



# **Haywardsfield House Handbook**





# Welcome

*Dear All,*

*Welcome to Haywardsfield. The building in which you stand was built in 1884 and was the first custom-built boarding house at Wycliffe. As such it is home to many narrow staircases and odd-shaped rooms. Much more importantly, is that like the line of 130 years' worth of students, it will also be your home for as long as you want it to be.*

*My role here is to provide all that you need in order to achieve two main goals, your wellbeing and your happiness. I will always be available to help with any concerns that you may have and would be happy just to chat at any time.*

*Your role is to make the most of your time at school, this includes in classes, on sports pitches, in rehearsals and in any of the numerous clubs that you choose to join. From my point of view, this also comprises making the most of your friendships and relationships, the opportunity to raise money for charity, the chance to be a leader, and many more. You should aim to do these things not as a part of building up a CV of experiences, but simply because they are good experiences to have!*

*You are part of a very diverse mix of students. How you make the best use of this variety is entirely up to you, but you are sure to come across many different cultures and many different points of view whilst in this House.*

*This means that you will not always get your own way - one of the biggest challenges that any young person finds in any Boarding House is simply finding a way to get along with the other young people around them. If you are in any doubt about how to behave towards someone, the best thing to do is BE KIND.*

*I wish you all the best of luck and happiness in your time here in Haywardsfield.*

*Yours,*

*Mr James Austin*



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### The Daily Routine: Monday-Friday

0700-0730:	Get up, wash, dress...
0730-0755:	Breakfast in Wycliffe Hall
0815:	Registration (in house)
0830:	Assembly (Monday), Chapel or Congregational Hymn Practice (Tuesday, Wednesday and Thursday), House Meeting (Friday)
0850-1025:	Lessons 1 and 2
1025-1045:	Break time
1050-1225:	Lessons 3 and 4
1225-1330:	Lunch
1335-1340:	Registration in house
1345-1610:	Lessons 5,6 &7
1630-1725:	Enrichment Activities
1730-1830:	Prep 1
1830-1920:	Supper
1925:	Registration in house
1930:	Prep 2
2030-Lights out:	Free time

#### NOTES:

1. All pupils **MUST** attend every registration. 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 without fail. 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. Thursday afternoons are different as lessons finish after Period 4 and you have Games in the afternoon. After registering in house at 1335 you will go to your Games session at the published time. Activities will start at 1630 as normal and the rest of Thursday is the same thereafter.

### Daily routine: Saturdays

0700	Wake up by this time
0730-0755	Breakfast
0815-0820	Years 9-11: Registration/Notices in the Common Room
0830-1005	Lessons 1 and 2
1005-1025	Break
1030-1205	Lesson 3 and 4
1205	Lunch/Rolling registration.
1300	Games sessions begin (see times for your options)
1830	Supper
1925	Registration (Common Room)



## NOTES:

1. **Year 9 pupils remain in house after 2030**
2. Sixth formers are required to be up and registered by **1000**
3. 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.
4. Older pupils may be given permission to go to Stroud, Gloucester or Cheltenham on Saturday afternoons or early evenings. See Free Time section of handbook.
5. On **Saturday evenings**, we often have a get together as a House. These evenings are great fun and everyone is encouraged to join in.
6. Return to house and bedtimes are 15 minutes later on Saturdays

### Daily routine: Sundays

Sundays are different again. You have a lot more free time. Rolling registration will usually take place between 1000 and 1100. Make sure you see your Housemaster/Housemistress during this time to register.

1030 – 1230	Brunch
1730 - 1830	Quiet Time
1830	Supper
1925	Registration
1925 - Lights out	Free time

- ❑ You may go to the village any time between 1100 and 1600, see Free Time section below.
- ❑ If you are in Year 10 and older, you may wish to go to Cheltenham, Gloucester or Stroud on Sundays. Year 9 are not normally given permission to do so. See Free Time section below for guidelines and rules.
- ❑ Please sign out when you leave the House, even if you are staying on campus.
- ❑ On Sundays the Library is open from 1300-1700 and the Sports Centre is open in the afternoon.
- ❑ **Year 9s remain in house after 2030**
- ❑ Return to house and bedtimes are the same as weekday times.

