

# WELCOME TO WINDSOR HOUSE

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*NEW STUDENT  
HANDBOOK  
2023*



## WELCOME:

We are looking forward to meeting you in September, and the years to follow. Windsor is a house full of outward looking, compassionate and thoughtful young women preparing for life beyond school. We will guide you on your journey through Gordon's, making the most of the many opportunities available to you.

The Windsor staff are here to make sure that you make the best of your time here at Gordon's. We will be there to guide you through the organisational skills that are needed in both the academic and pastoral environments. Our own family ethos is similar to that which already exists here at Gordon's and we look forward to sharing this special time in your life.

There is a huge range of activities to get involved with, including spending time outdoors, enjoying all sports to creative moments in house whether that be in music, drama, dance or art.

The social spaces here in Windsor are areas to give the girls down time after a busy day at school, whether that is playing on the Switch, Playstation, chatting, playing piano (singing or dancing!) around the kitchen table or enjoying card or board games, or finding a quiet spot to just sit and read....the garden is also a place of calm too.

The girls sleep in dormitories varying in size. All main meals are taken in the school dining hall but the House also has a kitchen. Students are encouraged to bring healthy snacks such as porridge, cereals, snack bars etc, to store in their tuck locker. Gordon's is a NUT FREE School.

Each weekday between 18:00hrs and 19:30hrs is set aside for students to complete their prep. Various other activities, both sporting and cultural are organised on a House basis during the week and at weekends. Responsibility for the general welfare of the girls, rests with the resident Houseparent's and House Tutors who assist them. The House is also supported by a Resident Graduate Assistant and a Housekeeper. Minor health matters are dealt with in House with a school medical centre and doctor being available for ailments that are more serious.

The Senior girls take on some of the responsibility of the day-to-day running of the House, such as helping the staff with lights out duty and wake up duty, for which students are rewarded Honours Programme Points or Good Comments. Students also have a chance of being presented 'Junior & Senior Boarder of the Week'. The House staff maintain a keen awareness on events and are available all of the time.

As a family we are already heavily involved in the community with fundraising and taking part in village life here in West End and we hope over time to give the girls further opportunity to be part of the community in this beautiful village. Mrs Heathcote has previously taken Y9 boarders down to the village churchyard to help with their Duke of Edinburgh Award Volunteering hours, which is also a great moment to give back to the local community.

It is important for the girls to understand that living in and out of each other's pockets, day in/day out demands a certain amount of kindness and compassion for others. With this in mind, we have created a 'Code of Conduct' for the girls to be aware of in house. Most importantly, the girls must feel safe & secure, knowing that the Windsor staff are here to support and protect them.

## OUR WINDSOR HOUSE CODE OF CONDUCT:

- Mutual Respect
- Support
- Open Discussion
- Confidentiality
- Professional
- Fun
- Caring
- Team spirit
- Leaving no-one behind

Be sure to keep an eye on our Windsor Facebook/Twitter/ Instagram pages and of course the School Website page. We look forward to updating you on our weekly events and sharing many memorable moments in school where we can celebrate the girl's opportunities, not forgetting the annual Christmas party! We operate an open-door policy and welcome any questions or requests, please find our contact details on this page or on the school website Boarding Pages.

We look forward to supporting your daughter in all areas to make sure she gets the best out of her academic and co-curricular time here at Gordon's.

Kind regards

**Mr & Mrs Heathcote**  
**Windsor House**  
**Gordon's School**  
**Windsor@gordons.school**

**Tel:01276 858084 ext 2220**  
**www.gordons.school**



## ACADEMIC MATTERS:

Your tutor and House Parents monitor your academic progress, following comments from teachers ensuring the house staff know how you are coping in class.

## ALARM – FIRE EVACUATION:

On hearing the school fire alarm (uninterrupted sirens) between 8.20am and 7.30pm, students must assemble in silence on the Front Field at their assembly point. After main school hours, residential students will follow the well-rehearsed drill.

## ALARM – LOCK DOWN:

On hearing the lock-down alarm (5 intermittent blasts), students must make their way immediately into the nearest building and lock doors and windows once everybody wanting to gain entry has done so. Students must remain locked in the building until they hear the fire evacuation alarm. Students will then assemble as per the fire evacuation above for a roll call.

