

Collingwood House Student Handbook 2023-24



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Welcome

Collingwood House is the largest and most diverse House in Wycliffe Senior School. We are very successful in all areas of school life and aim to build on our strengths, and reflect on and learn from our weaknesses.

As a Day House with around 100 students, to make sure that everyone has enough time available with their staff, Collingwood is split to have two Housemasters. Mrs King is responsible for Years 9 and 10, whilst Mr Mills is responsible for Years 11, 12, and 13. However, Collingwood remains very much one House, with students from all year groups encouraged and expected to interact and work together. Your 'House Family' is a great example of this.

Collingwood's ethos and culture is created by the members of the House, and that includes House Tutors, matrons and domestic staff as well as pupils. We want to show our positivity, sense of community and collaboration. Our strength is working together as a team, sharing our talents and respecting each and every member of the House for the unique contribution they bring.

Collingwood is a happy, safe, fun-loving House. It is somewhere that everyone can maximise their true potential in academic studies, and also in music, drama and sport. It promotes the atmosphere required for making friends and enjoying each other's company, whilst maintaining a healthy work ethic. We want all pupils to treat Collingwood as their 'Home from Home'.

We hope that you will contribute your time, effort and talents in whatever way you can, to build on our strengths and to help improve the House still further. Collingwood is for all students and every student can and will be heard, regardless of their year group.

This Handbook is designed to give you all the information you need to play an active and positive part in the life of Collingwood and Wycliffe College.

Enjoy a great year in Collingwood!

Mrs Julie King and Mr Mike Mills



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Communication

There are around 100 pupils (and sets of parents), eight teaching staff, two matrons and three domestic staff involved in Collingwood so it is vital that we all talk to each other regularly.

All problems and concerns can be resolved or eased through discussion.

Mrs King, Mr Mills, our Matrons; Mrs Antje Pennycott and Mrs Charlotte Prince, your student leadership team link for your year and all the tutors are always available to talk and help. The sooner you speak to one of us, the sooner we are able to help.

If you are worried about someone else – share your worries with us or with a senior student or Head of House, anyone who you feel you can talk to easily. A problem shared is a problem halved.

If you have caused damage to property in the House, be brave and let us know immediately. Alternatively if you have seen or discover damage done, please report it. Don't let other people suffer for your silence! Remember it is **your** House they are damaging.

When staff are on duty in the evenings (see the notice board for who is on duty on a particular night), they will always write a note or message in the House diary to pass on to Mrs King, Mr Mills and Matron. Do not wait until the morning - go and talk to whoever is on duty.

Every member of Collingwood is expected to be courteous, kind and considerate to each other.



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The Daily Routine: Monday-Friday

| | |
|--------------|---|
| 08.15: | Registration in house – sign in at the front desk when you arrive |
| 08.30: | Assembly (Monday), Chapel or Congregational Hymn Practice (Tuesday, Wednesday and Thursday), House Meeting (Friday) |
| 08.50-10.25: | Lessons 1 and 2 |
| 10.25-10.45: | Break time |
| 10.50-12.25: | Lessons 3 and 4 |
| 12.25-13.30: | Lunch |
| 13.30-13.35: | Registration in house |
| 13.45-16.10: | Lessons 5,6 &7 |
| 16.30-17.25: | Enrichment Activities |
| 17.30-18.30: | Prep 1 |
| 18.30-19.20: | Supper |
| 19.30: | House closes |

NOTES:

