



# Gorton House

## HOUSE INFORMATION 2024-25



Blundell's

FOUNDED 1604





# CONTENTS

<b>HOUSE STAFF</b>	<b>4</b>	<b>DOMESTIC ARRANGEMENTS</b>	<b>14</b>
<b>CONTACT INFORMATION</b>	<b>5</b>	START/END OF TERM ARRANGEMENTS	15
<b>THE SCHOOL CAMPUS</b>	<b>6</b>	<b>HOUSE FACILITIES</b>	<b>15</b>
<b>COMMUNICATION</b>	<b>7</b>	<b>WELFARE &amp; PUPIL SAFETY</b>	<b>16</b>
<b>THE SCHOOL WEEK</b>	<b>8</b>	MEDICAL ISSUES	16
<b>ROUTINES</b>	<b>10</b>	PERSONAL PROBLEMS	17
<b>EXPECTATIONS</b>	<b>12</b>	<b>HOUSE TRADITIONS</b>	<b>18</b>
APPEARANCE	12	<b>HOUSE HISTORY</b>	<b>19</b>
BASIC COURTESIES	12		
ACADEMIC ISSUES	13		





*"Nothing ventured, Nothing gained"*

# WELCOME TO GORTON HOUSE

A warm welcome to GH!

I hope your years in the House will prove to be a happy and rewarding ones and this Handbook will help answer many of the questions that you will have especially in the first few weeks. The beginning of term can be very overwhelming and hectic, but you must remember that you are now part of a community, all of whom have all been in your position and everyone is here to help. It is this spirit, which makes GH such a kind family.

In GH, our motto is "Nothing ventured, nothing gained" and events throughout the year will help to encourage all the girls to participate and support each other, so that every girl is able to feel empowered. From sporting success, inter-House debating, academic achievement or musical talent and acting moments, there is always something for the girls to try and in GH we want to see you at your best. The girls in GH are very supportive of each other and there is a strong sense of family at the heart of our House, with older girls taking a caring role towards the younger pupils. Our House emblem is the Hummingbird and we hope that each girl will strive for the characteristics associated with this bird which are persistence, independence, and optimism.

Living amongst a group of eighty plus girls can sometimes be an intense experience but it can also be one of the most rewarding and fun times you will have. An amazing community develops within GH and through tolerance, respect, and kindness towards each other we always find the GH girls smiling and in good spirits.

Please take the time to read this Handbook and you will hopefully find all your answers, but remember we are always here, if you are unsure, then please do ask!

I look forward to getting to know you and seeing your achievements in the future.

*Sarah Holman*

**Mrs Sarah Holman**  
HOUSE PARENT GORTON HOUSE



# HOUSE STAFF



**Mrs Sarah Holman (SH)**  
HOUSE PARENT

As Houseparent Mrs Holman takes overall responsibility for GH. All members of the House are her concern. Mrs Holman teaches Geography and together with her husband, have two children and George, the labrador.



**Mr Robert Holman**

Mr Holman is actively involved in supporting and helping to run GH.



**Miss Shona Harris**  
RESIDENT TUTOR

Miss Harris teaches in the PE department and is a talented sportswoman from hockey to swimming and many more! She lives in the ground floor flat of GH.



**Miss Lucy Richards**  
RESIDENT TUTOR

Miss Richards teaches German. She lives in the first floor flat.



**Mrs Jackie Hayes**  
MATRON

Mrs Hayes (Mon – Wed, Sat) and Mrs Gear (Thu – Sat) both work part time and run the domestic side of things (laundry, clothes, medicines, pastoral care of pupils, etc) from room next to SH office. Matrons are in the House between 8.00am and 5.30pm Mon-Fri and 8.00am – Midday on Saturdays. If a pupil feels ill during the course of the day and comes back to house, they must see Matron. If she is not around (there will normally be note on her door) then pupils should go to the Medical Centre. They are both good listeners if girls have any other problems.