### 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.
- ❑ You may have snacks in House
- ❑ Only Sixth Formers may be given permission to go to the village at lunchtime.
- ❑ 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 not normally permitted in Houses at break.

### Return to House Times and Bedtimes

All pupils are entitled to a good night's sleep. The following are the times for each year group to normal be in House at night and have their lights out. Each year group is due back in house at different times and have to have their lights out at different times (these change slightly on Saturdays and in the Summer Term). Please see below which times apply to you:

#### Autumn and Spring Terms

YEAR GROUP	RETURN TO HOUSE TIME	LIGHTS OUT TIME
Year 9	2030	2130
Year 10	2115	2145
Year 11 & DY	2130	2200
Sixth Form	2200	2230
Heads of House/School Prefects	2215	2245

**On Saturday nights Summer Term times apply**

#### Summer Term

YEAR GROUP	RETURN TO HOUSE TIME	LIGHTS OUT TIME
Year 9	2100	2145
Year 10	2130	2200
Year 11 & DY	2145	2215
Sixth Form	2200	2230
Heads of House/School Prefects	2215	2245

**Lights out** means just that. You should be **ready for bed** by this time, with light out.

Therefore, you will need to leave common rooms, in good time (15 minutes minimum) before lights out to allow time for getting ready for bed.





**Noise:** All pupils are reminded of the need for the House to be **quiet** beyond 2230 (lights out time for Year 9). Causing a disturbance beyond this time is unfair on the younger pupils who are expected to sleep. Sixth Form visitors will be permitted to stay until 2150 (2200 in Summer Term).

### 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 – 1630

**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. You may not visit Stonehouse until after your Games session is complete (please remember rules about asking permission and getting a chit!)
6. 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.

### Off Games

If you cannot attend Games due to injury or 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.

### 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.



## Prep

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

### Weekday Prep Times

Prep 1 = 1730 - 1830

Prep 2 = 1930 - 2030

### NOTES:

1. Prep should be done in prep rooms (day pupils) or bedrooms (boarders) or in designated classrooms.
2. Years 11, DY and Sixth Form may ask *before the start of the Prep 1 or Prep 2* 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 sessions.
6. If you have no work to do you may read quietly.
7. Computer games are not to be played during prep time.

## Free Time/Off campus

You have free time after 1610 until Activities Time and after Prep 2 (2030) until Bed Time. **Year 9 must stay in House after Prep 2 in the Autumn and Spring terms.**

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 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 an electronic Off Site Chit. On Sundays you may go to Stonehouse between 1100 and 1620, but, again, you will need the permission of House Staff and 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. On Sundays you may go to Stonehouse between 1100 and 1600, but, again, you will need the permission of House Staff and a 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. On Sundays you may go to the Stonehouse between 1100 and 1600. In all cases you must ask permission and complete an Off Site Chit. You must go in a group of two or more.



