

Ward's House

Handbook 2023-2024



ALWAYS GOING FORWARDS

Contents

School Life.....	1
The Daily Routine	1
Lesson Time.....	2
Break and Lunchtime.....	3
Return to House Times and Bedtimes	3
Games	4
Off Games	4
Prep	4
Free Time/Off Campus	5
In Bounds.....	6
Out of Bounds Areas Within School.....	6
Visiting Stroud, Gloucester or Cheltenham	7
Weekends Away	7
Meals	7
Visitors to Houses	8
Illness	8
Medicines	9
Day Pupils	9
Pupil Voice	10
Rewards and Sanctions	10
Electrical Items	10
Mobile Phones	10
Holiday Storage	11
Post	11
Religious, Dietary, Language and Cultural Needs.....	11
Chapel.....	12
Who Can I Turn To If I'm Feeling Unhappy or Want To Talk About Something?	13
Security and Safety	13
Fire Alarms	14
House Life	15
House Staff Team.....	15
House Prefects.....	16
Prefect Roles and Responsibilities.....	17
Behaviour.....	17
Privileges	18
Rooms, Keys and Inspections	19
House History and Ethos	20
House Facilities	21
Kitchen Rules	22
Laundry	23
Where To Get Help	23
Responsibilities and Duties	24
House Colours	24

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 of feeling unwell, **please do the following. You cannot sign yourself off games:**

1. Go to the Health Centre during **BREAKTIME** surgery at **1025** to get an Off-Games Note. You must give your Off-Games Note to Matron or the person on duty in House. If you become ill/injured after break, please speak with your House Staff.
2. If you have an Off-Games note, you will stay in House for the duration of your Games session. Please report to Matron or House Staff on duty at the beginning and end of your Games session.
3. If your Games session does not begin until later in the afternoon, then you must stay in House up to and including your Games session.

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).
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.

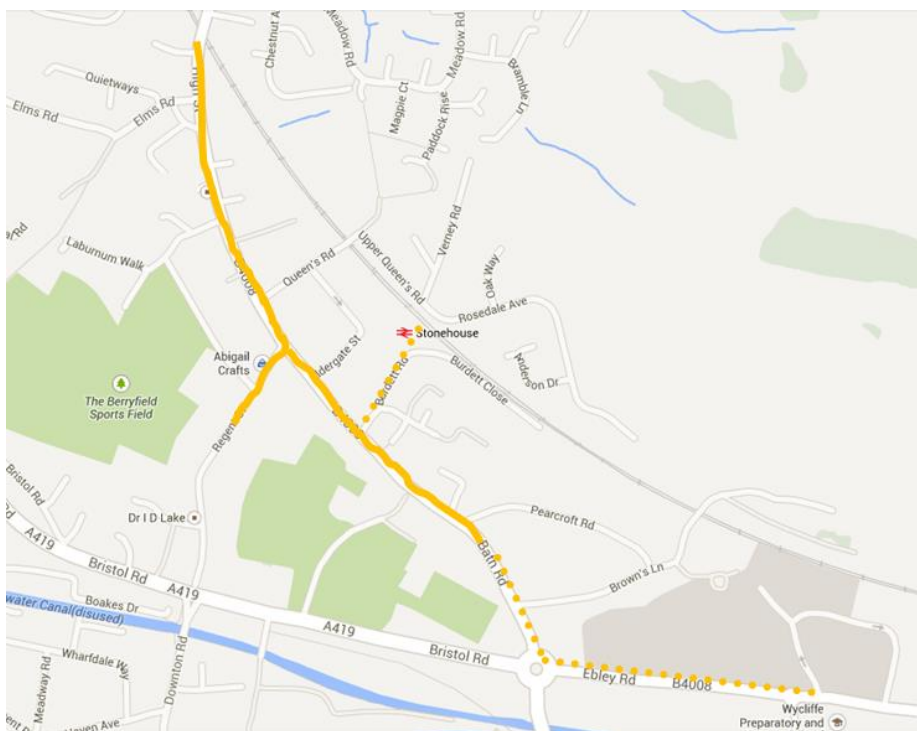
Year 11 & DY: You may visit Stonehouse after lessons/Games until 1720 on Tuesdays, Thursdays, and Saturdays. On Sundays you may go to the Stonehouse between 1100 and 1600. In all cases you must ask permission and complete an Off Site Chit. You must go in a group of two or more.

