



# Ellesmere

Co-ed 7-18 Day and Boarding



**Welcome Pack**





Ellesmere College is very successful in meeting its aims to provide an all-round education for pupils in a happy and caring environment

- Independent Schools Inspectorate

## Welcome

I am delighted that you have chosen Ellesmere for your child. The ethos and value of the College is based around community and the focus is on each individual pupil. I trust that this will be an exciting and wholly rewarding chapter in the next stage of their academic life.

Please find enclosed your welcome pack as your child joins us at Ellesmere College. Please take time to read the information collated and feel free to contact us if you have any questions. The aim of this pack is to give you as much detail as possible about the day-to-day life at Ellesmere College and to ensure the transition for your child is as stress free and smooth as it is for you, as parents. We look forward to welcoming you to the College.

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Daily Timetable

Senior School						Lower School					
	Mon	Tue	Wed	Thur	Fri		Mon	Tue	Wed	Thur	Fri
8:30	Registration in House / Tutor time in House					8:30	Registration in Form				
8:45	Chapel	As'bly Saint / Comp	School As'bly	Tutors	Chapel	8:45	As'bly	Chapel	Chapel	Tutors	As'bly
9:10 - 12:35	P1 - P6					9:10 - 12:35	P1 - P5				
13:10	Lunch					12:35- 13:35	Lunch				
14:10	Registration					13:35	Registration				
14:15- 16:05	P7 - P10					13:40- 16:05	P6 - P9				
						16:05	Tea				
16:10	Squads / Quiet Hour / Comp House Time					16:20	Squads / Prep / Clubs				
17:30	BUSES										

Weekly Routine

### Monday to Friday

**Breakfast**  
07:30 - 08:10All Years

**Lunch**  
12:15 - 14:00All Years

**Supper**  
17:45 - 18:30All Years

### Saturday

**Breakfast**  
08:30 - 09:10All Years

**Lunch**  
12:30 - 13:00All Years  
Team teas will be served outside these times by arrangement

**Supper**  
17:45 - 18:30All Years

### Sunday

**Brunch**  
9:30 - 12:00Continental breakfastAll years  
10:00 - 12:00Continental and Full EnglishAll years  
12:00 - 13:00Soup and Salad BarAll years

**Supper**  
17:45 - 18:30LS Boarders / Sixth Form / All others

### Uniform Shop

**On-site term time:**  
Wednesday: 12:30 - 17:30  
Thursday: 16:30 - 17:30  
(for Holiday opening times please see College website)

**School Shop Direct:**  
www.schoolshopdirect.co.uk (for online purchasing)

**Shrewsbury Shop Opening:**  
Monday to Friday: 9:00 - 17:00  
Saturday: 9:00 - 16:00

**Shrewsbury Shop Address:** Unit 13, Sundorne Trade Park,  
Featherbed Lane, Shrewsbury, Shropshire, SY1 4NS

### School 'Terraces' Tuck shop

**Term Time:**  
Monday to Friday: 10:00 - 14:00 (Other opening times as advertised)

### Surgery

Mon - Fri: 7:30 - 8:30	13:00 - 14:00	17:45 - 18:45
Saturday: 8:30 - 9:30	13:00 - 14:00	17:00 - 18:00
Sunday:	13:00 - 14:00	17:00 - 18:00

There is **ALWAYS** a Sister on call or in the Sick Bay area.

In the case of **ACCIDENTS** or **EMERGENCIES** at **ANYTIME** Sister may be contacted on her Mobile Phone or by speaking to any member of Common Room or the Domestic Staff.

**The School Doctor may be seen by appointment on Mondays, Wednesdays and Fridays at 8:15 - 9:15**



# School Rules

## General

Members of the College are expected at all times to show courtesy and consideration towards others and to behave in a way that upholds the reputation of the College.