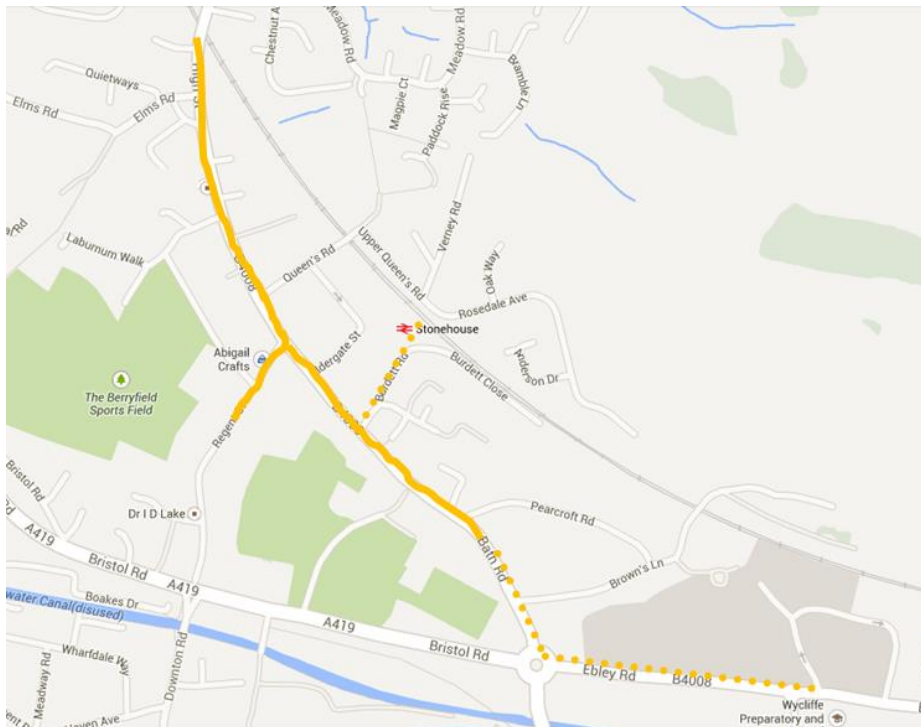


**Years 12 & 13:** You may visit Stonehouse between 1620 and 1720 on weekdays and between 1000 and 1730 on Saturdays. You may go to Stonehouse after second prep at 1930 on Fridays and Saturdays **only** but must be back on campus by 2100. On Sundays you may go to the village between 1100 and 1600. In 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 do not have permission to go until you have received the response email
- 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.

### 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, swimming pool, the science laboratories, the design technology rooms, the CCF Shooting Range & Armoury. Doors to these areas are kept locked at all times when not in use.
- Students do not have access to 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.

## Visiting Stroud, Gloucester or Cheltenham

As mentioned in Daily Routine for Saturday and /Sunday earlier in the handbook, pupils in Year 10-13 may wish to visit Stroud, Gloucester or Cheltenham, on Saturdays or Sundays. If you wish to do this, please remember:

- **You must seek permission first.**
- **On Saturdays you must return by 1920, in time for registration at 1925.**
- **On Sundays must return by 1700, to get ready for Quiet Time at 1730**
- **You must leave a mobile number with staff so we can contact you.**
- **You must tell House Staff the train you intend to travel on, outbound and inbound.**
- **You will not normally be allowed to go further afield than Stroud, Gloucester or Cheltenham without permission form Guardian/Parents.**
- **You would be expected to travel in groups of 3 or more, definitely not alone.**
- **You will not normally be given permission if you have missed lessons, Games or been in detention that week.**

## Weekends away

If you wish to go away for the weekend (following all Saturday sporting/other school commitments) House Staff must receive permission, via email, from parents or guardians, and where appropriate, the permission of the parents/friends/relatives you are visiting is also required. At least 48 hours advanced notice is generally required for weekend leave.



## Meals

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

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

### NOTES:

- ❑ All boarding pupils are expected to attend all meals (day pupils are to attend lunch and can opt into supper if they are here).
- ❑ No phones are permitted in Wycliffe Hall.
- ❑ Lunchtimes 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, cros 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.

## Visitors to Houses

### Pupil visitors

- ❑ Pupils from other Houses may visit in their free time, with the permission of HSM. Visits are not permitted before lunchtime.
- ❑ Pupils visiting from other houses must be accompanied by a member of the House they are visiting.
- ❑ Visitors are NOT permitted to go to bedrooms.
- ❑ Large groups of visitors causing disturbance, impolite behaviour and inappropriate behaviour could result in visitors being asked to leave the House they are visiting.
- ❑ When you visit other Houses, be respectful and polite to Staff and Pupils from that House and adhere to their House rules too.

### Non-pupil visitors

- ❑ Non-pupil visitors, who wish to visit you at your House, must email your HSM with details of the visit.
- ❑ When a non-pupil visitor arrives, they must report to Main Reception to get a visitors badge and be collected by a member of House Staff who will bring them over to your House to visit you.
- ❑ If Reception is closed, your visitor must agree to meet a member of House Staff on the main school drive, who will then escort them to your House.
- ❑ If an unknown visitor comes to House, pupils must NOT allow that person in, they should instead ask them to wait outside, close the door, and fetch a member of House Staff.
- ❑ You will be able meet your visitor in the common room in House.



## Illness

### **If you are unwell when you wake up:**

- ❑ Alert your HSM.
- ❑ Go to the Health Centre and the nurse will see you when it is your turn in the queue.
- ❑ Depending on the nature of your illness, you will either be kept in the Health Centre or sent back to the House to rest (report to Matron when you arrive back) or sent to lessons.
- ❑ In cases of extreme illness we will call the school nurse to come and see you otherwise you are expected to get up and come downstairs so we can send you to the nurse.