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 ([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 [riverbank 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 to 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.*

#alwaysgoingforwards

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.goucestershiremethodist.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.

#alwaysgoingforwards

- ❑ 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

Ward's House includes a number of staff who are an active part of life in the boarding house. The Housemaster and Resident Assistant live in the building and are available 24 hours a day. They are supported by a team of duty tutors, made up of other academic staff in the school, who complete evening and lunchtime duties in the House. The House staff are supported by Matrons who organise and run the domestic side of the House. Matrons are available throughout the day to lend a supportive ear and to help in any way they can!



Dr M Smith
Housemaster
matt.smith@wycliffe.co.uk
01453 820467 / 07591 951709

Mr J Ford
Resident Assistant



Mrs N Murray
Matron
Mon, Tue, Thur & Fri
nicola.murray@wycliffe.co.uk
01453 820426



Mrs A Bethwaite
Matron
Wed & Sat
abbygail.bethwaite@wycliffe.co.uk
01453 820426

The House staff are also supported by a team of duty staff. Each member of duty staff completes at least one evening duty per week in the House and several of them also act as academic tutors for boys in the House. A list of the Ward's duty staff can be found below.

<u>Name</u>	<u>Role</u>	<u>Subject</u>
Dr M Smith	Housemaster	Biology
Mr J Ford	Resident Assistant	Psychology
Mr N Qin	Year 9 Tutor and Duty Staff	Maths
Mr J Lunch	Year 10 Tutor and Duty Staff	PE & Games
Mrs J Smith	Year 11 Tutor and Duty Staff	Chemistry
Mr H Parker	House Duty Staff	Computer Science
Mr J Axford	House Duty Staff	Business & Economics
Mr M Kimber	House Duty Staff	PE & Games
Mr P Bennett	House Duty Staff	Business & Economics
Dr T Toumpoulidis	House Duty Staff	Music

House Prefects

The staff in the House are supported by a team of senior students, each with a specific role and area of responsibility within the House



Deputy Head of House
Rhynell Rusere



Head of House
Billy Kerlake



Deputy Head of House
Eden Li



House Prefect
Jonty Jones
(Also Head of School)



House Prefect
Ramzi Martin



House Prefect
Yitong Hao










House Prefect
Toby Gaulton



House Prefect
Debare Adeniyi

Prefect Roles and Responsibilities

In addition to their specific roles and responsibilities named above, the Prefects assist the Head and Deputy Head of house with the orderly running of the house on a termly, weekly and daily basis. This includes, but is not limited to:

-  Organising house duty teams and ensuring other House members complete their duties
-  Providing guidance & leadership in promoting the 5 Ward's House values
-  Checking the attendance of junior students at breakfast
-  Encouraging and ensuring attendance at House meetings, song rehearsals etc.
-  Ensuring kitchens and common areas are left clean and tidy
-  Supporting duty staff
-  Any other reasonable responsibility or duty as assigned by Dr Smith

In recognition of their service to the House, Prefects may be allowed greater flexibility socially and at bedtimes, as agreed with Dr Smith. 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.

Behaviour

We have high standards of behaviour in Ward's House and we expect all students to meet these standards. Failure to do so may mean that you are given one of the following cards. Each one must be signed by a member of staff at specific times during the day and has additional consequences. Being 'on a card' also means that you must stay in uniform all day and your access to your mobile phone will be limited too. Being in the sixth form doesn't make you exempt either – we expect you to model the best behaviour and set the example to the young boys






<u>Card</u>	<u>Given For</u>	<u>Additional Consequences</u>
Uniform Card	Failure to wear appropriate uniform	
Tardy Card	Failure to meet expected standards of time-keeping	
Duty Card	Failure to meet expected standards of behaviour and/or room tidiness	Additional House Duties Additional Room Inspections
Gating Card	Serious failure to meet expected standards of behaviour	Restricted to school site/House/room depending on severity

