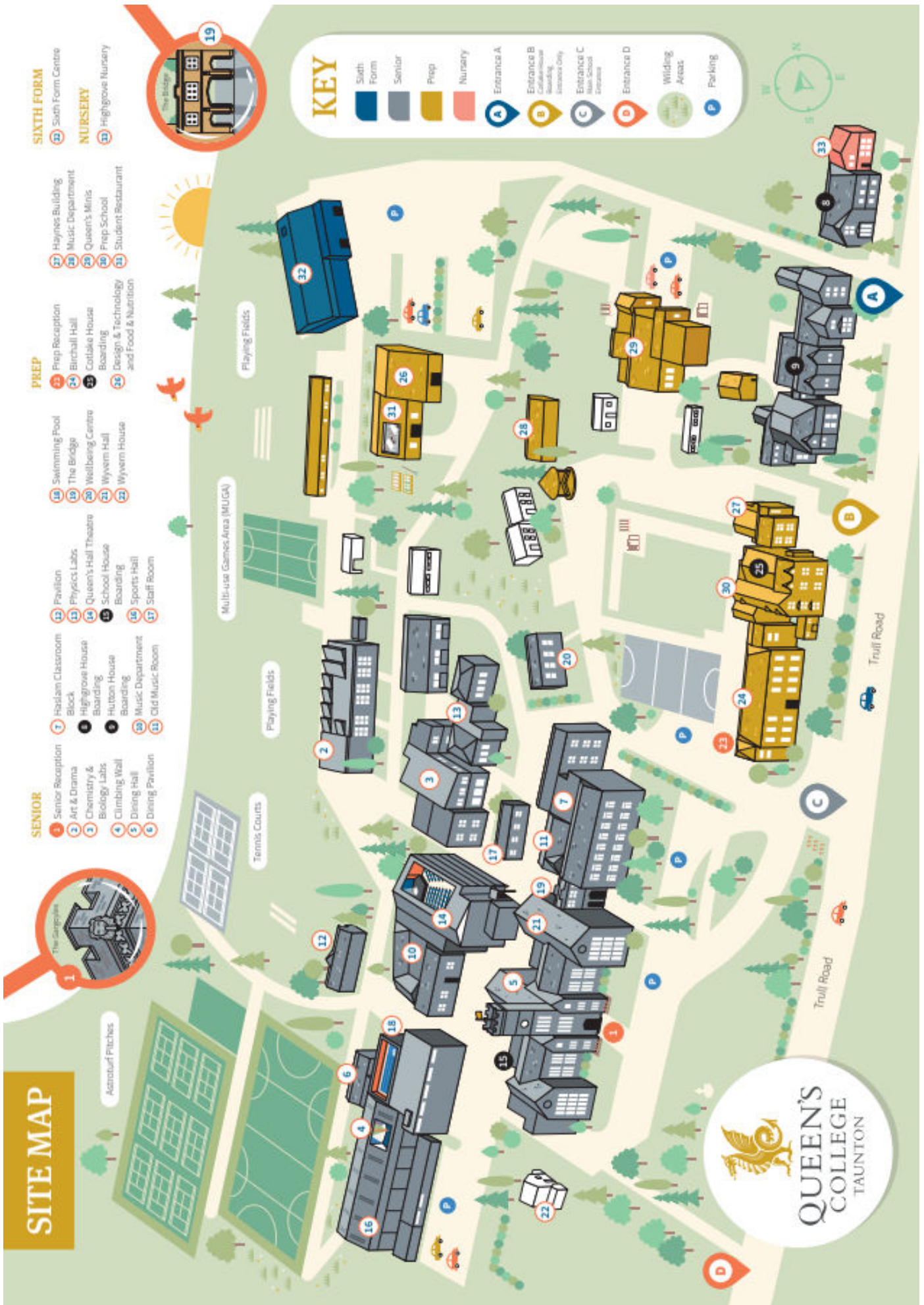
Any medication that students bring into school from home must be checked with the school doctor before they can be administered.

If you need to take regular medication, the school nurse will ask you to sign a self-medication form and the medicine can then be kept in your safe in the boarding house.

Two school counsellors are available. A pupil may self refer to see a counsellor. Posters are on display in boarding houses.

In the event of a medical emergency, staff will dial 999 and prioritise caring for the sick / injured child. If a child needs to go into hospital, then one of the house staff will accompany the student. The member of staff will take with them the relevant medical details with the child to hospital. No child will go to hospital alone.

Maps



A World Leading Boarding School

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