1. All pupils sign in when they arrive at house in the morning, sign out when they leave for home in the evening and attend afternoon registration in person in the common room. Failure to attend registration on time may result in a sanction. If there is an extremely good reason why you will not be in registration, please let your Housemistress/Master (HSM) or Matron know beforehand and ask permission to miss it.
2. All students must attend all Chapels, Assemblies, Congregational Practice and House Meetings. If there is an extremely good reason why you will not be present, please let your Housemaster/Housemistress or Matron know beforehand and ask permission to miss it.
3. The times given for classes and prep show the **start** of the sessions. You will need to prepare to start **at least 5 minutes** beforehand.
4. After lessons/Games and before Prep 1, and then after Prep 2, you have some free time. See the Free Time section later in the handbook.
5. Students should remain at school every day until 16.10. This includes Thursdays. If students have an appointment that they need to attend during the school day, then it is the parent or carer who must contact Mr Mills or Mrs King to ask permission.
6. If a student feels unwell during the school day and feels that they need to go home then they are to go to matron, Mr Mills or Mrs King. The school will then contact home and arrange collection. **Under no circumstances are students to circumvent these procedures and arrange collection with their parents directly.** For safeguarding reasons, we can not allow students to simply make their own arrangements and leave site. Breach of this rule will be sanctioned – regardless of the circumstances. If in doubt, ask matron.



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Daily routine: Saturdays

| | |
|-------------|---|
| 08.15-08.20 | Years 9-11. Sign in at the front desk when you arrive |
| 08.30-10.05 | Lessons 1 and 2 |
| 10.05-10.25 | Break |
| 10.30-12.05 | Lesson 3 and 4 |
| 12.05 | Lunch/Rolling registration. |
| 13.00 | Games sessions or fixtures begin (see times for your options) |

NOTES:

1. As there is Games on Saturdays, we have a 'rolling registration' in House which means that you can register at any time with the member of staff on duty in the Office after period 4 ends and before your games starts. All pupils must register in person with a member of House Staff.
2. All games fixtures are available on SOC's. You may go home after your games session or fixture has ended. There will always be either a games session or a fixture and you must attend. They are not optional.

Lesson Time

See lesson times under the Daily Routines section earlier in handbook, but also on your individual timetable on Firefly.

NOTES:

1. Year 12 (after October half term) and Year 13 may be in the House during study periods (or the library). This rule is at the discretion of the HSM or Head of Sixth Form, if you are not using your time wisely, supervised study will be organised.
2. Pupils in Year 9, 10 and 11/DY must go to the designated study period room or library (you will be advised on your individual timetable) if they do not have a lesson.
3. Games kit: you must change into games kit before morning school if you have PE period 1 or 2. You can change at break if you have PE period 3 or 4. You can change at lunchtime if you have Games or PE after lunch.
4. You must NEVER be late for lessons.
5. If you feel ill during lesson time, tell your teacher. If you return to House, please inform Matron/House Staff.

Break and Lunchtime

- ❑ You should use your own House facilities at break times.
- ❑ You should eat main meals; breakfast, lunch and dinner in the Wycliffe Hall.
- ❑ Snacks are available at break and after school. These are:
 - Breaktime. Fruit, cereal, toast
 - Afterschool. Variety of snacks dependant on the time of year. Soups, and hot snacks in the winter and ice cream and cool snacks in the summer.
- ❑ Only Sixth Formers may be given permission to go to the village at lunchtime.



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- ❑ You should leave the House 5 minutes before lessons, at the end of break and lunchtime, to ensure you are not late for lessons.
- ❑ Visitors are normally permitted in Houses at break and lunchtimes, but Mr Mills, Mrs King and Matron may ask unruly or disrespectful guests to leave at any point.

Games

Games times are as follows:

Years 9 and 10:

Mondays 1445 – 1610 (period 6 and 7)

Year 11, DY, 12, and 13:

Tuesdays 1445 – 1610 (period 6 and 7)

All Years (not Yr12/13 on Saturdays):

Thursdays and Saturdays 1300 – finish

NOTES:

1. Games times vary, especially if you are in a match. Details must be checked via the SOCS link on Pupil Portal (<https://www.socscms.com/socs/default.asp>) or on House noticeboards.
2. Games sessions are **compulsory** for all pupils.
3. You must check the time and place of your Games session on the Pupil Portal or House notice boards, as they can vary.
4. Only School Games kit may be worn.
5. If you miss Games you will be given a Games Detention which you **MUST** attend. Games detentions are as serious as academic detentions and will be recorded on your school record.



