

# WELCOME TO SANDRINGHAM HOUSE

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*NEW STUDENT  
HANDBOOK  
2023*





## INTRODUCTION TO SANDRINGHAM HOUSE:

Our House is run as an inclusive House where a strong sense of identity and family values are encouraged and where a generation of inspirational and forward thinking young men are raised. The boys sleep in dormitories varying in size. Younger ages tend to have dorms of between four and six sharing and as they get older they will move into double dorms. The House has two common rooms.

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 and there is also a weekly supermarket run so that pupils can buy items to purchase. Monday - Thursday between **18:00 and 19:30hrs** is set aside for boys to complete their prep for the following days lessons and Friday evenings between **18:00 and 19:00hrs** is electronics free House time where the boys are encouraged to read, prepare their belongings for the weekend, tidy their rooms, or complete prep in House.

Various other activities, both sporting and cultural are organised on a House basis during the week and at weekends including weekly supermarket trips, regular movie nights as well as summer evenings spent in the garden enjoying s'mores around the fire pit or bbqs.

Responsibility for the general welfare of the boys rests with the resident Houseparents, and House Tutors who assist them. The House is also supported by an Assistant Houseparent, Deputy Head of House, a resident Graduate Assistant and a Housekeeper.

During the week the running of the House is also supported by the Senior Prefects and Head of House. The Prefects assist in wake ups, bedtimes and extra supervision around House. Minor health matters are dealt with in House with a school health centre and doctor being available for more serious ailments. The House staff maintain a keen awareness on events and are available all of the time.

We hope that you have a very happy and successful time at Sandringham.

Best wishes,

Tom & Nathalie Webb



## **THE HANDBOOK:**

This is a straightforward guide to help you through the first few days and weeks of life as a boarder.

Boarding may be new to many of you and we want you to settle in as quickly as is possible. If you have any concerns or issues please contact us straight away. We've seen and heard most.

**Contact 07826 867985 / 01276 895724**  
**Sandringham@gordons.school**

## **THE HANDBOOK IS IN ALPHABETICAL ORDER.**

## **ACADEMIC MATTERS:**

Your tutor and Houseparents monitor your academic progress. This is a different though not separate part of school life. Tutors and Houseparents and House Assistant share a common interest in your progress.

## **ANNUAL:**

This is the biggest day in the school year when prizes are awarded and the school puts on its biggest parade. Annual is towards the end of the Summer Term. We would ask that as many family as possible attend this occasion.

## **ARRIVING AT SANDRINGHAM:**

You should arrive between 19:00 and 21:00hrs at the start of a new school term, exeats and Bank Holidays. The House will not be accessible any earlier.

## **ANNOUNCEMENTS:**

Announcements are usually conveyed through the evening roll call period before breakfast, the whiteboard outside the office.

## **BALL GAMES:**

Never play ball games inside the House and never kick a ball in the Parade Square. The hard courts including 3G, astro, tennis courts and Front Fields are available throughout the year. Never have a ball in the dormitory.



**BEDTIMES:**

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 Sandringham students. You represent your House when in school and your behaviour must reflect pride in your House. We are very particular about manners.

## BIKES, SCOOTERS, SKATEBOARDS:

They can be used at your own risk and in specified areas within the school and must not be used without appropriate headwear.

## BLUES:

These are the uniforms that you will wear for Parade. They are issued by the school shop and it is your responsibility to keep them in perfect condition. They are stored in the Blues cupboard. When you grow out of a uniform you should return it to the shop where they will issue you with a larger size. The Blues must be returned to the shop when you leave Gordon's.

## BLUE ROOM:

The "Blue Room" which is actually white. There is a tv with Netflix, Now TV, Disney+ as well as a Playstation, Xbox and Nintendo Switch.





## BOOTS:

Football / rugby boots should be stored in the shoes racks provided or zipped away in your sports bags. No muddy boots be taken upstairs into the dorms.

## BREAK:

A morning break is between 10:30 and 11:00hrs. You can come back to the House and this is when a daily snack is offered.

## BREAKFAST:

Breakfast is compulsory for all boys, including Sixth Form. It is served from **07:30hrs** in the week and **09:00hrs** at the weekend.

## BULLYING:

The school has a very active anti-bullying policy and you should report any incidents to a member of staff at once.

## CASUAL WEAR:

**Weekday:** You can change into casual clothes after prep (**19:30hrs**)

**Saturday:** You may wear casual clothes after P7.

**Sunday:** You may wear casual clothes.

## COMPETITIONS:

The school organises several Inter-House competitions. Sandringham always tries to do its best and you will certainly be involved in most competitions. There are Inter-House tournaments in such fields as rugby, football, swimming and orienteering as well as art, drama and music. One of the bigger events is the Talbot Cup – a marching competition in the Summer Term that involves the whole House. You will be provided with a House top and if lost you will be billed.