Privileges

Members of the House may be afforded certain privileges, contingent on behaviour and academic effort. By their very nature, privileges can be withdrawn if deemed appropriate by a member of house staff






Years 9, 10, 11 and DY

The following are all regarded as privileges:

-  With permission, you may go to the IT Centre, library, music school or drama to work during prep.
-  You may visit other houses or go to the village, with permission, as per the school guidelines earlier in this handbook
-  You may change into casual clothes after afternoon lessons.
-  All Year 9s must work in the common room for 1st Prep but may earn the right to work in their own rooms. Year 10, 11 and DY may work in their rooms during 1st Prep, contingent on a good academic record. Doors must be wedge open.
-  Years 10, 11 and DY may keep their phones at bedtime, but this privilege may be withdrawn if students fail to get up in time in the morning or are found to be using their device after lights out.

VI 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. Abuse of these privileges would indicate an inability to manage them effectively and they would consequently be withdrawn:

-  You may return to the House and study in your rooms during Private Study and Prep time
-  You may visit other houses or go to the village, with permission, as per the school guidelines earlier in this handbook
-  Sixth form should go to rooms around 10.30pm and preparing to turn out the light. Lights should be out by 11.00pm but this can be extended in exceptional circumstances by prior arrangement with Dr Smith.
-  Sixth Form do not need to attend morning registration on Saturdays but must get up and present themselves to Matron by 10am, unless there has been sufficient academic cause for concern to warrant sixth form weekend detention.
-  It will be possible to stay up later on a Saturday night occasion with Duty Staff permission to finish watching a program or film on TV.

Rooms, Keys and Inspections

We are fortunate in Ward's House to have excellent rooms with good quality furniture and facilities. It is your responsibility to look after and care for your own property and as well as the school's property that is placed in your room for your use. You are expected to keep your room clean and tidy.



All rooms have their own keys, and you will be issued with a key to your room at the start of the year. You should always lock your room when you are not in it. If you lose your key, Dr Smith, Matron or a member of duty staff can open your room for you. You will be charged for any key that you lose

Room Inspections take place every day. Each room is given a score and, if you score highly enough over the course of the week, you will be awarded with a voucher to spend in the school café in our weekly House meeting. Rooms are given a score of 1-10 and prizes will be awarded to those who accumulate the most points. Upon returning to your room after an inspection, you will find a coloured card on your door as below:



Score 7 – 10

Your room is sufficiently tidy – well done!



Score 4-6

Your room could be a bit tidier. Perhaps your bed isn't made? Please have a quick tidy



Score 1-3

Your room is very untidy. You need to tidy and clean it ASAP

House History and Ethos

Ward's House is named after RV Ward, a master at Wycliffe College for 50 years. Originally a Georgian farmhouse, building was purchased by the school and turned into a boarding house in 1949, 5 years after RV Ward's death. It was further redeveloped in the 1960s and then demolished entirely in 2016. During the 2016/17 academic year, the boys of Ward's House were accommodated in other places around the school, including Loosley Halls and Robinson House. During this time, the House was rebuilt, using some of the bricks from the original building, and reopened in September 2017. Ward's House shares the building with Ivy Grove, a girl's house, and so share a number of facilities with them.

The House is made up of 49 boys, from Year 9 all the way up to Year 13. The House can accommodate 35 boarders, as well as 14 Day Students or Flexi-Boarders. All rooms are en-suite. The boys of the House have a strong voice in setting the goals and direction of the House. A suggestions box sits outside Matron's room and all students are welcome to make anonymous suggestions and comments in this way. Another way for boys in the House to express their opinions is through the House Senate. This is a student-led, teacher-free forum where all year groups are represented and is chaired by the Head of House. The Senate aims to meet once every half term (although it may be more frequent than this) and any comments, complaints or suggestions are anonymously fed back to Dr Smith via the Head of House. In 2019, the House Senate came up with 5 Ward's House Values that all boys within the House are encouraged to try and live out day to day:

Ward's House Values



All Ward's House Boys Should Strive To Be:

Welcoming

Aspirational

Respectful

Determined

Supportive

As a team of House Staff, we also strive to make sure that all boys in Ward's House fulfil the 8 SHANAARI values you can find at the back of this Handbook.