### **If you are unwell during the school day:**

- ❑ Report to Matron who will liaise with the Health Centre or ask you to visit the Health Centre at the next surgery time.

### **If you are unwell in the evening:**

- ❑ Report to the member of staff on duty.

### **If you are unwell during the night or early morning, you must**

- Alert your HSM.

You are asked not to go to the Health Centre without a slip or the knowledge of the House Staff. However, if you feel you wish to go about a confidential matter, then you may do so.

### **Surgery Times will be displayed in house**

The Health Centre can make appointments for you to see the doctor. If you need other medical treatment (dentist, optician, hospital etc.) this can be arranged too.

All new pupils will attend a brief medical examination within the first few weeks of term and boarders will be registered with the local school doctor (Regent Street Surgery).

## 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 room.**

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.



### Day Pupils

There is an obvious difference for day pupils in that they will usually be travelling into school each morning and return home after lessons and activities in the afternoon or evening.

- ❑ Arrival: Day pupils should arrive in the morning by **0800**, so that they have time to collect their books and be on time for registration and notices at **0815**. If a day pupil arrives after registration then they must see Matron straight away to be registered.
- ❑ 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 the House or email/you're your HSM between 0800 and 0825 to let us know.

- ❑ Belongings: Day pupils can leave their books and personal belongings in their prep rooms (valuables locked away!) and Games kit in lockers. 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. You are, however, expected to go home by your year group 'in house' time.
- ❑ *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, Deputy Head of House, or with your House Master/Mistress.

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

There are also two pupil forums which you can volunteer to attend in person or ask the House representatives attending that forum to pass on your views. These forums are:

1. School Council; meets once every half term with elected representatives from each House
2. Boarders Forum; meets once every half term with two boarder representatives from each House and Mrs Pettingell (Senior Deputy Head)



### 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 night with fellow Housemates.

For more minor misdemeanours such as repeated untidiness, lateness to registration, being out of bed after lights out (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 the following weekend.

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.

### Electrical Items

Televisions, kettles, toasters, irons, fridges, rice cookers etc. are not permitted in bedrooms and should not be brought to school. Please see the separate notice on Electrical Equipment and safety in your rooms.

Computing equipment can be used but should be kept tidily in your own area. You can also bring hair dryers/appliances and phone chargers.

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.

### Mobile Phones

Mobile phones are encouraged as they make contact with parents easier. However they must not be used during lessons, prep times (unless for research for a prep task) or after lights out as this disturbs others.

Because they are so useful in providing emergency contact, all pupils with mobile phones must give their number to their HSM 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.

Year 9, 10, 11 and DY pupils must hand in their mobile phones, tablets and other electronic devices prior to lights out time everyday. Year 11 and DY pupils may keep their devices on a Saturday.

### Holiday Storage

During half-term and Christmas and Easter breaks, it is possible to leave non valuable items in your room but the desktops and floor area must be left clear for cleaning.

During the summer vacation **all** property must be removed from your room. It will be possible to store **one** trunk for **boarders** but this must not contain many heavy items as it will be impossible to move. Trunks must be lockable.

Leavers must take all possessions with them at the end of their final term.

Items left in rooms at the end of the summer term will be assumed unwanted and disposed of. The College cannot accept any liability for items left in rooms during the holiday periods.



## Post

Have letters and packages addressed to:

Your Name

Your House

Wycliffe College (Gate 9)

32 Regent Street

Stonehouse

GL10 2AD

## 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 and the College runs a pre-sessional week for all new international pupils to support their transition to Wycliffe.

