



QUEEN ETHELBURGA'S COLLEGIATE

YEAR 11
BOOKLET
2019-20

Welcome Message from the Head of Boarding, Lower Collegiate Miss Holt

Firstly, let me welcome you to our Boarding community whether you are a returning student or a new one. The start of a new school year is an exciting time; everyone has the chance to make it the best that it can possibly be, and we really hope you enjoy every minute of it.

If you are a student new to the school, or even new to boarding, I ask that you give yourself time to settle in. Our staff and the returning students around you have all experienced this before and are there to talk about settling in, routines, missing home and making friends; just try to find the confidence to talk to them if you need to. It will be a little strange at first and there are always times when it is hard in the first half term, but the benefits of boarding in the long run far outweigh any moments of worry that you might have.

In your first weeks try to get involved with as much as you can. Join in with house activities, go on trips and sign up for our many activities. Take the new school year as the chance to try different things and make friends with new people; if you are returning to us this applies to you too! The more you put into school life, the more you will get from it.

In order to prepare our Year 11 students for Sixth Form and to give them an opportunity to be more independent we will be housing the Year 11's as a year group, boys and girls separately. We hope that this will enable them to focus on their studies at this crucial time and receive tailored support to ease their transition into Sixth Form.

Finally, I would like to wish you all a happy year and a positive start to term. The boarding team are all here to help and support you; but so are our students, peer mentors and prefects. Listen to each other so that you can offer support where it is needed, engage with the new staff positively, attend as many new activities as you can, respect the amazing opportunity a new school year brings to you, and most importantly never give up on making boarding the best experience it can be for you and the people around you.

Welcome to Boarding, and I look forward to meeting you all very soon.

Miss Holt

Student Accommodation

The facilities in each bedroom include:

A walk-in shower room

An en-suite bathroom with shelving units and toothbrush holder

Wardrobe space with 10 hangers

A keypad safe for sole use

Mirrors

A chest of drawers

A single bed with all bedding and linen provided

Internet access

Bedside lights

Fridge/freezer

Plasma television

Telephone (extension numbers are available from the House staff)

Electronic clock

Window blinds and net curtains

Air-conditioning

4 underbed storage boxes

3 or 4 students share each room. Rooming is allocated by the House Master/House Mistress or House Parents.

Security

Each student is provided with a safe to keep their valuables in.

Finding your way around Campus



Queen Ethelburga's Collegiate

Campus Map



- ① Passenger Waiting Area
- ② Woodlands
- ③ Park Gate
- ④ Secret Garden
- ⑤ Armorial Hall
- ⑥ Undercroft
- ⑦ Reception
- ⑧ Benedict House
- ⑨ Abbey Chambers
- ⑩ Greenacres
- ⑪ The Sanctuary - Medical Centre
- ⑫ Muggles & Activity Centre
- ⑬ Village Green
- ⑭ Bronte House
- ⑮ Phoenix Centre
- ⑯ Theatre
- ⑰ King's Magna
- ⑱ Student Post & CCF Office
- ⑲ Chapter House
- ⑳ Court Apartments
- ㉑ Wimbledon
- ㉒ Pastoral Care
- ㉓ Genesis - Gym & Studios
Sports Hall
Pool

OUT OF BOUNDS

Areas in **ORANGE** are for sixth form students only out of bounds to ALL other students

OUT OF BOUNDS

Areas in **RED** are out of bounds to ALL students

OUT OF BOUNDS

Areas in **BLUE** are out of bounds unless accompanied by a member of staff

What happens if...

...I know I am going to be late returning to Campus in time for curfew?

Inform your Housemaster/mistress or Houseparent on duty via the House Mobile number as soon as possible advising your travel arrangements and estimated time of arrival.

...I have an emergency overnight?

Contact the Overnight Emergency Contact number that is displayed throughout your Boarding House or knock on the Overnight Contact member of staff's flat door for assistance.

...I have missed my school booked transport?

We will try our best to accommodate where we can. A charge will most likely occur for all school transport missed. Liaise with your Housemaster/mistress or Houseparent in the first instance.

...I feel unwell?

Before school or throughout the night, please speak to your Housemaster/mistress or Houseparent who will be able to issue regular over the counter medication.

If you are really unwell, we have an on site Medical Centre that is manned 24/7 by our School Nurses who will be happy to assess your condition and advise as necessary. Your Housemaster/mistress will contact the Medical Centre directly for you.

Throughout the academic day, speak to your teacher or attend Student Reception and they will refer you to the Medical Centre.

...I hear a fire alarm?

You are to exit your boarding house immediately regardless of the time of day. Failure to leave the building upon any alarm sounding will result in a high level sanction and a fire safety awareness course.

...I am late out of House in the mornings?

Your Housemaster/mistress or Houseparent will issue a strike if you leave House after 08:15am. Three strikes in a week will result in a 1 hour detention that you will be required to complete at the Housemaster/mistress or Houseparent's discretion on the following Saturday or Sunday. Failure to attend the detention will escalate to a gating.