## ATTENDANCE:

Day students arriving in school go straight to their House and sign in on arrival, using the biometrics in the House. Registration takes place in tutor groups at 8.20 am Monday – Friday and regular assemblies are held at this time. Attendance at registration, assembly and all lessons is compulsory. If students are unwell they should ask parents to contact absence and Windsor House by email or phone call for absence from part or all of the day.

## OFF-GAMES/P7/PE:

Day Boarders will need a signed note from home or a parental email if they are unable to take part in physical exercise. Residential Boarders will need permission from the Medical Centre to excuse them from physical exercise.

Notes from home or the Medical Centre must be taken to the Assistant Head (Co-curricular) prior to a Period 7 activity starting, or to a member of PE staff prior to a PE lesson starting.

## AEROSOLS:

Aerosols are strictly banned in school and in all Day and Residential Houses. They can set off the fire alarms and will be confiscated if found.

## ANNOUNCEMENTS:

Announcements/messages are usually conveyed through the evening roll call period, via Firefly/student email and on the noticeboards outside the office or through weekly House meetings.

## BED TIME/LIGHTS OUT:

It is important to get a good night's sleep; therefore, there are strict timings for when each year group must head up to bed. It is also important for your health to get some downtime, without screens before bed. Once the duty member of staff or Prefect has turned the lights out, boarders must remain quiet in their rooms and not disturb anyone else. Repeated offences of getting out of bed after hours can result in house gatings, detentions and internal exclusions – don't be that person! Y8 – 11 are expected to be in their dorm reading 15 minutes before their lights out time. Students are given a book mark and this receives hole punches for every night they are found in bed reading, these hole punches are collated as points and go into a prize drawer every term! This all helps to aid a good night's sleep!

Year:	Phones handed in	In rooms & quiet by:	Reading time:	Lights out:
8	21:00	21:15	21:30	21:45
9	21:15	21:30	21:45	22:00
10	21:30	21:45	21:45	22:00
11	21.45	22:00	22:15	22:30
12/13	-	22:30	-	11:00

**ALL TIMINGS ARE 30 MINUTES LATER ON SATURDAYS.**

**Please note, Sixth Form must always be back in the Extension 15 minutes before bedtime. NO STUDENTS SHOULD GO OFF SITE AFTER ROLL CALL.**

## BED CHANGE:

You are expected to change your bedding each week on a Sunday evening, ready for the dirty sheets to be taken to laundry Monday morning.

## BREAK TIMES:

The house is available for all boarders during break times. Tuck is sold on Wednesday nights. You may invite a guest into the House at break time, however, they are not permitted to enter the bedrooms. It is essential that all guests sign in and out of the House in the visitor's book at the entrance.

## BREAKFAST:

Breakfast is compulsory for all boarders (except Year 13, who may eat in house). The dining hall is open from 7:30 - 7:50 am on a house-by-house rota, which changes weekly. Students will be registered out of the house in the morning by the prefect on duty on their way to breakfast.

## BRIDGE:

Students must use the bridge at all times when crossing to and from the Back Field, Sports Hub & the Band Room and other facilities on the north side of the school site.

## BULLYING:

The school has a very active anti-bullying policy and you should report any incidents to a member of staff immediately. At Gordon's we believe that the starting point for combating bullying is to create a 'culture' where bullying is unacceptable. Every student has the right to be safe and happy in the school, and to be protected when they are feeling vulnerable. Always speak to House staff if you have any concerns.

## CASUAL WEAR:

**Weekday:** You can change into casual clothes after prep (**7:30pm**)

**Saturday:** You may wear casual clothes after your P7 has finished.

**Sunday:** You may wear casual clothes.

## CEREMONIAL PARADE, ANNUAL PARADE AND PRIZE GIVING:

### PARADES

There are six parades at school per year including the Patron's Parade. Additionally, all main school students attend the Annual Inspection towards the end of the summer term. Attendance at parades and Chapel are compulsory, and is seen as a measure of pupil's commitment to the school. A register will be kept and will be considered when recommending pupils for Prefect roles. In exceptional circumstances, girls may request approved absence from Parade from the Headmaster in writing (usually via email).

