

# Francis House

## HOUSE INFORMATION 2024-25



Blundell's

FOUNDED 1604

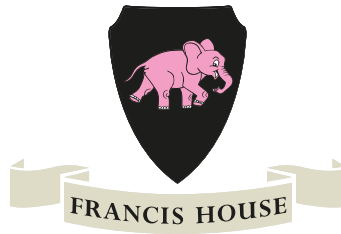




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*"The game is greater than the player,  
the ship is greater than the crew."*

# WELCOME TO FRANCIS HOUSE

Dear Francis House boys, Parents and Guardians

A very warm welcome to Francis House!

Moving to a new school or even into a new boarding house can be a daunting prospect. The main purpose of this handbook is to help you become familiar with how FH works so you can quickly become settled into rhythm and routine of the house and the busy, fun life of Blundell's. You are about to embark on formative and exciting years – a period in which the work you do, the lessons you learn, the decisions you make and the friendships you forge will have an immeasurable impact on the course of your life for decades to come. All of us in FH and Blundell's are delighted that you are spending those years here.

This house is an inspiring, supportive and formative place where there will be every opportunity to learn and grow alongside your friends and peers, always under the watchful eye of committed staff who will support and guide you as you strive to be the very best version of yourself. All members of the FH community contribute to the warm, open and inclusive environment where we seek to encourage respect, resilience, responsibility, cohesion and collaboration. We want you to broaden your horizons and to challenge yourself to forge a pathway toward leading a life of passion and purpose. This house is a special place but it is only what you make of it; during your time here in FH we want you to step forward to take on opportunities that allow you to learn and grow, to develop a sense of confidence and belonging where the challenges you overcome give you a sense of pride and a determination to meet whatever life throws your way.

Successful and happy Franciscans show a proactive willingness to take on opportunities that push comfort zones whether it be House Music, sports competitions, debating or plays. They learn to appreciate the collective values of gratitude, empathy, kindness and to find fulfilment in being of service to others. FH is an open-minded community where we value diversity, difference of opinion, and strive to build strong, trusting friendships that will stand the test of time.

I look forward to getting to know you better and welcome you into the thriving community of FH where I hope your years here are happy, formative and rewarding.

**Mr. R.J. Walter**  
HOUSEMASTER FRANCIS HOUSE



# HOUSE STAFF



**Mr Richard Walter (RJW)**  
HOUSEMASTER

Mr Walter is responsible for the day to day running of FH and the welfare of its pupils. He also manages the tutors and domestic staff. He teaches Mathematics and is Master of Basketball.



**Mrs Hannah Walter (HDW)**

Mrs Walter teaches in the Humanities department and she is actively involved in supporting in FH.



**Mr Andrew Kingdon**  
RESIDENT TUTOR

Mr Kingdon lives in the flat above the annex and does duty on Tuesday nights and some weekends. He is the Head of Learning Support



**Mrs Saraid Gresswell**  
MATRON

Mrs Gresswell and Mrs Ferguson work part time and run the domestic side of things; laundry, clothes, medicines, pastoral care of pupils, etc. They operate from the North Wing Ground Floor corridor and also run "Ye Olde Shop of Tuck". Matrons are in the House between 8.00am and 5.30pm Mon-Fri and 8am-11.30am on Saturdays. If you are ever ill during the day and have to come back to the house, you must report to Matron. They are both good listeners if pupils have any other problems.



**Mrs Dawn Ferguson**  
MATRON

## DOMESTIC TEAM

Teresa and Chelsea work incredibly hard to keep FH clean. Pupils are expected to keep their own area as well as common areas of the house tidy in order that the cleaners can do their job properly. Dorm floors are to be kept clear and personal items are to be tidied in the storage provided.

## TUTORS

Each pupil will be a member of a Tutor Group and have their own personal tutor. Tutors will help with any academic concerns that may occur, monitor academic progress, give support and challenge each pupil to achieve their best. Tutors are also there to help pastorally. Pupils will meet with their tutor once a week during period 1 on Monday after Latin Prayer, but they will always be available, should pupils need support at any other time. Pupils will have the same tutor for their first three years (9-11), and then be assigned a Sixth Form tutor for years 12 and 13. The assigned tutor will remain with the pupil when they move to Westlake for their final year at school. New pupils will be assigned their tutor at the beginning of term.

All our tutors do a regular evening duty in the House.



## KEY CONTACT INFORMATION

**It is important for pupils and parents to feel they can contact the school at any time. The first port of call will normally be Mr Worthington or the pupil's Tutor. However, it is also perfectly acceptable to contact the Head with any questions or concerns.**

### CONTACT DETAILS:

#### RJW MOBILE:

[rjw@blundells.org](mailto:rjw@blundells.org)

**07972 149165**

Please use this number to speak to Mr Walter (RJW), report absences before 8.20am or leave a message.

#### FH OFFICE:

**01884 232318**

#### FH HOUSE MATRONS:

(from 8am to 5.30pm Monday to Friday, Saturday 8am to 11.30am)

**01884 232361**

Please ring Mrs Gresswell or Mrs Ferguson after 8.00am if a student is going to be late or absent. Alternatively email [francishouse@blundells.org](mailto:francishouse@blundells.org)

#### SENIOR SCHOOL MAIN OFFICE:

[info@blundells.org](mailto:info@blundells.org)

**01884 252543**

The office staff will nearly always be able to find RJW and are able to get a message to him during break or at lunchtime.

#### MEDICAL CENTRE:

[medical@blundells.org](mailto:medical@blundells.org)

