

WELCOME TO BALMORAL HOUSE

*NEW STUDENT
HANDBOOK
2023*





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 motor sports, athletics, ball sports 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, a microwave and a kettle. Boys are encouraged to bring healthy snacks such as porridge or cereals to store in their tuck locker.

Each weekday between 18:00hrs and 19:30hrs 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 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 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 Good Comments. 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 the village churchyard 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. With this in mind, the House has a 'Code of Conduct' for the boys to be aware of in house. Most importantly, the boys must feel safe & secure, knowing that the Balmoral staff are here to support and protect them.

OUR BALMORAL 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 Balmoral Facebook/Twitter/Instagram pages and of course the School Website. We look forward to updating you on our House events and sharing many memorable moments in school where we can celebrate the boy's opportunities, not forgetting the annual Christmas party and Summer gatherings.

We operate an open-door policy and welcome any questions or requests, please find our contact details on the school website.

We look forward to getting to know all the families in Balmoral House and will support your son in all areas to make sure he gets the best out of his academic and co-curricular time here at Gordon's.

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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.



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. 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. If students leave the school premises during the day they must sign out, signing back in when they return. Three or more lates to registration in a week will lead to a detention.

OFF-GAMES/P7/PE:

Day Boarders will need a signed note from home or a parental email if they are unable to take part in physical exercise. 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 school and in all Day and Residential Houses. 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 Firefly/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 on the Parade Square. Ball games may be played in the gymnasium or 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 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. The boys are given a book mark 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 draw every term! This all helps to aid a good night's sleep!

Roll Call

Main School 07:30hrs
All Years 21:00hrs
(30 minutes later on Saturdays)
All Years 21:15hrs (Summer Term)

Curfew

Main School Autumn & Spring Terms
21:00hrs
Sixth Form All Year 22.15hrs
(30 minutes later on & Saturdays)

YEAR	PHONES HANDED IN:	IN ROOMS & QUIET BY:	READING TIME:	LIGHTS OUT:
8	21:00hrs	21:15hrs	21:30hrs	21:45hrs
9	21:15hrs	21:30hrs	21:45hrs	22:00hrs
10	21:30hrs	21:45hrs	21:45hrs	22:00hrs
11	21.45hrs	22:00hrs	22:15hrs	22:30hrs
12/13		22:30hrs		23:00hrs

ALL TIMINGS ARE 30 MINUTES LATER ON SATURDAYS.

BEHAVIOUR:

Normal school rules and standards of behaviour apply to all Balmoral students. You represent your House when in school and your behaviour must reflect pride in your House. The Balmoral boys should be aware of our code of conduct and Balmoral identity which is posted in House to remind us all!

BIKES, SCOOTERS, 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.

BED CHANGE:

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

BREAK TIMES:

The House is available for all boarders during break times. Tuck is sold on Wednesday nights and Friday break time. 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.

BREAKFAST:

Breakfast is compulsory for all boarders. The Dining Hall is open from 7:30 - 7:50 am 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 9-1pm at weekends.

BOOTS:

Football/rugby boots should be stored in the boot 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 & 11 students are expected to march at the Whitehall Parade in January, along with members of the Pipes & Drums band.

All students in Years 7-10 are expected to attend the Guildford Memorial Service in Blues, irrespective of whether they attended Whitehall the previous day. 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 DSL, or any of the Deputy-DSLs, Mrs Forster, Mrs Unsworth, Mr Sinclair or Mr King.

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 Head of House 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 your House Parents. 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 the 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.

DAILY ROUTINE:

WEEKDAYS

Wake up.....	07:00
Roll call	
Breakfast.....	Approx 07:30
Duties	
Leave for lessons.....	08:15
Break.....	10:30 / 10:55
Lunch time Y7-10.....	11.55 – 12.50
Y11 & 6th Form.....	12.50 – 1.45
End of lessons.....	15:35
Period 7.....	16.00 – 17.00
In House.....	17.00 – 17.55
Tea.....	16.45 (6th form) 17.00pm – 17.40 Individual House slots
Prep.....	18.00/19:30
Supper.....	19:45
Duties	
Roll Call.....	21:00

SATURDAY

Wake up.....	from 7:30am depending on fixture times
Saturday School.....	Fixtures times posted on Socs for parents & students
Lunch.....	12:30 onwards
Dinner.....	17:00 onwards

SUNDAYS

Brunch.....	09:00 (cold breakfast available)
	09:30 hot food – 13:00
Dinner.....	17:00

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 cannot be spent on improvements. You must tell a member of 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.

