

WELCOME TO **SANDRINGHAM** House

NEW STUDENT HANDBOOK 2026





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!

Our team of staff and senior students are here to make every student's time in Sandringham as enjoyable and fulfilling as possible. Everyone in the house is expected to get involved, help others and be kind – values that will see you succeed at Gordon's and in life.

Whilst in Sandringham you will find a large range of activities on offer from games on the 3G to cooking in house and lots more in between. We try to cater for as many different interests as possible including sport, music, drama and art.

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. We run the house with the support of our amazing Assistant Head of House Mrs Wyatt, our Graduate Resident Assistant and House Tutors. There is a well-staffed medical centre on site as well to deal with all manner of ailments.

In this boarding booklet you will find listed the guidelines for getting the most out of boarding at Gordon's. I hope you will have a happy and rewarding time with us in Sandringham House and please do not hesitate to get in touch if you have any questions or concerns.

Mr and Mrs Pring
Sandringham Houseparents
Sandringham@gordons.school
Mobile: 07826 867985
Tel: 01276 859724
www.gordons.school

BED TIME AND LIGHTS OUT:

Year:	Phones Handed In:	In Rooms and Quiet By:	Reading Time:	Lights Out:
8	8.45pm (Tue/Thu/Fri) 3.00pm (Sat & Sun)	9.30pm	9.30pm	9.45pm
9	8:45pm (Tue/Fri) 3:00pm (Sat & Sun)	9.45pm	9.45pm	10.00pm
10	8.45pm	9.45pm	9.45pm	10.00pm
11	9.45pm	10.00pm	10.15pm	10.30pm
12/13		10.30pm		11.00pm

ALL TIMINGS ARE 30 MINUTES LATER ON SATURDAYS.

BED CHANGE:

Students are expected to change their bedding every fortnight on Wednesday morning. Duvet covers and pillowcases are provided by the house for Year 8-11 and must be used by all students to maintain hygiene standards and ensure consistency throughout the house.

BREAKFAST:

Breakfast is compulsory for all Boarders (except Year 13, who may eat in House). The Dining Hall is open from 7.25am to 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.

CHORES

Students in all years have collective responsibility for keeping the house tidy and chores are carried out on a rotational basis. Chores can be found on the board next to the office. The prefect team and house staff oversee duties.

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 students are aware that they may come into contact with visitors and should therefore behave in an appropriate manner that upholds the values of the school. Students should not be wandering around the site on their own in the evenings. If a student does see anyone acting suspiciously, they should report them to the 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, students will be asked to tidy their areas properly at break time. Students are expected to Hoover their dorms and empty the bins when needed.

ELECTRICAL ITEMS:

Pupils may bring their own electrical appliances, e.g. hairdryers, radios, alarm clocks 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. Pupils 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, students should ensure that they have something warm to wear and have shoes on. **Students should not wrap themselves in a duvet!** If a fire alarm sounds between the end of prep and breakfast the next day, students should line up in silence on the parade square.

GAMES EQUIPMENT:

Students should keep sports equipment (golf clubs, cricket kit etc) in the storage area on the ground floor **(not in dorms)**.

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.

ILLNESS:

If students feel unwell during the school day, they should go 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 students feel unwell at night, they can ring the bell on the Houseparents' or Graduate Assistant's door. Sixth Form students can ring the house mobile number.





KEEPING POSESSIONS SAFE:

Each dorm has a lockable area in it for each student and students should use these to store their valuable items. They will need a small padlock for this. Students in Year 8-10 will also have a locker for their books downstairs which is lockable. Any valuable or important belongings should be kept locked away. All students 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.

LAUNDRY:

Students place their laundry in the laundry bins each evening to be collected the next morning. Students should bring a labelled net bag and place their underwear in this to be laundered. After a couple of days, clean clothes are returned to the student's laundry box in house.

Sixth Form are encouraged to do their own washing using the house facilities. There is a washing machine and tumbler dryer in the house for this purpose.

There is an ironing board and an iron in the laundry room.

