

WELCOME TO WOOLWICH HOUSE

*NEW STUDENT
HANDBOOK
2019*





WELCOME TO WOOLWICH

We are delighted to offer you a warm welcome to Woolwich House, where you will start your exciting journey at Gordon's and possibly be experiencing boarding for the first time. We look forward to getting to know you and have put together some useful bits of information to guide you through your early stages at Gordon's.

Our aim is to provide a home from home in which students feel safe and comfortable to be themselves and Woolwich is the perfect family house to allow you to ease your way into the boarding lifestyle. This is an exciting time in your life where you will have so many opportunities to try new things, forge friendships which may last a lifetime and become part of a caring and vibrant community. The Woolwich team is here to support and encourage you to achieve your full potential here at Gordon's.

Mr and Mrs Cooper



Aerosols

Aerosols are not allowed in the house or the school. They can set off the fire alarms and will be confiscated if found.

Bed Change

You are expected to change your bed linens each week.

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 Time

Students can return to the house during break times. They may use the communal areas only. Access to the dorms may only be granted by the duty staff if an item has been forgotten and needs to be retrieved.

Boot Room

Each student will have an allocated locker in the boot room for keeping all PE kit and equipment. Lockers need to be kept in order and the area tidy. During wet weather students must change out of their dirty PE kit in the boot rooms to keep dorms clean.



Daily Routine

Weekdays		Saturday	
Wake up	07.00	Wake up	08.15
Breakfast	07.30—07.45	Breakfast	09.00
Leave for lessons	08.15	Saturday school	10.00—12.00
Break	10.30—10.50	Lunch	12.30
Lunch	12.40—13.40	Dinner	17.30
End of period 6	15.35		
Break	15:35 —15:55	Sunday	
Period 7	15.55—16:55	Breakfast	09.00
Dinner	17.00— 17.45	Brunch	10.00—12.30
Prep	17.45—18.45	Dinner	17.30
Free Time in House	18.45—21.00		
Roll Call	21.00		
In Rooms	21.15		
Lights Out	21.30		

Diary

Students will be issued with a green school diary each term which must be carried with them at all times. The diary is used to organise homework and for teachers, Houseparents and parents to write any important comments and issue rewards. Diaries will be checked weekly by Houseparents.

Duties

All students have a collective responsibility for keeping the house tidy and there will be a duty rota which all students must stick to. Duties need to be completed before evening roll call.

Electrical Items

Students may bring their own electrical appliance e.g. hairdryers, radios, clocks etc. Each 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.

Equality and Diversity

Woolwich is a house where equality, diversity and respect are extremely important. Everyone in the house should feel comfortable to be who they are and understand that not everybody is the same. Friendships and relationships are important, as is the language that we use within the house. We believe that boarders, staff and visitors have a responsibility to create and protect an environment of understanding and respect.

Fire

If you see a fire or the fire alarm sounds you must get out of the house immediately in silence, use the nearest emergency exit and raise the alarm. Woolwich students should line up on the front field at the designated area where a house parent will take roll call. Do not re-enter the buildings until the alarms have stopped and permission has been given for you to do so.

Games Equipment

Students can keep their sports equipment in the boot room, they should not be kept in rooms. Any equipment too large to fit in lockers should be kept in the house office.

House Meetings

There will be a weekly house meeting which everyone will need to attend for important information and presentations.

Illness

If you are feeling unwell at any point throughout the day you should go to the school Medical Centre. If you are feeling unwell at night you can contact the Houseparent or House Assistant via the intercom to their apartment.

Intra-house competitions

Along with the whole school inter-house competitions, we also provide students with a regular opportunity to win points for their house team within Woolwich House. Competitions can range from seasonal challenges, battles of intellect, performances and more. They will run throughout the year and offer everyone an opportunity to compete.

Laundry

There is a laundry bag or basket for each dorm. Before lights out students should take the laundry down to the boot rooms and put them in the blue bags provided. Each student will be provided with a net bag for smalls. The laundered clothes are returned later in the week.

Leave

Full boarders are allowed weekend leave after lunch and with Houseparents' permission. Students must sign in and out.

Y7 may visit West End only after the first October half term break. Students must always be in groups of 3 or more and have a fully charged mobile phone with the house phone number on them.

Weekend overnight stays must have written consent from parent / guardian and the host.

Medicines

All medicines should be handed in on arrival so that they can be stored in a lockable cabinet in the Houseparent's office. A record is kept in house to ensure that all medicines are administered under staff supervision. No students should be administering their own medicine without school's knowledge.

Mobile Phones

For the benefit of students, mobile phones can be brought in after the first exeat weekend. Students need to hand their phone into the Houseparent which will be kept in a locker with a charger. After the first exeat students may access their phone after prep at 7.30pm until 9pm when they must be handed in.

