

# WELCOME TO **BALMORAL HOUSE**

NEW STUDENT  
HANDBOOK  
2025



## **WELCOME:**

Welcome to our handbook for Balmoral House. We have designed this booklet to help guide the students and parents throughout their time in Balmoral.

There will always be two underlying themes in the House which will be effort and manners at all times. These in my view are important characteristics for any young person to have and to reinforce before they leave Gordon's.

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

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

The common rooms/lounges here in Balmoral are areas to give the boys down time after a busy day at school, although you are as likely to find the staff in Balmoral joining in with the activities on offer.

The boys sleep in dormitories varying in size. All main meals are taken in the school dining hall but the House has a kitchen where there is a fridge, toasters, air fryer, a microwave and a kettle. Boys are encouraged to bring healthy snacks such as porridge or cereals to store in their tuck box.

Each weekday between 6.15pm and 7.30pm is set aside for boys 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 boy's rests with myself, Assistant Head of House and House Tutors who assist them. The House is also supported by a Resident Graduate Assistant and Housekeepers. 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 boys 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 Commendations. Boys 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 boys

further opportunity to be part of the community in this beautiful village. There will be opportunities such as the boys going down to help at the local primary school, 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 boys 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. Most importantly, the boys must feel safe & secure, knowing that the Balmoral staff are here to support and protect them.

Be sure to keep an eye on our Balmoral 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 boy's opportunities, not forgetting the annual Christmas party, Easter Egg hunt and other Family Events.

We operate an open-door policy, and it is important there is a strong "triangle" between parents, students and the House. We 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 son in all areas to make sure he gets the best out of his academic and co-curricular time here at Gordon's.

Kind regards

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Balmoral House  
Gordon's School

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## **THE HANDBOOK:**

This is a straightforward guide to help you through the first few days and weeks of life as a boarder.

Boarding may be new to many of you and we want you to settle in as quickly as is possible. If you have any concerns or issues please contact us straight away.

## **THIS HANDBOOK IS IN ALPHABETICAL ORDER**

## **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.

## **ANNUAL:**

This is the biggest day in the school year when prizes are awarded and the school puts on its biggest parade. Annual is at the end of the Summer Term. We invite families to come and watch this.

## **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. Three lates for lessons in a week will lead to a school detention. If students are unwell they should ask parents to contact absence and Balmoral House by email or phone call for absence from part or all of the day.

## **OFF-GAMES/P7/PE**

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 House. 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 student email and on the noticeboards outside the office or through weekly House meetings.

## **BALL GAMES**

Never play ball games inside the House and never kick a ball in the parade square. Ball games may be played in the sports hub (when supervised) or on the front field. The hard courts may be used in the Summer term.

## **RESIDENTIAL BED TIME/ LIGHTS OUT/ROLL CALL**

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 sanctions, detentions and internal exclusions – don't be that person! Y8 – 11 are expected to be in their dorm 15 minutes before their lights out time. The boys have two evenings where they must read in their room prior to lights out. This all helps to aid a good night's sleep!

## **BED CHANGE**

You are expected to change your bedding each week on a Monday evening.

## **BEHAVIOUR**

Normal school rules and standards of behaviour apply to all Balmoral pupils. You represent your House when in school and your behaviour must reflect pride in your House.

## **BIKES, SCOOTERS AND SKATEBOARDS**

These can be brought in though parents will need to sign a permission slip. They are used at your own risk and in specified areas within the school. Please inform the house if you wish to bring these so that we can arrange safe storage ahead of time. Helmets must also be worn.

## **BREAK TIMES**

The house is available for all boarders during break times. Cold drinks are available to purchase daily from the office fridge. 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 visitors book at the entrance, and make themselves known to a member of staff.

## **BREAKFAST**

Breakfast is compulsory for all boarders. The dining hall is open from 7:30am to 7:50am on a house-by-house rota, which changes weekly. Breakfast is served as a rolling breakfast from 7:30am on a Saturday to support early fixtures, and brunch is served 9.00am to 1.00pm on Sundays.