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When can I be in Sports kit?



| PE/S&C DURING | GET INTO KIT | GET BACK INTO UNIFORM |
|-----------------------------|----------------|---|
| Period 1 & 2 | Before School | Break Time |
| Period 3 & 4 | Break Time | Lunchtime |
| Lunchtime Activities | Start of Lunch | End of Lunch |
| Games (Tues, Thurs, Sat) | Lunchtime | Going home in kit is not an excuse not to be in uniform the next day! |
| Period 5, 6 & 7 | Lunchtime | |
| After School Activities | After School | |



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Off Games

If you cannot attend Games due to injury of feeling unwell, **please do the following. You cannot sign yourself off games:**

1. Go to the Health Centre during **BREAKTIME** surgery at **1025** to get an Off-Games Note. You must give your Off-Games Note to Matron or the person on duty in House. If you become ill/injured after break, please speak with your House Staff.
2. If you have an Off-Games note, you will stay in House for the duration of your Games session. Please report to Matron or House Staff on duty at the beginning and end of your Games session.
3. If your Games session does not begin until later in the afternoon, then you must stay in House up to and including your Games session.
4. Parents who feel that their child can not take part in Games sessions should contact Mr Mills, Mrs King or Matron. **Students can not sign themselves off games.**

Activities & Co-Curricular

Activities take place each day at lunchtime or after school. Attendance at these activities are recorded on SOCS.

<https://www.socscms.com/SOCS/CoCurricular/>

Lunchtime activities take place from 12.30-13.00 with lunch afterwards or 13.00-13.30 with lunch beforehand.

Evening activities take place after school from 1630 until 1730.

Flexi Boarding

If you wish to flexi board, the parents should give permission by contacting Mrs King or Mr Mills via e-mail or telephone, at least one week prior to the date of requested boarding to ensure that a place is available. Flexi-boarding requests are sufficiently rare that we ask another boarding house to take them. If insufficient notice is given, we cannot guarantee that you will be able to board.

The Prep Rooms

Your prep room is a quiet space for you to keep your books organised, to work during study periods, prep times, lunchtimes and break times if necessary. They are not spaces for socialising and as such there are some strict rules around their use:

1. You are only allowed in **your** prep room. At no point should you go into another student's prep room for any reason whatsoever.
2. You must not hang out in your prep room. The prep rooms are shared spaces, so they need to be kept quiet at all times in case someone needs to use the space to work.
3. No guests from other houses should ever go into the prep rooms.
4. No food is to be taken into the prep rooms at any point
5. These rules apply equally to both Senior and Junior Collingwood

We will occasionally have a look around the rooms to make sure that they are being kept tidy. The domestic staff will clean rooms but will not tidy them.

You have a lockable space in each desk to safely store your valuables. You shouldn't bring more money than is absolutely necessary onto campus. If for some reason you do have a sizeable sum, please hand it to Matron or House staff for safekeeping until you leave.



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The Common Rooms

Your common room is a space for you to hang out with friends, make food, relax, play games and watch the television. Equally a lot of students have a right to use this space, so you still have to be considerate of others.

Common Rooms must be kept clean and tidy at all times.

We only allow food and visitors in the Common Rooms, so we should find neither in the prep rooms.

You can use the Common Room during break and lunch times. Please be considerate of others at all times and to respect the facilities provided.

Changing Rooms

All changing room lockers must be locked with your own padlock. Spare keys must be kept in Matron's Office.

We worry quite a bit about pupil taking each other's sports kit, so we will keep a close eye on this. The best thing you can do to protect your own kit from being taken without permission is to keep it locked up when you're not using it, and remembering to put it back after you've finished with it. All items of uniform and sports kit must be clearly named.

A quick definition:

Borrowing:

Taking something that belongs to someone else after talking to them about it, and then giving it back.

Stealing:

Taking something that belongs to someone else without talking to them about it first, regardless of whether you give it back.