## COMPLAINTS:

If you have a complaint you should see your Houseparents. 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. A copy is also in the back of this book.

## DAILY ROUTINE:

Weekdays	
Wake up	07:00hrs
Roll call	5 mins before
Breakfast	Approx 07:30hrs
Duties	
Leave for lessons	08:15hrs
Break	10:30 to 10:50hrs
Lunch time	From 11:55 to 12:55 (Y8-10) From 12:50 to 13:50 (Y11-13)
End of lessons	15:50hrs
Period 7	16:00hrs
In House	17:00hrs / Dinner
Prep	18:00 to 19:30hrs
Supper	19:45hrs
Roll Call	21:00hrs
Saturday	
Wake up	From 07:00hrs
Breakfast	From 07:30hrs
Sat. School	From 08:00hrs
Lunch	From 12:30hrs
Dinner	From 17:30hrs
Sundays	
Brunch	09:00 to 12:30hrs
Dinner	From 17:30hrs
Snack	From 18:00hrs



## DAMAGES:

Occasionally accidents do happen and we understand that so you must tell a member of staff immediately after any damage has been done.

## DORMS:

Your dorm is your responsibility. You must ensure you make your bed, tidy your area and ensure that the dorm is kept in good order every single day. It is your home. You can decorate the walls with pictures and posters in your area if you so wish. Decoration should be tasteful. Posters must be put up on the large boards provided. There are daily dorm checks. Phones will not be given out in the evening until you have a dorm pass which is issued by a member of staff on duty.



## DUTIES:

**You will have two types of duties to carry out – your dorm duty and your 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.

**House duties** usually involve cleaning or hovering common areas such as the kitchen or common rooms on rotation for a week at a time. House duties are also done before school. Details of the duties are below:

### WHAT IS YOUR DUTY?:

**Kitchen Clean:** It's a dirty job but someone has got to do it and will stand you well for the future independent living! Load the dishwasher and set it running, wipe down the surfaces and the floor if necessary. The kitchen needs to be CLEAN. This is best done at night and needs to be done before the kitchen closes at **21:15hrs**.

**Laundry:** About **08:05hrs**, head south to the laundry bins, put all laundry into the big red sacks and tie them off. Put them outside the front door.

**Bins upstairs:** Get a bin bag and go along the top corridor emptying each bin into it. Take the now full bag downstairs and leave in the bottom Square. The dorms replace their bin bags.

**Bins downstairs:** Rather similar to Bins Up but with one key difference....

## ELECTRICAL APPLIANCES:

Must be inspected by the maintenance department and have a 'checked stamp' put on. Inspections are termly though new appliances should be brought to the office for checking.

## EMERGENCIES:

In an emergency contact the Houseparents or whoever is on duty immediately. At night there is a bell on outside of the upstairs office next to the Houseparents' House which you can knock on. The Resident Graduate is on call in the House in the first instance and their room can be located upstairs on the corridor by the toilets.

## FACEBOOK AND INSTAGRAM:

Sandringham House has a Facebook and Instagram page that will keep you up to date with the events and activities that are going on in the House. We use #wearesandringham in our posts.

## FIRE DRILL:

If the alarm sounds, evacuate the House immediately. Line up in year group order in front of the House on the Parade Square. A roll call will be taken. Do not return to the House until you are told to do so and the alarm has stopped ringing.

## FIRE AND SAFETY:

Prevention of fire is everyone's responsibility. If any fire extinguishers have been tampered with or set off, tell a member of staff immediately.

## GOING OFF SITE:

- Students must not leave the school site unless this has been arranged and agreed by the Houseparents. Year 12 and 13 are able to leave site to visit BP but must sign in and out using the sign in sheet in the welcome lobby. Failure to follow simple sign in and sign out instructions will result in that privilege being removed.
- Whenever you leave site you must sign out correctly on the sheet near the office. Failure to follow simple sign in and sign out instructions will result in that privilege being removed or a sanction.
- Year 10 upwards are allowed to visit the local newsagent on a Friday after marching with the Houseparents approval. You must sign out correctly on the sheet near the office. Failure to follow simple sign in and sign out instructions will result in that privilege being removed or a sanction.
- At weekends there are usually trips arranged and in addition pupils can visit local areas independently in small groups. You must sign out correctly on the sheet near the office. Failure to follow simple sign in and sign out instructions will result in that privilege being removed or a sanction.
- Always have the House phone number (07826 867 985) with you, ask for permission and sign out.