A few pointers to remember for Parade are:

- Long hair must be French plaited and secured with a bright red hair band, short hair tucked into the hat.
- Day and weekly boarders should arrive for Parade ready dressed.

- Please can we ask all day and weekly boarders' parents to assist with ironing of Blues and ensuring that uniforms are stored and looked after correctly.
- Where possible, we ask that day and weekly boarders' hair be plaited before arrival at school for Parade.

## **BLUES**

Students are responsible for the maintenance, care and upkeep of their Blues Uniform, which is issued when joining the school. Blues must be kept in a suit-bag when not being worn. A Swap Shop operates at certain times of the year to exchange items of uniform for larger sizes as students grow through the school. The uniform must be returned to the school when students leave. It is not your property but it is certainly your responsibility.

## **WHITEHALL & GUILDFORD MEMORIAL SERVICE (MEMORIAL WEEKEND)**

All Year 9 & 11 students are expected to march at the Whitehall Parade in January, along with members of the Pipes & Drums band.

All students in Years 7-10 are expected to attend the Guildford Memorial Service in Blues, irrespective of whether they attended Whitehall the previous day.

Parents are invited to both events on the Memorial Weekend.

## **COMPLAINTS:**

If you have a complaint you should see your House Parents. Complaints will be dealt with as quickly and as sensitively as possible. Should the complaint be of a serious nature then you should put it in writing. The school has an official complaints procedure that is detailed on the notice board in the House.

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## **CONTACT WITH VISITORS TO THE SCHOOL SITE:**

Gordon's often has visitors from outside the School community coming on site to make use of the facilities. It is important that you are aware that you may come into contact with visitors and should therefore behave in an appropriate manner that upholds the values of the School. You should not be wandering around the site on your own in the evenings and if you see anyone acting suspiciously, you should report them to your House parents immediately.



## DAMAGES:

The Firefly diary & 6th form planner is the central point of life at Gordon's. All notices/messages, house bulletins/newsletters are sent via Firefly and email, students should get used to checking their emails daily, and Firefly dashboard for notices. Socs is the online software used to inform students of fixtures, music/LAMDA lessons and is a useful tool for parents to follow fixtures and results.

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## DRIVING:

All year 13 residential students that drive may apply for a Parking Permit and park in the school's carpark on the north side of the site. The School reserves the right to remove parking permissions if the student is considered unsafe, demonstrates any degree of dangerous or unlawful driving, or breaches any of the expectations detailed in this guidance. All residential boarders must hand their car keys into the house office until needed.

Students may only ride as a passenger in another student's car with the written permission of both sets of parents, (those of the driver, and those of the passenger).

If travelling in the car of a member of staff, students should always sit in the back seat, and whenever possible a third person should be present. Students travelling in cars, minibuses or coaches must wear seatbelts at all times.

## DORMITORIES:

Your dorm is your responsibility. You make your bed, tidy your area and ensure that the dorm is kept in good order. It is your home. You can decorate the walls with pictures and posters on the notice board. House Parents will make the final decision as to what is appropriate and acceptable. Dormitories will be checked before break time to ensure they are tidy each morning after students have left for school. If they are not up to standard, students will be asked to tidy their areas properly via the dorm checklist on their door, if this isn't done, then Y8-11 students do not get their phone that evening and 6th form students will be sent to study in the library for prep.

## DUTIES:

Students in Year 8-10 have a collective responsibility for keeping the house tidy. You will have two types of duties to carry out on a rotational basis. The Year 12 prefects and house staff oversee duties. Dorm duty and House duty: Dorm duty involves hoovering or emptying the bin on a daily basis on rotation within your dorm. This should be done in the morning before school. Evening house duties usually involve cleaning or hoovering common areas such as the kitchen or lounges on rotation for a week at a time. Please see duty rotas in and around the house and dorms.