Lost property

If you have genuinely lost something or you feel it has definitely been taken, please ask to log this in the lost property file in Matron's Office. We will do a couple of things in order to try and find the item or discover who took it.

We have plenty of spare items to lend to you if you do lose anything. The worst thing you can do if you don't have the things that you need is to take someone else's things (without asking) – then all you do is make your problem into their problem.



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Prep

Prep is an important part of study and should be approached very seriously.

Weekday Prep Time

Prep 1 = 1730 - 1830

NOTES:

1. Prep should be done in prep rooms.
2. Years 11, DY and Sixth Form may ask *before the start of prep* to work in the library. Year 11 and DY must take a Library Permission Slip with them and give it to library staff. They will then need to collect the slip from library staff before they leave and bring it straight back to house and give it to the member of staff on duty.
3. Sixth Form must ask permission from Duty Staff and sign out from their House.
4. Year 10 may ask permission to practise in the Music Block
5. Do not move around the House unnecessarily or disturb other pupils during Prep.
6. If you have no work to do you may read quietly.
7. Computer games are not to be played during prep time.
8. You may not listen to music whilst completing prep. Multiple peer reviewed research papers have been published showing how listening to music whilst studying reduces the ability to commit information to the long term memory.



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Free Time/Off campus

You have free time after 1610 until Activities Time

You can spend free time in House, using the variety of facilities and equipment available. You may visit other Houses, and spend time on the campus, but please remember to sign-out when you leave House. You may **visit Stonehouse** in your free time, but you must get a chit and the rules depend on which year group you are in:

Year 9: You may visit Stonehouse between 1620 and 1720 on Mondays, Thursdays and Saturdays (the days that you have Games). You must ask permission and complete a Chit. You must go in a group of three or more.

Years 10: You may visit Stonehouse between 1620 and 1720 on Mondays, Thursdays and Saturdays (the days that you have Games). You must ask permission and complete an Off Site Chit. You must go in a group of three or more.

Year 11 & DY: You may visit Stonehouse after lessons/Games until 1720 on Tuesdays, Thursdays, and Saturdays. You must go in a group of two or more.

Years 12 & 13: You may visit Stonehouse between 1620 and 1720 on weekdays and between 1000 and 1730 on Saturdays if you are in school. In all cases, you must ask permission from a member of staff. You must go in a group of two or more.

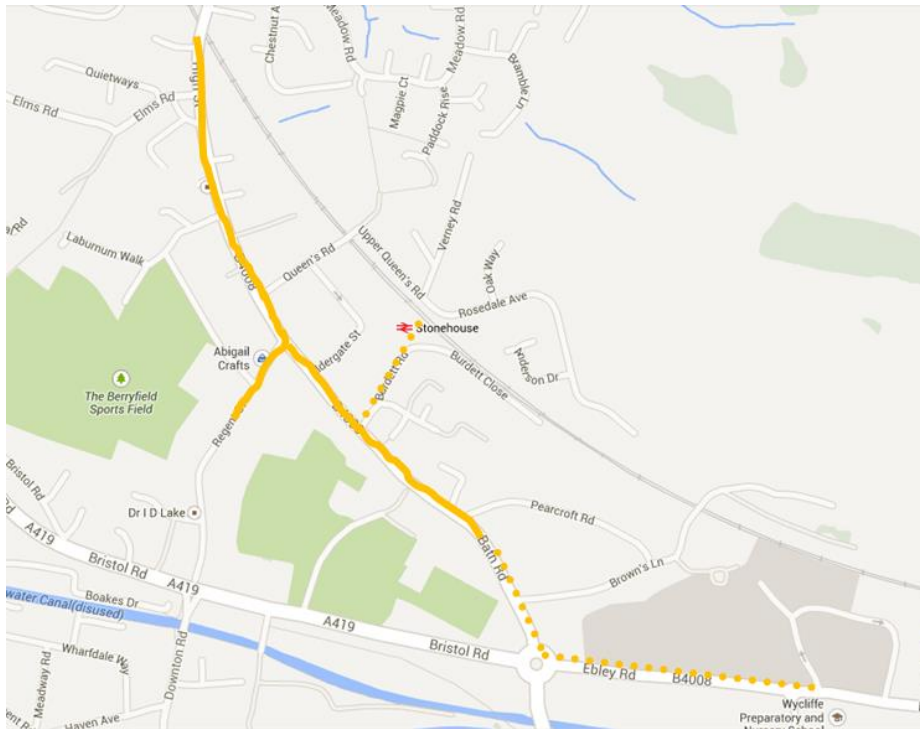
Remember:

- You **must** sign out when you leave campus.
- **Only the High Street in Stonehouse is in bounds.** Other areas are out of bounds. See map below.
- You must complete an **Off Site Chit** from the member of staff on duty if you are in Years 9, 10, 11 or DY.
- You must cross the road at appropriate places, using the crossings.
- Duty prefects will visit Stonehouse each evening and will check chits. Those without chits will be reported directly to their Housemaster/mistress.



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In bounds



- The High Street from Regent Street as far as the Railway Bridge is in bounds – the road designated yellow on the map.
- Routes to the Railway Station and Prep School are only in bounds if using the facility or permission has been given to use these routes – the roads designated with yellow dotted lines on the map.
- All other areas are out of bounds unless permission has been given to use them.

Out of Bounds Areas Within School

Certain areas within school are also considered out of bounds:

- Pupils are not allowed unsupervised access to potentially dangerous areas, such as the gym, the science laboratories, the design technology rooms, the CCF Shooting Range & Armoury. Doors to these areas are kept always locked when not in use.
- Students do not have access to the storage facilities for flammable items and laboratory chemicals.
- Pupils are not allowed to use gymnastic, athletic, adventure course or climbing equipment without supervision.
- Pupils do not have access to the grounds and maintenance sheds, catering and caretaking areas of the school.
- The canal is out of bounds except for planned and supervised activities.
- Pupils should not approach or touch tools, equipment, or machinery around the school site. If you see any of these that are left unsupervised or in an inappropriate area on the school grounds, you should alert a member of staff who will report it to the Health and Safety Officer Manager or the Head Groundsman as appropriate to remove the risk, secure it or declare the area out of bounds.
- Pupils are not allowed access, under any circumstances, to the Pond behind the Headmaster's House.



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Meals

The meal times are listed in the Daily Routines sections, but a quick reminder is as follows:

| | |
|---------------------------------------|-------------|
| Breakfast (Monday to Saturday) | 0730 - 0755 |
| Lunch (Monday to Friday) | 1225 |
| Lunch (Saturday) | 1205 |
| Supper (everyday) | 1830 |
| Sunday Brunch | 1030-1230 |

NOTES:

- ❑ All Collingwood students are entitled to all 3 meals per day if they wish. There is no extra charge and they are included in your fees.
- ❑ No phones are permitted in Wycliffe Hall.
- ❑ Lunchtimes times vary for Years 9, 10, 11 and DY. Individual year groups will be posted on House notice boards. These rotate on a half termly basis.
- ❑ Year 13 students may go to lunch at 1205, and Year 12 students at 1215, if they have a study period before lunch.
- ❑ If anybody needs to go for an early lunch (due to Games fixtures or other commitment) the Prefects on Duty in Wycliffe Hall will need to know in advance.
- ❑ You are expected to attend lunch in full uniform, apart from Sunday, unless otherwise instructed by staff. No shorts, hats, crocs or sliders please in the Wycliffe Hall at lunch. Rules are more relaxed at breakfast and supper but hats and pyjamas are not permitted.
- ❑ At supper time, no one should leave house until 1830.
- ❑ Suggestions or comments in reference to all the catering in the Wycliffe Hall can be made through your School Council representative. Listen out for more about this in House Meetings.

