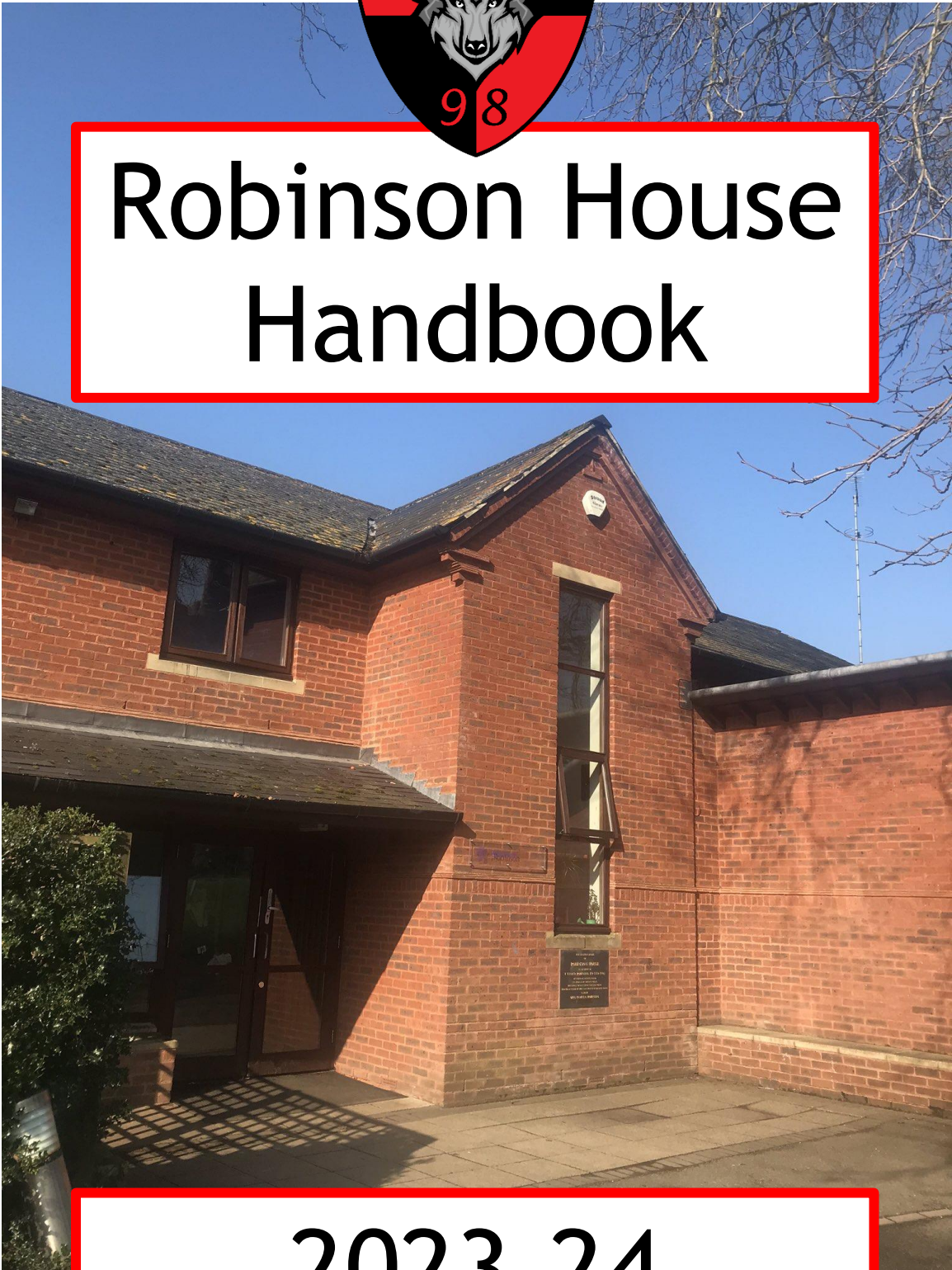




Robinson House Handbook



2023-24

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WELCOME TO ROBINSON HOUSE

Welcome to Robinson House!

Robinson is a boarding House full of energy and enthusiasm. It is a House where you will form firm and lasting friendships and where you will find the support and encouragement to achieve your potential.

