

# WELCOME TO **WINDSOR HOUSE**

NEW STUDENT  
HANDBOOK  
2025



## WELCOME:

Windsor is a house full of outward looking, compassionate and thoughtful young women preparing for life beyond school. We will guide you on your journey through Gordon's, making the most of the many opportunities available to you. The Windsor staff are here to make sure that you make the best of your time here at Gordon's. We will be there to guide you through the organisational skills that are needed in both the academic and pastoral environments. Our own family ethos is similar to that which already exists here at Gordon's and we look forward to sharing this special time in your life.

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

The social spaces here in Windsor are areas to give the girls down time after a busy day at school, whether that is playing on the Switch, Playstation, chatting, playing piano (singing or dancing!) around the kitchen, baking or enjoying card or board games, or finding a quiet spot to just sit and read....the garden is also a place of calm too.

The girls sleep in dormitories varying in size. All main meals are taken in the school dining hall but the House also has a kitchen. Students are encouraged to bring healthy snacks such as porridge, cereals, snack bars etc, to store in their tuck locker. **Gordon's is a NUT AWARE School.**

Each weekday between 6.00pm and 7.30pm is set aside for students 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 girls, rests with the resident Houseparent's and House Tutors who assist them. The House is also supported by a Resident Graduate Assistant and a Housekeeper. 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 girls 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. Students also have a chance of being presented 'Windsor Warrior 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 girls further opportunity to be part of the community in this beautiful village.

It is important for the girls 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. With this in mind, we have created a 'Code of Conduct' for the girls to be aware of in house. Most importantly, the girls must feel safe & secure, knowing that the Windsor staff are here to support and protect them.

## **OUR WINDSOR HOUSE CODE OF CONDUCT:**

- Mutual Respect
- Support
- Open Discussion
- Confidentiality
- Professional
- Fun
- Caring
- Team spirit
- Leaving no-one behind

Be sure to keep an eye on our Windsor Facebook & 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 girl's opportunities, not forgetting the annual Christmas party!

We operate an open-door policy and 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 daughter in all areas to make sure she gets the best out of her academic and co-curricular time here at Gordon's.

Kind regards

Mr & Mrs Heathcote  
Windsor House  
Gordon's School  
Windsor@gordons.school

**Tel:01276 858084 ext 2220**  
**[www.gordons.school](http://www.gordons.school)**



## **BED TIME/LIGHTS OUT:**

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 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 gatings, detentions and internal exclusions – don't be that person! Y8 – 11 are expected to be in their dorm reading 15 minutes before their lights out time. Windsor students are given a bookmark and this receives hole punches for every night they are found in bed reading, these hole punches are collated as points and go into a prize drawer every term! This all helps to aid a good night's sleep!

Year:	Phones Handed In:	In Rooms & Quiet By:	Reading Time:	Lights Out:
8	8.45pm	9.30pm	9.30pm	9.45pm
9	9.00pm	9.45pm	9.45pm	10.00pm
10	9.00pm	9.45pm	9.45pm	10.00pm
11	10.00pm	10.00pm	10.15pm	10.30pm
12/13		10.30pm		11.00pm

## **ALL TIMINGS ARE 30 MINUTES LATER ON SATURDAYS.**

Please note, Sixth Form must always be back in Windsor Lodge at 10.15pm, prior to lock up at 10.15pm . NO STUDENTS SHOULD GO OFF SITE AFTER ROLL CALL.

## **BED CHANGE:**

You are expected to change your bedding fortnightly on a Sunday evening, ready for the dirty sheets to be taken to laundry Monday morning.

## **BREAKFAST:**

Breakfast is compulsory for all boarders (except Year 13, who may eat in house). The dining hall is open from 7.30am 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.

## **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.

## **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 encounter 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.

## **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 pin boards with photos, pictures and posters. House Parents 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 Year 8 to 11 students do not get their phone that evening and Sixth Form students will be sent to study in the library for prep.

## **DUTIES:**

Students in Years 8 to 10 have a collective responsibility for keeping the main house tidy. Sixth form have a responsibility to look after their own dorms, kitchen and lounge in the lodge.