Medicines

Any medicine, including over-the-counter drugs such as painkillers or hayfever tablets, you are taking should be shown to the school nurse who will decide how they should be kept. **You must not store these in your prep room or sports locker.**

It is important that House Staff and the Health Centre are aware of all medication being taken and any allergies you may have in case of emergency, as this could affect diagnosis or treatment. **Please keep staff updated on any new medication or medical conditions.**

Your own medicine should never be given to someone else. This can be dangerous.

You can be given paracetamol by Matron or staff on duty in House if you need them, but for any other needs you will need to speak to the nurse at the Health Centre.



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Notices

- ❑ Absence: If it is a planned absence, then you must ask your parents to request permission from your HSM. This email must be sent at least 48 hours before your planned absence.

If it is an unexpected absence (e.g. illness), then please could your parents call matron on 01453 820420 or email collingwoodmatrons@wycliffe.co.uk.

- ❑ Belongings: Day pupils can leave their books and personal belongings in their prep rooms and Games kit in lockers. Both the desks in the prep rooms and the lockers in the changing rooms are lockable with a padlock. **Please bring 2 padlocks with you on your first day.** There are shower facilities and changing areas for you too.
- ❑ Home time: Day pupils can go home once all of their school commitments are completed. This might be as early as 16.15 or later in the evening, though it is a good idea to stay if you can, at least on some evenings, so that you can make the most of the extra-curricular programme and relax with other day pupils and boarders. All day pupils are entitled to attend breakfast and supper, and this is included in your fees.
- ❑ Games forms part of the curriculum. All students are expected to take part.
- ❑ *It is important to remember to sign out when you go home.*

Pupil Voice

If you have any concerns you can raise them with the Head of House, Student Leadership Team, or with your House Master/Mistress.

Each pupil will be able to share their views and opinions with the house and year groups on a fortnightly basis at House Meetings.

There is also the school council that meets once every half term with elected representatives from each house. You can pass your concerns to the Collingwood representatives to be raised, or even volunteer to be one of the representatives yourself!

Rewards and Sanctions

Rewards will vary, depending on the brilliant thing you have done, but examples include vouchers for the School café or a takeaway pizza lunch with fellow Housemates.

For more minor misdemeanours such as repeated untidiness, lateness to registration, breaches of uniform policy (not an exhaustive list) you may be given sanctions such as green or amber gating cards, or you may be refused the opportunity to go off campus after Games.

For more serious breaches School rules, Mrs Pettingell (Senior Deputy Head) may be involved. Parents, of course, will be kept informed in cases of serious misconduct.



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Electrical Items

Televisions, kettles, toasters, irons, fridges, rice cookers etc. are not permitted in prep rooms and should not be brought to school.

Computing equipment can be used but should be kept tidily in your own area.

The College carries out testing on all electrical equipment annually, all items must comply with European Conformity (CE mark). Please listen out in House Meetings for information on when you can have your electrical items tested.

Collingwood house has a small stock of chargers for most electronic devices. You are welcome to borrow them but please return them after use.

Mobile Phones

Mobile phones are encouraged as they make contact with parents easier (for collection after school etc). However they must not be used during lessons or prep times ,unless for research for a prep task.

Because they are so useful in providing emergency contact, all pupils with mobile phones must give their number to Matron and keep them aware of any changes to numbers.

Mobile phones should not be used while moving around the campus.

Mobile phones should not be used while in Wycliffe Hall.

Holiday Storage

During half-term and Christmas and Easter breaks, it is possible to leave non valuable items in your prep room but the desktops and floor area must be left clear for cleaning. All sports kit should be taken home every weekend and holiday for washing

During the summer holiday all property must be removed from your prep room and locker. All padlocks should be removed and taken home. Any remaining padlocks may be cut off



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Religious, Dietary, Language and Cultural Needs

School actively promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. School does not discriminate against pupils on the basis of protected characteristics, which include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. At Wycliffe, we are keen to provide a comfortable environment for students from a variety of different backgrounds, cultures and faiths. The needs of every pupil joining Wycliffe College are identified and shared with Houses and departments.