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**

- Y8 Residential Boarders may visit West End (BP & Premier store – maximum 30 minutes) and Lightwater (maximum 90 minutes)
- Y9 Residential Boarders may additionally visit Camberley.
- Y10 Residential Boarders may additionally visit Woking.
- Y11-13 Residential Boarders may additionally visit Guildford.
- Students must always be in groups of at least 3 and must always carry the house number with them.
- Y11 Day & Residential Boarders may visit BP or the Premier store on a Friday evening after marching until 6.00pm. They must return within 30 minutes.

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 Residential Boarders in Year 8-11 put their phones into the cabinets provided at bedtimes, in order to prevent disturbances during the night. We lock all devices away overnight. We suggest that devices are labelled with the student's name.

Students in Year 8-11 are not permitted to have their phones during the school day and may collect them at the following times after prep.

Collection Times

- Year 8 – 7.45pm (Tuesday/Thurs/Friday)
- Year 9 – 7.30pm (Tuesday-Friday)
- Year 10 & 11 – 7.30pm Monday-Friday

Screen Free Days

Year 8 – Monday & Wednesday

Year 9 – Monday

Students in Year 12 and 13 may have mobile phones. However, they are not to use them around the school during the school day or during prep times. Tablets for Year 8-10 will be collected in after prep in exchange for phones. Phones will be collected in at the following times:

- Year 8, 9 & 10 – 8.45pm
- Year 11 – 9.45pm

Students in Y8-10 are not permitted to use their mobile devices in their dormitories.

Videos or photos must not be taken in any of the communal spaces, dorms or bathrooms/toilets.

Y11 Residential Boarders can have their phones after breakfast on Saturday before activities and fixtures, and after 9.00am on Sundays.

Saturday: Y8-10 boarders can collect phones after 12pm (unless they have an activity off-site and are travelling to a fixture, in which case they can collect their phones before they leave). Y8 & 9 phones will be collected in again at 3pm. Y10 & 11 hand their phones in 6-7pm for quiet time/prep in house for all in Y8-11.

Sunday: Y8-10 boarders can collect phones after 12pm. At 3-4pm all students in Y8-10 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. Y10 students will have phones returned at 4pm until they hand them in at 8.45pm.

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!

All students are encouraged to open an account 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 encourage students to store these safely 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:

At night, Mr Pring will be the first port of call, except for Thursday nights when the Graduate Resident Assistant will be available.

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

Alternatively, 6th 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 from both the boarder's parent/guardian and the parent/guardian of the hosting student. Boarders seeking 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. Each year group has a specific shower time in the evening to ease congestion in the showers.

POST:

Post is delivered to Reception. This is collected each day and kept in the office for students 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 pleasant environment for all. Prefects report directly to the Houseparents and should be treated with the respect they deserve. House Prefects are able to voice views and concerns to House Staff on a regular basis.





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 a student 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 a student has been off-site or has missed a roll call they must make sure that to sign in and speak to the member of staff on duty on their return.

SIGNING OUT:

If students leave the house for any reason during 'boarding hours' they should sign out of the house using the book in the hallway and informing a member of staff if they 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 on Monday, Wednesday and Friday evenings at 8pm and at the weekends. Boarders have access to the tuck cupboard which is locked to keep food secure. **NO FOOD SHOULD BE KEPT IN ROOMS IN YEARS 8 - 10.**

TAKE AWAY FOOD:

Students may order take away on a Friday, Saturday or Sunday only. However, all students are still expected to register with a member of staff at mealtimes and inform them of their plans so that we can check that students are eating healthily.

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. Boarders may invite friends, at the Houseparents' discretion, and they may make use of the communal spaces and the garden.

No visitors are allowed into any boarders' rooms, at any time, including Residential Boarders from other houses. Visitors must sign into the visitors' book and out again when they leave.

WAKING UP:

Students are woken at 7am each weekday morning by the Graduate Assistant or Houseparent.



Sandringham House
Gordon's School
West End
Woking
Surrey
GU24 9PT

01276 859724
07826 867985
sandringham@gordons.school