## HEALTH CENTRE:

The health centre is available from **08:00hrs** in the mornings. If you need to go to the Health Centre during lesson times you must go to the school office first.



## 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.

## 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 COMMITTEE MEETINGS:

These are held twice a term when two representatives from each year group discuss with the Head of House any matters that the boys feel important.

## HOUSE MEETINGS:

These are held nightly at **21:00hrs** and are where the full House meets for roll call. It is an opportunity for the House to be briefed and for any recent events to be discussed. There are House Committee meetings on a termly basis.

## HYGIENE:

Before you start boarding you must be able to keep yourself clean. You need to be able to shower, wash your hair, clean your teeth, change your clothes regularly enough and be able to tie a tie and your shoe laces.

## ILLNESS:

If you feel ill during school hours then you should firstly go to the school office. If you feel ill during the evening or night then report to one of the House staff.

## LAUNDRY:

- Take dirty laundry down to the shower area and sort it into the bins. Do not put unnamed clothes into the laundry - unnamed clothing has 99% chance of not being returned to you.
- Socks and underwear must always be sent in sock-bags. These will be provided at the beginning of September.
- All items of your clothing should be name tagged as prominently as possible. They should be stored neatly in your room. Sock bags and towels should also be named
- Sixth Form can do their laundry using the washing machine and tumble dryer in the kitchen. Other year groups are also welcome to use these facilities too. Years 8-11 are allowed to use the washing facilities at the weekend only unless agreed otherwise with a staff member.

## LOCKERS:

You have a locker and boarders have a lockable area in their room. This is a wardrobe or cupboard that can be locked with your own padlock. Use it to store any valuables. You must have a padlock - if things go missing that are dear to you in your room and you have not locked your area with a secure padlock we cannot be responsible.

## LOST PROPERTY:

The most common reasons for losing things are that it is either not named or it has been left lying around somewhere.

Always name your items (and this includes every single shoe you own and intend to bring to school) and always use your lockers with your padlock.

Never bring large amounts of money into school. Boarders are encouraged to open a bank of GO Henry account.

Year 8 also has a book locker near the laundry. You must use this as your store as you are not permitted to return to your room until 3:30pm.

Any tuck should be locked away in the tuck cupboard in your names box (which we will provide).

Please also take out your own insurance for any valuables.

## LOCKER AND DORM SEARCHES:

Under certain circumstances, the House staff may ask to look into your locker or inspect your room. There will always be yourself and at least two members of staff present.

## MAIN COMMON ROOM:

This is the largest common room in the House. Visitors are welcome outside of school hours and at the weekend but must sign in using the sign in sheets in the welcome lobby.

## 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 will make life so much better for everyone.

## MEALS:

We assemble five minutes before our mealtime and walk down to the Dining Hall as a House. You must wear full school uniform to the Dining Hall. On Saturdays, if you have a sports activity you can wear your tracksuit. Saturday evening and Sunday is the only day when you can wear casual clothes to the Dining Hall. Sixth Form are permitted to wear branded school kit to breakfast.

## MEDICINE:

You must not bring and store medicine in the House. Bring any medication to the office where the House staff will look after it for you. The only exception is for asthmatics when you should keep your inhaler on you at all times.

## MOBILE PHONES:

Phones must only be switched on during free time. If you are found to be using a phone or any device with a screen after lights out it will be confiscated. If the phone goes off during prep the member of staff on duty will take it away and give it to the Deputy Head who will require it be collected by your parents or guardians at their earliest convenience. The school cannot be held responsible for the safety of the phone.

**Year 8:** no phones during the school day but between **19:30hrs** - roll call and after P7 on Saturdays. Phones are also collected over night and stored safely in the office every single night.

**Year 9:** no phones during the school day but between **19:30 - 21:30hrs** and after P7 on Saturdays. Phones are also collected over night and stored safely in the office every single night.



**Year 10:** no phones during the school day but between **19:30pm - 21:45hrs** and after P7 on Saturdays. Phones are also collected over night and stored safely in the office every single night.

**Year 11:** no phones during the school day but between **19:30pm - 21:45hrs** and after P7 on Saturdays. Phones are also collected over night and stored safely in the office every single night.

**Year 12 and 13:** Phones can be kept with you at all times but can be removed over night if deemed necessary.

## **MONEY:**

Do not bring large amounts of money into the House. Pocket money is best arranged through a bank account and card. There is no need for a boarder to possess large amounts of cash in the House.

