

WELCOME TO WINDSOR HOUSE

*NEW STUDENT
HANDBOOK
2021*





WELCOME TO WINDSOR HOUSE!

Welcome to Windsor House! We are so delighted to have you and look forward to getting to know you over the next few years. Our house is a happy house, where we value kindness, compassion and thoughtfulness. We encourage you to grasp every opportunity that being a boarder has to offer and embrace our ethos of kindness wholeheartedly. We always want you to feel that you have somebody to talk to and remember that living in a boarding community makes you part of a large family. Everyone is here to help and support you and help make your experience at Gordon's School memorable and successful.

This handbook should provide you with everything you need to know about life in Windsor House but remember you can always ask the House team if you are unsure about something.

We wish you a happy and fulfilling time in Windsor House.

Mr and Mrs Aukett
Windsor House Parents

ABOUT THE HOUSE:

Windsor House was originally Woolwich House, a boys' boarding house but is now home to over 70 girls, both residential and day students, aged between 12 and 18 years old.

In the main house, there are ten dormitories accommodating up to 8 girls with smaller study/bedrooms for the more senior girls. There are two common rooms, two prep rooms, a Sixth Form study room, a kitchen, laundry, two phone booths and reception area. We also have Windsor Lodge that accommodates our Sixth Form students and includes another common room and kitchen with laundry facilities for Years 12 and 13. Some areas in the main house are 'mobile phone free zones' to encourage time away from screens during the day and during free time.



AEROSOLS:

These are NOT allowed anywhere in Windsor House or the school. They are a health hazard and a fire risk. If you accidentally bring an aerosol back to school (it happens), just hand it over to a member of House staff straight away.

BEDTIME:

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

ALL TIMINGS ARE 30 MINUTES LATER ON SATURDAYS ONLY. PHONES MUST BE HANDED IN 15 MINUTES BEFORE READING TIME.

PLEASE NOTE, SIXTH FORM STUDENTS, AT THE LATEST, MUST RETURN TO THE LODGE 15 MINUTES BEFORE THEIR 'IN ROOMS' TIME. NO STUDENTS SHOULD GO OFF SITE AFTER ROLL CALL. NO STUDENTS IN YEARS 8-11 SHOULD LEAVE THE HOUSE AFTER ROLL CALL.

BLUES:

These are the ceremonial uniforms that you wear for Parade. They are issued by the school shop and are your responsibility. They need to be cared for properly, hung up after each Parade and should be stored in a suit bag. 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.**

CARE OF THE HOUSE:

The tidiness, cleanliness and good order of the House are the joint responsibility of all who live and work in it. Boarders are assigned regular tasks and must ensure they are completed to a good standard. Tasks are rotated and are displayed in the entrance area and in dorms. Dorms and individual areas are initially checked at 8:15am (Monday-Friday). If individual areas are not tidy, students will need to tidy again during first break and those students will also be issued with a sanction on the same night after prep (usually a phone time

penalty or completion of a duty in House). Dorms are checked again throughout the day so it is important that dorm tidiness is maintained. Sixth Form receive community payback if their dorms are consistently untidy. Awards will be given each week for the tidiest dorm.

COMPLAINTS:

If you have a complaint you should see your Houseparents 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 in the entrance area.

DAILY ROUTINE:

| WEEKDAYS | | SATURDAY | |
|---|---|---|------------------|
| Wake up | 07:00hrs | Wake up (can be earlier if students have an early fixture) | 08:20hrs |
| Breakfast | 07:30 - 07:45hrs | Breakfast (early breakfast provided for those with an early fixture) | 09:00 - 09:30hrs |
| Registration in Houses | 07:45 - 08:15hrs | Saturday school (although some fixtures start earlier) | 10:00 - 12:00hrs |
| Leave for Assembly, Form, Chapel or House Meeting | 08:15hrs | Lunch | 12:30hrs |
| Break | 10:30 - 11:00hrs | Dinner | 17:30hrs |
| Lunch Y7-10/P4a | 11:55 - 12:50hrs | | |
| Lunch Y11-13/P4b | 12:50 - 13:45hrs | | |
| End of period 6 | 15:35hrs | | |
| Break | 15:35 - 16:00hrs | SUNDAY | |
| Period 7 | 16:00 - 17:00hrs | Breakfast (cold food) | 09:00 - 13:00hrs |
| Dinner | 17:00 - 17:45hrs | Brunch (hot food) | 10:00 - 13:00hrs |
| Prep (Mon - Thurs) | 18:00 - 19:30hrs (Y7 18:00 - 18:45) (Friday in House) 18:00 - 19:00hrs | Dinner | 17:30hrs |

DRIVING:

Year 13 students only may apply for a Parking Permit to drive to school and park in the school's car park 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 House Handbook and the School Boarding Handbook. **All residential boarders must hand in their car keys when they arrive on site.**

ELECTRICAL ITEMS:

All appliances and devices which are to be plugged into electrical sockets in school, including Residential Houses, must be PAT-tested. Any new items brought into school during the year must be brought to the House Office for staff to record.