Wycliffe are keen to support students in terms of language provision through our EAL department.

All dietary concerns are taken into account and pupils are provided with food that is appropriate for them. All pupils with dietary requirements are provided with a card that they can display on their tray in the dining hall to prompt a conversation with the catering team. During Ramadan, arrangements will be made for pupils who are fasting.

All reasonable provision will be made for pupils and staff with particular religious, dietary, language or cultural needs by the appropriate departments. Mr Mills, Mrs King or your tutor will coordinate such provision with all relevant departments, academic and non-academic.

Chapel

The Chapel is open every day, and pupils are welcome to take some time out to sit quietly or to pray. You don't have to be a Christian to make use of the peace and the space that the Chapel offers. You can also speak to the Chaplain, Father William Hamilton-Box, about anything you want to discuss (not just religion!) and his contact details are given below. There is a notice on the vestry door (on your left as you enter the Chapel) listing the times when he can usually be found in the Chapel, but you can knock and see if he's available any time. Father William, Mrs King or Mr Mills will help facilitate opportunities for worship for pupils of other faiths, within the constraints of the College week.

Chaplain: **Father William Hamilton-Box**

Tel: **01453 852831 / ext. 831**

Office situated inside the main entrance of the Chapel

Other Churches in the area:

| Church | Address | Service | Contact Details |
|-----------------------------------|--|---------------------------|--|
| St. Joseph's (Catholic) | Oldends Lane, Stonehouse | Mass 09.00 Sunday | (01453) 822121 |
| St. John Chrysostom (Orthodox) | Bentham Lane, Bentham, Cheltenham GL3 4UD | | 07957 345188 |
| St Cyr's (Anglican) | Church Lane Stonehouse | Eucharist 09.45 Sunday | (01453) 822332 |
| Methodist | Park Road Stonehouse | 10.30 Sunday | www.gloucestershiremethodist.org.uk |
| Baptist | Gloucester Road Stonehouse | 10.30 Sunday | www.stonehousebaptist.org.uk |
| Bethel (Evangelical) | 28, Bath Road Stonehouse | 10.30 Sunday | |



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Other Faiths:

| Church | Address | Service | Contact Details |
|--------------------------------------|--|-------------------------|--|
| Masjid – E – Noor Mosque | Ryecroft St. Gloucester GL1 4LY | Prayers 10.45 Friday | 01452 416830 www.masjidenoor.org.uk |
| Cheltenham Hebrew Congregation | The Synagogue, St. James' Square, Cheltenham | Shabat 19.00 Friday | info@cheltenhamsynagogue.org |
| The Bristol Hindu Temple | 163b, Church Rd., Redfield, Bristol BS5 9LA | Aarti 09.30 | 0117 935 1007 bristolhindutemple@hotmail.co.uk |
| Akanishta Kadampa Buddhist Centre | Cheltenham | | 01242 269807 admin@meditationincheltenham.org.uk |
| Sangat Singh Sabha Gurdwara | 11, Summerhill Rd., St. George's, Bristol | | 0117 955 9333 |

Who can I turn to if I'm feeling unhappy or want to talk about something?

Starting a new school or returning after a long holiday can be quite a change in lifestyle so you may feel a little homesick at first. Always remember that you are not alone and there are other pupils who probably feel the same, or have felt the same in the past. If you feel unhappy, please do try to speak out and share your worries or ask for help!

Health Centre - pupils can see House noticeboards for surgery times.

School Counsellor - pupils can speak directly to the Health Centre or their Housemaster/Housemistress about accessing this service.

Independent Listener – Margaret Hardwick. You can contact Margaret directly on 07354 844651.

Housemasters/Housemistresses (HSM) – speak to them, or text or call them, or you can email your Housemaster or Housemistress.

Tutors - speak or email them.