## **BOOTS**

Football / rugby boots should be stored in the shoe racks or in a boot bag in your rooms. Make sure that they are named and looked after.

Boots (for sport)

Students must not wear boots with studs or spikes (football, rugby, cricket etc) to and from the sports fields. Students must wear shoes or trainers and carry their sports boots on such occasions.

## **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 & 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.

### **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 and 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, 8 and 10 are expected to attend the Guildford Memorial Service in Blues. Parents are invited to both events on the Memorial Weekend

### **CHAPEL**

The Chapel is at the spiritual centre of the School, promoting Christian values, and recognising the values and teachings of all religions. Students attend Chapel once a week and on Parade Sundays when they have the opportunity to observe a Christian service or reflect upon their own individual beliefs. Chapel is an important opportunity for the community to come together to celebrate its values.

### **PRAYER / QUIET ROOM**

This facility in the vestry of the Chapel is available to all students. Students should speak to a member of House staff for access in the evenings and at weekends.

## **CHILD PROTECTION & SAFEGUARDING**

Students are encouraged to report any form of abuse they are aware of, or that they themselves are suffering from, to a member of staff at the earliest opportunity. Additionally, students can talk to the Deputy Head and DSLs, or a member of staff they feel comfortable talking to.

## **COUNSELLING**

Counselling is also made available to students who need it. Professional counsellors meet students in the medical centre. Where there are specific concerns relating to students the Houseparent puts in place an Individual Welfare Plan which is discussed with the student weekly and reviewed half termly. Parents are informed. Counselling is also made available to students who need it.

## **COMPETITIONS**

The school organises several Inter-House competitions. History tells us that the Balmoral boys are born with the determination and spirit to try their best – which has resulted in multiple wins over the years, most recently being the Talbot Cup – Drill competition in 2022. There are Inter-House tournaments in such fields as rugby, football, cricket, hockey, debating, cake decorating and orienteering as well as art, drama and music.

## **COMPLAINTS**

If you have a complaint you should see Mr King or a member of Balmoral staff. 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 a notice board in the House.

## **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.

<b>WEEKDAYS</b>	
Wake up	7.00am
Roll call	5 mins before
Breakfast	Approx 7.30am
Duties	
Leave for lessons	8.15am
Break	10.30am to 10.55am
Lunch time	From 11.55am to 12.50pm (Y8-10) From 12.50pm to 1.45pm (Y11-13)
End of lessons	3.35pm
Period 7	4.00pm
In House	5.00pm/Dinner
Prep	6.15pm to 7.30pm
Supper	7.45pm
Roll Call	9.00pm

<b>SATURDAYS</b>	
Wake up	From 7.00am
Breakfast	From 7.30am
Saturday School	From 8.00am
Lunch	From 12.30pm
Dinner	From 5.30pm

<b>SUNDAYS</b>	
Brunch	9.30am to 12.30pm
Dinner	From 5.30pm
Snack	From 6.00pm

## **DAILY ROUTINE**

### **DAMAGES**

Accidents happen, but this is a serious matter that results not only in the damage to the fabric of the House but damages the Houses reputation. Money spent on damages means it cannot be spent on improvements. You must tell a member of Balmoral staff immediately after any damage has been done. Damages, deliberate or caused by misadventure, must be paid for by the student or students responsible for the damage being caused. A charge will be raised by the finance office.

### **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. Balmoral Staff 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 lose their phone for the afternoon

### **DRIVING**

Year 13 students may apply for a parking permit from Mr Sutton, to drive to school 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 uses their car for any other reason than travelling to and from school at the start and end of the day, unless permission has been sought from Mr King. Students must not bring their cars onto the main school site except in exceptional circumstances and with permission from a member of staff.

Students must hand in their car-keys to the House office on their arrival at school.

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 for a medical appointment, 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.

## **DUTIES**

Students in Year 8-11 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 students 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. Dorm duties are also done before school. Details of the duties are below:

### **WHAT ARE THE DUTIES?**

#### **Kitchen Clean**

Time for the marigold gloves! It's a dirty job but someone's got to do it. Load the dishwasher and set it running, wipe down the surfaces and the floor if necessary. The kitchen needs to be kept **CLEAN** otherwise consequences are put in place. All years should put dirty plates and mugs in the dishwasher!

