

WELCOME TO CHINA HOUSE

*STUDENT
HANDBOOK
2022*





WELCOME:

"Be the best that you can"

China House is one of five girls' Houses at Gordon's School. Three of the Houses; China, Kensington and Victoria are for day boarding students only, while Augusta and Windsor are a mixture of day and residential girls. There are also five boys Houses at Gordon's, Balmoral, Buckingham, Gravesend, Khartoum and Sandringham. There is also a new residential Year 7 House, Woolwich. China House is "home" to 89 girls aged 11-18.

We want your time here to be happy, for you to enjoy yourselves and to make memories that will last a lifetime. The friends you make will also be very special, and I know that you will remain close for many years to come.

China girls are involved in all aspects of Gordon's life; sport, drama, art and music, just to name a few. They also enjoy a variety of social activities both as a Year Group and as a House, in school and out. The House parties, movie nights and trips are often reported as the highlight of a student's year.

I am delighted that you will be joining China House in September and we are looking forward to welcoming you and getting to know you. During the early days, which can be daunting, the House Team will be on hand to guide and support you as well as answer any questions from parents and guardians that may arise.

China House Direct Line:	01276 859739
China Mobile Number:	07825 448580
China House email:	china@gordons.school
Head of House email:	hdoe@gordons.school

China House Staff

Head of House: Mrs. Heidi Doe

Deputy Head of House: Mrs. Michelle Justice

House Tutors: Miss A Dunne. Miss C Neale, Miss M Smith

THE SCHOOL DAY: MONDAY – FRIDAY

07:45hrs	China Opens
08:20 - 08:40hrs	Tutor/Chapel/Assembly
08:40 - 09:35hrs	Period 1
09:35 - 10:30hrs	Period 2
10:30 - 10:50hrs	Break (China tuck shop open)
10:50 - 11:45hrs	Period 3
11:45 - 12:40hrs	Period 4
12:40 - 13:45hrs	Lunch
13:45 - 14:40hrs	Period 5
14:40 - 15:35hrs	Period 6
15:35 - 15:50hrs	Snack in China
15:50 - 16:50hrs	Period 7 activities
16:50 - 17:55hrs	Tea & House/Grounds
17:45 - 18:45hrs	Prep (Y7 only)
18:00 - 19:30hrs	Prep (Y8 – Y13)
19:30hrs	China closes

Day students who are not staying for prep may leave after their P7 activities or after tea. Please do not leave school without **signing out**.



APPEARANCE:

A high standard of dress is always expected. Please ensure that your skirt and tie are the correct length and that your shirt is tucked in. Be clean and smart with your hair tied back or plaited. You may wear one small pair of stud earrings in the lower lobe and make-up is not allowed. Please see the uniform guidelines for full details.

BUDDIES:

You will be allocated a buddy when you arrive China. They will help you navigate the day to day routines. Your buddy is a girl from Y8. The memory of starting at Gordon's is still fresh in their minds so they take their role incredibly seriously. Don't be afraid to ask them questions, even if it is "what time is lunch today?"

BULLETIN:

China House news, which contains lots of relevant information, is sent out to parents and students weekly via SchoolComms.

CHAPEL

Students attend chapel once a week with their year group. They also attend assemblies once a week, again with their year group. There is a timetable in the House of when these are and the topics covered.

CHINA HOUSE FACILITIES:

China is one of the newest day houses in the school celebrating its 18th birthday this year. We are very lucky to have lovely facilities for you to enjoy during your time here. We have a junior and senior common room where you can relax and enjoy free time. There are TVs, DVDs, wireless speakers, musical instruments as well as table tennis, table football, magazines, games and books. The snugly blankets are very popular in the winter months, especially after a particularly cold hockey session! There is also a wide variety of sports equipment including balls, bats, hula-hoops and skipping ropes. In the newly refurbished changing room there is a locker for your books and a cage for your PE bag.

PLEASE TREAT CHINA HOUSE WITH RESPECT AT ALL TIMES!

CHANGING/LOCKER ROOM:

You are responsible for all your belongings at all times and must keep everything locked in your locker and cage.

Mess is not allowed!

Please bring two padlocks with you; one for your book locker and one for your cage. A spare set of keys must be handed in to the China office, these will be stored in your file in case of emergencies such as keys left at home or lost.

CHARITY:

We have raised thousands of pounds for the China House charities over the years. We raise funds for this through the sale of tuck and holding charity film nights and events throughout the year.