House Facilities

The House is made up of 49 boys, from Year 9 all the way up to Year 13. The House can accommodate 35 boarders, as well as 14 Day Students or Flexi-Boarders. All rooms are en-suite. To help the House feel more like a home, we are also lucky to have a number of excellent facilities available:

The Common Rooms:

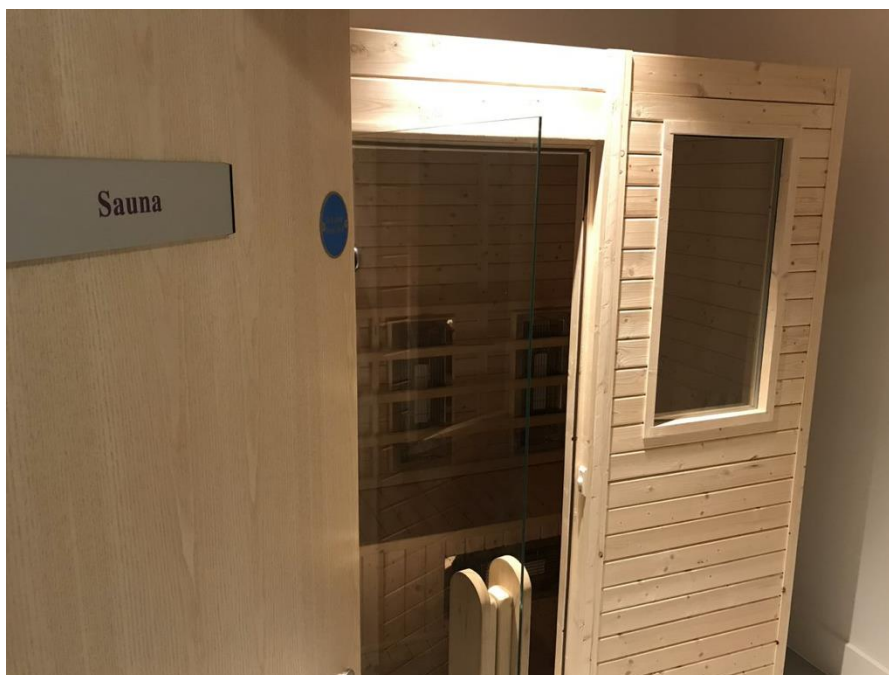
Ward's House has 2 Common Rooms. The large downstairs Common Room serves as our main social centre within the House. House meetings and registration take place here, as well as other house activities such as House Song rehearsals or Saturday night socials. Visitors are welcome here (with permission from a member of staff) and the room is open outside of lesson times as a place for you to relax and recharge. As well as a large Smart TV (with Netflix) the common room also has a piano, two computers and a pool table. We also have a table tennis table which can be found in the common room in the wetter, winter months or out on the patio in the summer.



Ward's House also has a second, upstairs common room. This is only for boys in Ward's House so no visitors are allowed. It is generally a quieter place than the main downstairs common room and is a good place to read, work or relax in a quieter setting.

The Sauna:

We are very lucky in Ward's House to have our own Sauna. This is available for use after school or in the evenings. Although it is usually kept locked, the key can be collected from Dr Smith, Matron or the member of staff on duty. Since it uses Infra-Red lamps rather than hot colds, it is much safer than a regular sauna but a word of warning – it takes a while to heat up so you will need to plan ahead if you want to use it!



Kitchen Rules

Both Common Rooms also have kitchen areas where tea, coffee and squash can be made throughout the day. Toast is also available during breaktime in the main Common Room. The House owns a set of pans which you are able to sign out if you would like to do a bit of cooking of your own – all we ask is that they are returned in the same state as you found them. Please note though, any food you prepare in the House should supplement the food served in the dining hall, not replace it. Hot food should be eaten in the kitchen or common room and NOT taken back to your own rooms. All crockery and cutlery is intended for use by everyone so please respect this. Both kitchens contain a dishwasher and you are expected to place dirty cups, plates etc either in this or to wash it up yourself. Boys in Years 10, 11 and the DY help to tidy the kitchen as a part of their duties within the house but it is not acceptable to just leave everything for these boys to do. The Golden Rule of the Kitchen is to always leave it in the state you would like to find it in yourself.