## ELECTRICAL ITEMS:

All appliances and devices which are to be plugged into electrical sockets in school, including Residential Houses, must be PAT-tested which is arranged by the school. Pupils may bring their own electrical appliances, e.g. hair driers, radios, clocks, laptops etc but students must not have kettles, toaster, rice-cookers etc) in their rooms. This includes fridges and freezers. The only exception to this is a hairdryer or hair straighteners. Students must not have televisions, printers or computer gaming consoles in their dorms or study rooms.

## EMERGENCIES:

In an emergency contact the House Parents or House Tutor immediately. At night there is an intercom system/bell that contacts the House Parents. The Resident Graduate is also on call in the House in the first instance.

## FIRE:

If you see a fire or the fire alarm sounds, you must get out of the House immediately, in a swift and orderly fashion. Use the nearest emergency exit and raise the alarm. Students should line up in silence. The House Parent will take roll call. Do not re-enter the building until the alarms have stopped and the fire safety officer has given you permission to do so

If the alarm sounds at night, you should ensure that you have something warm to wear and that you have shoes on. **Do not wrap yourself in a duvet!** If a fire alarm sounds at night students should line up in silence on the Parade Square. Prevention of fire is everyone's responsibility. If any fire extinguishers have been tampered with or set off, tell a member of staff immediately.

## FITNESS SUITE:

All Day and Residential Main School and Sixth Form students may use the Fitness Suite. Please see the notice board in house for specific times available.

## GAMES EQUIPMENT:

Pupils can keep their sports equipment (Hockey/Golf kit etc) in agreed areas within the house. The House has a variety of games equipment, which students can borrow, but this must be signed out & returned in working order.

## HOME SICKNESS:

Everyone gets homesick. Everyone. For new boarders, this is often true on the first night though don't be surprised if you feel it after three or four days. There is no magic solution. Talking to your friends is often helpful; they will be feeling the same. Going home usually makes it worse. The key is to try and remember that it is a normal feeling and that it will pass. Do talk to the House staff. It will help.

## HOUSE MEETINGS:

These are an opportunity for the House to get together and be briefed on events in school and House. There is plenty of opportunity at Gordon's for Student Voice. If you have any suggestion to make about fixtures, fittings, social or sports events or how the House is run you can speak to a member of staff or raise them in a House meeting or in a House committee meeting. House Committee meetings take place on a termly basis.

We hold our House meeting every Friday at 3.35pm, where we give out our House awards for the week and this gives students opportunities to express their views and make requests for changes/improvements to the House. There is also a Boarders' Council and Governors' Meeting where each House is represented by 2 students from Key Stages 4 & 5.

## ILLNESS:

If you are feeling unwell during the School day, you should head directly to the School Office where staff will assist, either returning you to house or the Medi Centre. If you are feeling unwell at night, you can contact the Houseparent's by ringing the intercom in the corridor or the Grad Assistant on duty.





## LAUNDRY:

Students should bring at least two netted laundry bags for their underwear/socks & tights. It helps if all items are labelled, as these bags can undo in the school wash. The laundered clothes are returned approximately 2 days later, and placed into each student's individual shelf in the laundry room. All items of your clothing should be name tagged as prominently as possible & should be stored neatly in your room. We suggest that all items including clothing, bedding, mobile phones, chargers, bags etc. must be named clearly. All pupils are responsible for their own belongings at all times and must ensure items are securely locked away. Residential boarders need to be aware that they only have a small amount of storage space each so must limit what they bring.

It would be very useful if shirts and t-shirts could be named inside the collar so they can remain folded when returned ironed from Laundry.

**Sixth Form** are encouraged to do their own washing using the House facilities. There is a washing machine and tumbler dryer in the house, along with an ironing board and iron.



## LOST PROPERTY:

The most common reasons for losing things are that it is either not named or it has been left after a PE lesson. Always name your items and always use your lockers & wardrobes.

## MANNERS:

Manners are always important. Always be courteous to others so that there is a friendly atmosphere in the House. Saying 'please' and 'thank you' to the catering staff & house staff will make life so much better for everyone.

## MEALS:

We assemble five minutes before our mealtime and walk to the dining hall as a House. You queue in year order with year 11 & 6th Form being served first. You must register every morning before breakfast in house.