Students must not have any appliance with a heating element (e.g. kettles, toasters, rice-cookers, fan- heaters 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 or fridges in their dormitories or study rooms.

EMERGENCIES:

In an emergency, contact the Houseparents, Graduate Assistant, House Tutor or House Assistant immediately. At night, the Graduate Assistant can be contacted directly in the main house by Years 8-11 or by internal phone (call 2152) from the Sixth Form Lodge (with the exception of Friday night). This internal phone is situated in the Lodge common room. There is an internal bell on the landing in the main house and by the office that can be rung for the Houseparents (with the exception of Wednesday night). Sixth Form students can contact the Houseparents during the night using a bell that is located in their common room.

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. During the school day, Windsor girls should line up at the end of the front field nearest the house (you will be shown our allocated area). You must line up 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 Houses in silence on 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 that students can borrow.

HEALTH:

The purpose of the Medical Centre is to deal with all health problems whilst you are at school. Please read the House notice board for details of opening times. If a student feels unwell they must tell a member of staff in the first instance who will inform the House. If necessary, residential students will then be taken to the Medical Centre and day boarders may be sent home. A student should NOT telephone their parents and ask to be collected.

HOUSE LEADERSHIP (STUDENTS):

All student leadership positions are selected by House/School staff with the exception of the Student Governor who is selected by the students:

Head of House: is the Senior Boarder in House.

Senior Pastoral Prefect: the Lead Student Mentor for students in the house.

Senior Culture and Diversity Prefects: are responsible for promoting cultural awareness and diversity in the House.

Lead Mentor (for new Sixth Form students): is responsible for ensuring new Sixth Form students are fully supported during their first year at Gordon's.

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.

Student Mentors: Year 9 students who offer support to the new Year 8 students.

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



HOUSE MEETINGS:

These are held weekly and involve all students in Years 8-11 as they are a forum for notices to be given out and for a special effort or achievement to be acknowledged.

The House Committee meets every term under the guidance of one of the House Staff and Head of House, who chairs the committee. Representatives from each year are members of the committee and bring any ideas, suggestions etc. to the meeting.

INFORMATION:

Please make sure you look at the noticeboards and weekly planner board in the lobby several times a day for all the latest news. Also, check the notice board for yellow slips, post and information.

LAUNDRY:

Dirty laundry is brought down by students and put in the green bags in the buckets next to the laundry room each night. Staff put the laundry out each morning at 7am. Bedding should be changed weekly on an allocated night (our allocated night is Sunday night, ready to go to laundry on Monday morning). Junior Prefects assist with bagging up the laundry each night.

Boarders must bring at least two strong net washbags for underwear that are washed in the House whereas all other washing is sent to the onsite laundry. It takes approximately 48 hours to return so due to this, boarders must plan ahead and be organised.



LEAVE:

The following important points should be noted:

All students leaving site must follow the guidelines below, seek permission from House staff and sign in/out. Students should be in groups of at least three and should carry a mobile phone and the House contact details with them at all times.

- **Y10&11** Residential Boarders may visit local amenities on a Friday evening between **16:50 and 18:00hrs**

Weekend day-leave by Residential Boarders - Saturday (after lunch) and Sunday. Students must be back on site by **17:30hrs** on both days.

- **Y8** Residential Boarders may visit local amenities in West End at weekends in groups of 3 and may additionally visit Lightwater;
- **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.

A leave-out form must be completed and signed off by Houseparents for anything that deviates from the above - if you are unsure, always ask.

LOCKERS:

Each girl will be allocated a locker and a sports cage. It is their responsibility to make sure that their lockers are padlocked and that they provide a spare set of keys, kept in their file in the House Office. Residential boarders will also have a tuck locker as well as a locking wardrobe. We would recommend that residential students bring five padlocks with them and day students buy three padlocks for the start of term (one for each locker and a spare).