**01884 232422**

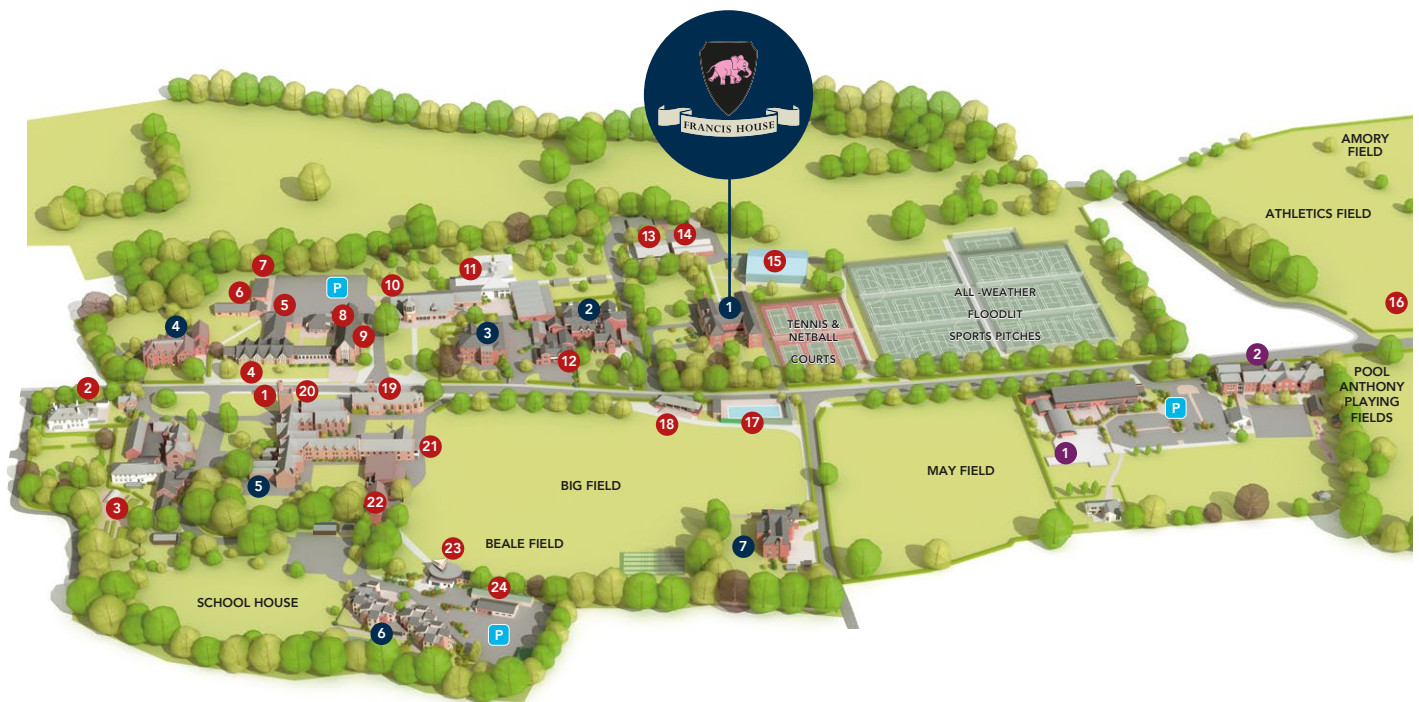
### POSTAL ADDRESS:

Blundell's School  
Blundell's Road  
Tiverton  
EX16 4DN

Please do not address post directly to Francis House



# THE SCHOOL CAMPUS



## BOARDING HOUSES

- 1** FRANCIS HOUSE (B. 13-17)
- 2** GORTON HOUSE (G. 13-17)
- 3** NORTH CLOSE (G. 13-17)
- 4** PETERGATE (B. 13-17)
- 5** SCHOOL HOUSE (Co-Ed. 11-13)
- 6** WESTLAKE (Co-Ed. 17-18)
- 7** OLD HOUSE B. 13-17

## FACILITIES

- 1** CLOCK TOWER & RECEPTION
  - 2** BLUNDELL HOUSE
  - 3** BLUNDELL'S GARDEN
  - 4** DINING HALL
  - 5** KITCHENS
  - 6** MEDICAL CENTRE
  - 7** SCHOOL SHOP
  - 8** MUSIC SCHOOL
  - 9** BIG SCHOOL
  - 10** ONDAATJE HALL
  - 11** THE POPHAM CENTRE
  - 12** BURSARY
  - 13** FIVES COURTS
  - 14** SQUASH COURTS
  - 15** SPORTS HALL & FITNESS SUITE
  - 16** EAST PAVILLION
  - 17** SWIMMING POOL
  - 18** CRICKET PAVILLION
  - 19** CHAPEL
  - 20** LIBRARY
  - 21** FOBS CAFÉ
  - 22** GYMNASIUM
  - 23** BEALE CENTRE (OBs)
  - 24** CCF & RIFLE RANGE
- PREP SCHOOL**
- 1** MAYFIELD (NURSERY & PRE-PREP. Co-Ed 3-7)
  - 2** MILESTONES (PREP. Co-Ed 7-11)

# COMMUNICATION

## THE SCHOOL CALENDAR

Each term the school produces a Calendar, which details the daily programme within the school. A copy is given to each pupil and an extra copy is sent home. The Calendar is also published in full on the events page of the School website: [www.blundells.org](http://www.blundells.org). It is an essential aspect of school life and we try to ensure that it is accurate. It contains much information. If amendments are made, we try to announce the changes on the webpage. Parents are most welcome to attend any event listed in the Calendar; however, those with an asterisk will require tickets, which can be obtained from [trybooking.com](http://trybooking.com).

The opening and closing pages detail other useful information including future term dates, lesson times and the Pupils' Personal Problems procedure.

## HOUSE MEETINGS

These occur every Tuesday lunchtime and are compulsory. Weekly messages are read out, awards given and House events discussed and planned. The House meeting is a key event every week.

## NOTICE BOARDS

There are a variety of noticeboards in the entrance foyer, please do pay attention to these. Daily notices are displayed on the electronic noticeboard or the 'Urgent' board as you come in from the Dog Run. It is important to check these on a daily basis when you enter or leave the house.

## MOBILE PHONES

The school has a strict policy on the use of mobile phones and we would be most grateful for parental support when we try to implement the following rules:

- Pupils are only allowed to use their phones in the boarding houses.
- All boys must register their phone number with RJW before bringing the mobile into school.

- All mobiles must be switched off during prep. If parents need to contact their child between 7pm and 9pm, they should ring the office number (01884 232318).
- Mobiles are only for use in and around the house, NOT around the School campus.
- All Y9-10 pupils must hand in their mobiles prior to going to bed.
- All mobiles must be switched off after lights out.

Failure to comply with these rules will result in the phone being confiscated for an indefinite period.

In an emergency, the school office will take and pass on a message for a pupil. During the hours of 8.30 to 5.30pm (Monday to Friday) RJW, Matron or the Duty Tutor can relay any message. All pupils will be given their own email addresses.

## POST

Boys' post will be placed on the table in the Common Room for them to collect, or distributed by Matron. Post should be sent to the main school address – not FH:

**Blundell's School, Blundell's Road,  
Tiverton, Devon. EX16 4DN.**

## FINDING A MEMBER OF HOUSE STAFF

The first port of call is Matron who can be found in Matron's room (8am-5.30pm) or RJW who can be found in his study unless he is teaching or has another commitment. RJW is contactable by mobile (07972 149165).

The best way for parents and guardians to contact RJW is by e-mail ([rjwW@blundells.org](mailto:rjwW@blundells.org)) or call his mobile phone.