Our mission is to:

1. Provide a safe and happy environment in which you feel valued as an individual.
2. Produce responsible and respectful young people.
3. Nurture positive relationships to contribute to the Wycliffe experience.

In order to ensure you get the most from your time here, we would like you to keep our values in mind at all times. We use the '3 Rs' to support ourselves in this:

3 Responsibility Relationships Respect

Learning to take **RESPONSIBILITY** for yourself, your actions, environment, and community is an essential life skill. Within a safe and happy environment, Robinson encourages independence and builds confidence.

You will form lasting friendships and have opportunities to work at building your **RELATIONSHIPS** with staff and fellow pupils from across the school.

Having **RESPECT** for others, your surroundings, property and ultimately yourself, is essential for realising your potential. Robinson fosters an environment that enables pupils to work hard at their academic studies, whilst also being fully involved in all aspects of school life.

My role as your Housemaster is to support you in your Wellbeing, Happiness and Studies. Along with my dedicated team of house and duty staff, I am available to help with any concerns that you have or simply to chat. This is my first year as Housemaster in Robinson, a house I am delighted to return to having previously been a Tutor in the house for some of our current Year 13s. My aim is to support you in becoming honest and kind individuals, who exemplify the '3 Rs' that Robinson strives to achieve.

I really hope that you can look back on your time in Robinson as some of the happiest days of your life, and it is within our power to make that happen.



Mr. Peter Thomas
(Housemaster of Robinson House)

THE HOUSE STAFF



Mr. P Thomas

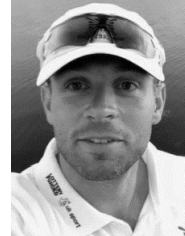
Housemaster
(01453) 820464
07968 423625

Peter.Thomas@wycliffe.co.uk



Mr. B Urquhart

Assistant Housemaster
Ben.Urquhart@wycliffe.co.uk



Mr. G Flower

Resident Assistant
Greg.Flower@wycliffe.co.uk



Mrs. J Carter

Matron (*Monday to Friday*)
(01453) 820463
Joanne.Carter@wycliffe.co.uk



Mrs. J Saynor

Matron (*Saturday*)
(01453) 820463
Julie.Saynor@wycliffe.co.uk

HOUSE TUTORS & DUTY STAFF:

Dr. B Gore
Mr. R Pender
Mr. B Urquhart
Mr. E Crownshaw
Mr. I Williams
Mr. T Hayes
Mrs. A Attwell

Year 9 Tutor
Year 9 Tutor
Year 10 Tutor
Year 11 Tutor
Year 12 Tutor
Year 13 Tutor
Year 13 Tutor

Bryson.Gore@wycliffe.co.uk
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Ben.Urquhart@wycliffe.co.uk
Edd.Crownshaw@wycliffe.co.uk
Ian.Williams@wycliffe.co.uk
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Anna.Attwell@wycliffe.co.uk

House Duty Phone: 07594 089688

THE HOUSE LEADERSHIP TEAM - HEADS OF HOUSE AND HOUSE PREFECTS

The Head of House is the most senior role of the student team. In Robinson the Head of House this academic year is Logan Fitzpatrick. Logan is also Deputy Head of School. The Deputy Head of House is Hugo Weixelbaumer.



Logan Fitzpatrick
Head of House



Hugo Weixelbaumer
Deputy Head of House

Logan and Hugo are ably supported by a team of prefects:



Anakin Lam
House Prefect



Ethan Chan
Duty Prefect



Bas Belletta
Sports Prefect

They are further supported by George Rowlands, who is a School Prefect.

Their duties in the House on a day-to-day basis, include:

- Monitoring members of the house and their behaviour.
- Providing support and guidance to all members of the house community.
- Making themselves available to all members of the house who may need help.
- Working with the Housemaster, Assistant Housemaster, Tutors & Matrons.
- Ensuring kitchens and common areas are left clean and tidy throughout the day.
- Supervising Prep.
- Supervising pupils back to house in the evening.
- Supervising bedtimes.
- Motivating pupils for House competitions and events.

In recognition of their service to the House, Prefects may be allowed greater flexibility socially and at bedtimes, as agreed with Mr Thomas. It is expected that Head & Deputy Head of House and Prefects will conduct themselves as role-models and will therefore be regarded with the appropriate respect.