MEALS:

Students attend breakfast, Friday dinner and weekend meals in Houses. Lunch and dinner Monday-Thursday and Friday lunchtimes are attended in year groups. Meal times for each week will be displayed in the lobby area of the main Windsor House. All students, (including Sixth Form) must attend every meal in the Dining Hall for which they are present in school.



MEDICATION:

All medication that is brought into the House must be in the original packaging, clearly named and handed in to the House Office. Students should only bring in prescribed medicines and never store non-prescribed medicines in their room (or store prescribed medicine without approval from the School Nurses). Students must not administer their own prescribed medicines without speaking to one of the School Nurses. If you accidentally bring medicines back to the House from home (it happens) just hand them in to a member of House staff straight away. The House has a supply of regular over the counter remedies so you don't need to bring your own. Students must ensure that they carry any prescribed emergency medication (for example asthma pumps/adrenaline pens) with them at all times.

MOBILE PHONES AND TABLETS:

We respectfully remind parents that the school cannot be responsible for the security of mobile phones/chargers/tablets. Students in Years 8-11 may not use mobile phones during the school day. 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 choose to bring a phone in. Years 8-11 must hand their devices in at night. Their phones may be collected from the House Office after Prep (if their dorm area is tidy) and then returned 15 minutes before bedtime reading. Years 8-10 should hand in their tablet in return for their phone. At the weekend, students in Years 8-11 may have their phones after breakfast on Saturday and from 9am on Sunday.

Students should not use their mobile devices upstairs and in dormitories – they should only use their phones in designated spaces. They must never use their phones, video call or take photos or videos upstairs or in any communal space, dormitory or bathroom/toilet/locker room/changing room. Students must never take a photo or video of staff or students without their permission. There are allocated areas around the House, including two phone booths, where students can make their calls and contact home. Students in Years 8-10 must not use any devices (including tablets) in dorms. Year 11 students may only use their tablets in dorms to complete prep. Students will have their phones and/or tablets confiscated if they do not follow these rules.

MORNING ROUTINE:

Girls in the main house will be woken up by 7am and must be ready for roll call five minutes before the allocated breakfast time. Sixth Form students wake themselves up. Two 'Lates' in one week will result in a House detention and completion of chores (fifteen minutes for every two 'Lates'). Sixth Form students that are not present for breakfast will be expected to give back time in the main house.

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 (for Years 7-11) 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, polishing of shoes 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.

PERSONAL HYGIENE:

It is always important to look after your personal hygiene. Students should shower at least once a day and always following sport or physical activities.

POCKET MONEY / PASSPORTS:

We offer a pocket money service to full and weekly boarders. Pocket money is only needed for incidental expenses (for example, for extra tuck) and the recommended amounts are £5.00 - £10.00 per week. The House runs a 'banking' service that operates in the same manner as a normal bank account; we would recommend its use for pocket money. Students are also allowed to use cards that we recommend are kept in the House Office for safekeeping. We ask students to also hand in their passports if they have these so that we can sign them in and out and lock them away securely.

POST:

Incoming post will be distributed to boarders by House staff or left on the post board. Outgoing post can be taken to the School Office by Houseparents. Any parcels delivered to boarders need to be opened in the presence of a member of staff in the House Office.

PREP:

Prep is allocated time when you can complete your homework. On a Friday, an alternative prep is offered where you can use this time positively but this is silent time. You may stay in Windsor to read, organise your dorm areas or complete prep in an allocated prep room. Electronic devices may only be used for prep purposes. If you remain in House during Friday's prep, you may wear mufti.

PROBLEMS:

If you are worried about anything, there are a number of people to turn to - Houseparents, Tutors, Graduate Assistant, House Assistant, 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 every day by the House Assistant and is in the phone booth under the stairs.

REWARDS AND SANCTIONS:

Rewards for good behaviour and standards of tidiness include 'Dorm of the Week', 'Good Comments Star' and 'Star of the Week'. We also have termly awards for those that have been consistent in the above categories. All boarders are expected to abide by the rules of the House. We strive to create a positive environment in Windsor where boarders understand how to 'do the right thing.' Failure to follow House rules will result in House sanctions.