...I damage something in House or in my room?

Charges will be sent within the termly fees for all damages occurred within the Boarding House. Investigations by the Housemaster/mistress or Houseparent will be conducted prior to any charges being sent to parents.

...I have to pack my bedroom up for holiday periods?

There may be the occasion that you will be required to pack your room up for a holiday period and as such, all your personal items must be packed into Collegiate supplied boxes for secure storage. A maximum of two boxes, a box and a suitcase or two suitcases must be maintained. Any additional items must be stored with an external company.

...I would like something delivered?

All post should be appropriately packaged and labelled with your name and Boarding House clearly stipulated on the package. We do not accept bottled water or perishable items on-site and if delivered, our post man will return the items to the sender.

I don't get along with my roommates?

Your Housemaster/mistress, Houseparent or House Prefect is your first port of call. They will do all that they can to resolve any rooming concerns.

All students are roomed at the discretion of the Housemaster/mistress and/or the Houseparent.

After the first half term has finished, you are offered the opportunity to request room moves to move in with your preferred roommate.

Essential Information

Signing in & out of House

It is really important that students sign in and out of the Boarding House whenever leaving and returning, to let staff know where they are and who is in house, in case of a fire alarm/emergency.

Lights out

Lights out is the time that you must be settled in your bed ready for a restful night before the busy day ahead of you.

House staff and duty Prefects will check that you are settled in your own rooms.

Bed Linen

Bed linen must be changed once a week as instructed by the House staff and placed in the laundry bags provided on the corridors. This usually takes place on Sunday evenings from 19:00.

Out of Bounds

See the school rules and campus map that is displayed in House, but note that out of bounds carries a sanction. It is a very serious offence to leave site or House without the appropriate permission in place.

Room Checks

Daily room checks are conducted by the Houseparents to ensure a satisfactory level of tidiness and cleanliness is maintained. In accordance with the school rules, if a member of staff suspects any contraband to be held in your bedroom, appropriate measures will be made to search individual areas to remove any such items.

Essential Information

Telephones

A telephone is located in your bedroom. Your number will be supplied on arrival.

Please note that incoming or outgoing calls cannot be made during Quiet Hour (19:00-20:00) or after lights out.

Parents are asked to avoid calling during these times.

The best time to call is between 16:00 and 19:00.

When you are off Campus

It is important to remember that you still represent the Collegiate and should behave in an appropriate manor.

Please remember that underage drinking is not condoned and is illegal. Any incidents of underage drinking will be sanctioned accordingly to our Collegiate policy. Any behaviour that brings the Collegiate into disrepute will not be tolerated.

Electronics

In your bedroom you will find all the necessary electronics required for your stay. There are additional facilities in each common room for your use.

Only electrical items approved by House staff will be permitted in student bedrooms. This can include heaters, de-humidifiers and portable fridges. Please ask House staff before purchasing any electrical items to ensure they are permitted in House.

Sunday Passes

Students may purchase a Sunday Pass on their E-PRAISE account and travel to York between 10:00am and 4:00pm. House staff will arrange a taxi. Students must return to site by 4pm.

Essential Information

Gym Supplements & Energy Drinks

All gym supplements (proteins and pills) and energy drinks are forbidden at Queen Ethelburga's Collegiate. Any such item will be confiscated if found and will only be returned to parents at the end of a Term.

Sickness & Medication

If you feel unwell, please inform your Housemaster/mistress or Houseparent immediately. Clinics are available at the Medical Centre for you to be assessed by the School Doctor during the school week (details as stipulated on the House noticeboards).

The Medical Centre will either give permission to attend lessons or to rest in House for a period of time.

Medication cannot be kept in student bedrooms. All medications must be handed to House Staff at the beginning of Term.

Shopping Shuttles

Depending on performance throughout the week, students may be eligible to sign up to a Morrisons supermarket shopping run each week.

Our school taxi company organises trips to Morrisons, costing £9.15 for a return journey, which must be paid in cash to the driver on the day of travel. Please note that if students have signed up to attend and do not show up for the transport, the charge will still stand.

Travel departs from the Main Car Park F.

Essential Information

Money, Valuables & Property

All Passports and ID cards are to be handed to House staff on arrival to the Collegiate and each time students return to the Collegiate during the academic year. Passports and ID cards are held in the school safe and are returned in time for departures. Passports or ID cards cannot be kept in student bedrooms.

All money, airline tickets and other valuables must be kept locked in the safe in student rooms or handed to House staff for safekeeping.

Using the security measures is essential. The Collegiate does not accept liability for any property or personal possessions, owned by or in the possession of a student, parent, or any associated person, or for any consequential losses.

All property must be clearly and indelibly named and the Housemaster/mistress should be provided with a list of any valuables, including serial numbers where appropriate.

The Collegiate has no insurance policy to cover articles of value against damage, theft or loss: separate insurance should be made for the insurance of any articles of value brought to the Collegiate.