#### **Hoovering**

After roll call the lower House needs to be hoovered in the communal areas and the bins emptied.

#### **Laundry**

Around 9.15pm, head to the laundry bins, put all laundry into the big yellow sacks and tie them off. Put them by the white door at the back corridor.

#### **Dorm Bins**

The dorms replace their bins on a daily basis.

## **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. Students must not have any appliance with a heating element (eg kettles, toaster, 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, printers or computer gaming consoles in their dorms or study rooms.

## **EMERGENCIES**

In an emergency contact Mr King or a House Tutor immediately. At night there is an intercom system/bell that contacts Mr King. Students should ring this in the first instance, and then knock for the Graduate Assistant. Students will be shown where this intercom is.

Sixth Form students who have their mobile phones at night can also call the 24 hour House mobile.

## **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. Balmoral House staff 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 between 7am and 7.30am Monday to Friday. This provision is free of charge.

Students must see the Elite Performance Manager to arrange induction training, and parents will be required to sign a permission form.

It is also available to all Residential Boarders and Sixth Form Day Boarders between 7.30pm and 9.00pm Monday, Wednesday and Thursday.

Students must not use the Fitness Suite alone. Two additional students must always be present

Students must wear branded shorts or leggings and a branded top when using the Fitness Suite between 7.30am and 7.30pm.

## **GOING OFF SITE**

### **LEAVE-OUT (EXEAT WEEKENDS AND END OF TERMS/HALF-TERMS)**

For Full Residential Boarders, parents must notify Houseparents of the pick-up and return arrangements, and supervision arrangements for the period away from the school during Exeat Weekends and holidays.

Leave-out (Residential Boarders at weekends) All Full Residential Boarders wishing to go out overnight at the weekend must make arrangements with their House Parents 36 hours prior to Leave Out date. Parents must email, write or telephone to grant permission, before a Boarder is released from the School's Duty of Care. A House Parent may still veto this permission if they feel that a child may be placed in danger, and the matter will be reported to the Deputy Head (Pastoral) for attention.

A Leave Form must be signed off by House staff on the preceding Thursday evening at the latest in order for a Residential Boarder to stay away overnight on any night when they would normally be staying in school. This form requires staff to check permissions from both parent and host. House Parents may grant the permission in loco parentis in extreme cases after checking with the host.

Students must not leave the school site at any time during the school day (unless pre-arranged for a medical appointment). 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, unless special permission has been granted by House staff.

Sixth Form students may sign-out during the school day to visit local shops in West End and must sign-in again on their return. Students must not use cars to visit these shops. Balmoral office will hold car keys.

At weekends, there are usually trips/activities arranged, in addition pupils can visit local areas independently in small groups. Details of local destinations allowed are noted in house and below. On all of the below students must be back in House by 6pm.

## **LEAVE-OUT (WEEKEND DAY-LEAVE BY RESIDENTIAL BOARDERS)**

- Y10&11 Day & Residential Boarders may visit local shops in West End on a Friday evening after marching.
- Y7 Residential Boarders may visit local shops in West End at weekends in groups of 3.
- Y8 Residential Boarders 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.

Students must behave as they are expected to in school, and all school rules are applicable. Students must not act or behave in any way that might be deemed a nuisance or anti-social and must not act in such a way as to bring the school into disrepute. Always have the House phone number with you, ask for permission and sign out. The skateboard park can be used for P7 staffed activities only during the week, which you must sign up to.

Students should also message the House mobile at regular intervals and on their return journey back to school.

## **GAMES EQUIPMENT**

Pupils can keep their sports equipment (cricket, table tennis and football kit etc) in agreed areas within the house. The House has a variety of games equipment, which must be returned in working order.

## **HEAD OF HOUSE**

This is a position held by a Sixth Form boy. He will offer leadership and guidance to the younger boys. He will be at the centre of the social and official House functions and attend Residential boarding meetings with the Senior Leadership Team alongside a Junior House Prefect from our house, representing Balmoral House and student voice.

