



# QUEEN ETHELBURGA'S COLLEGIATE

CHAPTER HOUSE  
AND YEAR 6  
BOOKLET  
2019-20

# *Welcome from the Head of Boarding – Lower Collegiate*



Firstly, welcome to our Boarding community. The start of a new school year is an exciting time, and we really hope that students enjoy their time spent with us.

If new to the school or boarding, our staff will support students with settling in, routines and making friends.

In the first weeks students will have the opportunity to join in the house and on-site activities, and attend trips. Students will have the chance to try different things and make new friends.

I would like to wish all students a happy year and a positive start to the term. The boarding team are all here to help and support, as are our students, peer mentors and prefects. Students will enjoy engaging with new staff, attending many new activities, and the amazing opportunities a new school year brings.

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

Miss Holt



# *House Contact Information*

## **OAK HOUSE**

Chapter House Boys and Year 6 Boys

House Landline: 01423 33 2189

Email Address: [lowercollegiateboarding@qe.org](mailto:lowercollegiateboarding@qe.org)

House Emergency Number: 07907 155716

House Mistress: Miss Moore

## **WILLOW HOUSE**

Chapter House Girls and Year 6 Girls

House Landline: 01423 33 2189

Email Address: [lowercollegiateboarding@qe.org](mailto:lowercollegiateboarding@qe.org)

House Emergency Number: 07707 542968

House Mistress: Mrs Day

### **The mailing address for students is:**

Student's name  
Parkgate Boarding House  
Queen Ethelburga's Collegiate  
Thorpe Underwood Hall  
York  
YO26 9SS

Students enjoy receiving mail and small parcels and letters are eagerly awaited.  
It makes home feel a little closer.

# Student Accommodation

Students will be housed in Parkgate, which is located opposite the Woodlands play park area.

The facilities in student rooms include:

A walk-in shower room

An en-suite bathroom with shelving units and toothbrush holder

Wardrobe space with 20 hangers and 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-conditioned rooms

4 underbed storage boxes

Students share with two or three other roommates. Rooming is allocated by the House Master / Mistress or Houseparent.

# What happens on a school day for Chapter house?

	Monday	Tuesday	Wednesday	Thursday	Friday
Wake up	06:50	06:50	06:50	06:50	06:50
Get dressed	06:55 – 07:05	06:55 – 07:05	06:55 – 07:05	06:55 – 07:05	06:55 – 07:05
Medication	07:00	07:00	07:00	07:00	07:00
Hair & teeth	07:05 – 07:15	07:05 – 07:15	07:05 – 07:15	07:05 – 07:15	07:05 – 07:15
Room tidy	07:15 - 07:25	07:15 - 07:25	07:15 - 07:25	07:15 - 07:25	07:15 - 07:25
Room checks/ Line up	07:25 – 07:35	07:25 – 07:35	07:25 – 07:35	07:25 – 07:35	07:25 – 07:35
Breakfast	07:40	07:40	07:40	07:40	07:40
School	08:20	08:20	08:20	08:20	08:20
Prep	16:00	16:00	16:00	16:00	-
Dinner	17:00	17:45	17:00	17:00	17:45
Uniform hand-in	After dinner	Before Dinner	After dinner	After dinner	Before dinner inc. PE kit
Tuck	After Dinner	After Dinner	After Dinner	After Dinner	
House Meeting	-	-	-	-	-
Shower	19:00	19:00	19:00	19:00	19:30
Toast	19:15-19:45	19:15-19:45	19:15-19:45	19:15-19:45	19:15-19:45
Electronics	19:20-19:50	19:20-19:50	19:20-19:50	19:20-19:50	19:20- 19:50
Next day preparation	19:50 – 20:00	19:50 – 20:00	19:50 – 20:00	19:50 – 20:00	19:50 – 20:00
Own room	19:50	19:50	19:50	19:50	19:50
Medication	20:00	20:00	20:00	20:00	20:00
Laundry	20:00 – 20:30	20:00 – 20:30	20:00 – 20:30	20:00 – 20:30	20:00 – 20:30
Hair & teeth	20:00 - 20:10	20:00 - 20:10	20:00 - 20:10	20:00 - 20:10	20:00 - 20:10
Own time	20:10 – 20:20	20:10 – 20:20	20:10 – 20:20	20:10 – 20:20	20:10 – 20:20
Lights out	20:30	20:30	20:30	20:30	20:30