HOUSE DUTY GROUPS

The House Prefects in Robinson, along with the Heads of House and Deputy run the Duty Groups. These duty groups ensure that the house functions properly each day and that everyone contributes positively.

Duties include recycling, loading and unloading the dishwasher, watering the plants and putting garden furniture away.

At times the duty groups compete against each other to see which group can maintain the highest standards. There are some great prizes to be won!

THE DAILY ROUTINE: MONDAY-FRIDAY

0700-0730	Get up, wash, dress...
0730-0800	Breakfast in Wycliffe Hall
0815	Registration (in house)
0830	Assembly (Monday)
(Seated by 08.25)	Chapel or Congregational 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
1625-1725	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/Housemaster (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.

THE DAILY ROUTINE: SATURDAY

0700	Wake up by this time
0730-0810	Breakfast
0815-0820	Years 9-11: Registration/ Notices in the Common Room
0830-1005	Lessons 1 and 2
1005-1030	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 boys 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.



THE 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 during this time to register.

1030-1230	Brunch
1730-1800	Prep
1830	Supper
1925	Registration
1930-Lights out	Free time

- ❑ You may go to the village any time between 1100 and 1600, see the 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 the 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 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 (Monday-Friday) times.



LESSON TIME

See the 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.
- ❑ The School café is open at break times and lunchtimes.
- ❑ 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 normally be in House at night and have their lights out. Each year group is due back in house 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	2145	2200
Year 11 & DY	2200	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 your light out.

Therefore, you will need to leave common rooms, in good time, 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 2130 (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 (2205 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 the 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

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 1230-1300 with lunch afterwards or 1300-1330 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

Robinson Year 9 & 10 may be asked to do their Prep 1 whilst being supervised and supported in the PE classroom. Year 11/DY pupils may also be asked to attend if they have persistent prep issues. This will be at the discretion of Mr Thomas in consultation with a pupil's Tutor.

Prep 2: 1930-2030

NOTES:

1. Prep should be done in prep rooms (day pupils) or bedrooms (boarders).
2. Years 11 & DY may ask *before the start of Prep 1 or Prep 2* to work in the library. You must take a Library Permission Slip with you and give it to library staff. You will then need to collect the slip from library staff before you 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 to work in the library.
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 until 1720 on Mondays, Thursdays and Saturdays (the days that you have games). You must ask permission and get an Off Site Chit. On Sundays you may go to Stonehouse between 11.00 and 16.00, but again, you will need the permission of House Staff and a chit. You must go in a group of three or more.

Year 10:

You may visit Stonehouse between 1620 until 1720 on Mondays, Thursdays and Saturdays (the days that you have games). You must ask permission and get 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.

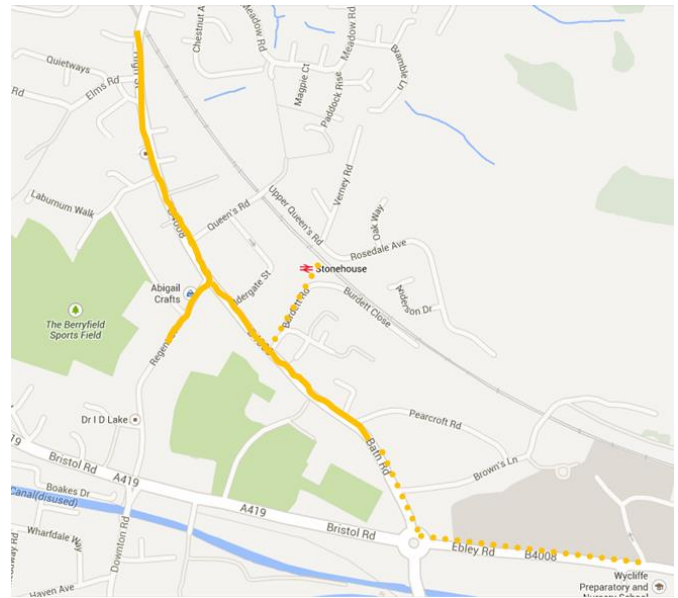
Year 11 & DY: You may visit Stonehouse after lessons/Games until 1720 on Tuesdays, Thursdays, and Saturdays. On Sundays you may go to the Stonehouse between 1100 and 1600. In all cases you must ask permission and complete an Off Site Chit. You must go in a group of two or more.