FIREFLY/SIXTH FORM PLANNERS:

The Firefly diary and Sixth Form planner is the central point of life at Gordon's. All notices/messages, house bulletins/newsletters are sent via Firefly and email, students should get used to checking their emails daily, and Firefly dashboard for notices. SOCS is the online software used to inform students of fixtures, music/LAMDA lessons and is a useful tool for parents to follow fixtures and results.

DRIVING:

Year 13 students may apply for a parking permit from Mrs Byrne, 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 the Head of House. 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 in 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, 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.

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. 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 Y8-11 students do not get their phone that evening and Sixth Form students will be sent to study in the library.

DUTIES:

Students in Year 8-10 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 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. Dorm duties are also done before school. Details of the duties are below:

WHAT IS YOUR DUTY?

KITCHEN CLEAN Y8

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!

LAUNDRY

About 8:10 am, 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 empty 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 the House Parents or House Tutor immediately. At night there is an intercom system/bell that contacts the House Parents. The Resident Graduate is also on call in the House in the first instance.

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. The House Parent 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.

Sixth Form students who have been successfully inducted may use the Fitness Suite during Private Study periods between 8.40am and 3.35pm, and between 5.00pm and 6.00pm, with or without staff supervision, so long as two additional students are also present (see separate weekend rule below). This use is not permitted if an instructor-led session or PE lesson is taking place at the same time in the Fitness Suite.

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. (Students may wear any suitable clothing between 7am and 7.30am, and between 7.30pm and 9.00pm).

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. 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.

Main School 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.

At weekends, there are usually trips/activities arranged, in addition students can visit local areas independently in small groups. Details of local destinations allowed are noted in House and below.

Leave-out (weekend day-leave by Residential Boarders)

- Y11 Day & Residential Boarders may visit local shops in West End on a Friday evening after marching until 6.00pm.
- 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 green is out of bounds (Recreation Ground in West End) please do not hang around the park area. The skateboard park can be used for P7-staffed activities only during the week, for which you must sign up.

GAMES EQUIPMENT:

Students can keep their sports equipment (Cricket 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 on the white board in House and it 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.

HOME SICKNESS:

Everyone gets homesick. Everyone. For new boarders, this is often true on the first night though don't 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 and 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 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 Student 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 two students from Key Stages 4 and 5.

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. 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.

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 intercom in the corridor or the Grad Assistant on duty.

STUDENT LIFE:

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 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 two 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 and should be stored neatly in your room.

Sixth Form and Y11 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 Y8-10 have a named book and separate tuck locker downstairs. This must be locked with your 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

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:

Students attend lunch in year groups and dinner as a House. A bell will be rung for each allocated time in order to signify that students should form an orderly queue outside the Dining Hall (left hand side). Meal times for each week will be displayed on the notice boards by the House Office. All students, (including Sixth Form with the exception of breakfast) 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.

MEDICAL CENTRE OPENING TIMES:

Students **must not** arrive at the Medical Centre after **08:30hrs** without a referral from a member of staff in the House or the School Office.

Residential Boarders only **08:00 - 08:30hrs**

Residential Boarders and Day Boarders with a Medical Care Plan by pre-arranged appointment only:

10:30hrs	-	10:50hrs
12:40hrs	-	13:30hrs
15:35hrs	-	15:55hrs
17:00hrs	-	18:00hrs
Saturday		
09:30hrs	-	16:00hrs

MOBILE PHONES & TABLETS:

(PLEASE NOTE FREE ZONES AROUND SCHOOL & HOUSE)

Day Boarders in Years 7-11 may not bring mobile phones, or any device which accesses the internet other than their school-issued tablet, to school unless an arrangement is in place to store them in the House office.

Students in Years 12-13 may have their mobile phones in school. However, these must not be visible, audible or used during lessons unless the teacher has given permission to do so.

All Residential Boarders (Years 7-13) may bring mobile devices including phones into their Residential Houses. Students in Years 7-11 will have restricted access to their devices (as with Day Boarders) for use in the evening and at weekends only. Mobile devices, other than school tablets with permission, must not be used in dormitories or washing areas at any time.

Residential Boarders in Years 7-11 must hand in all electronic communication devices overnight, 15 minutes before lights-out. Residential Boarders must not use electronic devices after lights-out.

