

WELCOME TO KHARTOUM HOUSE

*NEW STUDENT
HANDBOOK
2023*





WELCOME TO KHARTOUM HOUSE:

Khartoum has around 110 students, ranging from ages 11-18, in years 7-13. The boys are supervised by a team of staff led by Head of House, Mr Griffiths and Assistant Head of House Mrs Mosdell, and a number of House tutors. We enjoy a great supportive relationship with the parents and guardians of our current boys, with parents able to contact the House staff during the working day to discuss any worries or concerns, which enables the team to offer the best support it can during the development of the students.

The House sets high standards of behaviour and as such there is an atmosphere of friendliness and respect. Students in years 7-10 enjoy use of a games console, playing pool and table tennis together in the junior common room on the ground floor, whilst the older boys enjoy socialising in the senior common room on the first floor.

There is also a strong sense of identity and the Khartoum boys are fiercely competitive in the many Inter-House competitions, which cover a range of activities including sports, the arts and academic pursuits. All students are encouraged to represent their House in at least one competition each year, with older students often leading the teams.

The House runs a tuck shop which normally opens two times per week and all profits are donated to the House's chosen charity Cardiac Risk in the Young (CRY) in memory of one of our former students Luke Towers. Students are also encouraged to participate in other charitable endeavours, not just within Khartoum, but also within the wider school, which helps to foster a sense of benevolence and community.

Character education is a strong feature of Gordon's life, where students are expected to understand and reflect upon the five character traits of Courtesy, Integrity, Diligence, Enthusiasm and Resilience. This character development, alongside the firm pastoral and academic support from House staff and teachers, helps to develop our students to be well-rounded and resilient individuals who are better placed to deal with the various challenges throughout their Gordon's career in a safe environment where each individual is valued.

The Head of House operates an open door policy, so that any student is always welcome to come in and chat or discuss any travails they may be having, no matter how large or small. The boy's mental health is extremely important to House staff and all Khartoum boys feel valued and are comfortable in the knowledge that we have their best interests at heart.

We very much look forward to welcoming all our new boys in September. During those early and often daunting days as new students and making the transition to a bigger school, the House team will be on hand to help, guide and support them in any way that we can.

Jonathan Griffiths, Khartoum Head of House



THIS HANDBOOK:

This is a straightforward guide to help you through the first few days and weeks of life in Khartoum House.

Day 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 your Head of House or Mrs Mosdell straight away.

The handbook is in alphabetical order.

AEROSOLS:

Do not bring aerosols into the House. They can set off fire alarms. Any aerosols will be confiscated.

ARRIVING AT GORDON'S:

The House opens from **07:45hrs**. Registration starts at **08:20hrs**.

BIKES, SCOOTERS, SKATEBOARDS TO SCHOOL:

These can be brought in though parents will need to sign a permission slip at the House office. They are used at your own risk and are not allowed to be used within the school.

BOOTS:

Football / rugby boots should be stored in your allocated cage. Make sure that they are named. They must not be worn walking to and from the pitches.

BREAK:

A morning break is between **10:30 and 11:00hrs**. You can go back to your House. Tuck is available on a Monday, Wednesday and Friday. Maximum spend approximately £1.

BUDDIES:

During the first term students in Year 7 will be allocated a "buddy". This will be a Year 8 student, and it gives them a chance to ask any questions they might have.

BULLETIN:

Approximately every fortnight on a Friday you will receive a Khartoum House Bulletin with lots of relevant information sent to parents.

BULLYING:

The school has a very active and robust anti-bullying policy and you should report any incidents to a member of House staff at once. Khartoum has a dedicated “bully box” where you can anonymously report incidents of bullying, or you can email the House.

CHARITY:

Khartoum’s current House charity is CRY. Money from the tuck shop and social events goes towards this worthy cause.

COMPETITIONS:

There are many Inter-House competitions throughout the year. 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 Longmoor Cup – a marching competition in the Summer Term that involves the whole House and in which we expect to do well.

FACILITIES:

The Common rooms in Khartoum have a variety of games, pool, table tennis, table football and games consuls for the boys to enjoy.

FIRE DRILL:

If the alarm sounds, evacuate the House immediately. All students are to form up in House on the front field. Line up in silence in year group order. A roll call will be taken.

GOING OFF SITE:

Students must not leave the school site unless this has been arranged and agreed by the Head of House, they must sign out in the School Office and sign back in on return.

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 termly and are chaired by the Student Head of House. Two students from each year group discuss with the Head of House any matters that the boys feel important.



HOUSE MEETINGS:

House Meetings are held daily at 8:20am in year groups on different days. There are also House Meetings throughout the term to celebrate our successes together.

ILLNESS:

If you feel unwell during school hours then you should firstly go to the School Office. The Medical Centre is no longer available for day students except in emergencies. Parents will be asked to collect their sick child if they are unable to return to lessons.

LOCKERS AND CAGES:

Every student will have a locker and a cage. Please ensure they have two padlocks and give spare keys (or code) to the House office. All property must be stored in these to ensure that belongings are kept safe. Do not bring in anything valuable. We cannot take responsibility for anything valuable, or property not locked in your cage or locker.

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.

Never bring large amounts of money into school.

If a sports bag is found lying around and not in a cage then students have to pay 50p to retrieve it and that goes to our House charity.

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 staff and other students and this will make the House a much better place for everyone.

MEALS:

You assemble five minutes before your mealtime and walk down to the dining hall as a House. All students are expected to eat at school, snacks are provided at afternoon break.