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 collect an **Off Site Chit** from the member of staff on duty if you are in Years 9, 10, 11 or DY.
- You must cross the road at appropriate places, using the crossings.
- Duty prefects will visit Stonehouse each evening and will check chits. Those without chits will be reported directly to their Housemaster/mistress.

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 the 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 your 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 your 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 (<i>Monday to Saturday</i>)	0730-0800
Lunch (<i>Monday to Friday</i>)	1225
Lunch (<i>Saturday</i>)	1205
Supper (<i>everyday</i>)	1830
Sunday Brunch	1030-1230

NOTES:

- ❑ All boarding pupils are expected to attend all meals (day pupils are to attend lunch and can opt in to supper if they are here).
- ❑ No phones are permitted in Wycliffe Hall.
- ❑ Lunch times vary for Years 9, 10, 11 and DY. Individual year groups will be posted on House notice boards. These rotate on a half termly basis.
- ❑ Year 13 students may go to lunch at 1205, and Year 12 students at 1215, if they have a study period before lunch.
- ❑ If anybody needs to go for an early lunch (due to Games fixtures, activity 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 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.
- ❑ 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, 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 your Housemaster. 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/call you House Master 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 1630 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 their views and opinions with the house and year groups on a weekly basis at House Meetings.

There are also three 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. Student Council; meets once every half term with two volunteer 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 of School rules, Mrs Pettingell (Senior Deputy Head) may be involved. Parents, of course, will be kept informed in cases of serious misconduct.

'Majors' and 'Minors'

Robinson operates a system of 'Majors' and 'Minors'. These are explained below:

Majors:

- ❑ Majors are given for small positive contributions towards the house such as supportive or kind actions towards others, consistent tidiness, or excellent effort during prep.
- ❑ If you receive 3 or more 'majors', you will be given a reward.

Minors:

- ❑ Minors are given for misdemeanours such as being late to registration or to bed.
- ❑ If you receive 3 or more 'minors' in a week, you will receive a sanction.

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 Housemaster 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, 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
Robinson 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 1045 Friday	01452 416830 www.masjidenoor.org.uk
Cheltenham Hebrew Congregation	The Synagogue, St. James' Square, Cheltenham	Shabat 1900 Friday	Info@cheltenhamsynagogue.org
The Bristol Hindu Temple	163b Church Road, Redfield, Bristol, BS5 9LA	Aarti 0930	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		01179559333

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 by 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 the Colts Cricket Pitch, by the Wards 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 two weeks 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.



YOUR STUDY BEDROOM

The study bedrooms are allocated by age group before term starts.

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. Learning to get on with people who are different to you and living as part of a shared room are part of the Boarding School education experience. If you are unhappy with the behaviour of your roommate please speak to you HSM.

The study bedrooms are your personal space, however, this comes with responsibilities and guidelines that you are expected to keep to:

- Please keep your room tidy at all times - out of respect for yourself and the person you share with. This also enables staff to clean the room (*they are not responsible for tidying it - if they are unable to clean on a regular basis because of untidiness you may be required to clean it yourself*)
- You are welcome to personalise your area with posters, however, you will be asked to remove anything that is offensive or upsetting to other people.
- Please only use the pin board provided. **No posters or LED lighting on walls / ceiling / paintwork.**
- **Do not take hot food into your room**, there is provision for eating hot food in the common room and kitchen.
- All valuables are to be locked away in desk lockers - the house staff cannot be responsible for your valuables. Be sensible and remove temptation by keeping them locked up. A padlock will be required. Do not keep large sums of cash in rooms or on persons (**No more than £10 is advisable**)
- For safety, we expect all rooms to be unlocked while there is a student in the room. **Rooms should only be locked when you leave them empty.**

- Pupils are responsible for any damage that occurs in their room.

There will be regular inspections of the rooms for health and safety as well as to monitor your personal standards of tidiness. Matrons operate a sticker system to monitor and reward high standards of tidiness. If you are given a red sticker, you must tidy your room ASAP.



THE COMMUNAL AREAS AND FACILITIES

- **The Common Room** is a space for everyone in the House to use.

Please respect yourself and others by keeping it clean and tidy and using the facilities provided for you with care.