Students are able to speak to parents using the house phone and we feel this system will allow all students to settle in successfully.

Students are not permitted to have mobile phones throughout the academic day.

Morning and evening routine

Your morning wake-up call will be at 07.00 and there will be a morning roll call 5 minutes before our allocated breakfast time. Dorm inspections will take place during the morning and if the room is not up to standard, students will need to tidy their room during 1st break. Students who maintain a high standard of cleanliness in their dorm throughout the term will be rewarded.

In the evening, prep finishes at 19.30 after which time you will have free time in the house with regular evening activities. Evening roll call will be at 21.00. Students are expected to go to rooms after roll-call and in bed by 21.15 with lights out at 21.30. Weekend timings are 30 minutes later.

Naming Things

All items of clothing, equipment and belongings must be named clearly. It is the responsibility of the student to name their belongings and take care of them, especially important belongings which can be locked away.

Out of Bounds

Woolwich is a mixed boarding house and students are not permitted in the dorms of the opposite sex or in staff residential apartments unless accompanied by a member of staff. Any students found to be out of bounds will face a severe sanction.





Parade

Parade is an important part of the school's traditions. Attendance at parade should be a priority to all Gordon's students. Only in exceptional circumstances may students request absence from parade from the Head in writing.

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.

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 been exercising you are also expected to have a shower before changing.

Pocket Money

Pocket money is needed for incidental expenses. We recommend between £5 - £10 per week. The house will run a banking service for pocket money. Any small amounts stored in dorms must be kept locked away out of sight. Students must not lend or borrow money.

Post

Post will be collected from the Houseparent office. Packages must be opened in front of duty staff.

Prep

There is no such thing as 'no prep'. Prep times are 17.45 – 18.45 and will take place in a designated classroom. During prep students are expected to work in silence.

Privacy

Your privacy and that of others should be respected at all times, particularly in communal bathrooms and changing areas. Before entering someone else's room you should knock and wait to be let in. Successful communal living depends on respecting each individual's privacy.





Room Inspections/Standards

Beds must be neatly made. Clean clothes must be unpacked and folded neatly in wardrobes. Floors must be clear and hoovered regularly. Surfaces should be clean and tidy. Laundry should be deposited in laundry baskets provided.

Safety and Security

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

We all have a responsibility for security. The main doors to the boarding house will be locked from 21.30 until 06.30. The main doors should be kept shut at all other times and security codes should not be shared with anyone outside Woolwich House.

Signing In / Out

Students wishing to leave the house after prep are required to sign out in reception stating where they intend to go e.g. house, field. Students must sign out in pairs for the first half term and be back in house for roll call at 21.00. Failure to do so may result in a loss of this privilege.

All visitors to the house 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 that you are back in the house.

Social Activities

There will be many opportunities to socialise communally within the house and we hope that all students will get involved and help us plan and organise fun events for everyone to enjoy.

Tuck

Tuck shop is available every break time and from 20.00-20.15 in the evenings. Students can bring a lockable tuck box with them which is stored in the tuck room. No food should be kept in rooms.

Uniform

Please refer to the school handbook for a comprehensive guide to acceptable uniform and appearance. We have high expectations of all students with regards to their appearance.

Who to turn to?

Boarding for the first time can come with its challenges and the whole team here in Woolwich are here to support you in whatever way they can. Fellow students may also have experienced the same feelings and needed to talk to someone. If you have a worry, concern or feel like you need support and advice for any reason, please speak to one of the following people:

- *Houseparent - Mr or Mrs Cooper*
- *House Assistant – Miss Mialkowski*
- *Your tutor*
- *Your assigned buddy*
- *Senior House Representatives from Augusta, Balmoral, Sandhurst or Windsor*
- *Mrs Forster (Assistant Head Pastoral)*
- *Mr Pavis (Deputy Head Pastoral)*
- *Rev Sarah*
- *School Counsellor*
- *Mrs Abri (Independent Listener)*

You break it (no problem), you fix it!

Accidents and breakages are part of everyday life. In Woolwich, we encourage you to try to solve problems for yourself. We have a basic tool kit available to students who can attempt to fix anything around that house that may break, under supervision of course. It's amazing just how many things can be fixed with a screwdriver, duct tape and a cup of tea!

NB This booklet is as complete as it can be at this time but will be updated regularly. If you feel that anything of importance has been left out please draw it to our attention and we will include it in later editions.