ROLL CALL AND SIGNING IN / OUT:

For obvious safety reasons it is necessary for all boarders in Years 8-11 to attend morning roll call before breakfast during the week. All students will be registered during evening Prep and at 21:00 where all boarders meet in the common room (Sixth Form roll call takes place in the Sixth Form common room straight after the main house roll call). **On Saturdays, evening roll call takes place at 21:30.**

All students are required to sign in using biometric registration; residential boarders sign in on the way to breakfast and day boarders on arrival at school. Day boarders must sign out in the same way when they leave the site. Out of school hours ALL students MUST sign out whenever they leave the building (using the signing in and out folders), even if they are staying on site, and then sign back in again on their return. If Sixth Form students leave site during the school day, they must use the biometric system.

Main School students must not leave the school site at any time during the school day. All Sixth Form and Main School Day Boarders must sign-out before leaving at the end of the day and may not come back on to site until the following school day, unless to attend a supervised, regulated activity and unless special permission has been granted by House staff. Sixth Form students may sign-out during the school day to visit local amenities and must sign-in again on their return.

SAFETY:

Your safety is our priority. You must let a member of House staff know if you do not feel safe.

SECURITY:

Within the House, every student has the facility to ensure that her belongings are secure. Please make full use of the lockable areas you have (wardrobe, sports cage, tuck locker and school locker). Do not leave things lying around, keep a tidy area, lock valuables away and keep your keys safe. Remember if you chose to lend something, you are responsible for getting it back. No student should enter another dorm without seeking prior permission.

SOCIAL ACTIVITIES:

All members of the House are encouraged to participate in a wide variety of weekend and mid-week activities such as sports, trips and fundraising events. Most Friday nights, we take a House trip to Sainsbury's where the girls can top up their tuck supplies or buy essentials for the coming week. We encourage all of our girls to attend our weekly well-being group.

STAFF:

Responsibility for the girls' general welfare lies with the Houseparents, supported by a team comprising of a Graduate Assistant (who lives in the main house), a House Assistant, two Tutors and two House Keepers (who keep Windsor looking nice and clean!) Minor health matters are dealt with in-house and for more serious matters, the school's Medical Centre with three Nurses and a visiting Doctor are available.

TAKEAWAYS:

Takeaways may only be ordered on a **Friday evening** for students in Years 8-11. Sixth Form may order takeaways during the week (evenings only) and at weekends but should still continue to eat in the Dining Room at school meal times.

TAXIS:

If you need a taxi booked, please ask a member of the House Team who will be able to book a school recommended taxi for you. The charge is added to your end of term bill.

TUCK:

Residential boarders have access to a small tuck locker that must be padlocked and is situated in the tuck room. All items stored in tuck lockers should be non-perishable. The House provides bread, spreads and drinks as well as after Prep snacks. Please note, Windsor House is a NUT FREE House and Gordon's is a NUT FREE school. Students must not take any food upstairs in the House.

TUCK SHOP:

The House runs a tuck shop and this opens daily at first break during the week.

UNIFORM AND BLUES:

The school suppliers are Valentino's in Knaphill. You are able to phone them and order/pay over the phone or can visit them any day of the week.

Girls are not allowed to wear make-up, nail varnish or chew gum in school. The only jewellery allowed in Years 7-11 is one pair of small stud earrings in the lobe of the ear, a watch and a chain under the blouse. School skirts should be at least knee length. Sixth Form students must wear business dress during the school day. For further information, please refer to the Student Handbook on Firefly.

Girls are not issued with Parade shoes or socks and must purchase these prior to the first Parade. Please make sure that shoes can be polished to a high shine. At various times throughout the year a 'Blues Swap Shop' runs and the girls can change anything that no longer fits them.

VISITORS:

You may invite other Gordon's students to join you in our designated spaces (House common rooms), however, we ask that you let the Houseparents know and sign your visitors in and out. **Day student visitors must not be in the House during the evenings or weekends. Visitors are not allowed in dorms or upstairs in the House.**

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 to complete a leave out form, gain permission from their parents and Houseparents plus confirmation from the host parents. During the weekend, we run trips and activities that all girls are invited to attend. Full boarders will, however, take priority if numbers are limited.

This booklet is as complete as it can be at this time. However, throughout the year, some elements may be changed or modified. If you feel that anything of importance has been omitted, please let us know.

In the meantime, we wish you a happy and enjoyable time here in Windsor House!

MR & MRS. AUKETT (HOUSEPARENTS):

THE HOUSE TELEPHONE NUMBERS ARE:

OFFICE LINE: 01276 859727

PUPIL LINE: 01276 859729

EMAIL: windsor@gordons.school

ADDRESS FOR POST:

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WINDSOR HOUSE
GORDON'S SCHOOL
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