- A pupil who is involved in dishonesty, sexual misconduct, solvent abuse, the possession of dangerous or illegal drugs, or who in any way endangers the safety or well-being of others, is liable to expulsion.
- Except on authorised occasions, drinking of, or the possession of, alcohol is forbidden.
- Smoking or the possession of tobacco is forbidden. Fireworks are also forbidden.

Any breach of common sense or good manners may be considered to be a breach of the school rules.

## Aerosols

The only aerosols that may be brought to College are those where it is clearly stated on the container that the propellant is guaranteed not to be inflammable.

## Bounds

No one may leave the school grounds during the school day, which includes break and lunchtime, on any weekday without the permission of a member of Common Room. No pupil may leave the school grounds before breakfast, or after 5.30pm on any day, unless the HsM's\* permission has been obtained. The staff houses mark the limit of the school grounds on the top drive.

All pupils must obtain the permission of their HsM to visit the town of Ellesmere. Licensed premises (e.g. off licenses, hotels, public houses and licensed restaurants) are out of

bounds unless a pupil has specific permission from their HsM to enter them. HsM's permission is needed on each occasion that a pupil wishes to visit private residences in Ellesmere and the surrounding region.

All the fields adjoining the school grounds are out of bounds. This includes the field opposite top gate. The public footpath that runs through the field may be used (e.g. by CCF or sailing club) with Common Room permission. These fields are all private property.

All pupils must have permission to visit any other town, or to use taxis and public transport. No one may hitchhike. HsM's permission is required before a taxi is hired.

(\* HsM is the abbreviation for house master/mistress in College documents.)

## Internal bounds

The following areas are out of bounds, except for official activities:

- The turret staircase.
- The basement corridor beyond the porters' lodge, except that the bottom corridor may be used on official visits to the laundry and other domestic areas.
- The living quarters of all domestic staff. Likewise, members of the domestic staff may not be invited into pupil parts of the school, e.g: Houses, studies, 6th form centre.
- The side corridor beyond ante-chapel, except for access to the sick bay and sewing room.
- The bottom corridor to the Design & Technology centre except when used for access.
- All pavilions and games huts, machinery sheds, and the sewage plant on Parry's Field.
- Terraces and banks and all lawns in the winter months.

Keep to the paths.

- Behind the squash courts, old San, Sports Hall and behind the Arts Centre.
- The path to Lower School and all Lower School grounds are out of bounds to Upper School pupils except for access to the school buses and when attending examinations in Lower School.

After dark, no one is allowed beyond "the building line" unless on an authorised activity. The playing fields and all the areas behind the Sports Hall, Squash Courts, Old Gym, Arts Centre and New Block are out of bounds. Parry's Field is out of bounds unless taking part in a school organised activity, or supporting matches.

House premises may not be visited by members of other Houses unless with permission granted in accordance with the rules of the relevant house.

## Bus code

From time to time the College will re-issue the Code of Behaviour for Buses. It would be appreciated if it could be impressed upon pupils that significant or continuous failure to follow the code or the breaking of school rules could lead to their being banned from the buses for a period of time, or permanently.

- Bus passes, where issued, must be carried on all journeys. Failure to carry the pass may result in the driver refusing passage.
- Pupils must sit in one seat and must fasten their seat belts.
- Once the bus journey has started a pupil may not leave his / her seat until the bus has reached his / her destination and has come to a halt. Seat belts must remain fastened for the duration of a pupils' journey.





4. At no time during any part of the journey may any pupil do anything or behave in any way as to distract the driver.

The following in particular are forbidden:

- (a) The use of bad language.
- (b) The throwing of any article.
- (c) Shouting, screaming or singing.
- (d) The playing of personal sound reproduction devices without headphones.
5. Day pupils must travel to and from College in school uniform or, if necessary, an official Ellesmere College tracksuit, both top and bottoms, as purchased in the School Uniform Shop. A pupil incorrectly dressed may be refused permission to board a bus to return home at the end of the day.
6. At all times the bus driver is the ultimate source of authority on the bus and must be respected as such and obeyed.
7. No food or drink may be consumed on the bus.