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. HSMs and 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, or a pupil's HSM 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	<a href="http://www.gloucestershiremethodist.org.uk">www.gloucestershiremethodist.org.uk</a>
Baptist	Gloucester Road Stonehouse	10.30 Sunday	<a href="http://www.stonehousebaptist.org.uk">www.stonehousebaptist.org.uk</a>
Bethel (Evangelical)	28, Bath Road Stonehouse	10.30 Sunday	

#### Other Faiths:

Church	Address	Service	Contact Details
Masjid – E – Noor Mosque	Ryecroft St. Gloucester GL1 4LY	Prayers 10.45 Friday	01452 416830 <a href="http://www.masjidenoor.org.uk">www.masjidenoor.org.uk</a>
Cheltenham Hebrew Congregation	The Synagogue, St. James' Square, Cheltenham	Shabat 19.00 Friday	<a href="mailto:info@cheltenhamsynagogue.org">info@cheltenhamsynagogue.org</a>
The Bristol Hindu Temple	163b, Church Rd., Redfield, Bristol BS5 9LA	Aarti 09.30	0117 935 1007 <a href="mailto:bristolhindutemple@hotmail.co.uk">bristolhindutemple@hotmail.co.uk</a>
Akanishta Kadampa Buddhist Centre	Cheltenham		01242 269807 <a href="mailto:admin@meditationincheltenham.org.uk">admin@meditationincheltenham.org.uk</a>
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](mailto: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.

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

**Designated Safeguarding Lead** – Ms Evans. Email [sian.evans@wycliffe.co.uk](mailto:sian.evans@wycliffe.co.uk)

**Deputy Designated Safeguarding Lead** – Dr Smith. Email [matt.smith@wycliffe.co.uk](mailto:matt.smith@wycliffe.co.uk)

**Peer Supporters** – Would you like to speak to another student? There is a team of Peer Supporters that you can speak to. Please email or contact your Housemaster or Housemistress if you would like to speak to one of the Peer Support Team.

**Heads of House** – speak to them, call them or email them.

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

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. Day pupils should also ensure their lockers are kept locked.
- ❑ Do not leave valuables visible.
- ❑ Valuables such as expensive jewellery and watches should not be brought to school.
- ❑ If you have a lot of cash, please see your HSM. Preferably you should open a bank account as soon as possible, if you don't already have a UK bank account.
- ❑ 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 any thumb-print or digi-code doors.

Do not open the door to any strangers. Fetch a member of staff while the stranger waits outside the House.

### 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.

### 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 your House name on it.

**Line up** 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. There will be a night evacuation drill during the first week of every term.

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, preferably in alphabetical order, in front of the purple sign that has your House name on it.

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



**House Staff Team**

The House Team consists of:

Mr J Austin	Housemaster
Mr P Thomas	Assistant Housemaster and Year 10 Tutor
Mr T Toumpoulidis	Year 9 Tutor
Mr E Wildbore	Year 11 Tutor
Mr W Helsby	Development Year Tutor
Mr R Beamish	Year 12 Tutor
Mr A Finebaum	Year 13 Tutor
Mr J Axford	Year 13 Tutor
Mrs M Williams	Matron
Mrs D Clark	Matron

**Pupils in Positions of Responsibility**

Darius Ozakpolor is the Head of House and will be assisted by Ryan Hann and Jason Mok. All three boys started their Wycliffe journey at the same time as I did back in 2019 when they joined in Year 9. It has been a pleasure watching them grow and mature into the fine young men that will now lead the house.

They will have certain duties in House throughout the week, including checking kitchen duties are being done and monitoring prep times.

Senior boys are also asked to help organise House events, such as the Inter-House competitions, House Chapels, and social events.

Darius Ozakpolor



Ryan Hann



Jason Mok





## Rooms

### Please note the following:

- Your room is yours and you are free to personalise it and put up some pictures so long as you do not cause any damage to the walls or furniture.
- You have a limited amount of storage space so please do not bring too many items with you. Everything you bring to school will someday have to go home with you. We often have many black bags filled with items left behind carelessly at the end of the year.
- Please keep all your belongings safe by **locking away your valuables** and **always locking your room** when you leave it.
- You are responsible for any damage that you cause, and the cost of any repairs/replacements may be added to your bill.
- Please always respect the others in your room and their need for privacy and peace.

Rooms are allocated with a great deal of care and thought each year. If you are unhappy with your allocation, come and talk about it.





## Tidy Rooms

Living with unwashed clothes in your room is awfully unhygienic and makes things very difficult for your roommates; equally having a disorganised desk makes it very difficult for you to complete your work and find the things you need for your lessons.

This is why the cleaners and Matrons in Haywardsfield take the tidiness of rooms very seriously. If you are able regularly tidy up your books and belongings, then you will find that it only ever takes a tiny amount of time. If you never spend any time looking after your organisation, then it will always seem like a chore and you will often find cleaners and Matrons nagging you.