## WEBSITE

The School is well resourced with IT facilities and the pupils are encouraged to take advantage of these. There is a comprehensive IT policy for the pupils and we have a strong filtering system; however, we also believe it is important to educate pupils to use the internet responsibly. Advice on IT safety is published for pupils in their planners.

## REPORTS

Every half term parents will receive either a Tutor Report, a Full Report or be invited to attend a Parent's Meeting. The Tutor Report will show an attainment grade in each subject and a comment from the tutor summarising how the pupil is progressing. The Full Report comprises of a comment from each teacher and from the House Parent. Examination groups are also given a target grade. After each report, the Tutor will discuss progress with the pupils and set goals on how to improve.

Attainment and effort are tracked internally and Academic Heads of Year meet with teachers and tutors regularly to check on progress of students. Parents can contact their child's Tutor or House Parent if they have any concerns.

## HOUSE SUBSCRIPTIONS

House subscriptions will be added to your account each term. This fund covers House expenses such as newspapers, television rental packages, furnishings, sports equipment and social events during the term.



# THE SCHOOL WEEK

## ARRIVING, REGISTRATION AND ABSENCE

Pupils should arrive and leave School in full school uniform.

### ARRIVING

Pupils must be in FH by 8.20am at the latest and enter their boarding status electronically.

PARENTS DRIVING CARS - Please exit the Dog Run and proceed around to FH private side with caution as this is also a pedestrian route used by resident staff and families.

### REGISTRATION

Registration (thumbprint) and roll call (in the Common Room) are incredibly important so that we know where pupils are, we are legally required to carry these out. **Pupils must register by 8.20am every morning or they will be marked as late.**

In the morning, pupils must thumb-in using the box outside RJW office **01, 02, or 03** to let us know whether they intend to go home after Games/Activities (**01**), after prep (**02**), or stay the night (**03**). **It is a serious breach of school rules for a boy to tell his parents he is staying in school, when he is not.**

If it is necessary to miss a roll call for any reason, pupils must let the member of staff on duty know prior to the roll call. **A student must never send someone else to sign in/out on his behalf.**

### LEAVING

Collection times are: 5.30pm (4pm on Weds and Sat), 7.00pm or 9.15pm. These times cause the least disruption to the school day. If a pupil wishes to be collected outside these times they should let RJW know.

### SIGNING IN AND OUT

If pupils have permission from RJW or Matron to leave school (Dentists, Doctors, town leave etc.) then **they must sign out and back in.**

This is incredibly important so that we know a pupils whereabouts. For signing in and out when not using the electronic system i.e. during the day, please use the book in the entrance

foyer. Pupils out of House in the evening (Plays, library, House visits) must gain permission from the Duty Tutor and sign out and in on their return.

### ABSENCE FROM SCHOOL

If a pupil is ill or has to miss school for any reason, parents must email or phone FH (01884 232318) before 8.20am, or Matron (01884 232361) after that time, to let us know the reason. Parents should also inform us if a student is going to be late for any reason or needs to be out of school for an appointment.

Requests for leave of absence on compassionate grounds or exceptional circumstances, should be made in writing to the Head well in advance of the proposed absence. Exam Leave may be granted for public examination candidates; the dates are published in the School Calendar.

### ABSENCE FROM A LESSON

If, for any reason, including a music lesson, a pupil has to miss a school period, they must let their teacher know and give as much notice as possible. If they are "off games" or excused from activities, they must obtain an "absit" chit from the Medical Centre to show to the relevant member of staff. It is important that such absences are correctly recorded.

### DUTY ROTA

The duty rota is displayed on the noticeboard in the entrance foyer. This provides contact information and the name of the member of staff who you should contact when RJW is not available.

### THE ROAD

Years 9, 10 & 11 may only cross Blundell's Road at the Pelican crossing. To access this pupils must take the paths behind the girls boarding houses. Lower 6th pupils may cross opposite the Chapel. Pupils **may not** walk up the main drive into school between the two stones with "Blundell's" carved on them. This is for vehicles only.

### TOWN VISITS

Pupils may go shopping in Tiverton at weekends, and also on Wednesday afternoons either before or after their games/activities. On Wednesdays pupils may not leave the school site before 2pm, and must return by 6pm. For all town leave pupils must go to town in groups of at least two or, preferably, three and make sure they sign out before they leave. Younger pupils particularly should ensure they are in a group when going into town. Plain clothes must be worn, and pupils should always be back in House, and signed in, by 6pm.

### CHAPEL

For Years 7 to 13 Chapel takes place every weekday except Monday, when we have Latin Prayer, and Saturday. Chapel lasts for ten minutes and includes a reading, thought for the day, prayers and a hymn. On a number of Sundays, a full service is held for the boarders commencing either at 10.00am or at 7.00pm. In addition to this, there will also be an annual House Chapel service, led by the pupils. The dates of these services are found in the School Calendar; all members of the house are expected to attend and parents are most welcome to join us for these.

### WEEKENDS

There is an extensive, regular programme of weekend activities ranging from shopping trips to quad-biking. In addition, we have created our own Adventure and Leadership Programme, which operates on eight Sundays during the year.

Full boarders are to be in school on normal/non-leave weekends. All those boarding are to attend Chapel on Sunday.

### PUPILS DRIVING TO SCHOOL

Only pupils in Year 13 are able to drive into school, and there is a strict procedure for approval, which is ultimately signed off by The Head. Pupils in Year 12 will not be given permission to drive into school except under very exceptional circumstances, and these will always need to be approved by The Head.



## VISITORS AND OUT OF HOUSE

### VISITORS AND OUT OF HOUSE

Visitors are always welcome to FH and boys are welcome to visit other Houses, as detailed below:

- **Boys must always sign out and back in.**
- Visitors are only allowed in the Common Room and Games Room. Permission must be gained from RJW if visitors need to use the kitchen.
- **No visitor is allowed upstairs or in a boy's room unless they have permission from RJW (including parents). FH hosts are responsible for the guests they bring into the house.**
- Other Houses have similar areas for visitors, pupils should stick to these or they will be sent back to FH.
- **Pupils must attend all roll calls and thumb in registrations.**

### OUT OF HOUSE

<b>MONDAY</b>	<b>Out of House allowed after 5.30pm</b> Y9/10 back in House by 9.30pm Y11/12 back in House by 10.00pm
<b>TUESDAY</b>	<b>Out of House allowed after 5.30pm</b> Y9/10 back in House by 9.30pm Y11/12 back in House by 10.00pm
<b>WEDNESDAY*</b>	<b>Out of House allowed after games</b> Y9/10 back in House by 9.30pm Y11/12 back in House by 10.00pm
<b>THURSDAY</b>	<b>No out of House after 5.30pm</b>
<b>FRIDAY</b>	<b>Out of House allowed after 5.30pm</b> Y9/10 back in House by 9.30pm Y11/12 back in House by 10.00pm
<b>SATURDAY*</b>	<b>Out of House allowed after lunch</b> All pupils back in House by 10.00pm
<b>SUNDAY*</b>	<b>Out of House allowed after breakfast</b> All pupils back in House by 9.00pm

\* NB On Wednesday, Saturday and Sunday all pupils must be on campus and signed into House by 6.00pm

## EXEAT WEEKENDS

### EXEAT WEEKENDS - ALL PUPILS

(Friday 1.00pm to Sunday 9.00pm)

Twice a year, in the Autumn and Spring Terms we have an Exeat weekend that runs from Friday afternoon until the Sunday evening. During the Exeat Weekend the School will be closed.