You must wear full school uniform to the dining hall during the school day. On Saturdays, if you have a sports activity you can wear your tracksuit. Saturday evening and Sunday is the only day when you can wear casual clothes to the dining hall.

## MEDICINES & MEDI CENTRE:

The Medical Centre is for use by Residential Boarders and Day Boarders with a Medical Care Plan only. Medical Centre staff may be called to attend to any emergency medical situation.

All medicines must be handed in on arrival, so that they can be stored in a safe place. A record is kept in the House to ensure that all medicines are administered under staff supervision. No student should be administering any medicines without the School's knowledge. Students who carry inhalers for asthma should have them on them at all times and take them off site when they leave. The same goes for all Epi Pen carriers.

## MOBILE PHONES & TABLETS:

We respectfully remind parents that the school cannot be responsible for the security of mobile phones/chargers/tablets in any way. We do ask that girls in years 8-11 put their phones into the cabinets provided at bedtimes, in order to prevent disturbances during the night. We also lock all devices away overnight. Students in Years 8-11 are not permitted to have their phones during the school day and can collect them at 7.30pm after prep. Students in Year 12 and above may have mobile phones; however, they are not to use them around the School during the School day or during prep times. Tablets for years 8-10 will be collected in after prep in exchange for phones. Phones will be collected in at the following times:

**Year 8 – 9.00pm**

**Year 9 - 9.15pm**

**Year 10 – 9.30pm**

**Year 11 – 9.45pm**

Students are not permitted to use their mobile devices in their dormitories. In addition to this videos or photos must not be taken in any of the communal spaces, dorms or bathrooms/toilets.

## MONEY:

**There is no need for you to have more money than you would normally have at home!**

Money can be given in one of two ways. Firstly, you may wish to open an account at a bank or building society and use a cash card. Years 8 -11 would only be able to get cash on a Saturday afternoon or Sunday. Secondly, you can hand money in to a member of staff on your arrival. Pocket money can be requested on a weekly basis. Both staff and student record all transactions. We encourage you not to keep too much money in your room and any money you do have should be kept in a lockable area.

There are some things that are best added to the School bill, such as the use of taxis, trips etc. This avoids large sums of money being carried around.

## MUSICAL INSTRUMENTS:

We encourage the students to leave their instruments safe either in the school Music Department in the week where they can access the music practice rooms or somewhere safe in the House Office. We fully support our students and understand the importance of music practice. We will help and encourage this useful time as much as possible. We have a piano, electric drum kit, ukuleles and guitars in House.



## PARENTS VISITING ROOMS:

Adults and visitors should never go upstairs without checking with the office first. Boys may be changing. Students from other Houses are not allowed into each other's dorms, they may meet in public areas in the House or outside.

## PERMISSION:

The House Parents are acting as your parents whilst you are at school and so permission for trips or books can be obtained from them. Weekly boarders will usually have time for their parents to sign permission slips/Eforms. Full boarders are encouraged to visit their friends at home on weekends; however, the School needs permission to let you do this from both your parent or guardian and the parents of the person you are visiting. Without both groups of adults agreeing to the visit you will not be allowed to go. Boarders seeking permission to be out for the weekend should have organised permission by the preceding Thursday evening

**LEAVING THE SCHOOL SITE:** Full boarders are allowed weekend leave after lunch according to Houseparents' permission.

## THE FOLLOWING IMPORTANT POINTS SHOULD BE NOTED;

Leave (weekend day-leave by Residential Boarders). Students must be back by 17.00 on both days unless prior approval has been obtained

- Y11 Day & Residential Boarders may visit BP or the grocery store on a Friday evening after marching until 6.00pm. They must return within 30 minutes.
- Y8 Residential Boarders may visit West End (BP & Grocery store – maximum 30 minutes) and Lightwater.(maximum 1 hour)
- Y9 Residential Boarders may additionally visit Camberley.
- Y10 Residential Boarders may additionally visit Woking.
- Y11-13 Residential Boarders may visit any of the above, and also Guildford.