## **HEALTH CENTRE:**

The health centre is available from 8.00am to 6.00pm (mid-week). Students must report there for any medication. Out of these hours then they can report to the House Office.

## **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 CAPTAIN**

The House Captain is the senior boy in the House. He will lead you in the marching and will take you for drill on Fridays.

## **HOUSE COMMITTEE MEETINGS:**

These are held twice a term when two representatives from each year group discuss with Mr King any matters that the boys feel important.

## **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 Pupil 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 Sunday at 9.00pm, 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 the House Junior Prefects.

## **PERSONAL HYGIENE**

Balmoral 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. Finger nails should be kept short and clean. Anti-Bacterial hand gels in house help to stop the spread of germs. Please use them! You should wash your bedding once a week also. Balmoral are allowed to send bedding to Laundry on a Monday evening.

## **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 Mr King by ringing the intercom in the corridor or alternatively knock for the Grad Assistant. Sixth Formers can call the 24 hour House mobile.

## **INTERNET**

Wi-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.

## **LAUNDRY**

Students should bring a named netted laundry bag for their underwear and socks. 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.

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

## **LOCKERS**

Students in Years 8 to 10 have a named locker and separate tuck box downstairs. Their locker must be locked with their own padlock. Use it to store any valuables. 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.

## **LOCKER SEARCHES:**

### **SEARCHES FOR ILLEGAL ITEMS**

Balmoral Staff have the right to search any facility, desk, drawer or locker that belongs to the school. In exceptional circumstances, where there is a suspicion that banned or dangerous items are being stored, staff may conduct a search without the student being present. Otherwise, wherever reasonable to do so, the student concerned will be asked to be present.

Students may be asked to reveal the contents of bags or pockets. Where a student refuses this request, a parent, or in some cases the police, will be called to conduct the search.

Staff may conduct random searches of any facility, desk, drawer or locker that belongs to the school without the student's permission.

### **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 10 being served first at lunch. Years 11, 12 and 13 attend second lunch. You must register every morning before breakfast in House.

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

## **MEDICINES & MEDI CENTRE**

The Medi Centre is available for students at breaks and lunch times. Please advise Balmoral House Staff if you would like to see the nurse and we can arrange this for you. 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 pupil 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.

## **MEDICAL CENTRE OPENING TIMES**

The Medical Centre is primarily for use by Residential Boarders and Day Boarders with a Medical Care Plan.

Day Boarders may be sent to the Medical Centre by their House or the School Office to help with acute illness or injury if it occurs during the School day.

Medical Centre staff may be called to attend to any emergency medical situation.

Residential Boarders only: 8.00am — 8.30am

Day Boarders by pre-arranged appointment only and Residential Boarders:

**10.30am to 10.50am**

**12.00pm to 1.30pm**

**3.35pm to 3.55pm**

**5.00pm to 6.00pm**

**9.30am to 4pm (Saturdays)**

There is a Nurse on call for the care of Residential Boarders only at all other times

## **MOBILE PHONES & TABLETS (PLEASE NOTE FREE ZONES AROUND SCHOOL & HOUSE)**

Phones must only be switched on during free time. If you are found to be using a phone or device with a screen after lights out it will be confiscated. If the phone goes off during prep the member of staff on duty will take it away and return to Balmoral Staff. The school cannot be held responsible for the safety of the phone.

- Y7-11 Residential Boarders can have their phones after breakfast on Saturday for fixtures if playing away, Y8 – 10 can have their phones after midday on Saturdays and Sundays but must return them for boarding 'Stop the Rot' phone free sessions. Y11 have access from 9am.

- Year 8 – no phones during the school day but between 8pm and roll call (except Monday as screen free evening) and after Midday on Saturday and Sundays. On Weekends they will have their phones from Midday to 3pm. Phones and tablets are also collected over night and stored in the office every single night.

**Phone use for Year 8 in Residential Houses:** Phone/tablet - 1 hour per week night with Monday as a screen free day. Phone/tablet - 3 hours per weekend day from 12-3pm. They can also have their phones for signing out to BP/Lightwater.