Over these weekends all pupils are asked to leave the House at 1.00pm for the Exeat, staying with parents, guardians or friends. For boarders RJW will need to have permission by email from their parents or guardian and from the host family a week before the event occurs.

## START/END OF TERM ARRANGEMENTS

In order to give the house a thorough clean at half term we ask that all rooms are left tidy and dirty washing is taken home. For Christmas and Easter holidays we ask that all clothing is taken home. Posters may remain on walls over Christmas and Easter but must be removed at the end of the summer term. There is limited storage in the trunk room **only for boarders**.

### INTERNATIONAL PUPILS

Whenever pupils leave school, RJW needs to have the details of all travel arrangements and accommodation from leaving FH to when they return to school. This will include details of taxis, train times, flight times, flight numbers, destinations and the name, address and telephone number of the adult that will be supervising the pupil if they are not travelling directly home. This is a requirement of the UKVI.

Please ensure that overseas pupils do not arrive before the published return times in the calendar unless by prior arrangement with RJW.

# THE SCHOOL WEEK

## WEEK DAY ROUTINE **ACADEMIC TIMETABLE**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>CHAPEL / LATIN PRAYER</b>	8.40 - 9.00 Latin Prayer	8.30 - 8.40	8.30 - 8.40	8.30 - 8.40	8.30 - 8.40	N/A
<b>LESSON 1</b>	9.00 - 9.35 Tutor Period	8.45 - 9.35	8.45 - 9.35	8.45 - 9.35	8.45 - 9.35	8.45 - 9.35
<b>LESSON 2</b>	9.40 - 10.30	9.40 - 10.30	9.40 - 10.30	9.40 - 10.30	9.40 - 10.30	9.40 - 10.30
<b>BREAK 10.30 – 10.55</b>						
<b>LESSON 3</b>	10.55 - 11.45	10.55 - 11.45	10.55 - 11.45	10.55 - 11.45	10.55 - 11.45	10.55 - 11.45
<b>LESSON 4</b>	11.50 - 12.40	11.50 - 12.40	11.50 - 12.40	11.50 - 12.40	11.50 - 12.40	
<b>LUNCH 12.40 – 2.05</b>						
	<b>HOUSE MEETINGS</b>			<b>CHOIR</b>	<b>YEARS 11-13 GAMES PRACTICE</b>	
<b>LESSON 5</b>	2.05 - 2.55	2.05 - 2.55	2.05 - 2.55 SH Roots and Wings Years 9-13 Games	2.05 - 2.55	2.05 - 2.55	<b>GAMES</b>
<b>LESSON 6</b>	3.00 - 3.50	3.00 - 3.50	3.00 - 3.50 SH Roots and Wings Years 9-13 Games	3.00 - 3.50	3.00 - 3.50	
<b>EXTRA CURRICULAR ACTIVITIES / CCF / GAMES</b>	Years 7-9 Games Years 10-13 CCF / Activities	Years 7-9 Activities Years 10-13 Games		SH Games Years 9-13 Activities	SH Activities Years 9-10 Games Years 11-13 Enrichment	

**REGISTRATION:** ALL PUPILS MUST REGISTER BY 8.20AM





## WEEK DAY ROUTINE **BOARDERS**

### MONDAY - FRIDAY

7.45am	All year 9 to be in breakfast
8.00am	All year 10/11 to be in breakfast
8.15am	Up to year 12 to have had breakfast Breakfast ends
8.00 – 8.20am	Electronic registration. State boarding status 01, 02, 03

#### ACADEMIC TIMETABLE

5.30 - 6.30pm Quiet hour.

#### 6.30 – 7.00PM SUPPER

### EVENING

7.10pm	Roll Call for all year groups
7.15pm	Prep begins. You are expected to be in your room working quietly (Year 9 to complete Prep in the Prep Room)
8.15pm	Prep ends Year 9 & 10
8.45pm	Prep ends Year 11 & 12

### BEDTIMES

9.45pm	Year 9
10.00pm	Year 10
10.15pm	Year 11
10.30pm	Year 12

Tutors will ensure that pupils are present at bedtimes.

The house should be quiet by 10.30pm.

### SATURDAY

7.45 - 8.15am	Normal breakfast times
8.20am	Electronic registration. State boarding status
8.30 - 8.45am	Year group breakfast meetings

#### ACADEMIC TIMETABLE

4.00pm	Casual clothes can be worn after 4pm, Boys may go into town
6.00pm	Everyone to be back in House

#### 6.30 – 7.00PM SUPPER

### EVENING

10.00pm	All pupils back in House
10.30pm	Roll call

### SUNDAY

9.00 - 9.45am	Breakfast
Times vary	Roll call at time agreed the night before
10.30am	Chapel - compulsory for those who stayed in on Saturday
11.30-12.30	School Brunch instead of breakfast and lunch (LEAVE WEEKENDS ONLY)

#### 12.35 – 1.15PM LUNCH

6.00pm	All back in House
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#### 6.00 – 6.30PM SUPPER

### EVENING

6.30pm	Evensong
8.00pm	Roll Call (time may vary so keep an eye on the notice board)
9.00pm	All back in House
	Normal bedtimes

**BETWEEN 4PM ON SATURDAY AND 9.00PM ON SUNDAY BOYS MUST SIGN OUT AND BACK IN WHENEVER THEY LEAVE FH AND STATE THEIR DESTINATION (APART FROM MEAL TIMES).**



# EXPECTATIONS

## APPEARANCE

### UNIFORM

In and around the House, boys should remain in uniform throughout the day, although shirts may be left untucked and ties loosened for comfort. Around the campus boys should maintain the highest standards of dress. Blazers/Jackets are to be worn, shirts should be tucked in properly, ties and top buttons done up, shoes polished etc. Blue blazers should be worn for all formal occasions, Sunday Chapel, matches and for showing visitors around. School uniform should be worn on buses.

Jewellery is not allowed. RJW reserves the right to issue boys with uniform cards if their appearance gives rise for concern.