## **NAMING:**

Make sure that everything that you bring into Sandringham has your name on it. This includes boots and shoes.

## **PARADE:**

There are usually two parades a term. These are very important events. Breakfast is at 8:15 and you will need to be dressed in your Blues soon afterwards.

You will attend a service in the Chapel either before or after the parade. You will sit with the House in Chapel unless your parents are attending when you may sit with them.

Memorial Weekend at the end of January is a busy time. Many of the boys march in London on the Saturday to commemorate General Gordon. On Sunday the whole school goes to Guildford Cathedral for a Service of Remembrance.

## **PARENTS VISITING ROOMS:**

Adults and visitors should never go upstairs without checking with the office first. Boys may be changing.

## 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:

Exeat weekends and half terms finish at the end of the school day and so you can be picked up at 3.00pm.

End of term school finishes at lunchtime and so you can be picked up at 1.10pm.

You must leave your dorm tidy and orderly with the beds stripped at each end of term and half term. At the end of the Summer Term everything must be taken home.

## POCKET MONEY:

You will need an account with a card. Please organise your son's money from home through an online account. House will not hold any money.

## POST:

Any post will be collected from the office and left in the post board in the corridor by the Blue Room. Larger parcels will be held in the office and you may be asked to open any parcels in front of a member of staff.

## PREFECTS:

The House appoints its own prefects to take responsibility for certain activities and interests.

## PREP:

Prep for **Years 8-11** is run Monday - Thursday from **18:00hrs until 19:30hrs** in external prep rooms. It is supervised and done in two classrooms. You will need to take all your pens, paper and books into the prep room as you are expected to sit down and work. If you forget anything you will have to wait until the five minute break at **18:45hrs** when you can go and collect other material. You need to work alone and when you have finished your prep you may read a book.

**Years 12-13** undertake their prep in their rooms.  
Prep on a Friday is in House.

## **PROBLEMS:**

If you have any problems there are a variety of people you could turn to. Your Houseparents, a House tutor, the gap student, a prefect or senior boy. There are also the staff in the health centre. The telephone numbers for organisations such as childline are available around the House.

If you are being bullied please tell someone immediately. Read the School's anti-bullying policy. It is there to ensure that we stop this sort of behaviour.

## **PUNISHMENTS:**

Punishments can only be issued by the Houseparents or the House Tutors.

## **REPAIRS:**

If you come across any fixture or fitting that needs repairing, please tell a member of staff so that arrangements can be made for the necessary work to be done.

## **SATURDAY SCHOOL:**

All students are required to attend an activity on Saturday mornings. Weekly boarders that have gone home on Friday must return the following morning. You may leave after your activity ends at approximately midday.

On Saturday morning you need to sign the sheet on the front desk opposite the office.

## **SCHOOL RULES:**

A copy of the school rules is printed in your diary and is also on the notice board in the prep room. Make sure that you know and understand them.

## **SHOWERS:**

You will need to shower at least once a day every day. The showers can be used in the morning and evening. You will need to take your own soap and towel. The Sixth Form showers are only to be used by the Sixth Form.

In the evening you need to have finished showering in plenty of time for lights out.



## SUGGESTIONS:

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.

## SUNDAYS:

When there is no parade, Sundays are a 'Lazy Day' you can lie in. The Gordon's Sunday Brunch is available until **13:00hrs**. You do not have to go but no lunch is served. Weekly boarders should return between **19:00hrs and 21:00hrs** on Sunday. Mobile phones will be re-issued to boarders from **10:30hrs** by a member of House staff.

## SUPPER:

Served **Monday to Thursday at 19:45hrs** in the Dining Hall and from **19:00hrs on Fridays**.

## TELEPHONE:

The House mobile or landline are available in the House for people to call you or for you to use. You must not take calls after your bedtime or during prep. The number is **01276 859726/07826 867985** parents are encouraged to text/WhatsApp for a quicker response.

## 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.

## 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.

## VIDEO GAMES:

No personal video games are to be brought in House.

## WEEKENDS:

Weekly boarders can leave after their Saturday morning activity (mid-day). Full boarders wishing to stay out overnight at a friend will need an email from both families involved and permission from the Houseparents.

You should return to school between 7pm- 9pm on Sunday evening or Monday morning at 8am.

## SUMMARY OF MAIN POINTS:

- **Manners are very important**
- **EVERYTHING must be named**
- **No Personal Ipods/Ipads**
- **Hygiene is essential in a boarding house.**
- **If you're not happy – tell somebody in the House**
- **Keep your area clean and tidy**
- **Use your locked locker for valuables**



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