**Girls must always be in groups of at least 3 and must always carry the house number with them.**

## PERSONAL HYGIENE:

The boarding House has plenty of showers and washrooms. All boarders are expected to shower at least once a day. If you have worked up a sweat in the gym or on the sports field, you are also expected to have a shower before changing. Anti-Bacterial hand gels in house help to stop the spread of germs. Please use them!

## PERSONAL BELONGINGS:

All boarders are provided with a lockable space in their rooms. Any valuable or important belongings should be kept locked away. All members of the House are expected to look after their own belongings. It is advisable that you take out insurance for your personal belongings during your time at the school.

## POST:

Post for the Windsor girls is delivered to Reception. This is collected each day and distributed in house. All post must be opened in front of staff members. Your name will appear on the post list on the glass board in house when it arrives here. Please remove your name once collected.

## PREP:

There is no such thing as 'no prep'. Prep operates for students in Y8-11 between 18.00 and 19.30, with a short 5-minute break at 18.45. Students are allocated to prep rooms by Houses. Always take a reading book to prep in case you find you have finished your prep early. Don't forget to take your water bottle.

- Students must work silently and not distract or disturb others.
- All students may listen to music during prep.
- All students must be in uniform or Sixth Form formal attire for prep. Unless special permission has been given.
- Main school students will have 90 minutes of prep Monday through to Thursday, and 60 minutes on a Friday. All students are encouraged to stay in school for prep.

Sixth Form students in Year 12 are expected to spend a minimum of 6 hours every week per subject on research or homework tasks. Year 13 students are expected to spend a minimum of 8 hours every week per subject on research or homework tasks. Part of this may be done during Private Study periods during the day.

## PRIVACY:

Your privacy and that of others should be respected at all times. Before entering someone else's room, you should knock and wait to be let in.

## PROBLEMS:

If you are worried about anything, there are a number of people to turn to, for example, your Houseparent, Tutors, Graduate Assistant, Assistant Head of House, Student Head of House, Junior and Senior Prefects and Peer Mentors. In addition, the school has an Independent Listener who can be contacted at any time. The number for this person is displayed around the House. The telephone numbers for organisations such as Child-Line are also available. If you are aware of any bullying please tell someone immediately as this is one way to help somebody in trouble or report it by posting in the 'Bully Box'; the Bully Box is checked regularly by the Assistant Head of House and is in the phone booth under the stairs. Concerns can also be reported via Firefly.

## REPAIRS:

If you come across any fixture or fitting that needs repairing, please tell a member of house staff so that arrangements can be made for the necessary work to be done.

## SAFETY:

Your safety is a primary concern for the School. You should tell a member of staff immediately if you feel unsafe.

## SECURITY:

Security is taken very seriously to ensure that all boarders and their belongings are kept safe. Boarders are expected to keep any valuables locked away. The main doors to the boarding house are locked at 22:15 each evening and opened at 07:00hrs. The main doors should be kept shut at all times.

## SIGNING IN:

All visitors must sign in when entering the House. If you have been off site or have missed a Roll Call you must make sure that you sign in and report to the member of staff on duty to let them know that you are back in the House.

## SIGNING OUT:

If you leave the House for any reason during 'boarding hours' you should sign out of the House and ensure that you sign back in on your return, using the paper register in the entrance hall. Student visitors should sign in/out also.

## SOCIAL MEDIA:

Windsor House has a Facebook, Instagram and Twitter page that will keep you up to date with the events and activities that are going on in the House. Remember; when it comes to your own social media – if you post it – it's out there for good!

## STUDENT LIFE:

InternetWi-fi is available to all students using their school log-in details. Students must sign and adhere to the Acceptable Use Policy and must also follow the School's e-safety guidance as published in the students' diaries. Students must not install or use VPNs on their tablets nor download them on to school machines. Posters in house will display times available for social media access. School tablets will be locked away at 19:30hrs and phones will be handed back out in exchange prior to roll call and returning them for the night. Keeping your dorm tidy will help you get your phone quicker at the end of the school day.