# What happens at weekends for Chapter House?

	Saturday	Sunday
Wake up	Sleep in	Sleep in
Medication	08:00	08:00
Stay in Own Rooms	08:30	08:30
Tidy Rooms & Pack Away Clothes/ Toys		
Breakfast	08:45 (In House)	(In Muggles)
Compulsory activities	10:30- 12:00	-
Muggles	-	09:00 - 10:45
Electronics Collection Time	13:00 – 13:15	11:00-11:15
Lunch	12:00	12:45
Swimming/ compulsory activities	14:00- 16:00	14:00 - 16:00
Dinner	17:30	17:30
Tuck		After dinner (for Monday)
Meeting / mentor time	-	18:30-19:00
Shower	19:00	19:00
Toast	19:15-19:45	19:15-19:45
Electronics hand in	19:50	19:50
Laundry Hand-In	20:00 – 20:30	20:00 – 20:30
Medication	20:00	20:00
Own room Time	20:00	20:00
Brush Teeth & Hair	20:00- 20:10	20:00 – 20:10
Lights out	20:30	20:30

# What happens on a school day for Year 6?

	Monday	Tuesday	Wednesday	Thursday	Friday
Wake up	06:50	06:50	06:50	06:50	06:50
Get dressed	06:55 – 07:05	06:55 – 07:05	06:55 – 07:05	06:55 – 07:05	06:55 – 07:05
Medication	07:00	07:00	07:00	07:00	07:00
Hair & teeth	07:05 – 07:15	07:05 – 07:15	07:05 – 07:15	07:05 – 07:15	07:05 – 07:15
Room tidy	07:15 - 07:25	07:15 - 07:25	07:15 - 07:25	07:15 - 07:25	07:15 - 07:25
Room checks/ Line up	07:25 – 07:35	07:25 – 07:35	07:25 – 07:35	07:25 – 07:35	07:25 – 07:35
Breakfast	07:40	07:40	07:40	07:40	07:40
School	08:20	08:20	08:20	08:20	08:20
Return to House	16:00	16:00	16:00	16:00	16:00
Electronics	16:30	16:30	16:30	16:30	16:30
Dinner	17:10	17:10	17:10	17:10	17:10
Tuck	18:00	18:00	18:00	18:00	18:00
Roll Call	18:50	18:50	18:50	18:50	18:50
Showers and toast	19:30	19:30	19:30	19:30	19:30
Electronics hand-in	20:10	20:10	20:10	20:10	20:10
Own room	20:15	20:15	20:15	20:15	20:15
Little Lights	20:30	20:30	20:30	20:30	20:30
Lights Out	20:45	20:45	20:45	20:45	20:45

# What happens at weekends for Year 6?

	Saturday	Sunday
Wake up	Sleep in	Sleep in
Stay in own Rooms	08:30	08:30
Tidy Rooms & Pack Away Clothes/ Toys		
Breakfast	09:00	09:00
Electronics	10:00	10:00
Lunch	11:30	12:45
Roll Call	14:00	14:00
Tuck	14:15	14:15
Dinner	17:10	17:10
Curfew	19:00	18:50
Showers and toast	20:00	19:30
Electronics hand-in	20:40	20:10
Own room	20:45	20:15
Little Lights	21:00	20:30
Lights Out	21:15	20:45

# *Year 6...*

During free time at the weekends, before prep or after school, students are able to spend time in the boarding house, the outdoor play areas, or Muggles, which is our on-site activity centre. We also have a gym and a pool that students can use.



# Telephoning



Each student's room has a direct telephone line. On arrival at school we will provide students with their telephone number, for incoming calls only.

We ask that calls are no longer than 10 to 15 minutes long to allow other students to receive calls. Call should be made between 7.15pm and 8.00pm only. In the event of a room change, we will email parents.

Parents are welcome to contact house staff. If the team are unavailable to answer the phone, they will be carrying out activities or supporting the students in house. Parents are asked to leave a message or an email and staff will reply as soon as possible.

# Electronics

All electronic devices should be handed to staff on arrival at the boarding house and clearly labelled with the student's name. Games and DVDs should be age appropriate, including games on tablets and phones.

Skype/FaceTime at weeknights can take place after children have showered and before 8.00pm; at weekends Skype/FaceTime can start after 9.15am. Skype/FaceTime takes place in the corridors outside student rooms.

All electronic devices are handed in before bedtime every night.



# Weekends

Weekends are relaxed in House. There are no bells, much to the delight of the students, and time is spent enjoying boarding activities and playing with friends. Breakfast, lunch and dinner are later, but are still accompanied by the House staff. The House treat is chocolate spread on Friday evenings, which is very popular. On Sunday mornings the students go to the Muggles Centre where they enjoy tasty treats and can join in the various activities and games.