**Mrs Lyn Gear**  
MATRON

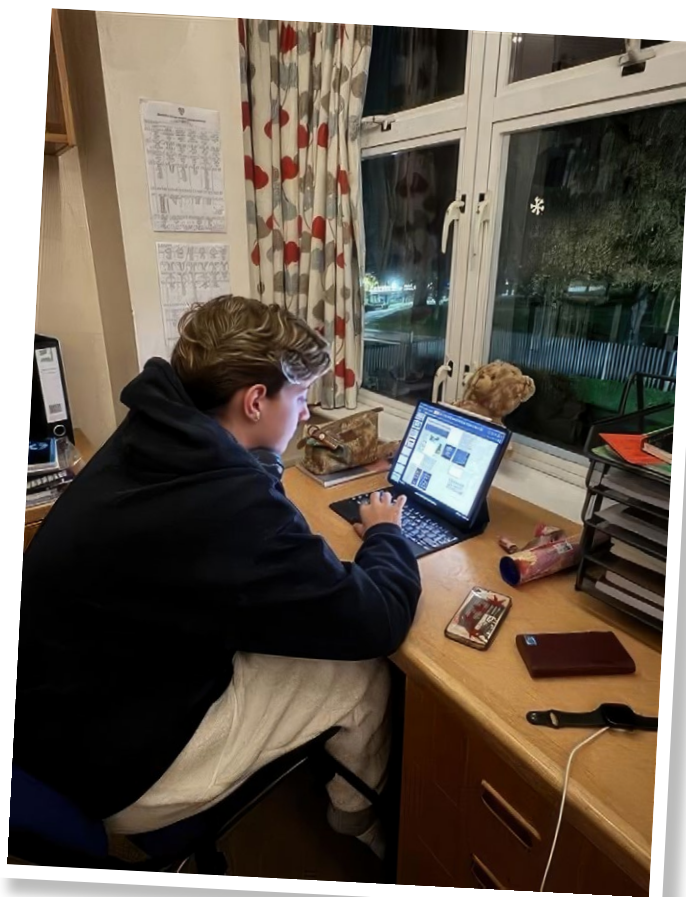
## DOMESTIC TEAM

Pauline, Becky and Gerry – work incredibly hard to keep GH clean. Pupils are asked to keep the house tidy in order that they can do their job properly.

## 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 SH or the pupil's Tutor. However, it is also perfectly acceptable to contact the Head with any questions or concerns.**

### CONTACT DETAILS:

#### SH MOBILE:

**07980 910022**

#### SH OFFICE:

sh@blundells.org

**01884 232319**

#### GH HOUSE MATRONS:

(from 8am to 5.30pm Monday to Friday, Saturday 8.00am to 11.30am) **01884 232360**

**gorton@blundells.org**

Please ring Mrs Hayes or Mrs Gear after 8am if a student is going to be late or absent or alternatively please email gorton@blundells.org

#### SENIOR SCHOOL MAIN OFFICE:

**01884 252543**

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

#### MEDICAL CENTRE:

medical@blundells.org

**01884 232422**

### POSTAL ADDRESS:

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

Please do not address post directly to Gorton 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 main corridor, please do pay attention to these. Daily notices are displayed on the electronic noticeboard near the main GH entrance. It is important that girls check these when they 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:

- All girls must register their phone number with SH 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, please ring the office number (01884 232319).

- 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 a defined 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) the Houseparent, Matron or Duty Tutor can relay any message. All pupils will be given their own email addresses.

## POST

Girls' post will be placed on the table at the foot of the main stairs for them to collect, or distributed by Matron. Post should be sent to the main school address – not GH: **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). If a pupil needs to see Mrs Holman for a chat then they should come into the office. If she is not there, then they are welcome to come into the private side of the house at any time. They should knock, wait and then walk in. The best way for parents and guardians to contact SH is by e-mail ([sh@blundells.org](mailto:sh@blundells.org)).

AT NIGHT: If a pupil is unwell overnight they should knock on the private side (or ring SH mobile) or go to the Resident Tutors' flats.



## 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 GH by 8.20am at the latest and enter their boarding status electronically.

### 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 **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 girl to tell her parents she is staying in school, when she 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 her 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 SH know.

### SIGNING IN AND OUT

If pupils have permission from SH 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 SH (01884 232319) before 8.00am or Matron (01884 232360) 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.

### THE ROAD

Years 9, 10 & 11 may only cross Blundell's Road at the Pelican crossing opposite Big School. To reach the crossing at Big School Years 9 and 10 must follow the paths behind North Close. Year 11 and Year 12 may walk down the pavement on Blundell's Road. 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.

### DUTY ROTA

The duty rota is displayed on the noticeboard in the main GH corridor and foyer. This provides contact information and the name of the member of staff who you should contact when SH is not available. Information is also displayed on the whiteboard in SH's office.