Food can be eaten in the Common Room. However, you must clean up any spills or mess you make.

- **The Kitchen** is available for toast during break time, after school and after 2nd prep. The upstairs kitchen is for 6th Form only.
- **The Games Room** upstairs is available after 1630 during the week. Pupils may use the pool table, PS4 and TV.
- **The Computer Room** is accessed via the Common Room. There are computers for use during prep times and free time. You are also able to connect your laptops/devices to the screens to use the monitors. No food or drink is to be consumed in this room.
- **Outdoor Table-tennis** can be used in the garden. Mr Thomas keeps a supply of bats and balls for this.
- **The Sauna and Jacuzzi** are available to all pupils in Year 11 and above between the times of 1610 and 1730 and after 2030. Priority is given to those who have been competing in sports that day. **For safety, you MUST inform a member of staff if you are going to use these facilities.** If you have a pre-existing medical condition, you may be unable to use the sauna.

LAUNDRY

The Laundry is open for pupils to deliver and collect their clothes after school each day until 17.30. At all other times pupils must ask permission to enter the Laundry. For safety reasons, **no one may enter the Laundry unsupervised at any time.**

Laundry will be carried out every day except Sunday. However, it cannot be guaranteed that specific things will be laundered to individual requirements. Each pupil has their own laundry basket in their locker in the Laundry Room into which clean laundry will be put ready for collection.

Please ensure your clothing is named. Please ask Matron for any sewing or labeling requests.

Each pupil is responsible for taking their own dirty laundry to the Laundry Room, where they will place it in the appropriate container. Clean bedding will be issued every fortnight, and each pupil will be responsible for changing their own bed on a Wednesday.

School uniform items, i.e. shirts, socks and underwear will have first priority, followed by games kit. Items such as blazers and trousers will only be laundered if it is appropriate to do so; it may be that some items will have to be dry cleaned. Casual clothes will be laundered, but they will have a low priority.

Members of the Sixth Form should launder their own casual clothes using the machines provided for them.



ENERGY CONSERVATION

Robinson House is committed to energy conservation and recycling. Therefore, please ensure that you:

- ❑ Turn off the lights/music/TV when you leave a room.
- ❑ Unplug items or switch off plugs when you are finished.
- ❑ Turn off computers when you are finished with them.
- ❑ Do not use electrical items unnecessarily.
- ❑ Recycle all paper, cans, glass and hard plastic in the bins provided (*please check that an item is recyclable before putting it in the bin*).

ROBINSON HOODIES, RUGBY SHIRTS & CLOTHING

Each year, orders for Robinson House hoodies and Robinson Rugby shirts are placed at the end of September. Other items may then be ordered throughout the year.

Order forms will be sent to pupils and parents.

Purchasing this kit is optional and does not replace the school PE/Games kit.



PRIVILEGES (SIXTH FORM)

The following are the basic privileges afforded the 6th Form in recognition of their age and ability to deploy self-discipline and self-management.

As young people approaching adulthood, we place additional trust in 6th Form House members and expect this trust not to be abused.

Breakfast

We encourage you to take breakfast in Wycliffe Hall. You may however choose to opt out of breakfast and take breakfast in the House. Please supply your own food as house bread and milk are needed for break times. **This must be in the upstairs kitchen.**

Return to House

You should be in the House by 1000 weekdays and 1015 on Saturdays.

Bedtimes

6th Form will be encouraged to go to rooms by 10.30.

It may be possible to stay up later on occasions with the member of staff on duty's permission.

Saturdays

You should be up and dressed and register with Matron before 10.30am. You do not need to wear uniform on Saturdays.

You must tell Mr Thomas and have permission if you intend to leave Stonehouse.

You must fulfill any games commitments, liaising with your sports coach.

Permission must be given to miss school or sports commitments.



HOUSE COLOURS AND HOUSE TIES

Rewards

There are systems in place to recognise and reward pupils who have demonstrated good conduct, commitment or connection for the House.

House Colours will be awarded by the Housemaster as recognition for an accumulation of service, achievement, and involvement in Robinson House during a term or year. House Colours are ties for the Sixth Form and pin badges for all other year groups.

Trips at weekends or in the evenings alongside meals and takeaways may also be arranged by the Housemaster in recognition of positive contribution to the house.





3 Responsibility
Relationships
Respect