8. It is the responsibility of each pupil to take all their property with them when they leave the bus.
9. Certain pupils may be appointed as “Bus Monitors”. They will be tasked to report to a designated member of staff on the successful operation of this Code of Behaviour. Pupils are required to cooperate with the bus monitors to allow them to carry out their role effectively.
10. Pupils who break the above rules, or in any other way prejudice the safety or good order of those travelling, or good name of the College, including by their behaviour whilst awaiting the bus in the morning or leaving it in the afternoon, may be banned from using College buses for a period of time, or permanently.

### Cars, motorcycles and mopeds

No one may bring into school a motorcycle or moped, whether or not they have passed their test. No one may drive a car during term time, or on school activities, unless there is a written agreement between the Deputy Head Pastoral and parents, or unless he or she is having an official driving lesson. No one may bring a car back to school or keep a car locally

(defined as within one mile and specifically including the farm opposite top gate) without the permission of the Deputy Head Pastoral.

No one may go out in a car driven by anyone under 21, unless the Deputy Head Pastoral has received written parental permission and, in the case of a pupil driver, until the driver has taken and passed the Advanced Motorists Test as operated by the Institute of Advanced Motorists.

In no circumstances may pupils going out ride on motorcycles, either on saddle or pillion.

### Computers - inappropriate material

Pupils may not bring to school, nor access from school, material that may offend others. This applies to material held on any media storage system. Pupils accept that they may, at any time, be asked to provide complete access to their computers or media storage devices for the purpose of checking the appropriateness of material.

### Cycles

Bicycles brought to College by pupils must be stored in the bicycle shed. All cycles should be clearly marked by the owner.

**All cyclists must wear safety helmets when using bikes.** (Failure to do so will require the removal of the cycle from College).

Bicycles may not be lent or borrowed unless the relevant HsM has written permission from both sets of parents. It is College policy **NOT** to lend out College owned machines.

No cycling is allowed in the Main Quad, on the terrace paths, or on the golf course.

### Defamatory material

The College will regard it as an act of ‘bringing the College into

disrepute’ should critical or defamatory material of a personal nature or relating to an individual in their professional role at the College be published on the internet or by any other means. This applies to material concerning pupils, staff and volunteers. For full details please see the relevant policy.

### Defects and breakages

Any defect or breakage is to be reported to an HsM or Head of Department.

### Dress and appearance

Suits must be worn for formal occasions, for away matches and some excursions. College uniform must be worn throughout working hours, or when attending certain Arts Centre functions. After lesson time on weekdays, and all day at weekends informal clothes may be worn both in College and when going out, provided that they are clean and tidy and not ostentatious.

Hair must be kept clean, and tidy. Hair must not be cut or dyed in extreme styles. Girls’ long hair should be tied back during the official school day. Boys’ hair should be short (but not less than a grade 2) and not touch the collar. Any variations on this, for example, for religious reasons, would be agreed with the HM before joining the school. The College reserves the right to take remedial action at parental expense where a pupil is judged to have broken these rules.

‘Make up’ is not permitted if it is visible to the naked eye.

Any jewellery worn by girls must be discreet and tasteful. A single small stud or earring may be worn in a piercing of the earlobe. No jewellery must be worn during games. Boys must not wear jewellery.

Tattoos must not be visible at any stage whilst at school or whilst representing the school.



Ties are to be worn correctly with the top button of the shirt done up. Boys may wear any College tie to which they are entitled. The only non-College ties that may be worn are representative ties awarded to the pupil during their time at Ellesmere. An example of such would be a tie denoting County selection at sport. Club and 'old school' ties may not be worn.

### Eating

No food or drink should be consumed in the College corridors but should be taken back to House areas.

Litter must be placed in the bins provided.

No food or drink may be taken out of the Dining Hall.