Y7-11 Residential Boarders may have their phones after breakfast on Saturday, and after 09.00am on Sundays.

Residential Boarders in Year 7 are encouraged not to have access to their phone at any time until the first exeat. Year 7 Residential Boarders may use the office phone to contact home if they need to.

Any student can request to use the House office phone at any time, or request access to their phone to call home if deemed necessary to do so.

Students must not lend or borrow electronic devices and students must not use another student's device. The school does not accept any liability for loss or damage to devices and parents are asked to cover all devices on home contents insurance.

Under no circumstances may audio or visual recordings be taken of anybody, staff or students, without their permission.

Students are responsible for their phone at all times.

Students in breach of this etiquette may lose the privilege of having a phone in school

MOBILE PHONE ETIQUETTE:

Y7-11 Students

- Y7-11 students must not have phones in school at any time - they must be handed in to Houses at the start of the day.
- Residential students may have their phones at 7.30pm until 30 minutes before lights-out each evening.
- Y7-11 students must keep phones in bags and out of sight during Saturday morning activities and fixtures, but may use them when travelling to and from their fixture or event.
- Y7-11 students must not take their phones on school visits or fixtures during the week, nor on some weekend or residential trips when specified.
- Students in breach of any of the above will have their phones confiscated by the Deputy Head (Pastoral) and will only be returned to parents at a mutually convenient time.

Y12-13 Students

- No mobile phones visible or to be used in the Dining Hall, Chapel, Rec, 'Mobile-free Zones' in Houses or when walking between lessons.
- Students may only use phones in lessons, P7 or Saturday activities with the teacher's permission
- Mobiles must be on silent at all times, during lessons and school activities.

MONEY:

There is no need for you to have more money than you would normally have at home!

Money can be given in one of two ways. Firstly, you may wish to open an account at a bank or building society and use a cash card. Years 8 -11 would only be able to get cash on a Saturday afternoon or Sunday. Secondly, you can hand money in to a member of staff on your arrival or parents/guardians can pay directly in to the House pocket money account. Pocket money can be requested on a weekly basis. Both staff and student record all transactions. We encourage you not to keep too much money in your room and any money you do have should be kept in a lockable area.

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 drum kit, 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:

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

PICK UP TIMES:

Day Boarders in Sandringham, Khartoum, Gravesend and Buckingham, and girls with siblings in those Houses, must be collected at either 6.45pm or 7.30pm from the Library end of the Parade Square. Day Boarders in China, Kensington, Augusta, Victoria, Windsor and Balmoral (unless with siblings) must be collected from the Dining Hall end.

Students leaving before 6.00pm must be collected from the carpark on the north side of the site.

At the beginning and end of terms, pick-up on the Parade Square is staggered for Day Boarders to be collected first, and then afterwards for Residential Boarders

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. Your name will appear on the post list on the glass board in house when it arrives here. Please remove your name once collected.

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 balanced environment for all. Prefects report directly to the Houseparents and should be treated with the respect they deserve.

PREP:

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.

- 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 90 minutes of prep Monday through to Thursday, and 60 minutes on a Friday. 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.

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 at **22:00hrs** each evening and opened at **07:00hrs**. 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.

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.

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.

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 **19:00 and 21:00hrs** on Sunday.

SUPPER / SNACK:

Served every weekday at **19:45hrs** in the Dining Hall.

TUCK:

Tuck from home is best limited to cereals as this will help fill the stomach of these growing boys! A snack is provided at **15.35hrs** daily and supper at **19.45hrs**. 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 or Saturday evening only. Sixth Form can order when they would like at weekends but not during the week. However, all students should be having their meals in the dining hall.

UNIFORM & APPEARANCE:

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.

UNIFORM: ALL STUDENTS

- The top button of the shirt must be fastened at all times.
- Shirts must be tucked in, not "folded" or hanging out. Please ensure your child's shirt is long enough to tuck into the waistband of trousers.
- In hot weather, long shirt sleeves may be folded neatly at the elbow. Short sleeved shirts and blouses are permitted.

