

# WELCOME TO CHINA HOUSE

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*STUDENT  
HANDBOOK  
2023*





## 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 90 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.

**Head of House: Mrs Heidi Doe**

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

## THE SCHOOL DAY: MONDAY – FRIDAY

House meeting/Tutor Group/Assembly/Chapel **0820 - 0840**

Period 1 ..... **0840 – 0935**

Period 2 ..... **0935 – 1030**

Break ..... **1030 – 11.00**

Period 3 ..... **11.00 – 1155**

Period 4A ..... **11.55 – 12.50:** Lunch Years 7-10. Lesson: Years 11-13

Period 4B ..... **12.50 – 13.45:** Lunch Years 11-13 Lesson: Years 7-10

Period 5 ..... **1345 – 1440**

Period 6 ..... **1440 – 1535**

Snack in House: ..... **15.35 – 16.00**

Period 7 Activities ..... **16.00 – 1655**

Dinner ..... **1700 - 1800**

Prep ..... **1800 – 1930: (18.00 -18.45 for Year 7 students.)**

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

### THIS HANDBOOK:

This booklet is designed to answer a few of the commonly asked questions, and I am sure that you will have many more in the early days and please ask us if you are unsure of anything

### ABSENCES:

Any planned daily absences must be e-mailed to Mr Moss' PA, Mrs George at **head@gordons.school** this includes absence from Parade or Saturday morning school. If a student has an appointment and needs to leave school earlier than the end of the day or come in late please email **hdoe@gordons.school** or **china@gordons.school** Any unplanned absence due to illness or similar should be directed to **absence@gordons.school** or phoned to **01276 858084**.





## ARRIVING AND LEAVING SCHOOL:

The House opens at 07:45hrs Monday to Friday and you should hand in your mobile phone, if you bring one, in your allocated pocket.

All students are encouraged to stay for Prep, see below for more information. Whilst we respect that it is a long day and may take some time to adjust to, it has been proven that students perform better if they remain to complete their homework in a classroom environment supported by staff.

Near the beginning of the school year you will be asked to let the school know when you expect your child to be going home each day. This may vary but we ask parents/guardians to inform Mrs Doe or House Staff of any change to the normal collection time.

## BREAK AND TUCK:

Students have a morning break after Period 2 at 10:30 – 11.00am. The House has a tuck shop which runs on Tuesday and Thursday break time and the money raised from this goes to the school charities.

## BUDDIES:

You will be allocated a buddy when you arrive in 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 newsletter, 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 groups. They also attend assemblies once a week, again with their year group. There is a timetable up in the House of when these are and the topics that will be covered.



## CHINA HOUSE FACILITIES:

China is one of the newest day houses in the school celebrating its 19th 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 your free time. There are TVs, DVDs, wireless speakers, musical instruments as well as table football, air hockey, magazines, games and books. The snuggly 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 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!

## FAMILIES:

To encourage unity throughout the house, you will be placed into a family. These families are run by our older girls and contain at least one student from every year group. The families take part in lots of fun intra-house competitions and there are lots of opportunities for you to win points and rewards for your group.

## GOING OFF-SITE:

All students must not leave the school site during the school day unless given express permission to do so. During Periods 1-6, students must sign out at the School Office, if they have an appointment or leave school for any other reason.

## HOUSE BADGES:

Each House has a badge that reflects 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 noticeboard in the entrance for daily notices.

## HOUSE SOCIAL MEDIA PAGES:

China House has a Facebook Page and Instagram account which are periodically updated with photos and snippets of recent House events. You can e-mail for a link.

## ILLNESS OR INJURY DURING THE SCHOOL DAY:

If you feel unwell during the day, you will be sent to the school office, who will assess you. If needed they will send you to the medical centre. The medical will contact home if they feel you are too unwell to stay in school.

## 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.**

## LOST PROPERTY:

All items brought in to school must be labelled. Uniform, must be clearly named and locked into students' cages immediately upon arrival at school. China House cannot be responsible for any lost property in the House. All Blues Uniform will be issues within the first couple of months of starting Gordon's and MUST also be labelled and hung up appropriately.

## 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.

Our House Captain is Y13 Cara Falconer and our House Sergeant is Y13 Kaitlyn Wyatt

## MOBILE PHONES:

All students may bring a mobile phone to school, however students in Year 7-11 must hand it in to a member of the House staff upon arrival. Each student has an allocated "pocket" which securely hangs on the office door. This is locked away securely and then the phone is returned upon the student's departure for their journey home. 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.









**PLEASE NOTE WE ARE A NUT FREE SCHOOL!**

## **MONEY:**

Small amounts of money may be brought into school for the tuck shop or charity cake sales and so on. Bringing large amounts of money to school is discouraged and the House cannot be held responsible for any money that is lost.

## **NOTICEBOARDS:**

The House noticeboards are updated regularly. Students should check the noticeboards daily to keep current with school events.

## **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.

## **REWARDS:**

Rewards may be issued in-House by members of the House team and include, good comments, Honours Programme Points for participation at Inter-House or treats for exceptional progress or commitment. Wider school rewards may be awarded by members of the wider school leadership team, including postcards home, letters of congratulations from the Head Teacher, and honours awards, colours to be worn on school blazers or special school ties.

## **SECURITY OF POSSESSIONS:**

Students are responsible for the safekeeping of their own belongings. Kit, tablets etc, should not be left lying around - they should be securely locked away by students. China House girls are provided with a lockable cupboard and cage. The cage is used for larger items such as PE kit. Two medium padlocks are required and spare keys must be given to House staff for safekeeping.

**All property must be clearly and permanently named, including tablets and chargers.**

## **SNACKS:**

After lessons have finished students are provided with a snack in-House. This varies from day to day between fruit, crisps and biscuit based snacks. Students are entitled to one each before Period 7 activities.





## 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.

## WATER BOTTLES:

House water bottles are available to purchase for £3 each, although all new students will receive one when they start. All profits go towards our House charity. Students are permitted to take these to lessons as well as use them around school during the day. There is a water fountain on the ground floor of the House as well as a kitchen on the top floor where bottles can be filled up.

## 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!"*

### Follow Us:



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**ChinaHouse**











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