FOOD:

China House is your home whilst at school and you can return at all break times. Chilled water is available all day so that you can refill your China water bottle and either fruit or a sweet snack is provided for the afternoon break. The Junior Prefects run a morning tuck shop where all proceeds are given to the China House charity and bread is available to each year group to make toast one day a week (Friday for Y7s). You are also welcome to bring in your own spreads if you would like to.

HOUSE BADGES:

Each house has a badge that reflect their House colour. Ours is sky blue and are given out at the start of the school year.

HOUSE MEETINGS:

Every Friday at 08:20hrs we have a Junior House meeting. You will receive notices and reminders about important events. The remaining days you will be either in Assembly (in the Rec), Chapel or with your Form Tutor. It is important that you keep looking at the notice board in the entrance for daily notices.

ILLNESS OR INJURY DURING THE SCHOOL DAY:

If you feel unwell during the school day you will be sent to the School Office who will assess your needs. If you need to be sent home, they will contact your parents and ask them to collect you. You cannot visit the Medical Centre without prior arrangement, or unless you have an injury which needs attention. Please do not bring any medication into school without your parents notifying either myself or the Medical Centre.

INTER-HOUSE COMPETITIONS:

There are many Inter-House competitions throughout the year at Gordon's, so whether you are strong at sport, music, art, drama or even baking, there will be an opportunity for you to take part.

If your team comes first you will get a bar of chocolate.

If the House comes first there will be pizza for everyone who took part.

LAPTOPS AND TABLETS:

If you have opted to have a school tablet, you are expected to take this to every lesson with you. Please keep it on your desk with your diary on top. Your device is your responsibility so please lock it in your locker where possible and do not leave it lying around anywhere.

MARCHING AND PARADES:

Marching is taken very seriously at Gordon's and during the first term the House Captain, supported by the House Sergeant will teach you how to march, how to polish your shoes and they will prepare you for your first parade which will take place in October. Attendance at marching and parades is compulsory unless permission to be absent is given by the Head.

House Captain	–	Evie Evans Yr. 13
House Sergeant	–	Cara Falconer Yr. 12





MEALTIMES:

All meals are eaten in the dining with the rest of the house. Mealtimes are displayed on the main noticeboard. Please do not be late for your meals as there are many students and staff waiting to be fed.

We are very lucky to have a fantastic catering team at school and there is always plenty of delicious food to choose from. The menus are displayed outside my office and it is always a good idea to have a look before you go up for your meal, so you know what you are going to have. We can cater for all dietary requirements so if you have any food intolerances, please let me know and I will explain the procedure to you.

PLEASE NOTE WE ARE A NUT FREE SCHOOL!

MOBILE PHONES AND TABLETS:

All students may bring a mobile phone into school, however students in Year 7-11 must hand it in to a member of the House staff upon arrival. Each student is allocated a 'pocket' which hangs securely on the office door. This is locked away, and then the phone is returned upon the student's departure. Students can still contact home via the office if needed. The House cannot be held responsible for any phones or electronic devices that are lost or damaged in school.

PERIOD 7 AND SATURDAY ACTIVITIES:

All students must attend P7 and Saturday activities. If you have an out of school activity you can sign out at 15:35hrs with prior permission from your parents. Absences from P7 must be explained through an email or written note from your parents. The House is shut on Saturday morning so please take any kit equipment you need with you on Friday when you leave.



PREP:

It is recommended that all students attend prep each evening. You will attend prep in year groups and Y7 students will be allocated classrooms in school which will be supervised by members of staff. You are expected to work in silence and not distract or disturb others, although you are allowed to listen to quiet music through your tablet and using headphones. Your parents will be contacted and asked which days you will be staying to prep, if this changes for any reason you must have permission from your parents to leave prep early.

SOCIAL EVENTS:

We enjoy many social functions throughout the year including the traditional fancy-dress Halloween Party, film nights, Christmas Film Night, an Easter Egg Hunt and the end of term Summer trip. These events are often run by the Y12 students and are increasingly popular. There is also the Y7 Christmas dinner for you to enjoy with the rest of your year group.

COMMENTS FROM THE GIRLS:

"We have a great big common room with lots of fun things to do!"

"Our lockers are really big and the tidy locker competition by the Y13 Head of House is great because you win a bar of chocolate if yours is the best!"

"We loved writing our names on the chalk wall when we first came to China – it made us feel that we belonged!"

"The fancy dress Halloween party and the Christmas film night were brilliant! "

"Toast Friday is our favourite day and we can bring our own spreads if we want to!"

"A tip – remember to pack all your sports kit in your bag, especially your gum shield and shin pads as I always forgot!"

"The older girls are really friendly and will always help you if you need anything!"

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ChinaHouse







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