

WELCOME TO AUGUSTA HOUSE

*NEW STUDENT
HANDBOOK
2023*





WELCOME TO AUGUSTA:

We are delighted you are joining Augusta House and hope that you will be happy with us. We look forward to getting to know you in September, but in the meantime we have enclosed some useful information to help make settling in as easy and stress free as possible!

Boarding can be one of the most fulfilling and enjoyable experiences that life has to offer. At Gordon's School you have a vast array of opportunities and facilities at your disposal; your job is to make full use of what is on offer.

Over the coming years you have the potential to form some of the strongest friendships you will ever make and learn the importance of being a member of a positive and caring community.

Boarders at Gordon's should enjoy an environment where they feel supported, encouraged and above all safe. Boarders should always respect each other and conduct themselves in a friendly and honest manner.

In this boarding booklet you will find listed the guidelines for making the most out of boarding at Gordon's. I hope you will have a happy and fulfilling time with us in Augusta House.

Mr & Mrs Mathews
Augusta House Parents

AEROSOLS:

Aerosols are not allowed into the House. They can set off the fire alarms and will be confiscated if found.

BED TIME AND 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. 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.

| YEAR | PHONES HANDED IN: | IN ROOMS & QUIET BY: | READING TIME: | LIGHTS OUT: |
|-------|-------------------|----------------------|---------------|-------------|
| 8 | 21:00hrs | 21:15hrs | 21:30hrs | 21:45hrs |
| 9 | 21:15hrs | 21:30hrs | 21:45hrs | 22:00hrs |
| 10 | 21:30hrs | 21:45hrs | 21:45hrs | 22:00hrs |
| 11 | 21.45hrs | 22:00hrs | 22:15hrs | 22:30hrs |
| 12/13 | | 22:30hrs | | 23:00hrs |

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 Tuesday evening.

BLUES:

These are the ceremonial uniforms that you will wear for Parade. They are issued by the school shop and are your responsibility. They need to be cared for properly and hung up after each Parade. The Blues must be returned to the shop when you leave Gordon's. **They are not your property but are your responsibility whilst you are at school.**

BREAK TIMES:

The House is available for all boarders during break times. 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.

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.

COMPLAINTS:

If you have a complaint you should see your Houseparent's where it will be dealt with as quickly and as sensitively as possible. The school has an official complaints procedure that is detailed on the yellow forms located by the help board in the corridor. Here, you will also find the contact number for the school's Independent Listener. Concerns can also be reported via the students Firefly page.

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 Houseparents immediately.



DORMITORIES:

Dormitories will be checked to ensure they are tidy each morning after students have left for school. If they are not up to standard, they will be asked to tidy their areas properly at break time.

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.

DUTIES:

Students in Year 8-11 have a collective responsibility for keeping the House tidy and duties are carried out on a rotational basis. The prefect team and House staff oversee duties.

ELECTRICAL ITEMS:

Students may bring their own electrical appliances, eg hair driers, radios, clocks, laptops etc. Each item should have the BEAB approval. If they do not have this then each electrical item will be PAT tested in School. Students from abroad must have an adaptor for their electrical items. Heaters, kettles and cooking devices are not permitted.

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. Augusta girls should line up on the far side of the Front Field, in silence. The Houseparent 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.

GAMES EQUIPMENT:

Students can keep their hockey sticks, tennis racquets or other sports equipment in the locker room (**not in the dorms**).

The House has a variety of games equipment, which students can borrow.

HOUSE MEETINGS

These are held weekly and involve all students on their allocated days. They are a forum for notices to be given out, for concerns or issues to be raised and for a special effort of achievement to be acknowledged.

ILLNESS:

If you are feeling unwell during the School day, you should head directly to the school office where the staff will contact the House to see if anyone is available. The Assistant Head of House will refer you to the School medical centre if necessary. If you are feeling unwell at night, you can contact the Houseparent's by ringing the intercom in the corridor outside the dorm or knocking on their door.

KEYS:

Student locker keys – all students should hand in to the House Office a set of spare keys on a named tag to go in their files for when the inevitable happens. We advise against combination padlocks for obvious reasons.

