

WELCOME TO SANDRINGHAM House

NEW STUDENT
HANDBOOK
2025





WELCOME TO SANDRINGHAM HOUSE:

We are delighted you are joining Sandringham 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 Sandringham House.

Mr and Mrs Pring
Sandringham Houseparent

BED TIME AND LIGHTS OUT:

Year:	Phones Handed In:	In Rooms and Quiet By:	Reading Time:	Lights Out:
8	8.45pm (Mon to Fri) 3.00pm (Sat & Sun)	9.30pm	9.30pm	9.45pm
9	9.00pm	9.45pm	9.45pm	10.00pm
10	9.00pm	9.45pm	9.45pm	10.00pm
11	10.00pm	10.00pm	10.15pm	10.30pm
12/13		10.30pm		11.00pm

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 fortnightly on a Tuesday evening.

BREAKFAST:

Breakfast is compulsory for all Boarders (except Year 13, who may eat in House). The Dining Hall is open from 7:30 - 7:50am 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.

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.

DUTIES:

Students in Years 8 to 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, e.g. 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 P.A.T. tested in School. Students from abroad must have an adaptor for their electrical items. Heaters, kettles and cooking devices are not permitted.

FIRE:

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.

HOME SICKNESS:

Everyone gets homesick. Everyone. For new Boarders, this is often true on the first night though do not 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 to 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 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:

All students have a lockable area in their dorms to store their valuables; they will need a small padlock for this. 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**

- Year 11 Day and Residential Boarders may visit BP or the grocery store on a Friday evening after marching until 6.00pm. They must return within 30 minutes.
- Year 8 Residential Boarders may visit West End (BP and Grocery store – maximum 30 minutes) and Lightwater (**maximum 90 minutes**)
- Year 9 Residential Boarders may additionally visit Camberley.
- Year 10 Residential Boarders may additionally visit Woking.
- Years 11 to 13 Residential Boarders may visit any of the above, and also Guildford.
- Students must always be in groups of at least 3 and must always carry the House number with them.

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 and 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 and House staff will make life so much better for everyone.

MEALS:

Mealtimes 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 pupil 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 students in years 8 to 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 to 11 are not permitted to have their phones during the school day and can collect them at 7.30pm after prep (7.45pm for Year 8 Tuesday to Friday – Monday is a screen free day for Year 8 students).

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 to 10 will be collected in after prep in exchange for phones. Phones will be collected in at the following times:

Year 8 to 8.45pm
Year 9 to 9pm
Year 10 to 9pm
Year 11 to 10pm

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.

Year 11 Residential Boarders can have their phones after breakfast on Saturday before activities and fixtures, and after 9.00am on Sundays.

Saturday - Years 8 to 10 Boarders can collect phones after 12.00pm (unless they have an activity off-site and are travelling to a fixture, in which case they can collect their phones before they leave). Year 8 phones will be collected in again at 3.00pm. Year 9 to 11 hand their phones in between 6.00 and 7.00pm for quiet time /prep in House for all in Years 8 to 11.

Sunday - Years 8 to 10 Boarders can collect phones after 12.00pm. At 3.00 to 4.00pm all students in Years 8 to 10 hand their phones in and engage in an activity on site, if not on a trip. This initiative is to encourage Boarders to have a rest from their mobile devices. Years 9 to 10 students will have phones returned at 4.00pm until they hand them in at 9.00pm.

International students contacting home: Discretion will be exercised when students wish to make calls to their home country in a different time zone during school hours.

MONEY:

There is no need for you to have more money than you would normally have at home! We encourage students to open an account at a bank or building society and use a cash card.

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 students to leave these safe in the School Music Department.

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.

OUT OF HOURS CONTACT:

There will be one night in House when the Graduate Assistant is the first port of call (Wednesday), at all other times please contact Mr Pring (Houseparent) in an emergency.

Please knock on either Mr Pring or the Graduate Assistant's door

Monday to Tuesday 11.00pm to 7.00am - Mr Pring
Wednesday 11.00pm to 7.00am - Graduate Assistant
Thursday to Sunday 11.00pm to 7.00am - Mr Pring
Alternatively, Sixth Form please call House mobile on 07826 867985

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 Sandringham boys is delivered to Reception. This is collected each day and put in a basket in the office for the boys to come and collect. All post must be opened in front of staff members.

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.



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 Childline 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 by emailing reportIT@gordons.school.

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 10:15pm each evening and opened at 6:50am. 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 informing a member of staff 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 from 8.00 to 8.15pm on certain evenings. The opening times are displayed on the door. Years 8 and 9 Boarders will be supplied with tuck box 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, Saturday or Sunday only. However, all students are still expected to attend all their meals in the Dining Hall and register with the member of staff on duty.

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. If by the end of morning break your room remains untidy a House sanction may be issued.

VISITORS:

Students and staff 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 7am each weekday morning by a House Prefect which is overseen by the graduate assistant or Houseparent.



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