Laundry

On the ground floor, you can find the Laundry Room. Any clothes in need of washing can be left in here where they will be washed, dried and then placed into a box with your name on on the shelves. Whilst we will wash and iron your clothes for you, it is your responsibility to manage your laundry and plan ahead. If you know you only have one clean shirt left and fail to put your dirty ones in to wash, this is not an excuse to then wear PE kit instead! Whilst the turn-around time in the Laundry is usually very fast, please be aware that if you put clothes in to wash last thing on an evening, they will not be ready first thing the next morning. Try to put clothes in to wash 24-48 hours before you know you will need them.



In addition to these facilities, and in case you do need something washing quickly, another washing machine and tumble dryer are available upstairs in the House for you to use yourself. Please remember to use these with care and, if you find someones elses clothes in there when you come to use them, place these in the tub provided, not just on the floor!

Where To Get Help

During The Day: When not teaching, Dr Smith can be found in his office. Other Duty Staff can be found in the duty office on the ground floor or around the house.

Matron may normally be found in the duty office or laundry area.

During The Night: Dr Smith or Mr Ford can be found in their flats on the ground and first floor respectively.

Alternatively, you can call one of the numbers below. We recommend you save these numbers in your phone in case of emergency

Duty Phone
(Matron and Duty Staff – 8.00am – 11.00pm)

07525 908554

Dr Smith
(24 hours)

07591 951709

Responsibilities and Duties

Living in a boarding house means living in a community or a family. In order to keep the House running smoothly, everyone is expected to perform duties within the House. Everybody in the House belongs to a duty team, led by one of the House Prefects and the duties that you will be expected to perform will vary depending on which year group you are in. Below is a rough guide to what you can expect to be asked to do:

Year 9 – Ring Bell before registration/prep – 8.10am/1.30pm/5.25pm/7.20pm – and any other tasks as requested by Dr Smith/Matron/Duty Staff/Prefect









Years 10/11/DY – Clean and tidy communal areas during the day, before prep and before bedtime.

VI Form – Final check, clean and tidy of the Common Rooms at 10.30pm Assist with toast at break. Assist Duty Staff as requested

Be aware that you may be asked to perform extra duties in addition to those listed above. This may be requested in the spirit of everyone helping out together or in response to failing to meet other standards expected of you. All pupils are responsible for their own behaviour and keeping to the rules. Furthermore, all pupils have a collective responsibility for the common areas of the house; common rooms, laundry, and kitchen. You are expected to tidy up after yourself, not just to leave it to those on duty.

House Colours

Sustained dedication and service to the House may be recognised through the awarding of Half or Full House Colours. These awards serve to reward involvement in, and contribution to, House life. Recommendations for House colours can be made by the House Senate to Dr Smith. Whilst House Colours are unlikely to be awarded for one single act, they can be earned through prolonged commitment to areas such as:

-  Regular participation in Inter-House competitions
-  Regular attendance and prolonged membership of the House Senate
-  Performance on additional duties
-  Representing the House in school-wide forums and committees
-  Repeated examples of good leadership, integrity and responsibility
-  Living out the 5 Ward's House Values
-  Acts of kindness and support to other members of the House community
-  Any other actions deemed worthy by Dr Smith

Upon presentation of Half House Colours, recipients are awarded a certificate as well as a pin badge of the House Crest that they may wear on their school blazer or suit jacket. Recipients of Full House Colours will receive a certificate as well as a tie, which they may wear to school as a member of the VI form. To recognise, and preserve, the value of House Colours, it is not usual to receive Full Colours without having first received Half Colours. Achieving House Colours requires a sustained effort and so it is not usual to receive even Half Colours within your first year in the House. It is likely to take a number of years to achieve Full Colours.

We Want Everyone In Ward's House To Be