Father William— visit the Chaplain in the Chapel, email them at william.hamilton-box@wycliffe.co.uk or you can call them on 01453 852831

Any member of staff you trust – speak to them or email them.

Confide – This is an anonymous service where you can email any member of the HsM team. You will be shown how to use this in your PSHE lessons

College Designated Safeguarding Lead – Mrs Pettingell (also Senior Deputy Head). Email caoimhe.pettingell@wycliffe.co.uk

Designated Safeguarding Lead – Ms Evans. Email sian.evans@wycliffe.co.uk



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Deputy Designated Safeguarding Lead – Dr Smith. Email matt.smith@wycliffe.co.uk

Student Leadership Team – Collingwood has a Student Leadership Team where each year group has a student link

| | | |
|--------------------------------------|------------------|------------------------|
| 6 th Form & Head of House | Joe Downey. | DowneyJ@wycliffe.co.uk |
| Y9. | Eloise Bartram. | BartraE@wycliffe.co.uk |
| Y10. | Abigail Opaleye. | OpaleyA@wycliffe.co.uk |
| Y11. | Charlie Hart. | HartC@wycliffe.co.uk |

School Prefects - speak to them or email them may be able to help.

Mental Health first-aiders

If you are in crisis and you don't know what to do, then there are staff and students trained to help when things get too much. You will find numerous posters around school to help you know who to go to.

Staff mental health first aiders

Mr Costello
Mrs Dytham
Miss Price
Mrs Vidal
Mr Mills
Mrs King
Mr Thomas

You do not need to be on your own whenever you wish to talk about something. You can have a friend, an older pupil or a member of staff with you if you prefer.

Security and Safety

Valuables and Money:

Students are responsible for all of their belongings.

- ☐ Keep valuables locked in a lockable cupboard.
- ☐ Do not leave valuables visible.
- ☐ Valuables such as expensive jewellery and watches should not be brought to school.
- ☐ Report ALL missing items as soon as possible.
- ☐ All property must be insured under your own/parents' insurance.
- ☐ **The college insurance does not cover students' belongings.**

External Doors:

All external doors are locked and alarmed before 2300 and opened by 0700. Do not leave the House between these times, except for a school event, with prior arrangement with your HSM.

All external doors should be kept closed, do not prop open any digi-code doors.



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Personal Safety:

If you are approached or followed by a stranger on campus, then return to House, or go to the nearest building, where you can find a member of staff immediately. You MUST report this to a member of staff.

When off campus, please stay in bounds (see map earlier in booklet) and visit Stonehouse and other places in groups of no less than two or three as per the guidelines in the Free Time section of this handbook.

Fire Alarms

On discovering a FIRE:

Don't Panic.

Raise the alarm by breaking the nearest Fire Alarm glass.

Vacate the building by the nearest safe exit.



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On hearing the House fire alarm:

Vacate the building by the nearest safe exit.

Assemble on grass in front of the Tennis Courts, in front of the purple sign that has 'Collingwood Junior' or 'Collingwood Senior' on it.

Line up in alphabetical order by surname, and await roll-call.

Do not re-enter the building until told by a member of staff that it is safe to do so.

There will be a walk-through fire drill at the beginning of the year and when new pupils arrive.

The House fire alarm will be tested every Wednesday morning.

Whole-school FIRE procedures:

The whole school fire alarm may sound during lessons or activities. On hearing this siren, go immediately to the grass in front of the Tennis Courts and line up in alphabetical order in front of the purple sign that has 'Collingwood Junior' or 'Collingwood Senior' on it.

Await roll call and do not leave the area until instructed to do so.



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Contacts

| | | | |
|----------|--------------|--------------|-----------------------------------|
| Mrs King | 01453 820407 | 07968 423626 | Julie.king@wycliffe.co.uk |
| Mr Mills | 01453 852811 | 07763 556670 | Mike.mills@wycliffe.co.uk |
| Matron | 01453 820420 | 07593 387119 | collingwoodmatrons@wycliffe.co.uk |



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