Bedrooms

Student bedrooms are accessed via a keycard that is unique to individuals. The keycards are sensitive to mobiles, magnets or other electronic devices. Students are asked to make sure keycards are kept separate to any of these devices. Keycards cannot be given to roommates or peers at any time.

It is forbidden to enter other bedrooms unless invited to do so and in the presence of the occupant of the room.

If a keycard is lost, House staff must be informed and will assist in replacing the card. Staff will provide students with access to their rooms until the replacement card is received.

Leave out requests

Weekend Leave runs from the end of school on Friday (16:10) until Sunday (18:00) when students must return to House.

The expectation is that school commitments are fulfilled before taking leave.

If you are unavoidably running late, students must inform their Housemaster/mistress or Houseparent in the first instance.

Weekend leave can be denied if students have been issued with a gating.

The process for taking leave is as follows:

An email from your parents / Guardians outlining the arrangements to be sent to lowercollegiateboarding@qe.org before 21:00 on Wednesdays.

Details to be included are as follows:

Proposed dates of the Weekend Leave

The address that you will be staying at

The responsible adult who you will be staying with you.

An emergency telephone number

How the student is travelling to their destination and whether or not they require transport

Gym, swimming pool and muggles

Our Muggles Activity Centre, swimming pools and the gym are open after school and at weekends for students to use.

Notices displaying opening times, swimming sessions and classes are displayed on House noticeboards.

Food and meals

It is important to eat sensibly and try to maintain a balanced diet; attending meal times is the perfect way to do this.

The protocol below is expected to be followed in the Undercroft:

Be appropriately dressed (no pyjamas, ripped jeans or hats)

No PE or gym kit allowed, unless worn under school tracksuits

Headphones and earphones must be removed before admittance

No use of mobile telephones

Food or drink must not be taken outside

Chairs must be tucked under the table and trays returned to the servery before leaving

There are common rooms located in each House that are open at select times during the day (see House noticeboards for opening times).

When cooking in the common rooms, great care must be taken to ensure that smoke does not accumulate within the common room, as this will trigger the automatic fire sensors.

Fresh bread and milk are provided daily along with a supply of jam.

Please note that students are not allowed to order takeaways or food deliveries.

Emergencies

There will always be a staff member in the building. Students can seek help in the following ways:

During the Day(weekends)

Visit the House Duty Office. If no member of staff is present, call the House mobile number.

Throughout the Night

Call the Overnight Emergency Number or ring the doorbell of the member of staff who is the Overnight Contact.

Fire Hazards and Evacuations

Due to the risk of fire, the possession of matches, lighters, candles or incense sticks is forbidden.

The fire sensors located in student rooms are very sensitive. The use of deodorant sprays or hairspray is forbidden. We recommend roll-on deodorant for use at school.

In the event of a fire alarm sounding in House:

Leave House using the nearest available exit.

Go straight to the meeting point in SILENCE.

DO NOT use electronics and remember to remove any earphones while registering.

Support

Pastoral Support

We have a very strong Pastoral Team at Queen Ethelburga's who work across both boarding and school. The team support students and offer helpful one-to-one support as well as sessions and workshops on specific topics. THRIVE@QE is a school wide programme which offers support on a variety of topics from friendships to online safety. As part of our Pastoral service we also offer time during each weekend for siblings to meet and spend some time together in private.

Support for Forces

At Queen Ethelburga's we have many students with family members serving in the military, both at home and abroad. We provide weekly THRIVE@QE meetings where students can meet peers from similar backgrounds and support each other.

Mentor Groups

All students have a staff mentor in the boarding house, who can guide and support students if they need help or just want to chat. Students can talk to any member of staff, who are all here to help.

Students are never alone. Students can speak to friends or any member of House Staff, Pastoral or Academic Staff.

The Pastoral Welfare Office is located in Bronte. The Welfare provision, THRIVE@QE, offers support including e-safety, exam pressures, friendship, Forces Community Group, LGBTQ+, family social, and boarding support. A THRIVE@QE timetable is displayed on the House noticeboards.

Important Contacts

Walters House

House Landline: 01423 332 183

House Email Address: lowercollegiateboarding@qe.org

House Emergency Mobile (to be only used in emergencies
between 07:30-23:30): 079 071 55803

Fiennes House

House Landline: 01423 332 181

House Email Address: lowercollegiateboarding@qe.org

House Emergency Mobile (to be only used in emergencies
between 07:30-23:30): 079 071 55802

Important Contacts

Thompson Girls

House Landline: 01423 332 184

House Email Address: lowercollegiateboarding@qe.org

House Emergency Mobile (to be only used in emergencies
between 07:30-23:30): 075 210 84658

Thompson Boys

House Landline: 01423 332 182

House Email Address: lowercollegiateboarding@qe.org

House Emergency Mobile (to be only used in emergencies
between 07:30-23:30): 077 070 53631



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