## STUDENT LEADERSHIP:

**Head of House:** is the Senior Boarder in House.

**Inter-House Prefect:** assists with the organisation and running of events.

**Student Governor:** represents the House and Windsor students at important meetings that involve decision-making.

**House Captain:** leads the House during marching/Parades and takes the House for Drill every Friday.

**House Sergeant:** assists the House Captain during marching practice and Parade.

**Drill Sergeant:** supports the House Captain and House Sergeant ensuring that drill is performed effectively.

**Junior Prefects:** a team of Prefects in the main House that assist both staff and students.

**Anti-bullying Ambassadors:** offer support and advice in House.

**Big Sisters:** A group of Sixth Form students who are 'Big Sisters' to the younger students.

## STUDY PERIODS FOR THE SIXTH FORM:

The Sixth Form may use their rooms to work in during study periods, although are expected to be working quietly.

## SUNDAYS:

When there is no parade, Sundays are a 'Lazy Day'. You can lie in! There are house trips planned in advance for those that wish to take part or you can have some 'down time' in House.

Weekly boarders should return between **19:00 and 21:00hrs** on Sunday.

## SUPPER / SNACK:

Served every weekday at 19:45hrs in the Dining Hall. You must be in your own clothes for this snack..

## TUCK:

Tuck from home is best limited to cereals as this will help fill the stomach of these growing boys! A snack is provided at **15.35hrs** daily and supper at **19.45hrs**. The House does have a tuck shop so please don't over pack the sugary stuff at the start of term! Please remember that a large amount of tuck brought in on a Sunday will almost certainly have been eaten by Monday.

## TAKE AWAY FOOD:

You may order take away on a Friday or Saturday evening only. Sixth Form can order when they would like at weekends but not during the week. However, all students should be having their meals in the dining hall.

## UNIFORM & APPEARANCE:

Gordon's School has an outstanding reputation for high standards and expectations. This also applies to school uniform. You must wear uniform until after prep. Please make sure that you always wear your uniform correctly. It is the first impression of the House. All students are given a house badge which they should wear on the school blazer or suit blazer for 6th Form.

## VALUABLES:

Valuables are best left at home. However, if you do bring them into school then they must be named and stored in your locker. You can deposit items such as passports or tickets in the office and you will be asked to sign them in and out. The school does not have any insurance to cover your property and cannot accept responsibility for loss or damage.

## VISITORS:

Visitors from in School are welcome into the Boarding House. Each boarder may invite one friend in at a time (or more by arrangement) and they may make use of the communal rooms.

**Visitors must sign into the visitor's book and out again when they leave.**

Students, irrespective of gender, are allowed into the respective Common Rooms of other Houses during break, lunchtime, after school and, in the case of Residential Boarders, during the evenings. All students entering another House must sign in or make themselves known to a member of staff.

Male and female students wishing to study together, may do so in common rooms only with permission from House staff, or may use the Library.

## WAKING UP:

Y8 – 11 students are woken at 7am each weekday morning by either the Pastoral tutor or House Parent. Students may bring in their own small alarm clock. Sixth Form students are left to organise themselves with an alarm!

## WEEKENDS:

Weekly boarders can leave after their Saturday morning activity but if they go home on a Friday, it is expected that they return for Saturday Morning School. Permission must be sought from the Headmaster to be absent from Period 7 on Saturdays. Full boarders wishing to stay overnight with a friend will need permission from their parents and Houseparents plus confirmation from the host parents. During the weekend, we run trips and activities that all boys are invited to attend. Full boarders will, however, take priority if numbers are limited.

## WE STRIVE FOR EVERY GORDON'S STUDENT TO:

- **Be courteous:** show politeness and think of others before themselves.
- **Have integrity:** be honest, keep their promises and do the right things, whether or not anyone is watching.
- **Be diligent:** always work to the best possible standard, taking care in even smallest details.
- **Be enthusiastic:** approach everything with a positive attitude and enjoy what they do.
- **Be resilient:** keep going, even when it is difficult. Recover when things go wrong.

## BOARDING STATEMENT:

**Our aim is to develop rounded world-class, world citizens with the character, capabilities and confident humility to achieve well, to stay active, to appreciate what they have and to connect and give back to the communities in which they live and work. Such students lead happier lives.**





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