

LOOSLEY HALLS



STUDENT HANDBOOK
2023/2024

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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:

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 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, unless your illness or injury is so severe, you are expected to go to your normal session to register. The Games staff might ask you to stay and assist with the session, or send you back to House and 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 16.20 until 17.25.

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 2 & 3 | 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 | |

NB. The option to get changed at the break before / after your session, rather than during your session, is a privilege afforded to Wycliffe pupils.

If this privilege is abused it can be removed and you will be expected to get changed during the period in which your session is timetabled.

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). Doors should be pinned open throughout prep.
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. Do not move around the House unnecessarily or disturb other pupils during Prep sessions.
5. If you have no work to do you may read quietly.
6. Computer games are not to be played during prep time.
7. Pupils who are not working appropriately during prep, or whose learning engagement grades are of concern, might be expected to work in Matron's office during prep to allow for closer supervision by duty staff.

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 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.

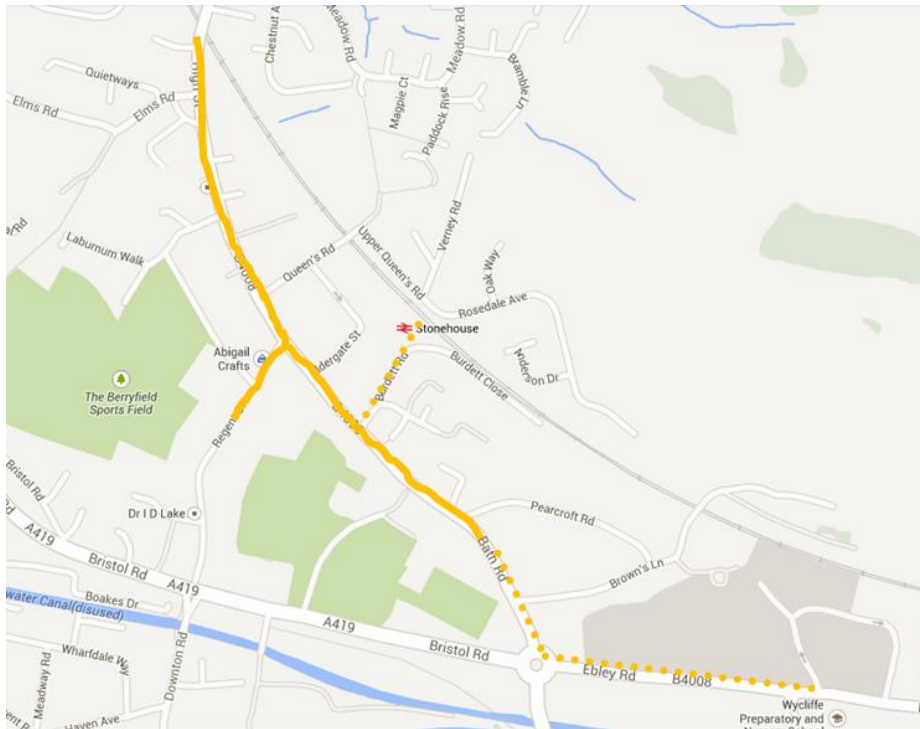
Years 12 & 13: You may visit Stonehouse between 1620 and 1720 on weekdays and between 1000 and 1730 on Saturdays. You may go to Stonehouse after second prep at 1930 on Fridays and Saturdays **only** but must be back on campus by 2100. On Sundays you may go to the village between 1100 and 1600. In all 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 must cross the road at appropriate places, using the crossings.
- If in Games kit, you must wear tracksuit trousers (no shorts / skorts)

- 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 (including rear of swimming pool building), 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 from 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:

| | |
|---------------------------------------|-------------|
| Breakfast (Monday to Saturday) | 0730 - 0755 |
| Lunch (Monday to Friday) | 1225 |
| Lunch (Saturday) | 1205 |
| Supper (everyday) | 1830 |
| Sunday Brunch | 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 Eater 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 | www.gloucestershiremethodist.org.uk |
| Baptist | Gloucester Road Stonehouse | 10.30 Sunday | www.stonehousebaptist.org.uk |
| 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 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.

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

Deputy Designated Safeguarding Lead – Dr Smith. Email 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.

Welcome to Loosley!

House Aims

At Loosley we aim to create a happy ethos where House spirit is founded on common effort, unselfishness and co-operation and where older pupils can learn the values of academic endeavour and gain independence, within an atmosphere of trust, support and discipline. We aim to maintain an environment where every young man and woman feels valued and can develop their individual talents, to realise their potential and be recognised for their contribution to the life of Loosley and the School. The qualities of respect, responsibility and integrity are highly emphasised in the running of Loosley and we expect honesty, courtesy and kindness.