You can avoid this by looking after your area in your room.

Tidy Rooms involve:

- Work and folders from lessons properly stored on your desk
- Clean clothes put back into your cupboards/drawers
- Dirty clothes put into the laundry

## Checking Rooms

Cleaners will be cleaning your room every day. Their job involves hovering, dusting, wiping surfaces etc. but it does involve tidying up.

If they cannot clean your desk or your area, they will inform Matron. This is not acceptable, and you will be expected to prioritise tidying your room to make amends.

1. Cleaners will check your rooms during lessons 1 & 2 *every day* when they are working in the House.
2. Matron will be told if your room is in an unfit state.
3. Matron will tell you during Break Time that you need to clear up your room. Your room number will also be written up on the board.
4. You will then have Break Time and Lunchtime to tidy up your room.
5. Matron or Mr Austin will check again after Registration (13.45) and decide whether the room has been tidied satisfactorily.

Your electronic devices (tablets, laptops, phones etc.) will be confiscated until the next morning if you have not tidied the room by 13.45.





## Energy Conservation

Haywardsfield is very committed to Energy Conservation. Please ensure that you do your bit to help:

- Turn off lights/music/TV when you leave a room
- Unplug items or switch off plugs when you have finished
- Do not leave items endlessly charging in your room
- Turn off computers when you have finished with them
- Do not use electrical items unnecessarily
- Boil just enough water for your use

Please do not be surprised if you return to your room to find that items have been unplugged, equipment turned off or laptops closed.

## Recycling

Please remember to recycle **all paper, cans, glass and plastic** bottles. There are recycling bins placed around the house for paper, tin cans and glass. Please think whether something is recyclable before putting it in a bin.





## Pupil Duties Within the House

Haywardsfield is a community that will only work if we all 'do our bit'. Everyone is a valued member of the House; everyone has a role to play and everyone has certain duties to perform on a regular basis. First and foremost, we must all make sure that we respect the other boys and staff in the House, in particular their privacy, their property and their right to peace and quiet. We must also play an active part in the activities of the House. This will mean different things at different ages, but here is a list of some of the things you will be expected to help with:

- Prep duties
- Kitchen duties
- House Chapels
- House teams for a whole range of sporting competitions (whether in the team or supporting from the sidelines)
- House debating and public speaking teams (speaking or supporting)
- Any other Inter-House competitions
- House Charity activities
- Food Committee representatives
- School Council representatives
- Year group meetings
- Keeping your room tidy
- Keeping all areas of the house tidy
- Tours for visitors and prospective parents and students.



You will all be able to share your views and opinions with the House and your Year group regularly. Issues raised with the Heads of House or other senior boys will be discussed with the Staff Duty Team.



**All pupils will always be treated and regarded with due respect.**



## Common Rooms

Haywardsfield is lucky in that it has a great deal of space and some excellent facilities.

There is:

- Junior Common Room
- Junior Kitchen
- Senior Common Room and Kitchen
- Pool Room
- Sauna
- Table tennis room
- Footballs and other equipment which can be borrowed and used outside

The kitchens have microwaves, toasters and kettles for you to use, as well as a good supply to mugs, plates, and cutlery. Please clean up after yourself and don't expect someone else to clean up after you.

Please feel free to use any of the above, but treat it with respect and remember to return items you have borrowed and put away anything you have used.







## Kitchens

The kitchens are there for your use: **please keep it clean and tidy and wash up after yourself.**

We supply squash, tea, coffee, sugar, milk and sometimes hot chocolate. There is bread (brown and white) and a whole range of 'goodies' to spread on your bread/toast. The fridge and freezer are for your use. Please mark your food very clearly and make sure that you never eat anyone else's food unless they offer it to you.

**Please note that the fridge is checked regularly and any out of date items are thrown away.** There are plenty of cups, beakers, plates and bowls (provided you always return them and don't leave them festering in odd places!) In addition there is a toaster, microwave, saucepans, cooker and hob in the Senior Kitchen.

You may occasionally be allowed to cook meals but

**YOU MUST CHECK WITH THE MEMBER OF STAFF ON DUTY FIRST.**

You must also follow the basic hygiene rules that are displayed in the kitchen.