Gordon's School has an outstanding reputation for high standards and expectations. This also applies to school uniform. Students are expected to adhere to these standards and school uniform is to be worn during normal school hours and during prep. The following details should be noted:

UNIFORM: MAIN SCHOOL (Y7-11)

- Main School students must wear school uniform at all times during the school day between 7.30am and 7.30pm, unless in sports kit for a physical activity.
- Ties should reach just above the waistband.
- Skirts must be of an acceptable length at all times. Students will be asked to replace any ill-fitting skirts. For guidance, skirts must be on or slightly above the knee.
- Trousers must be light grey and not tapered.
- Girls must wear white, unbranded, ankle socks (100 denier black tights from after Exeat in September until Easter). Boys must wear black or grey socks (not trainer socks).
- Shoes should be robust, plain and formal, of matt black polishable leather (not patent). “Ballet” style shoes are not allowed.
- Branded sports kit is acceptable when permission is given in order to facilitate a fixture or activity.
- Students may wear shorts or skorts in the Dining Hall in the Summer Term if in branded sports kit but must wear tracksuit trousers over the top in the Autumn and Spring Terms.
- Shorts/skorts or tracksuit bottoms immediately after the activity.
- Dark coats without a prominent logo may be worn in cold weather. The hood of a hoodie is not to be worn, except in extreme weather conditions (for example heavy rain, sleet, snow or hail).



UNIFORM: SIXTH FORM STUDENTS ONLY

- Formal dress (or branded sports kit for sport) is to be worn during the school day. All Sixth Form students are required to dress smartly as if they were working in a formal office environment.
- Male students must wear a suit, a smart shirt and tie, and formal shoes.
- Dark coats without a prominent logo may be worn in cold weather. The hood of a hoodie is not to be worn, except in extreme weather conditions (for example heavy rain, sleet, snow or hail).
- Students may wear jewellery that is discreet and befitting a professional appearance. A member of the Wider Leadership Team will rule on what is deemed acceptable. Equally make-up and nail varnish must befit a professional appearance.

HAIR (ALL STUDENTS Y7-13)

- Students must not colour or cut their hair in any way considered extreme. Students must not cut or colour each other's' hair.
- Boys' hair must not be too long (below the collar) or excessively short (beyond a grade 2), or unnaturally coloured. The back and sides must be blended with the top, to avoid an extreme 'step' or contrast.
- Boys in Years 7-11 must be clean-shaven at all times.
- Sixth Form boys' facial hair must be neatly-trimmed at all times in a professionally presentable manner.
- **Senior Staff will rule on what is deemed acceptable.**

BLAZERS-OFF

A notice will be posted on the Staff Room door when students are permitted not to wear their blazers. This will typically happen when it is considered too hot to wear them. Blazers must otherwise be worn at all times with school uniform, except in classrooms when the teacher has given permission for them to be removed.

HOODIES

Students may travel to and from school with their hoodie (green school hoodie only) under their blazer. This must be removed when they arrive in House, and not put on again until they go home.

In cold weather, a notice will be posted on the Staff Room door to permit students to wear their green hoodie under their blazer for marching.

House hoodies may only be worn for Inter-House events and for Saturday morning school with tracksuit bottoms or sports kit.

The hood of a hoodie may only be worn over the head in extreme weather conditions and with permission from staff.

VALUABLES:

Valuables are best left at home. However, if you do bring them into school then they must be named and stored in your 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 any insurance to cover your property and cannot accept responsibility for loss or damage.

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, may do so in common rooms only with permission from House staff, or may use the Library.

WAKING UP:

Y8 – 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!

WEEKENDS:

Weekly boarders can leave after their Saturday morning activity but if they go home on a Friday, it is expected that they return for Saturday Morning School. Permission must be sought from the Headmaster to be absent from Period 7 on Saturdays. Full boarders wishing to stay overnight with a friend will need permission from their parents and Houseparents plus confirmation from the host parents. During the weekend, we run trips and activities that all boys are invited to attend. Full boarders will, however, take priority if numbers are limited.

WE STRIVE FOR EVERY GORDON'S STUDENT TO:

- **Be courteous:** show politeness and think of others before themselves.
- **Have integrity:** be honest, keep their promises and do the right things, whether or not anyone is watching.
- **Be diligent:** always work to the best possible standard, taking care in even smallest details.
- **Be enthusiastic:** approach everything with a positive attitude and enjoy what they do.
- **Be resilient:** keep going, even when it is difficult. Recover when things go wrong.

BOARDING STATEMENT:

Our aim is to develop world class, world citizens: students with the confidence, character and capabilities to become the best they can be. To help and inspire all students to discover and develop their talents and interests to the highest standard possible and go on to lead fulfilled lives, enjoy healthy lifestyles and make a positive contribution to the lives of others. Such students lead happier lives.

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

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







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