What follows will help to give you some understanding of the structure of life here and an awareness of the House rules. Suggestions for improvements and additions are always welcome.

Communication, Cooperation and Community

For much of the year Loosley is home to over 60 students. It cannot, of course, be as personal as your own home, but we wish to make it as welcoming and supportive an environment as we can. We can only succeed with the help and co-operation of every student in the House.

Communication is vital. If you are unhappy or require help - or think that someone else needs help - tell someone! Do not allow problems to grow - seek help in resolving them. If something is unclear or confusing, ask for an explanation. Friends, Heads of House, Prefects, Matron, House Staff, Tutors, Teaching Staff, Chaplain, Medical Staff, School Counsellor and the Deputy Head-Pastoral - all are here to help you. See the sheet 'Who can I turn to...?' earlier in this document.

A successful community requires each member to contribute to its life. Take pride in, and responsibility for, the atmosphere and appearance of Loosley. The more you do to make it a good place to live, the happier everyone will be. We want everyone in Loosley to be happy here. Loosley pupils are expected to treat everyone in and out of school with courtesy and consideration. **Be kind - kindness breeds kindness!**

Loosley Halls – Staff Team

Mr Scott Costello (**Housemaster**)

Miss Michelle Williams (**Resident Assistant**)

Miss Williams is the Squash Assistant and lives in the flat above the archway that links Houses 1 & 2.

Mr Greg Flower (**Resident Assistant**)

Mr Flower is the Director of Rowing and lives in the ground floor flat in House 3.

Assistant House Staff

Mr Hugh Parker: Head of Computer Science

Mr Peter Scott: Teacher of Maths

Mrs Rebecca Castle: Teacher of EAL

Mr Will Day-Lewis: Head of DY & Teacher of EAL

Mrs Ros Honeywill: Teacher of German

Mrs Sharyn Trainor: Teacher of Biology & Assistant Head of 6th Form

Mrs Niki Halford Scott: Head of History

Mrs Lisa Wisbey: Head of Spanish
Miss Kate Elliott: Head of EAL
Mrs Kit Philips: Learning Support Teacher

Matrons

Mrs Lucinda Hudson and Annabel Thomas

Loosley's Matrons work throughout the week, from 8.00am until 5.30pm. Lucinda works on Mondays and Tuesdays, whilst Annabel works for the remainder of the week on Wednesdays, Thursdays, Fridays and Saturdays. Matron's Office is situated on the ground floor of House 3. They are responsible for much of the smooth running of the House and for all the domestic arrangements, including the House Cleaners, linen and laundry. Loosley's Matron is also the first person any pupil should see if they are feeling unwell. Pupils should always ensure that they report in sick - we cannot help you if you do not tell us that you are unwell!

Loosley's Pupil Leadership Team 2023-2024

Head of House
Masha Koberman



Deputy Heads of House
Amelia Flaxman Arseniy Merkulov



House families:

At the beginning of the year you will be assigned to a 'House Family.' Each House Family will elect a 'leader.' That leader will become a member of the House Council who meet half-termly to feedback on House life and implement suggestions and activities.

Each half term, one family will be responsible for organising and running a Saturday evening activity, whilst another family will present in House Assembly on one of the key features of Wycliffe life identified in the 'Wycliffe Wheel.'

Rooms

Study bedrooms should not be locked whilst you are in the room, unless using the en-suite facilities, or after 'lights out'. Study bedrooms should always be locked when you leave the room/the House. Pupils are responsible for keeping their own study bedroom clean, tidy and in a presentable state. Studies should be free of litter; the beds made; curtains and windows opened; **you should not eat meals in your room so there should be no dirty crockery/cutlery**; clothes must be placed in drawers/wardrobes; books and files on shelves or the desk, and music/computers lights switched off before you leave the room. Posters and photos must not be stuck onto paintwork or ceilings. Pin boards are allocated in all rooms for posters and photos. Pupils will be requested to remove any posters or photos deemed to be inappropriate and unsuitable for public view. *Studies are checked by staff at designated times and failure to comply with the domestic arrangements, where a study does not meet the acceptable minimum standard, may result in privileges being withdrawn and/or a financial contribution made to the designated House Charity*

(Please note: if House Staff believe that there may be any 'illegal' items; for example: guns, knives, catapults, drugs, tobacco (including electronic cigarettes and lighting equipment) alcohol, pornographic material etc, held in rooms, then rooms will be searched. A room search will generally be done in the presence of the student and always in the presence of another member of House Staff or a member of the Senior Management Team.)