LAUNDRY:

There is a laundry bag or basket for each dorm. Before lights out, a student from each year will take down the laundry to the laundry room and put in the blue bags provided. Each student will also be provided with a net bag for smalls. The laundered clothes are returned a little while afterward and placed into each student's individual shelf in the laundry room.

Sixth Form are encouraged to do their own washing using the House facilities. There is a washing machine and tumbler dryer in both the main house and Sixth Form house (washing powder is provided).

There is an ironing board and an iron in both buildings.

LEAVING THE SCHOOL SITE:

You may not leave the School site during the School day without first seeking permission from the duty member of staff. Boarders seeking permission to be out for the weekend should have organised permission by the preceding Thursday evening.

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 and Grocery store – maximum 30 minutes) and Lightwater (maximum one 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 three and must always carry the house number with them.

MEALS

Meal times for each week will be displayed in House. All students (including Sixth Form) must attend every meal in the Dining Hall for which they are present in school.

MEDICINES:

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.

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 (day students in Years 8-11 must hand their phones into the House office when they arrive at school and collect them when they leave should they chose to bring a phone in). 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...

Year 8 – 9pm

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.

Y7-11 Residential Boarders can have their phones after breakfast on Saturday before activities and fixtures, and after 09.00am on Sundays.



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, although we strongly recommend that you open your own account. 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 have encouraged the girls to leave these safe in the Office.

NAMING THINGS:

All items of clothing, bedding, mobile phones, chargers, bags etc must be named clearly. All students 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.

PARADE:

The Sunday Parade and Service is an important part of the school's traditions. Attendance at Parade is compulsory and is seen as a measure of students' commitment to the school. A register will be kept and will be taken into account when recommending students 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.**

PERMISSION TO VISIT OTHER STUDENT'S HOMES:

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.

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.

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.

POST:

Post for Augusta girls is delivered to Reception. This is collected each day and put in a basket in the office for the girls to come and collect.

PREFECTS:

The Houseparents will appoint a number of House Prefects each year. Their role is to help with the running of the House and to provide a safe and balanced environment for all. Prefects report directly to the Houseparents and should be treated with the respect they deserve.

PREP:

There is no such thing as 'no prep'. Prep times are 6-7.30pm with a 5-minute break at 6.45pm (Monday–Thursday). During prep students are expected to work in silence.

On a Friday 6-7pm we have quiet time in the house (no devices / music etc.) when the girls are encouraged to read a book, do some quiet meditation / yoga or spend the time tidying or organising their rooms, preparing for the week ahead. They may also choose to complete prep in an allocated prep room. Electronic devices may only be used for prep purposes.

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. At no point of time should you enter another student's room without them present or without their permission.

PROBLEMS:

If you are worried about anything, there are a number of people to turn to - Houseparents, Tutors, Graduate Assistant, Assistant Head of House, Student Heads of House, Pastoral Prefect and someone in your family tree. 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. Alternatively concerns can be reported on the students Firefly page.

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 06:50. 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 and biometrics if you are going off site. Visitors should sign out when they leave the House.

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. If they are not following these guidelines they will be asked to study in the library.

TUCK:

Tuck Shop is available every break time and from **20:00 - 20:15hrs** in the evenings. Full boarders can bring a lockable tuck box with them that is stored in the tuck room. **NO FOOD SHOULD BE KEPT IN ROOMS.**

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.

TIDY ROOMS:

It is up to you to ensure that your room is clean and tidy. If your room is untidy you will be asked to clean it up by the duty member of staff or house prefects.

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 spaces. After 7.30pm in the evening's visitors are only permitted to use the main house kitchen.

No visitors are allowed into any boarder's rooms. Visitors must sign into the visitor's book and out again when they leave.

WAKING UP:

Students are woken at **07:00hrs** each weekday morning by a house prefect which is overseen by the Pastoral tutor or House Parent.

PARENT QUOTES:

"Our daughter is delighted to be at the school and in her house. We could not be happier"

"I have always found the house parents in Augusta extremely helpful and responsive to any concerns"

"My daughter is very happy with the house parents and I have no concerns"

STUDENT QUOTES:

"Augusta House has been the best thing I have experienced. The House Parents are so nice and know how to put a smile on my face"

"The older years are so nice to us. This makes me feel as if I am at home"





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