You will have two types of duties to carry out on a rotational basis. The Year 12 prefects 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. Please see duty rotas in and around the house and dorms.

## **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. Pupils may bring their own electrical appliances, e.g. hair driers, radios, clocks, laptops etc but students must not have kettles, toaster, rice-cookers 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.

## **FIRE:**

If the alarm sounds at night, you should ensure that you have something warm to wear and that you have shoes on. **Do not wrap yourself in a duvet!** If a fire alarm sounds at night students should line up in silence on the parade square. Prevention of fire is everyone's responsibility. If any fire extinguishers have been tampered with or set off, tell a member of staff immediately.

## **GAMES EQUIPMENT:**

Pupils can keep their sports equipment (Hockey/Golf kit etc) in agreed areas within the house. The House has a variety of games equipment, which students can borrow, but this must be signed out & returned in working order.

## **HOME SICKNESS:**

Everyone gets homesick. Everyone. For new boarders, this is often true on the first night though do not be surprised if you feel it after three or four days. There is no magic solution. Talking to your friends is often helpful; they will be feeling the same. Going home usually makes it worse. The key is to try to remember that it is a normal feeling and that it will pass. Do talk to the House staff. It will help.

## **HOUSE MEETINGS:**

These are an opportunity for the house to get together & 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 Friday at 3.35pm, 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 2 students from Key Stages 4 & 5.

## **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 Houseparent's by ringing the emergency bell in the corridor or the Grad Assistant on duty.

## **KEYS:**

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

## **LAUNDRY:**

Students should bring at least two netted laundry bags for their underwear/ socks & tights. 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. We suggest that all items including clothing, bedding, mobile phones, chargers, bags etc. must be named clearly. All pupils 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.

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

## **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 5.00pm on both days unless prior approval has been obtained
- Y11 Day & Residential Boarders may visit BP or the grocery store on a Friday evening after marching until 6.00pm. They must return within 30 minutes.
- Y8 Residential Boarders may visit West End (BP & Grocery store – maximum 30 minutes) and Lightwater.(maximum 1 hour 30 mins).
- Y9 Residential Boarders may additionally visit Camberley.
- Y10 Residential Boarders may additionally visit Woking.
- Y11 Residential Boarders may visit any of the above & Guildford.
- Sixth Form Residential Boarders may visit any of the above, Guildford and London by prior arrangements.

- Years 7-11 must always be in groups of at least 3 and must always carry the house number with them.

## **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:**

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 & MEDI CENTRE:**

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



## 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 girls in Years 8 to 11 put their phones into the cabinets provided at bedtimes, in order to prevent disturbances during the night. We also lock all devices away overnight.

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

Students in Year 12 and above may have mobile phones; however, they are not to use them around the School during the School Day or during prep times. Tablets for years 8-10 will be collected in after prep in exchange for phones. Phones will be collected in at the following times:

**Year 8 – 8.45pm; Year 9 – 9pm; Year 10 – 9pm; Year 11 – 10pm**

Students are not permitted to use their mobile devices in their dormitories. In addition to this videos or photos must not be taken in any of the communal spaces, dorms or bathrooms/toilets.

Y11 Residential Boarders can have their phones after breakfast on Saturday before activities and fixtures, and after 09.00am 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 phones will be collected in again at 3pm. Y9-11 hand their phones in between 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. Y9-10 students will have phones returned at 4pm until they hand them in at 9pm.

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

## **MONEY:**

There is no need for you to have more money than you would normally have at home! We encourage students to open an account at a bank or building society and use a cash card. There are some things that are best added to the School bill, such as the use of taxis, trips etc. This avoids large sums of money being carried around.

## **MUSICAL INSTRUMENTS:**

We encourage the students to leave their instruments safe in the school music department in the week. We fully support our students and understand the importance of music practice. We will help and encourage this useful time as much as possible.

## **NAMING THINGS:**

All items of clothing, bedding, mobile phones, chargers, bags etc. must be named clearly. All pupils are responsible for their own belongings at all times and must ensure items are securely locked away. **Residential boarders need to be aware that they only have a small amount of storage space each so must limit what they bring.** It would be very useful if shirts and t-shirts could be named inside the collar so they can remain folded when returned ironed from Laundry.