Kitchen rules (more detailed guidelines are available in the kitchens)

- **Please wash up whatever you have used (crockery,cutlery etc) – do not leave it for someone else to clean.**
- The matrons are always happy to show you how to use the washing machine and tumble dryer – just ask 😊
- Read the care labels on your clothes before washing them so that you don't shrink them! Also, check if they can go into the tumble dryer.
- Do not force open the washing machine door as it will break.... the door lock will release about 2 minutes after the wash has finished.
- Please remember to turn off the iron after use.
- Do not put a metal knife or object into the toaster if the toast is stuck – this could electrocute you.
- Please wipe up spillages on the floor to prevent slipping.
- Remember that milk is for tea and coffee, NOT cereal...If you want milk for cereal please buy it yourself.



Laundry

Pupils are responsible for ensuring that their school, formal and casual dress is clean, neat, and named and in good repair. The House has a laundry room and in addition there are washing machines and tumble driers in each house.

- Casual clothes and underwear are to be washed by pupils in the machines provided in the House kitchens.
- Pupils should have smart/formal wear for special social occasions. Black tie/dinner suit/lounge suit for boys, and cocktail dress/ball gowns for girls, will be required for formal dinners/dances.
- Casual clothes that display inappropriate language/comments/pictures that are deemed offensive should not be worn.
- School uniform (unless you want it dry-cleaned), school games kit, towels and bedding will be laundered (and shirts ironed) for you.
- Clothes must be named and should be taken to the laundry by 08.30 and may be collected later the same day.
- Towels and bedding are to be taken to the laundry and placed in one of the trolleys.
- Please see the Matron regarding advice about any items that require dry cleaning. Dry cleaning is collected and returned weekly, but must be paid for by cash on the day.
- Rugby/Soccer/Hockey/Astro - boots should be stored in the designated area – the 'boot room' near the laundry in House 3 - and not in rooms. Boots may be cleaned in the designated area i.e. at the back of House 3. Boots should not be worn around campus (change into and out of them on the Berryfield) and certainly **not** in House.

Responsibilities and duties

Living in a boarding house is like living in a small community or large family. All pupils are responsible for their own behaviour and keeping to the rules. As part of this community you will be asked to perform some duties. Kitchen and Common Room rotas are produced at the beginning of each term. Provided these communal areas have been left clean and tidy, then there should be little to do!



How to get in touch – during the day

HOUSEMASTER: Mr Scott Costello

Address: Prichard House, Loosley Halls, Wycliffe College, Stonehouse, Gloucestershire GL10 2BE

Telephone: 01453 820462 (landline)

Mobile number: 07763556670 (put this number into your mobile phone)

E-mail: scott.costello@wycliffe.co.uk

I am usually available throughout the day, but please remember that I have a full teaching timetable, too. When teaching, I am usually based in the Psychology classrooms in Old Ivy teaching block. When I am not on duty, please contact the Assistant House Staff/members of the House Team and they will take any message you wish to leave.

HOUSE ASSISTANTS / DUTY OFFICE: 01453 820835

MATRONS: Mrs Lucinda Hudson & Annabel Thomas

Telephone: 01453 820461

Mobile: 07738 103974

Matrons may be contacted between 8.00am - 5.30pm, Mondays – Saturdays (from 9.00am on Saturdays).

How to get in touch – during the night (after 10.30pm)

The three Houses in Loosley are equipped with intruder alarms so that any attempted break-in (or break-out) will set off an alarm in my residence. These alarms are usually set after 'lights-out' i.e. between 10.30pm and 11.00pm (later on a Saturday, due to 'lights-out' being later).

Occasionally, if you believe it is very important that you speak to me straight away, or you consider there is a medical emergency and you need to communicate with me after these alarms have been set; then, do not come out of your House and come knocking on my front door – you will set the alarms off - and probably wake other students. **Please call me by phone** – my mobile phone will be on and if necessary I will come and see you (or you see me) after I have turned the alarms off. **Alternatively, please ring Mr Flower's door bell (on the ground floor in House 3) or Miss Williams' door bell (at the end of the 'top' corridor in House 1 and House 2)**

This is important - **remember to put my mobile phone number (07763556670) into your list of contacts in your mobile phone.**