Electronics such as iPads can be used by students for half an hour on Mondays, Tuesdays, Wednesdays and Thursdays, which students can use to FaceTime family. Students can have use of their electronics on Friday evenings until 8.20pm. On Saturday mornings electronics are available from 9.15am until the evening; on Sunday it is from 11:30am until 6.50pm.



Students can bring roller blades, skateboards and scooters if they wish to. They can only be used in supervised areas and using appropriate facilities. Don't forget the helmets and pads!

**PARENT NOTE:** If your child has a birthday in term time and you would like them to celebrate with their friends, please let us know and we will arrange a birthday cake for them. The funds will be taken

~ TOGETHER IN THE COMMON ROOM ~ WEEKEND TRIPS ~ BAKING AND COOKING ~



~ RIDING BIKES ~ DRESSING UP ~ WATCHING MOVIES ~



~ RIDING BIKES ~ DRESSING UP ~ WATCHING MOVIES ~

~ PLAYING IN MUGGLES ~



~ WATCHING MOVIES ~ FACE PAINTING ~ FUN PARTIES ~

~ HAVING FUN OUTSIDE ~



~ FACE PAINTING ~ FUN PARTIES ~ DANCING ~

~ SWIMMING AND EXERCISING ~

A full programme of weekend activities will be sent to you via the Parent Portal each term.

# Weekends Away

For weekend leave out arrangements, permission is required from parents or guardians, via email. As boarding weekend trips are organised on Monday evenings, we would appreciate as much notice as possible.

If a student is invited out by a day student for a birthday party, sleep over, or perhaps just for tea, parents will be contacted well in advance.

For a weekend away, parents are asked to advise House of the dates and times, where the student will be staying and a contact number of the responsible adult (who must be over the age of 25). If they are visiting a friend's house we will need an invitation by email too.



## Pocket Money



Chapter House students are given £3 to spend on trips.

Year 6 can request a maximum of £15 each week, unless specified by parents/guardians.

Money is not kept in student rooms. If students need money for a school event or a school outing, it is withdrawn from their pocket money account., held by our Accounts Department. If parents wish their child to have additional pocket money, a request should be made to the boarding staff by 8.00pm on Mondays.

## Tuck



Students are able to bring sweets, crisps or treats they enjoy. They are kept safely in named boxes. Items should be of small portion size.

# *Trips*



Students enjoy trips out most weekends. Outings to theme parks, museums, the cinema, and the theatre are just some of the places we visit. We usually take a packed lunch and stay out for the day. Living on such a beautiful campus with wonderful facilities gives the students plenty of activities to choose from. The students particularly enjoy having fun in our swimming pool at weekends. The Parent Portal shows all of the upcoming trips, which parents can submit the permission forms for.



# Health & Wellbeing

## *Not Feeling Well?*

If a student is unwell, a member of staff will accompany them to the Medical Centre. We have a team of Nurses on site and the Doctor visits the school several times each week.



Medical Centre staff can organise dental, orthodontic or hospital appointments where necessary.

## *Students Are Never Alone*

If students are worried about anything, there are lots of people to talk to: friends, House staff, Peer Mentors, the Pastoral Team or teachers at school. We are all here to help. The Boarding House also has a *Worry Monster*. If students have any worries they can write a note, with their name on and post it in the *Worry Monster*. This is checked every day.



## *Medication*

Medication approved and prescribed by our Medical Centre is kept in safe-keeping in House. Medication prescribed by a family doctor or hospital will require a parental/guardian consent form before being administered. All medication is to be given to House Staff; the consent form is also required for this and should be signed and given to staff on the student's arrival.

# THRIVE@QE

*Worried? Upset? Need to talk to someone?*

**There are lots of people you can talk to!**

- ⇒ Your Teacher
- ⇒ Your House Staff
- ⇒ Miss Holt
- ⇒ Pastoral Team (have a look at our Who's Who Board)
- ⇒ Buddies, Peer Leaders and Peer Mentors
- ⇒ Any member of staff



# Labelling your child's clothing



It is important that every item of clothing brought to school is labelled; this applies to both casual clothes and school uniform, including underwear and all socks. Name labels should be easily seen: at the neckline for shirts, jumpers, t-shirts and coats and inside waistbands for underwear, skirts and trousers. A fabric pen should be used.

We can also provide information on IDENTITAGS. These are a more reliable way of labelling clothes but are a more expensive alternative.

Clearly named clothing avoids any upset for students if mislaid. Staff can easily trace items if they are clearly marked. Parents support is much appreciated.