Chewing gum is prohibited.

### Electrical appliances

The use of electrical items fitted with overseas plugs is strictly regulated in accordance with the College Health and Safety policy, and in line with the direction given by the Fire Regulatory authority.

No fittings other than UK fittings are to be placed directly into UK sockets. This includes the use of 'travel' adapters.

Such adaptors are not licensed for long term use and the fire authorities will not pass them for permanent use in the Houses. All electrical items are to have a UK style plug placed upon them if connected to the mains. The use of 4 way trailing adaptors is permitted if they are to UK specifications. However, one adapter should not be connected to another.

Students are encouraged to exercise sensible electrical safety. The College retains the right to remove electrical items if they are considered to be unsafe and likely to cause a breach of our Health and Safety Policy.

The UK supply is 230/240 volts, AC, 50 Hz. Please ensure that any items brought to the College are compatible with this supply – many overseas items are not.

The following items may not be brought for use in College (this list is not exhaustive):

- Heaters, toasters, portable grills, etc.
- Microwaves.
- Fridges and Fans.
- Kettles.
- Stoves/Portable gas appliances for cooking in rooms.

As a rule, these items will be removed from the Boarding Houses and held for safe keeping for their return home.

If you have any queries about the College electrical safety policy, please contact the Director of Operations at the College.

### Fire equipment

Fire equipment is not to be tampered with or moved from its correct stowage.

### Internet Use

To facilitate greater download speeds and general access to the internet, certain sites will be barred during the working day. It is against School Rules to access or attempt to access barred sites. Should pupils contribute, outside the school day, to any information exchange sites, they should be aware that it is strictly against School Rules to publish information that may be detrimental to the good name of the school or which may offend staff or pupils.

### Leave

Application for leave involving absence from work, or absence for the night in the case of a pupil expected to be boarding on the night in question, should be made through the HsM 48 hours in advance of the date concerned.

A boarder may go out with his/her parents for any weekend.

Pupils may not apply for a leave if this conflicts with any duty or responsibility they may have to their work or other activity at the College.

Only pupils in Year 11 and above may be given leave to go out with Old Ellesmerians, and such leave must be approved

by the Headmaster. This does not apply to pupils going out with OE brothers or sisters.

### Medicines

All medicines which pupils bring back, or buy, need to be checked with the Sick Bay. Medicines, etc, must be kept securely, and only administered under the direct instruction of the school Sister.

### Mobile phones / text messages

Mobile phones and text messaging systems must be switched off at the following times and in the following places:

- Lesson times – and between lessons except for break and lunchtime.
- Assembly – school, House, year group, etc.
- Prep.
- After lights out.
- Dining Hall.
- Chapel.
- Main corridor.

Failure to follow these simple rules of good manners may result in the device being removed and returned to the pupil via their parents or guardians.

### Money

All forms of gambling are forbidden. There must be no hiring or buying on credit without the HsM's permission. Sale or exchange of property worth more than £10 must be approved by the HsM of both parties.



**Personal electronics (laptop / iPad / iPod / bluetooth equipment)**

Pupils are not permitted to listen to personal stereos, iPod, phones, etc, whilst moving around school during the teaching day and at no stage should they be used in Main Corridor. These may only be played quietly so as not to disturb anyone else.

Failure to follow these simple rules of good manners may result in the device being removed and returned to the pupil via their parents or guardians.

**Public behaviour and boy / girl relationships**

The College is a place of work and, as such, pupils are expected to behave in a restrained manner as regards their personal relationships. Any form of sexual relationship is totally inappropriate for pupils at school and is forbidden. Pupils should not indulge in demonstrations of affection involving physical contact in public.

**Recording or transmitting apparatus**

Under no circumstances may pupils record or transmit signals containing audio or visual information representing the contents of an academic lesson, tutorial or other interchange with a member of staff without the express written permission of that member of staff.