## Uniform

All students are expected to be in uniform throughout the school day. This includes breakfast, Break Time and Lunchtime. If you have any doubts about what you can and cannot wear, please ask or refer to the school uniform list displayed on the notice board in House.

When out of House, it is expected that your top buttons will be done up and that your shirt will be tucked in. Expect to be told off by teachers numerous times during the day if you choose to ignore this!

If you do not have the correct items of clothes or they are in anyway unacceptable you may be uniform gated for two days.



## Laundry

Please put items of school uniform, underwear and casual clothes that need washing in the baskets in the laundry room. Once washed and ironed, clothing will be put into your laundry box which can then be collected. Please put them away promptly into drawers/wardrobe.

- Laundry will be done each day with the exception of Sunday. Please allow plenty of time to wash, dry and iron items. Our Matrons and cleaners do an amazing job but they cannot work miracles!
- Please ensure that your dirty washing is placed in the appropriate basket as early in the day as possible.
- Clean bedding will be issued once a fortnight. You are expected to remake your own bed.
- The washing machine and tumble dryer in the shower room are available for your use. Ask if you are not sure how to operate them.



## Day Pupils

Day pupils are an important part of Haywardsfield House.  
There are eight points which are specific to you:

- You should ensure that you are in school between 08.00 and 08.10 so that you have plenty of time to organise your books for Period 1 and be on time for registration/notices at 08.20. If you need to arrive earlier, please ensure that I am aware of this. Any day boy arriving after registration must check in with matron before going to sign in at the main school office to ensure that their attendance has been registered.
- If you are ill or there is an unexpected reason for absence, please ensure that your parents phone the duty office [01453 820456] between 08.00 and 08.30 to let us know. This is very important as we need to account for your absence.
- We must receive notification of any planned absence in writing, preferably 48 hours in advance. Absence from lessons will need permission from the Deputy Head Academic (sean.dunne@wycliffe.co.uk)
- **It is very important that you remember to sign out when you leave for home**
- You will each have a desk with drawers, some bookshelves and a locker or wardrobe in which to keep all your belongings. You will need a padlock to ensure that you can lock away any valuables. Please do not leave laptops, mp3 players or anything that is precious to you lying around – always lock them away when you are not in the room.
- You may go home as soon as your lessons for the day are over and you have fulfilled any sports or activity commitments that you have. On some days this may be at 16.00 or it may be later in the evening (you must always arrange to be collected and off campus by 21.15). It is common for day boys to stay for first hour and supper and go home around 19.30. Please make sure we are aware of your travel arrangements if you are not being collected by your parents.
- Wycliffe has a flourishing extra-curricular programme of sport, music and a whole range of activities.
- If you wish to flexi-board please come and speak to me. We have a few flexi-beds and these will be given on a first come first served basis. A charge is added to the end of term bill.





## Weekends and Exeats

There are a number of exeat weekends during the year. School ends after Period 6 on the Friday and all boarders are expected to be back in House on the Sunday evening. All Houses stay open for those boarders who really have to stay at school. Students staying at school must obey normal school rules but are free to relax, play sport or visit Stroud/Cheltenham during the weekend. There is a charge for accommodation which is added to the end of term bill.

Whether you are going away on an exeat or on any other weekend **you must ensure that we have received written permission from your parents/guardians at least 48 hours before you are due to leave.**

**We will need the name, address and contact number of the family you will be staying with as well as details of your travel arrangements,** if you are staying with friends then we will also need written permission from your hosts.

Please remember that you are not free to leave school on a normal Saturday until **after you have fulfilled your games commitment.**







## Where to Get Help

### During the day

- During the day Mr Austin, the Matron or Duty Staff can be found in the House. If the person on duty has to leave the House for any reason they will write on the white board where they are and how to get hold of them.

### During the night

- Ring the doorbell to Mr Austin's House or phone his mobile [07591 951785].

### Remember that:

- Your Heads of House and senior boys are always willing to help and will be happy to talk to you if you do not want to talk to an adult.
- Your Tutor knows you well and is always happy to help if you have a problem.
- No matter what time of day it is, there is ALWAYS someone you can turn to for advice, reassurance or just for a chat.