Members of the lower sixth may change out of uniform at the end of games or activities, unless they are going home at that time. Boys in years 9, 10 and 11 can change for supper.

Correct Blundell's games kit should be worn to and from all games, and it should be clean. FH kit should only be used for inter-house events or casual wear. Boots must not be worn around



the House. They should be removed at the door and stored in the boot room, not in dorms or studies. Dirty kit is not to be taken to the dorms.

### SCHOOL SHOP

The School Shop has a range of equipment. Please check the school website for opening times for the Autumn 2024 term. During school holidays the shop is open by appointment. Parents should ring Felicity on 01884 232316 or email [shop@blundells.org](mailto:shop@blundells.org) to make an appointment.

The shop is located next to the visitor carpark. Articles may be bought by the pupils for cash or charged on the school bill. Pupils of course, should let their parents know what they are buying.

### HAIR

Extreme hairstyles are not permitted at Blundell's. For boys, this means that they are to wear their hair short and of their natural colour. Boys may be sent to have a haircut/re-colour at the discretion of RJW. Boys wishing to cut their own hair are to seek permission from RJW in advance.

## BASIC COURTESIES

**Pupils are expected to be courteous at all times. Below are some of the basic courtesies.**

- Greet people: all members of staff and all visitors to the School.
- If you notice visitors to the school looking lost, offer to help them. 'Can I help you' is often adequate.
- If visitors come into your study or a room where you are sitting down, or come up to you when you are sitting on a bench outside, you should stand up.
- If you approach a doorway at the same time as adults or visitors, you should allow them through the doorway before you go through.
- Open doors for adults and let them go through first.
- It is courteous to allow women to precede men through doors.
- Take your hands out of your pockets when talking to members of staff, other adults or School Monitors. When singing hymns or the National

Anthem; when walking in and out of Chapel; when prayers are said and on similar formal occasions it is inappropriate to have your hands in your pockets.

- Listen attentively to people when they are speaking to you; look interested; do not interrupt until it is your turn to speak. Speak up clearly, and look up, when you are talking. It is considered courteous to look people in the eye when you are talking to them.
- If you are going to miss an engagement, whether it be a meeting, a lesson, a games session or anything else where your attendance is expected, it is appropriate that you should excuse yourself in advance, either in person or in writing. A polite e-mail would usually suffice.

- Respond promptly, in writing, whenever you receive a written invitation for a school or private function. A written note of thanks to your host or hostess is always appropriate when you have been entertained for a meal or a party. A written note or e-mail to a member of staff who has organised a trip or an expedition is also an appropriate way to express your appreciation.

- The greatest courtesy of all is merely to add 'please' to all requests and 'thank you' for all services rendered. 'I am sorry', said sincerely, helps when things have gone wrong.



# ACADEMIC ISSUES

## LESSONS

Pupils must be well organised in their approach to lessons. Books, pencil cases, calculators, prep etc. for the first two lessons of the day must be taken to Chapel. Pupils need to be similarly equipped after break and lunch. Teachers may send a pupil all the way back to House should they fail to have everything they need in a lesson.

## PLANNER

Every pupil in the school is issued with a planner when they start the school year. The planner contains useful information about the school as well as providing a mechanism to help pupils organise themselves. Pupils and Staff work together on developing and

improving planner content each year. We would encourage parents to work with their son or daughter to help them with their academic progress. The pupil should use their planner to record their homework and other related matters.

## PREP ROUTINE

All boys complete their Prep between 7.15pm and 8.45pm in their own dormitories. Supervised Prep does run in the Prep Room for Year 9 and those boys who are unable to manage themselves successfully in their dormitory. This is run by the Tutor or Monitor on duty.

A Tutor or Monitor will also walk around the house to offer help to those that need it and to ensure that boys

are working effectively. Boys are able to use the house computer room with the permission of the Tutor or Monitor on duty. Boys should be at their desk throughout prep time.

## TUTORS

Pupils meet with their tutor once a week during period 1 on Mondays after Latin Prayer and after House Meetings on a Tuesday. There will also be other opportunities during the week when tutors and tutees can get together.



# DOMESTIC ARRANGEMENTS

## FULL BOARDERS – REQUIRED ITEMS

In addition to the listed uniform and sports kit, boys coming to FH will require the following:

- Casual clothes – two or three sets, including a set of smart casual (not jeans and t shirt!)
- A padlock to secure a lockable drawer in dorms.
- Two named duvet covers - duvets, pillows and protectors will be provided from September. If pupils wish to bring their own, they will need to have a minimum fire rating of 2.
- A medium sized net laundry bag.
- Money - pupils should keep only a small amount in their possession. There is a House safe for security of larger sums.
- A named bedside/desk lamp.
- An alarm clock.
- School equipment (stationery) for use in lessons in a named pencil case, including a scientific calculator (available from school).

Personal televisions, kettles, heaters, etc are not allowed.

## WEEKLY/FLEXI BOARDERS – REQUIRED ITEMS

Only those items of clothing and kit required until the next return home should be brought to school. In addition to this flexi boarders may need the following:

- A padlock to secure a lockable drawer in your room.
- Two named duvet covers - duvets, pillows and protectors will be provided from September. If pupils wish to bring their own, they will need to have a minimum fire rating of 2.
- A medium sized net laundry bag.
- Money - pupils should keep only a small amount in their possession. There is a House safe available if needed.
- A named bedside/desk lamp.
- An alarm clock.

Flexi-boarders are most welcome to use the school laundry system. Bear in mind that the laundry takes two or three days to process so boys will need enough clothes to tide them over. We have two washing machines in House that are not to be used by the boys. However, should a student need something washed urgently, Matron will usually oblige.

## DAY PUPILS

Day boys will have their own area and a limited amount of either drawer or shelf space. School books and equipment may be kept in House, also sports shoes. All other equipment should be brought to and from school on a daily basis.

Labeled kit is rarely lost and nearly always turns up in the boy's personal "pigeon hole" located by Matron's room. If another boy's clothes are accidentally (or otherwise) taken home, please remember to return them as soon as possible.

## STUDY/DORM RULES

Each student has their own space in FH to study and keep their belongings. Many are lucky enough to have their own room whilst others will share. Everyone is entitled to privacy. Boys should not borrow things without asking, and there is no reason to go through other people's property. Boys should not enter a fellow student's room without him being present. **No boy or girl from another house is allowed into the FH dorms.**

Personal items and clothes need to be kept tidily and in a well-organized way. Domestic staff need to be able to see the floor in order to clean it and fire escapes must not be blocked.

We encourage boys to decorate their room and make it homely. Tasteful posters should be placed on noticeboards, using pins or Blue Tac. Please do not place posters on the walls.