## Storage of Suitcases

A bar code system is used to store cases on-site. Luggage is tagged and taken to our storage rooms. Cases are delivered back to House around a week before the holiday periods. Parents are asked to help students pack to return home where possible. If students are travelling overseas, parents are asked to email a packing list to House in advance of the holiday so that staff can help.

# Laundry

The School has an on-site laundry service for boarding students. Parent or guardians should tell staff if any items cannot be tumble dried.

All school uniform is collected after school on Fridays and is returned ready for school on Monday.

All clothing and personal bedding should be clearly labelled with the student's name.

# Clothing

## **Clothing, outside of the School day**

**Girls**— No midriff tops, ripped jeans, mini shorts or skirts, or spaghetti strap tops to be worn (unless a jacket or cardigan is worn over the top). Pyjamas are not allowed to be worn outside of the House.

**Boys**— Must wear a top at all times, no gym style vests, or ripped jeans. Pyjamas are not allowed to be worn outside of the House.

## **Undercroft Dress Code**

**Girls**— Shorts, skirts and dresses are to be an appropriate length. Skorts, PE shorts, hats and scarves are not permitted. Tracksuit bottoms can be worn in the Undercroft.

**Boys**— PE Kit or muddy/wet sports clothes are not permitted. Tracksuit bottoms can be worn in the Undercroft. Hats and scarves are not allowed in the Undercroft.

NO HEADPHONES OR ELECTRONIC DEVICES ARE ALLOWED TO BE USED  
WHILST IN THE UNDERCROFT

# Uniform requirements

The summer mailing information provides the uniform needed for each school.

## GIRLS

- 2 X SKIRTS
- 2 X JUMPERS
- 3 X SHORT SLEEVED SHIRTS
- 3 X LONG SLEEVED SHIRTS
- 7 PAIRS WHITE SOCKS
- 7 PAIRS TIGHTS

## BOYS

- 2 X LONG TROUSERS
- 2 X SHORT TROUSERS
- 3 X SHORT SLEEVED SHIRTS
- 3 X LONG SLEEVED SHIRTS
- TIE
- 7 PAIRS GREY SOCKS

## MINIMUM PE KIT

- 2 PAIR WHITE PE SOCKS AND 2 PAIRS YELLOW/BLUE PE SOCKS
- FULL TRACKSUIT
- SKORT OR SHORTS
- WHITE TOP
- BLUE TOP
- SWIM SHORTS OR COSTUME AND SWIM HAT
- TRAINING SHOES

# Unpacking

We provide storage boxes under each student bed, which helps younger students to organise their belongings. One box is for tops, one for trousers/skirts, one for pyjamas and underwear, and one for the rest of their belongings. Staff look after their uniform to make sure they are smartly dressed for school.

# Fire Evacuation



The House staff supervise all students in the event of a fire alarm, to help them through the evacuation procedure. House staff check every room to ensure all students leave the building quickly and together.



# Overnight help

Members of staff are on call if students need help through the night. On arrival we explain where to find staff at any time.

Our staff are experienced in dealing with our young students. We also offer support through our THRIVE provision.

# Rewards & Sanctions

The school has an effective Rewards and Sanctions system in place to support our pupils in maintaining politeness, kindness and good behaviour.

We promote the rewards system, ensuring there is recognition for good behaviour and goals to aim for. Our star system and weekly certificate presentations at the House Meetings help to encourage students. The *Jar of Awesomeness* is also enjoyed by students who have shown consistently good behaviour and room tidiness. Prizes are given for the best behaviour and positive attitudes in house.

The system is explained to all new boarders and we contact parents if support would benefit a student.



# Packing List!

- 1 Smart outfits for formal occasions / parties / theatre outings
  - 1 Smart shoes
  - 1 Smart trousers and a shirt (boys)
  - 4 Jeans / casual trousers / tracksuit style trousers (boys/girls)
  - 5 T-shirts / tops
  - 4 Jumpers / sweatshirts / fleece
  - 8 Pairs of socks
  - 1 Full-length dressing gown (warm and sensible)
  - 3 Night clothes
  - 3 Vests (optional)
  - 1 Slippers (suitable to go outside, in the case of fire alarms)
  - 8 Pants / underpants
  - 1 Warm waterproof winter coat
  - 1 Wellington boots
- Toilet bag, toothbrush, toothpaste, shampoo, body wash, flannels/ sponges, hairbrush or comb, spare name tapes, box of tissues, shoe cleaning kit.
  - A few personal items to decorate your side of the room.
  - A water bottle
  - All medicines to be handed and signed in to House Staff
  - Storage space for home clothes is limited.



[www.qe.org](http://www.qe.org)