- Year 9 – no phones during the school day but between 7.30pm and roll call and after Period 7 on Saturdays. On a Sunday they will receive their phone at Midday. Phones and tablets are also collected over night and stored in the office every single night.

- Year 10 – no phones during the school day but between 7.30pm and roll call and after Period 7 on Saturdays. Phones and tablets are also collected over night and stored in the office every single night. On a Sunday they will receive their phone at Midday

- Year 11 – no phones during the school day but between 7.30pm and 10pm and after Period 7 on Saturdays. Phones and tablets are also collected over night and stored in the office every single night.

- Year 12 and 13 – Phones can be kept with you at all times but can be removed over-night if deemed necessary by Balmoral Staff.

**STOP THE ROT!** This initiative is to encourage boarders to have a rest from their mobile devices. Organised activities are arranged on site to assist with this.

Saturdays Y7-11 Phones away 6.00 to 7.00pm.

Sundays Y7-10 Phones away 3.00 to 4.00pm

## **MONEY**

Do not bring large amounts of money into the House. Pocket money is best arranged through a bank account as Balmoral tries to be a “cashless” House, where the House does have a chip and pin machine.

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 keyboard, 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**

Mr King will be acting as your parents whilst you are at school and so permission for trips or books can be obtained from him. Weekly boarders will usually have time for their parents to sign permission slips.

## **PICK UP TIMES**

Exeat weekends and half terms finish at the end of the school day and so you can be picked up at 3.35pm.

End of term schools finishes at lunchtime and so you can be picked up at 12.00pm

You must leave your dorm tidy and orderly with the beds stripped at each end of term and half term. At the end of the Summer Term everything must be taken home.

## **POST**

Post for the Balmoral boys is delivered to Reception. This is collected each day and distributed in house. All post must be opened in front of staff members. Please put 'Balmoral' on any package, alongside your name.

## **PREFECTS**

The House Parents 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 Mr King and should be treated with the respect they deserve.

## **PREP**

There is no such thing as 'no prep'. Prep operates for students in Years 8 to 11 between 6.15pm and 7.30pm. 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 75 minutes of prep Monday through to Thursday, and 60 minutes on a Friday and Saturday. 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. We also have a Day Room, which is used as a quiet area for the House.

## **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 and alarmed at 10.15pm each evening and opened at 7.00am. 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. It is also important that you physically see a member of staff to let them know you have returned.

## **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. It is also important that you physically see a member of staff to let them know you are leaving.

## **SOCIAL MEDIA**

Balmoral 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!

## **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. They can also use the kitchen table in the Large Common Room.

## **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 7.00pm and 9.00pm on Sunday.

## **SUPPER/SNACK**

Served every weekday at 7.45pm 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! The School supplies boys with a snack at 3.35pm and Supper at 7.45pm. 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. The students each have their own tuck box which is open at specific times during the day. Balmoral Tuck shop is open on Tuesday and Thursday nights. Please ensure there are no nuts in any tuck.

## **TAKE AWAY FOOD**

You may order take away from Friday evening until Sunday at 6.00pm.

## **UNIFORM**

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 Sixth 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 padlocked 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 insurance to cover your property and cannot accept responsibility for loss or damage.

## **VIDEO GAMES / FILMS / IPADS**

No personal video games or iPads are to be brought into the House. We will also ask parents to complete a form at the start of the year for which age range you are happy for your son to watch,

## **WAKING UP**

Year 8 to 11 students are woken at 7.00am each weekday morning by either the Junior Prefect or House staff. 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. Full boarders wishing to stay out overnight at a friend will need to have completed a "leave out" form.

## **SUMMARY OF MAIN POINTS**

- **Manners and Trust are very important**
- **EVERYTHING must be named**
- **No personal Ipods/Ipads**
- **Hygiene is essential in a boarding house**
- **If you are not happy – tell somebody in the House**
- **Keep your area clean and tidy**
- **Use your locked locker for valuables**
- **Do not bring expensive valuables to school - keep them at home**



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