Any damage (including graffiti) or breakages that occur in FH should be reported immediately to RJW. It is always better for everyone if boys own up straight away for causing damage. The damage has to be made good and this may be at a cost to the individual(s) concerned. Repairs for deliberate acts of vandalism will always be charged to the individual who can also expect some form of punishment to ensue.

## WASHING

Each year group has its own shower block in the House. It is expected that boys will make regular use of these facilities. They will not be nagged unless others start to complain!

## LOST PROPERTY AND LABELS

Everything a boy brings to school should be named, ideally as follows: "A. Name (FH) or (Francis House)". Please label all items before they are brought in.

If possessions are not named, it is highly likely that they will go missing; there are literally thousands of items in the house and it is impossible to keep track of those without labels. We do operate a Lost Property system in the house which the Matrons look after, if boys lose any item they should see Matron but also let RJW know.

## FOOD

### DINING HALL ROUTINE

It is a House Rule that all School Meals (except Sunday breakfast) must be attended.

Pupils may cook snacks in their kitchens but not as a substitute for school meals and only with permission. Pupils are to clean up and wash-up after themselves.

### ORDERING IN FOOD

Pupils are allowed to order take-out food at certain times during the week. Details of this will be displayed in House.

## PERSONAL PROPERTY AND INSURANCE

Theft is very rare but it is not a good idea to bring high value items to school. Laptops should be covered under home insurance and the school recommends that expensive items are security marked, which can be arranged by the school. All passports, travel tickets and large amounts of money must be handed to RJW to be kept in the safe.

## POCKET MONEY & VALUABLES

Each House has a card payment machine and pupils are encouraged to use this facility. Pocket money may also be deposited in House banks or kept in a High Street bank account and pupils are strongly advised not to carry more money than they need on a daily basis. Pupils must safeguard their private banking arrangements and should not lend bankcards or reveal PIN numbers to other pupils.



# HOUSE FACILITIES

## LOCKABLE DRAWERS

Boarders in Francis House have lockable drawers available for each pupil and so a tuckbox should not be necessary.

## LAPTOPS

When working in the House all computers, laptops, tablets etc will have access to the school intranet via Wi-Fi. If pupils bring their own device to school, they should follow the instruction displayed in House for the Blundell's Bring Your Own Device' (BYOD) scheme to connect to the intranet. Parents are asked to ensure that the relevant security and safeguarding procedures are in place when pupils connect direct to the internet.

## CARS AND PARKING

The Dog-Run can get very busy at key times so please drop/collect and move on as quickly as possible. There is a 'one way' system in operation and we would ask that parents only ever approach FH by car from the Dog-Run entrance opposite Tidcombe Lane. There are, unfortunately, no parking facilities at FH so if a stay is to be of any length, it is best to park in the main school car park and walk up to the house.

For most School visits, we would ask parents to park behind Big School i.e. on the north side of the road. For matches it may be more practical to park in the Prep School car park, particularly at weekends. If parents are visiting the Head, they are most welcome to park in front of the Clock Tower.

## TELEVISION

There is a smart TV in the Common Room. The television must be switched off during lesson time, games, activities, prep and after 10.30pm in the week. The House has a Now TV subscription and pupils are able to log into their own Netflix accounts with the permission of RJW.

## COMPUTERS

There are 5 computers in FH, all in the Computer Room. All are connected to the school Intranet which has the appropriate security measures in place. Wi-Fi is available throughout the House, and indeed across the whole school campus. The House printer is also located in the Computer Room.

## GAMES ROOM

The games room on the ground floor has one table tennis table, a snooker table and a games console. The games room may not be used during prep, lessons or after 10.30pm.

## KITCHEN

There is a kitchen on the ground floor, which boys are welcome to use. They should switch off the cooker after use and wash up after themselves. The kitchen is closed at meal times.

## HOUSE GYM

The House Gym is for the use of Year 11 and Year 12 only. Boys may only use it after they have been through an induction and never on their own. It is out of bounds to other members of the house as it is a potential safety hazard if not correctly used. Boys must report any damaged equipment and accidents to RJW and ensure the gym is tidy when they leave it.

## THE PATCH

The FH patch is an area of grass adjacent to the house where boys can play soccer, volleyball or just sit in the sun and relax at the picnic table (or work!).





# WELFARE & PUPIL SAFETY

## MEDICAL ISSUES



Blundell's has a highly skilled medical team, led by our School Doctor and a Senior Nurse, who operate from a state-of-the-art Medical Centre. The Medical Centre was built in 2018, is equipped with extensive, modern equipment, and has its own specialist building that is well-located in the centre of our campus.



### THE MEDICAL CENTRE

Blundell's Medical Centre is staffed by a team of 7 qualified nurses led by Senior Nurse, Caroline Edwards. The Medical Centre is fully staffed Monday to Saturday 08:00- 18:00hrs with on-call cover outside these hours. The Medical Centre is also able to accommodate pupils who need to stay overnight due to illness, with overnight staffing in these instances.

#### Contact details

- Email: [medical@blundells.org](mailto:medical@blundells.org) or [seniornurse@blundells.org](mailto:seniornurse@blundells.org)
- Phone: 01884 232422
- Address: Medical Centre, Blundell's School, Blundell's Road, Tiverton EX16 4DR

The School's lead medical officer is Dr Frank O'Kelly from Clare House Surgery in Tiverton. Clare House Surgery provides medical support throughout the school year. Additional medical support is also available from Tiverton Hospital at the Urgent Care Unit (approx. 2 miles away) and from the Royal Devon and Exeter Hospital (approx. 20 miles away).

The Medical Centre runs a doctor's surgery at lunchtime 12.30-14.00 Monday, Wednesday and Friday, where either Dr O'Kelly or another Clare House

doctor is available to see boarders with medical concerns. All full and weekly boarders are automatically registered at Clare House Surgery. The nurses will see all pupils as walk-ins and refer where necessary for further medical review. If a pupil becomes unwell or is injured, all attempts will be made to contact their next of kin. The pupil will be cared for in the Medical Centre or taken to hospital, if required.

The Medical Centre exists to support and care for all pupils, although the exact nature of this will vary dependent upon boarding status. Full and weekly boarders are effectively patients of the Medical Centre, and all appointments and associated transportation will be arranged as needed. In the event of illness, flexi boarders will also be cared for in the Medical Centre if they are boarding that night. Otherwise next of kin will be contacted to collect for home. Flexi boarders and day pupils remain patients of their own GP surgery, and while the Medical Centre will always take care of pupils taken ill or injured at school, parents or guardians will be contacted to collect from school if pupils become injured or unwell during the school day.