**Television sets**

No pupil may bring a TV set to school nor watch TV except at approved times. Similarly CD/DVD discs for computers may only be viewed when TV is permitted.



## Uniforms

All clothing must be in accordance with the official clothes list. Clothing must be clearly marked with the name of the pupil.

### Normal school uniform is as follows:

#### Boys:

School blazer (Years 9-11 only), dark grey trousers, white shirt, school purple v-necked pullover, school-approved tie, and black t shoes (without tags, etc). Suits must be grey or black. Belts worn with school uniform should be either black, navy or brown and with an unostentatious buckle.

#### Sixth Form:

May wear a jacket of a quiet colour and pattern, shirt of white, a pastel colour or conservative business (vertical) stripe or check and a single colour v-necked sweater, of their own choosing, trousers must be dark grey, ties must be school-approved, and black polishable shoes. Suits dark grey, black or navy blue including pin-stripe.

#### Girls:

School purple round-necked sweater, school kilt, school white blouse, black tights and black polishable shoes (without tags, etc, and with a heel of width that exceeds the size of a 10p piece so as to avoid damage to wood block

floors). Suits must be dark grey or black, skirts knee-length or longer.

#### Sixth Form:

Prince of Wales check skirt, white blouse, single colour round-necked jumper of their own choice. Suits must be dark grey, black or navy blue, knee-length or longer.

#### General:

Anoraks or plain coloured overcoats are permitted. Items of sportswear are not to be worn as school uniform during the teaching day unless a pupil has been instructed to do so by a member of Common Room.

#### Summer term dress:

The following exceptions to the standard rules on uniform will apply for the whole of the summer term.

Senior school: boys need not wear jackets if in shirtsleeve order. If in shirt sleeves (not sweaters) sleeves, if long, are to be worn buttoned or neatly rolled. Shirts must, of course, comply with the instructions published in the rules. Ties are to be worn. Jackets must be worn if wearing braces.

Girls need not wear sweaters but the rules regarding blouse sleeves are the same as for the boys.

Lower school: Boys need not wear sweaters. Sleeves, if long, are to be worn buttoned or neatly rolled. Shirts must, of

course, comply with the instructions published in the rules. Ties are to be worn. Girls need not wear sweaters but the rules regarding blouse sleeves are the same as for the boys.

Extremes of clothing or "costume" must not be worn. The Headmaster is the final judge as to what is extreme.

## Uniform Shop

Uniform may be purchased in store, either at the College or in Shrewsbury, on-line, or by the telephone.

The College uniform is supplied by School Shop Direct of Shrewsbury, which operates from a large outlet (address and contact details below). Also, there is our on-site shop at the School, which is situated next to the tuck shop and adjacent to the top sports field.

A complete up-to-date list of uniform and sports kit requirements can be found on our website in the Parent Area.

## Ellesmere College On-Site Shop

The on-site shop is located next to the terraces tuck shop and in the centre of the campus. The shop sells the full range of uniform and sports equipment required by pupils.

## Main Shrewsbury Outlet

You may find it more convenient to order uniform on-line, either for delivery home (or other specified address), or for collection at the school shop, by accessing the website:

[www.schoolshopdirect.co.uk](http://www.schoolshopdirect.co.uk)

See Page 5 for Opening Times

## Visitors to the College

If a pupil wishes to meet visitors from outside the College in the College grounds or buildings, he or she must first obtain permission **from** the HsM.

Day pupils who return to College in the evenings or on Saturday or Sundays must inform their HsM.

## Around the College

Boating, swimming and skating on the Meres or canal are prohibited except under the control of special College clubs. The swimming pool may only be used when supervised by a suitably qualified member of staff.