MEDICINE:

Only controlled medicines can be administered in House. Any prescription medicines or over the counter drugs can only be given by the medical staff in the med-centre. Students with asthma or allergies must be in possession of their inhaler or epi pen at all times. Another epi pen will be kept in the staff room for emergencies and for peace of mind the House can keep an additional epi pen too.

MOBILE PHONES:

All mobile phones for Years 7 to 11 must be handed into the House office on arrival to School. They will be collected when you depart. They are brought into school at your own risk and are better left at home if possible.

MONEY:

Small amounts of money may be brought in to school for the tuck shop. Do not bring in large amounts of money to school. The House cannot be held responsible for any money that is lost

NAMING:

Make sure that everything that you bring into school has your name on it. This includes boots, shoes, blazers, shirts and trousers.





NOTICEBOARD:

All information is displayed on the House noticeboard. Students should check this regularly.

PEER MENTORS:

The House operates a peer mentor system and we have three trained peer mentors. Students who are facing difficult times can also talk their peer mentor

PERIOD 7:

All students will select their preferred P7 choices before the start of each term. All students must attend P7. Permission to miss or change P7 activities must be made in writing or email to Miss M More or the Head of House.

PICK-UP:

All Khartoum boys are collected at the Library end of the school site at the end of the day. Exeat weekends and half terms finish at the end of the school day as so you can be picked up at 15:35hrs but day students should walk across the bridge and be collected from the north carpark.

End of school finishes at lunchtime and so students may be picked up at 12.50hrs. You must leave your cage empty and locker tidy. At the end of the summer term everything must be taken home.

PREFECTS:

The House appoints a number of Prefects each year from Years 10 and 12 to fill positions of responsibility. All students are strongly encouraged to develop their leadership and put themselves forward for Prefect roles during their senior years.

PREP:

A link will be sent to allow parents to confirm on which days and times their son will stay for prep. Year 8-11 students may stay from 6pm to 7:30pm, Monday - Thursday, with Year 7 students finishing Prep at 6.45pm. On Fridays, there is an optional prep/quiet time in the library 6pm to 7pm for all years. Students may leave at 6.45pm (half-prep) if they wish to do so with their parents' permission.

Prep is to be conducted in silence. Students are expected to work independently with no exceptions. All students have access to a tablet /laptop to help or research should they need to do so.

PROBLEMS OR WORRIES:

As well as links on Firefly, there are a variety of staff and students available to seek advice or guidance from throughout the school. First and foremost, students should speak to a member of their House staff if they are concerned or worried about a problem they are facing, or if they have worries or concerns about a friend or peer. There are also many helpline numbers displayed around the House and school site should a student wish to speak anonymously. The medical centre and Chapel are also places of refuge should a student need or wish to speak to someone in difficult times.

PUNISHMENTS AND SANCTIONS:

Punishments can only be issued by members of the House staff, teachers or senior leadership. Punishments and sanctions can be attending detentions or House gating during break times, and for more serious issues, may result in internal or external exclusion.

REPAIRS:

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

REWARDS:

Rewards may be issued in-House by members of the House team and include postcards home, or pizza or donuts will be ordered into the House for success at Inter-House or sweet treats for diary of the week. 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.

SOCIAL EVENTS:

Khartoum House enjoys several social events throughout the year including trips to Gravity Force, go-karting and Thorpe Lakes and many more.

STAFF:

All Houses have dedicated staff who work in their House, as well as a House-keeper.

STAMPS:

These are awarded for academic, House or wider school achievements. Stamps contribute towards the Honours' Program.

STUDENT HEAD OF HOUSE:

This position is held by a Sixth Form student who has displayed leadership, loyalty and team work. He will be on hand to support and offer guidance to younger students. He will also be expected to attend House social functions.

STUDENT HOUSE CAPTAIN:

This position is held by a senior boy in the House, who takes centre stage during all parades and ceremonial commitments. He will be selected on his marching ability and will lead the House during Friday marching practice.

SUGGESTION BOX:

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, or place an idea in the House suggestion box.

UNIFORM:

High standards of dress are expected in the House at all times. Correct uniforms to be worn, with shirts tucked in at all times and ties reaching the waistband of the trousers. Sixth Formers are to wear business attire for all lessons, or Gordon's branded sports clothing during extra-curricular activities. All students in Years 7-11 will be issued with a ceremonial 'Blues' uniform. Students are expected to look after this uniform and are responsible for cleaning and any minor repairs. A Blues swap shop takes place periodically before all major parades for the boys to exchange their Blues as they grow.

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 or in Khartoum Office. The School / House does not have any insurance to cover your property and can-not accept responsibility for loss or damage.

VIDEO GAMES:

Khartoum has three video consoles and they are used at the discretion of the Head of House.



STUDENT QUOTES:

"I really like the House staff as I feel like I can tell them anything and they are really supportive"

"The House Staff are by far the best in the school. They are fair and rate everyone the same"

"There's a good vibe in the House and always someone to talk to"

"Khartoum is a great House with friendly staff and students. I love it here!"

PARENT QUOTES:

"I cannot praise the House staff enough. They are proactive with communicating with me. They know and understand each pupil"

"My son has always been happy to attend school and loves the House ethos and environment"

"The House staff have create an ethos of healthy competition and encouragement of all areas; the boys they are supported by the House and their peers"

STAFF CONTACT DETAILS:

Head of House: jgriffiths@gordons.school

House Assistant: vmosdell@gordons.school

House Email: Khartoum@gordons.school



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