Every House in school is allocated a named link nurse, as identified on the Medical Centre notice board in each House. The link nurse liaises with the House staff regarding medical conditions or health related issues with pupils. Our school counsellor, Vicky Hughes is also available to every pupil throughout the week. Pupils can contact her directly on [vlh@blundells.org](mailto:vlh@blundells.org) or an appointment can be arranged through the Medical Centre. During the Autumn and Winter terms, all matches are attended by an outside First Aid Agency who provide pitch side assistance and transportation.

### ILLNESS

Parents should not send their child to school if they are unwell. If a child has vomiting/diarrhoea symptoms parents should keep them away from school for 48 hours after the last episode. The Medical staff are happy to advise parents on 01884 232422.

### PERSONAL MEDICATION

If a child is prescribed medication, parents should ensure that it is handed to Matron in its original packaging, in sufficient quantities for the time the child is at school. If the pupil is over 16, they



have an option to self medicate but they must have signed the 'Self Medication Consent Form' at the Medical Centre. If the pupil is under 16, or is over 16 and not self medicating, Matron will supervise the administration of the medication.

### **ABSITS**

Absits either exclude or restrict pupils participating in sporting/school activities. These are issued through the Medical Centre following an assessment from either the nurse or the doctor. The following absit categories are used:

- **RED (OFF SPORT):** issued for a physical/sporting injury, such as a fracture
- **YELLOW (RESTRICTED SPORT):** issued for restricted sport participation, such as a sprain
- **ORANGE (GRADUATED SPORT):** issued for those on a graduated return to play, following a head injury

Pupils must attend all games sessions to show their Absit to their games coach and explain why they can't take part in the session. It is not acceptable to ask another pupil to excuse them from a session. If a pupil is unable to walk to the games session for medical reasons, they should see a Houseparent or Matron to explain the situation. If a pupil is housed in the Medical Centre, this will automatically be recorded on the system and coaches won't expect them to attend.

### **CHANGES TO PUPILS MEDICAL INFORMATION**

It is the responsibility of parents/guardians to keep the Medical Centre updated of any changes to a pupil's health and medical requirements for school, and it is very important that the Medical Centre is notified of any such changes as soon as is practicable. Medical information held by the school can be checked by parents on the Parent Portal. Any updates or amendments can be made by contacting the Medical Centre directly or a notification via the Parent Portal.

## **PERSONAL PROBLEMS**

In line with the Children Act 1989, this procedure is designed to help pupils deal with any personal problems that may arise. At Blundell's, many different people are available and willing to help with any worries and difficulties that pupils might experience during their time with us.

### **HEALTH**

If pupils are in any way worried about their health, they should seek the help of the Medical staff or the School Doctor who visits the School every day for morning surgery. All information given to the Doctor and Medical Staff is treated in strict medical confidence.

### **WORK**

Any problem about work should be discussed either with the teachers concerned or, if necessary, with Tutors. Tutors will always approach other members of the Common Room on a pupil's behalf if they find it difficult to do so.

### **SUPERVISION IN THE HOUSE**

It is the norm that there is adult supervision in the boarding houses, however, it is recognised that there may be odd occasions when staff have other commitments and this is not possible. In these cases, contact details for a member of staff on Campus are posted on the electronic noticeboard. All boys should make a note of RJW mobile number (07972 149165), this is always on and can be called at any time, day or night, in the event of an emergency.

### **FIRE DRILLS**

The procedures for what to do in the event of a fire are posted around FH. Pupils should ensure that they know where these are and familiarise themselves with these procedures. Fire drills take place on a regular basis at any time of the day or night. We will do a fire walk-through sometime in the first week. It is important that pupils evacuate the house if the fire alarm sounds continuously; everyone should assemble on the grass outside the sports hall in Year Groups and in silence. Remember, if the alarm sounds at night, wear something warm – pupils could be outside for a while, footwear is vital! The testing times of the fire alarm system are published on the Matron's noticeboard.

### **SAFEGUARDING POLICY**

Blundell's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### **THE DESIGNATED SAFEGUARDING LEAD (DSL) FOR CHILD PROTECTION**

Mrs Nicky Klinkenberg – Deputy Head (Pastoral)  
Phone: 01884 252543  
E-mail: njk@blundells.org

#### **THE DEPUTY DESIGNATED SAFEGUARDING LEADS (DDSL'S) FOR CHILD PROTECTION**

Mr Matt Radley – Second Master  
Phone: 01884 232304  
E-mail: mrjr@blundells.org

Mrs Tamarinda Winsley – Head of EDI, Head of Drama  
Phone: 01884 232350  
E-mail: tlw@blundells.org

# HOUSE TRADITIONS

## AWARDS PRIVILEGES AND RESPONSIBILITIES

### MONITORS

FH has a Head of House who oversees a team of monitors. Monitors are awarded a tie on appointment. They are a useful resource if boys have a problem or need advice. From time to time boys will be asked to do things by a Monitor. Boys should comply with an instruction unless they feel it is unreasonable in which case see RJW. Monitors can give a boy sides but these have to come through RJW for initialling. Having done them boys should return them to the monitor within 24 hours.

### HOUSE SOCKS

Francis House socks are the lowest tier of award. They may be purchased from the school shop and are available to any pupil who represents the House in an Inter House competition.

### YEAR 9 DUTIES

Year 9 boys have certain duties during their first year in FH. They are expected to help Matron to carry the bread and milk upstairs in the morning. They are also lucky enough to serve the rest of

the house at the Christmas supper! On the Friday before Harvest Festival, it is tradition for Year 9 to help decorate the FH window in Chapel.

### HOUSE HALF COLOURS TIE (GREY WITH PINK ELEPHANTS)

Awarded by RJW to pupils who have made a significant and sustained contribution to the success of FH.

### HOUSE FULL COLOURS TIE (BLACK WITH PINK ELEPHANTS)

Awarded at the RJW's discretion to a pupil who has made an exceptional contribution to FH over the years.

### MOST VALUABLE PLAYER (MVP) AWARD

During most weekly House Meetings there will be an award, usually a Pizza voucher, for a pupil who has made some significant contribution to FH or the school community.

### HOUSE CUPS/TROPHIES

These are awarded by RJW at the final House Meeting of the year.

### THE VERNON CLOUGH TROPHY

- is awarded to a pupil for Artistic Contribution to the House.

**THE CAMPBELL TROPHY** - is awarded to a pupil for 'All Round' contribution to the House.

**THE PHILIP KEUN CUP** - is awarded to the best Athlete in the House.

**THE A.L. FRANCIS AWARD** - is awarded to the boy who, as voted by the Sixth Form, is deemed to have made the greatest contribution to the success of the House.