A full list of School policies and procedures are available as a parental handbook via a PDF download from the College Policy Documents section in the Parents Area on our website at: [www.ellesmere.com](http://www.ellesmere.com)

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**Any breach of common sense or good manners may be considered to be a breach of the school rules**

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## Competitive Houses

At Ellesmere, a feature of entering our Middle School at Year 9 is that every student becomes a member of one of our traditional Competitive Houses for the rest of their time here. We endeavour, as far as possible, to ensure that year groups in the Houses are of comparable ‘strength’ recognising that, for some boys and girls, House Events may represent their main outlet for promoting healthy competition.

The Houses are aptly named after an original family benefactor of the College:

- Meynell
- Talbot
- Wakeman-Lambart
- Woodard

A wide range of school competitions take place throughout the year between the Houses in several subject areas including:

- Drama
- Debating
- Music
- Sport, to name a few.

Students also earn 'House' points for academic achievement, leadership and generosity of spirit.

Students are not only assigned a Competitive House, they are also allocated membership of one of the integrated Boarding Houses - whether they are day, weekly or full boarders.

Here they can use day rooms and entertainment facilities alongside our boarders, to relax and socialise with their peers at break and lunch time. Each boarding house has it's own Housemaster or Housemistress to take care of the children.

## Boarding Houses

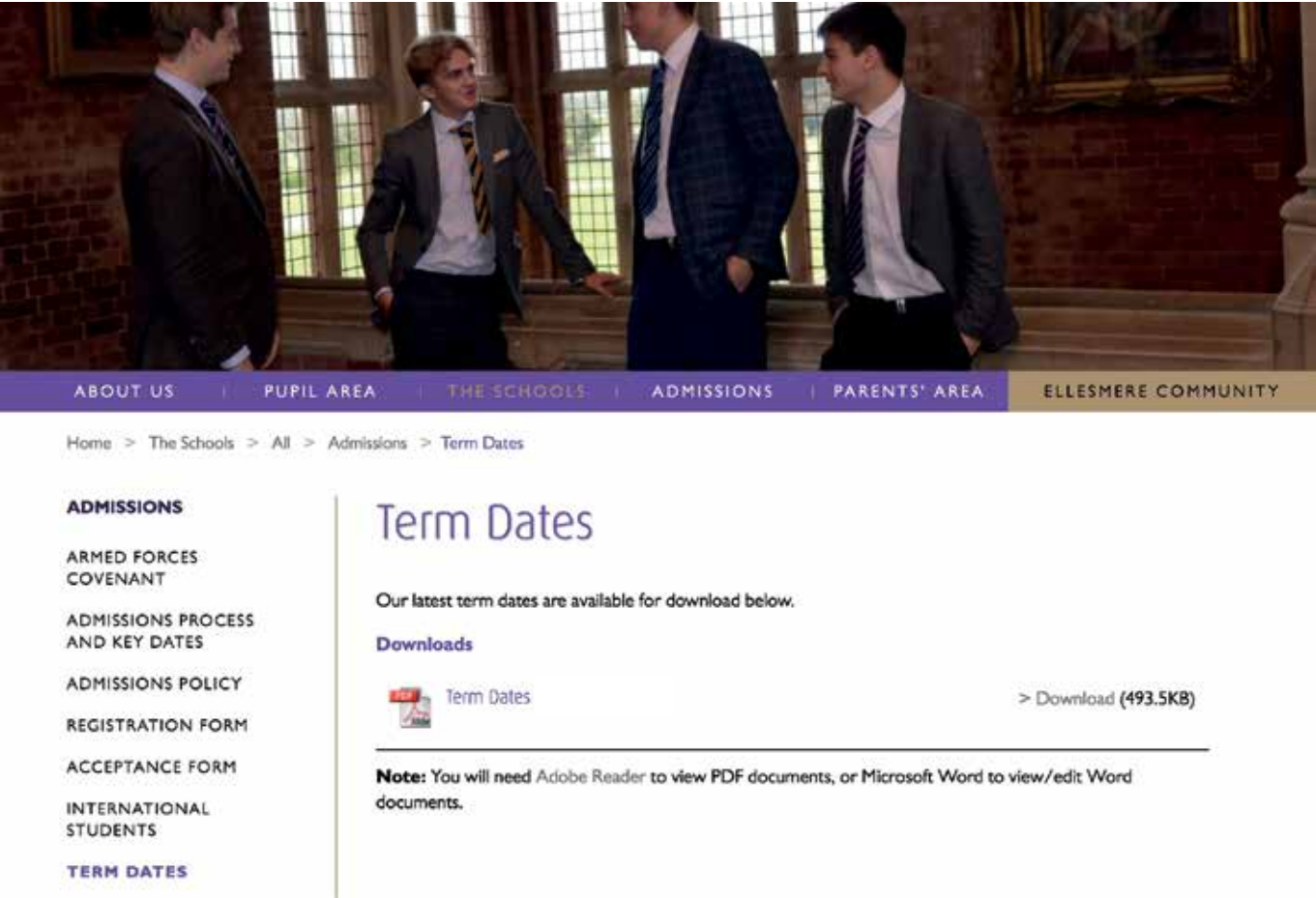
At Ellesmere, we have a number of different Houses (Saints Houses) which you may pass through as you progress through the school. The table below should help to summarise the route:

	Middle School		Sixth Form	
Age Range	Years 9 - 11		Years 12 + 13	
Boys	St Patrick's	St Cuthbert's	St Luke's	St Bede's
Girls	St Aidan's		St Oswald's	St Hilda's

Note: From Year 9 onwards, all pupils, whether day, weekly or full border will all be assigned to a House which is the main base for registrations and tutor meetings.

# School Calendar & Term Dates

The School Calendar can be found online on the school website. Please be aware that the calendar is ‘live’ which means changes and additions can be made at any time; you will also receive the termly calendar which also gives dates for the beginning and end of term for the current and the following terms together with all items of interest happening in the school. Term Dates can also be found on the school website.



# Communication & Contact Information

Your child’s form tutor should be the first point of contact at Ellesmere. All matters relating to your child should go through the tutor and the Housemaster in the first instance. If you wish to arrange a meeting with a specific member of staff, then the form tutor can organise and coordinate this for you. The Head is always happy to see parents by appointment.

## Parent Portal

When you join the school you will be sent a log in to your online Parent Portal account. Within the Parent Portal you will be able to view your child’s school timetable including clubs and activities, access their end of term report and update contact information such as change of address details. Within here you will also be able to access our live school calendar, download copies of parent presentations and access useful resources that have been suggested by teaching staff.

Correspondence from the school to parents is sent via email, through the Parent Portal.

The Form Tutor is the main contact for all parents with matters directly relating to:

- Your child’s learning and progress
- Absence or lateness
- Celebrations and achievements
- Period grades and reports
- Concerns at home
- Friendships
- School trip and residential information
- General questions regarding your child at school or home

Main Contact details	Telephone	Email Addresses
Main Reception	01691 622321	reception@ellesmere.com
Sick Bay	01691 626529	sanatoriumsisters@ellesmere.com
Child Protection Officer	01691 622321	ranjit.chatterjee@ellesmere.com
House Staff	Telephone	Email Addresses
St Aidan’s	01691 26519	vickie.furlong@ellesmere.com
St Bede’s	01691 626504	james.nicholson@ellesmere.com
St Cuthbert’s	01691 626507	jonathan.haycock@ellesmere.com
St Hilda’s	01691 626522	St.Hildas@ellesmere.com
St Luke’s	01691 626522	chris.garrett@ellesmere.com
St Oswald’s	01691 626539	St.Oswalds@ellesmere.com
St Patrick’s	01691 626539	gareth.phillips@ellesmere.com





# Ellesmere

Ellesmere College, Ellesmere, Shropshire, SY12 9AB

**[www.ellesmere.com](http://www.ellesmere.com)**

Tel: 01691 622 321

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