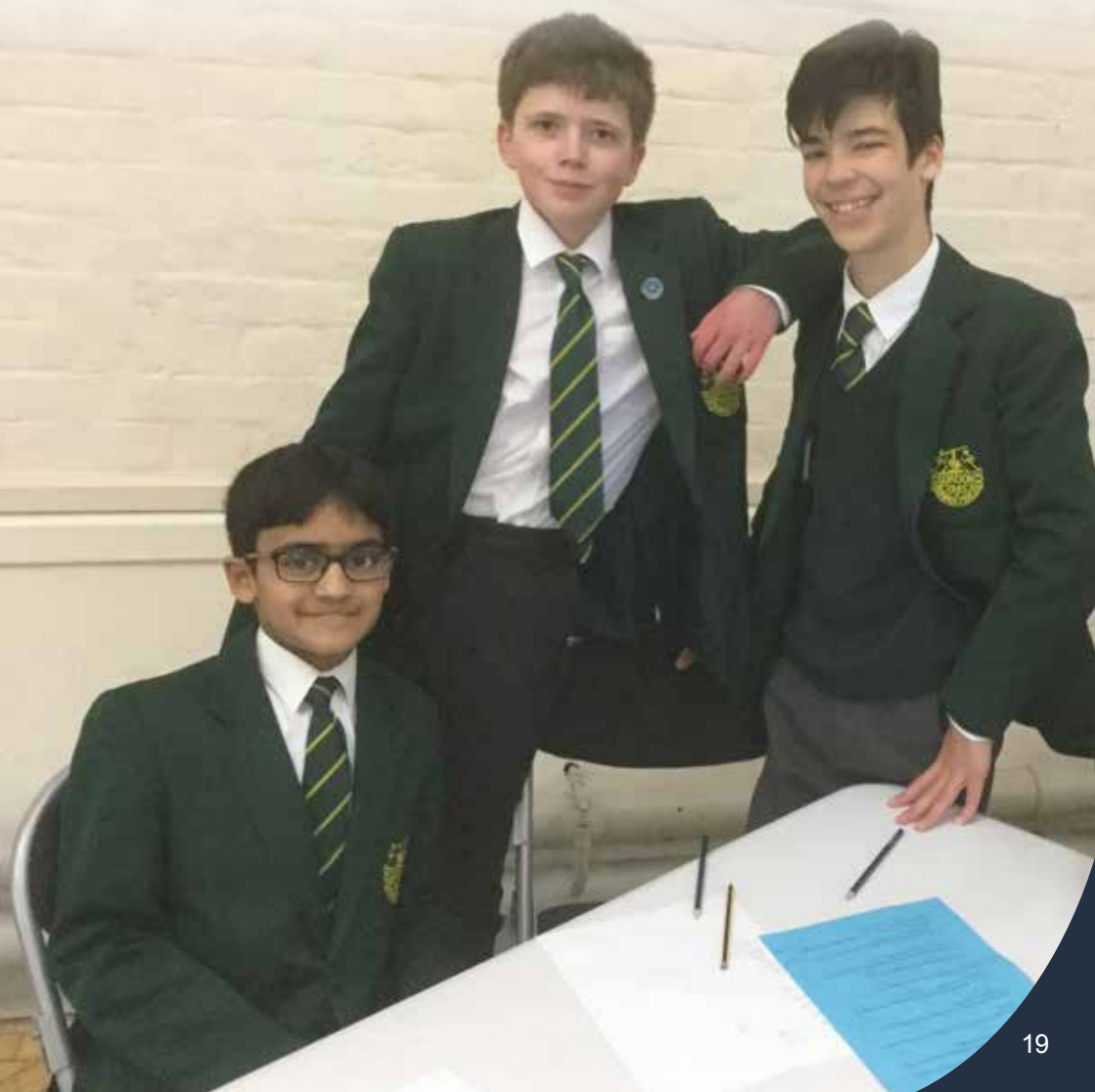


And finally.....

Some words of wisdom from current students about starting at Gordon's:

- Be nice.
- Don't be shy to put your name forward for Inter House competitions.
- Do your prep on the day it's set.
- Learn independence.
- Don't leave things to the last minute.
- Do what teachers ask and do your duties.
- Take all opportunities available to you, don't just stick to what you're comfy with.
- Don't be afraid to be heard.
- Get outside and have fun!
- Mix with other Houses.
- Get your books and bags ready for school the night before.
- Stay in bed after lights out.
- Ask people for help. If you need to borrow things like PE kit ask rather than get punished for not having it. Don't get stressed!!
- You need your sleep.
- Try your hardest.
- Don't be shy to share your ideas.
- Don't disrespect other people.
- There's always someone to talk to.

- Be kind to your Houseparents because they are new too.
- Be happy with who YOU are and be yourself.
- Make friends for who you are and not what others want you to be.
- Make sure your uniform is acceptable.
- Treat others how you would like to be treated.





Woolwich House
Gordon's School
West End
Woking
Surrey
GU24 9PX

01276 858084
woolwich@gordons.school