## INTER-HOUSE COMPETITIONS

### SPORT

The pupils participate in a variety of inter-house sports competitions during the course of the year including hockey, rugby, Tug of War and the campus relay race.

### THE RUSSELL

This is a special Blundell's event. It is the School cross-country race, which was first run in 1877. All pupils in the school will participate to some degree. The race generally takes place on a Saturday in the second half of the Spring Term. It is common to find parents, staff and Old Blundellians taking part. There is always significant parental support.

### THE WILLIAMS CUP

At the beginning of the Autumn term, all Year 9 pupils participate in a weekend residential course designed to promote House bonding and teamwork and instil a sense of interhouse competition. Points are awarded for effort, ingenuity and team work among other skills. The winning House is awarded the Williams Cup.

### MUSIC

Inter-house music or commonly known as the House Song is an evening of music entertainment directed, produced and performed by the pupils of the House. Each house usually performs a number of pieces and incorporates a song in which all house pupils participate. Parents are most welcome to join us for this event, which usually takes place in the Autumn term.

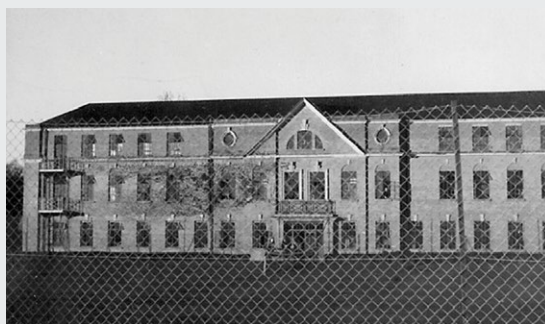
### DEBATING AND PUBLIC SPEAKING

House debating takes place in both the Junior and Senior parts of the School. Motions are often topical and cover both national and international subjects.





# A BRIEF HISTORY OF FRANCIS HOUSE



Begun in 1924, the house was completed in May 1926, and named after the Headmaster, Augustus Lawrence Francis, who had died in the previous year. Its first Housemaster was Rev. Vernon Clough who moved from Cowley Lodge, which was used as a waiting house. Francis House was built for 50 boys, at a cost of £16,500, complete with the 'modern' asset of central heating.

Two of the first boarders were Crew Stoneley and Philip Keun. Stoneley dominated School Sports Days, and later became a member of the British Olympic team at the 1932 Games, when he was one of the 4 x 400m runners that won the silver medal. Philip Keun, the son of a French mother and Anglo-Dutch father, served in the French army during WWII. After the collapse of France in 1940 he became a prominent member of the Resistance Movement, receiving the Croix de Guerre and the Legion d'Honneur. He was captured by the Germans, sent to Buchenwald and executed on Sept 9th 1944. In his honour, a Philip Keun Cup was given in 1946, to be awarded to the best athlete in Francis House. It was no surprise that Francis House won the inaugural Duckworth Relay Races in 1928.

Following Clough's untimely death in 1930, W.R. Lewin took over. As the building was relatively new, very little work needed to be done, but when a fire escape was installed in 1933, one problem found was that it ended 10 feet from the ground! In 1937 Lewin left for the Headmastership of Monmouth School, and T.R.K. Jones, 'Jonah', took over Francis House with a staff comprising a Matron, cook, 6 maids, a gardener and a houseboy. Jones resigned as Housemaster in 1940, and

A.R.B. Thomas was appointed. The House's 180 windows were difficult to monitor in the wartime blackout and on one occasion the authorities charged the School for Francis House's failure to comply.

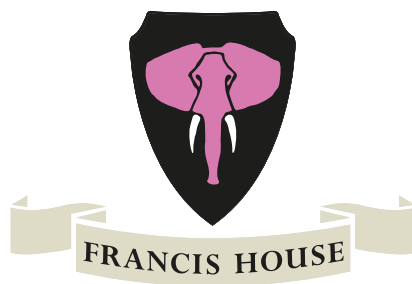
Richard Clement 'Clem' Thomas was a boarder from 1942 to 1947, and while in Francis House he won 4 schoolboy rugby caps for Wales as well as being House Captain of billiards! He went on to captain Wales and tour with the British Lions. Sam Burton took over as Housemaster in 1955, and was soon followed by C.H.P. Silk, who, in turn, relinquished the post to Chris Reichwald in 1958. A Jazz Club was formed in the House in the early 60s, and everyone was welcome 'to come along in soft cool slippers'. Francis House produced some exceptional cricketers during Reichwald's time; Roger Davis, Jeremy Lloyds and Vic Marks. In the same year as Lloyds and Marks left Blundell's, 1973, Chris Reichwald retired from Francis House after 15 years.

In the 1973 summer holiday the House was extensively remodelled, with two dormitories being converted into 12 single and 8 double bedsits, before the new Housemaster, Chris Tomlinson moved in. Chris presided over Francis House's 50th birthday celebrations in 1976. Following Tomlinson's departure in 1979, Paddy Armstrong, a former Housemaster of Milestones, took on Francis House. He remained for ten years before going on to become Director of Studies, Overseas Marketing Director, etc., and Rod Tranchant took his place at Francis House. Rod started the School's 6th Form Club and, against all expectations, made it both profitable and restrained.

In 1993 Norman Ridgeway, 1st XV coach and Director of Sport, established a strong sense of competition amongst the boys who never lost the Russell Cup in his 15 years of tenure. In 2008 Charlie Hamilton, an Old Blundellian himself, ensured no tradition was lost, and set about broadening the interests of the House with his abundant energy and humour. Charlie's successor, Tim Worthington took over in September 2019 and brought a new set of eyes and a wealth of experience of the boarding setting. Richard Walter took over in 2023. Richard was Head of Boarding at Harrow International School Bangkok before his move to Blundell's. He has a passion for teaching and working with young people in general. He coaches and trains the basketball boys first team at Blundell's.

## HOUSEPARENTS

1926-30	REV. V. CLOUGH
1931-37	W.R. LEWIN
1937-40	T.R.K. JONES
1940-55	A.R.B. THOMAS
1955-56	S.H. BURTON
1956-58	C.H.P. SILK
1958-73	C.T. REICHWALD
1973-79	H.C. TOMLINSON
1979-89	P. ARMSTRONG
1989-93	R.S. TRANCHANT
1993-2008	N.J. RIDGWAY
2008-2019	C.M. HAMILTON
2019-2023	T.R. WORTHINGTON
2023-	M.J. WALTER



*"The game is greater than the player,  
the ship is greater than the crew."*



Blundell's School  
Tiverton  
Devon  
EX16 4DN  
[www.blundells.org](http://www.blundells.org)