## **OUT OF HOURS CONTACT**

There will be one night in house when the grad is the first port of call (Thursday), at all other times please contact Mrs Heathcote (Houseparent) in an emergency.

Please use emergency bells in house to contact the house parents or knock on the Grads door in an emergency in the main house. Sixth Form should use their phones to call the house mobile at night or use the emergency bell in the lodge.  
**07826 867986.**

Mon, Tues, Weds, Friday and at Weekends 11.00pm to 7.00am – **Mrs Heathcote**  
Thursday 11.00pm and overnight - **Miss Rigby**

## **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. Anti-Bacterial hand gels in house help to stop the spread of germs. Please use them!

## **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.

## **POST:**

Post is delivered to Reception. This is collected each day and distributed in house. All post must be opened in front of staff members. Your name will appear on the post list on the glass board in house when it arrives here. Please remove your name once collected.

## **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.

## **PROBLEMS:**

There is no such thing as 'no prep'. Prep operates for students in Y8-11 between 18.00 and 19.30, with a short 5-minute break at 18.45. 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.

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 regularly by the Assistant Head of House and is in the phone booth under the stairs. Concerns can also be reported via Firefly.

## **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 7.00am. The main doors should be kept shut at all times, and never put on the latch.

## **SIGNING IN:**

All visitors must sign in when entering the House. If you have been off site or have missed a Roll Call you must make sure that you sign in and report to the member of staff on duty to let them know that you are back in the House.

## **SIGNING OUT:**

If you leave the House for any reason during 'boarding hours' you should sign out of the House and ensure that you sign back in on your return, using the paper register in the entrance hall. Student visitors should sign in/out also.

## **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 students are found to not be following these guidelines they'll be asked to study in the library.

## **SUPPER / SNACK:**

Served every weekday in house at 7.45pm.

## **TUCK:**

Students get 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.

## **TAKE AWAY FOOD:**

You may order take away on a Friday/Saturday or Sunday evening only. However, all students are still expected to attend meals in the dining hall and register with a member of staff on duty.



## **VISITORS:**

Visitors from in School are welcome into the Boarding House. Each boarder may invite one friend in at a time (or more by arrangement) and they may make use of the communal rooms.

**Visitors must sign into the visitor's book and out again when they leave.**

Students, irrespective of gender, are allowed into the respective Common Rooms of other houses during break, lunchtime, after school and, in the case of Residential Boarders, during the evenings. All students entering another house must sign in or make themselves known to a member of staff.

Male and female students wishing to study together in boarding hours, may do so in common rooms only with permission from House staff, or may use the Library.

## **WAKING UP:**

Year 8 to 11 students are woken at 7am each weekday morning by either the Pastoral tutor or House Parent. Students may bring in their own small alarm clock. Sixth Form students are left to organise themselves with an alarm!

## **PARENT & STUDENT QUOTES:**

"Thank you for offering my daughter such a warm welcome!"

"The girls emotional and physical needs are acknowledged and supported on a daily basis in Windsor House. Physical activity is regularly encouraged and emotional bonding with their peers is actively encouraged. The House parents are attentive and welcoming and also highly visible when returning my daughter to school after Exeat and school holidays".

"The house looks fabulous and looks like a home".

"I would just wanted to say a very big thank you for everything you do for us in and for this house. You make Windsor a house that is so full of love and compassion and I am so grateful for you as our houseparent. If any of us are ever going through a hard time or need any help at all, we know you are always here for us, and for that we are truly grateful".

"Thank you for your leadership and care! I appreciate everything you do for us!"

"Thank you for taking care of me when I was ill".

"Thanks for helping us to prepare for our mocks and GCSE's".

## **BOARDING STATEMENT OF INTENT:**

Our aim is to develop rounded world-class, world citizens with the character, capabilities and confident humility to achieve well, to stay active, to appreciate what they have and to connect and give back to the communities in which they live and work. Such students lead happier lives.





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