### 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 10.30am or at 6.30pm. 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; 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 GH and you are welcome to visit other Houses, as detailed below:

- **Girls must always sign out and back in.**
- Visitors are only allowed in the Big Common Room and Yr 9+10 kitchen. Permission must be gained from SH if visitors need to use the kitchen facilities.
- **No visitor is allowed upstairs or in a girl's room unless they have permission from SH (including parents).**
- Other Houses have similar areas for visitors, pupils should stick to these or they will be sent back to GH.
- **Girls 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 SH 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 **and is only for overseas boarders.**

### INTERNATIONAL PUPILS

Whenever pupils leave school, SH needs to have the details of all travel arrangements and accommodation from leaving GH 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 SH.

# 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>						
	HOUSE MEETINGS			CHOIR	YEARS 11-13 GAMES PRACTICE	
<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	TV switched off. Formal roll taken by duty tutor
7.15pm	Prep. Mobiles switched off
8.15pm	Prep ends Year 9 & 10
8.45pm	Prep ends Year 11 & 12 Out of House Mon/Tues/ Wed/Fri (see page 9)

### BEDTIMES

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

The House is quiet!

### SATURDAY

7.45 - 8.15am	Normal breakfast times
8.20am	Electronic registration. State boarding status
8.30am	House meeting time, if required

#### ACADEMIC TIMETABLE

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

#### 6.30 – 7.00PM SUPPER

### EVENING

8.00pm	Roll Call
10.00pm	All pupils back in House. 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

By 1.00pm	Electronic Registration
6.00pm	All back in House

#### 6.00 – 6.30PM SUPPER

### EVENING

6.30pm	Evensong
8.00pm	Roll Call (time may vary so keep an eye on the notice board) + thumbprint
9.00pm	All back in House
10.00pm	Roll call - Years 10, 11 and 12
	Normal bedtimes - House quiet by 10.30pm

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



# EXPECTATIONS

## APPEARANCE

### UNIFORM

In and around the House, girls should remain in uniform throughout the day. Pupils are expected to look clean and tidy and every effort should be made to conform to the school rules regarding uniform especially jewellery. Blue blazers should be worn for all formal occasions, Sunday Chapel, matches and for showing visitors around. School uniform should be worn on buses. Make up should be discreet. Shoes must be plain black leather and appropriate for day wear. They should have a proper sole and heel. SH reserves the right to issue girls with uniform cards if their appearance gives rise for concern.

Year 12 may change out of uniform at the end of games or activities, unless they are going home at that time. Girls 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. Gorton House kit should be worn for inter-house events or casual wear. Boots or spikes must not be worn around the House. They should be removed at the back door and taken



to the main shower room on the ground floor to dry. All wet kit and 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 girls, this means that they are to wear long hair tied back off their face and of their natural colour. Years 9 and 10 to wear their hair off their face during the school day.

## 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 three lessons of the day must be taken to Chapel. Girls 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. The pupil should use their planner to record their homework and other related matters.

### PREP ROUTINE

Gorton House runs supervised prep for Year 9 whilst Years 10-12 complete prep in their dormitories. Prep runs from 7.15pm - 8.45pm.

There are duty monitors (Y12) on duty along with a duty member of staff each evening.

Year 12 may use the Library if needed (they must remember to sign in and out) and there is a computer room with printers, accessible to all girls in the House. Prep should be in a quiet environment with minimal movement around the House.

### 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 girls coming to GH will require the following:

- Casual clothes – two or three sets, including a set of smart casual
- 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 - girls should keep only a small amount in their possession. There is a House safe for security of larger sums. We encourage all girls to have a bank account where possible that they can use.
- 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 - you should keep only a small amount in your possession. There is a House safe available if needed.
- A named bedside/desk lamp.

## LAUNDRY

Full/Weekly and 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 girls will need enough clothes to tide them over. We have two washing

machines in House that are not to be used by the girls. However, should a student need something washed urgently, Matron will usually oblige. Any queries regarding laundry, please speak to Matron.

## DAY PUPILS

Day girls will have their own room and a limited amount of 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 or kept within a locker.

Day girls are not expected to remain on the school campus beyond 5.30pm unless they are participating in a school activity. The School day finishes at 5.30pm Monday, Tuesday, Thursday and Friday and 4.00pm or after games/matches on Wednesday and Saturday. Failure to sign out will result in a phone call home and probably 'sides' the next day.

**Day pupils cannot stay nights in GH (unless there are special circumstances).**

We do not expect to find any pupils, day, flexi or boarding, pubbing or clubbing in town during the School's working week. Please support us in this; we like to integrate our day and flexi pupils as much as possible and it is only fair that the same rules apply to all.

## STUDY/DORM RULES

Each student has their own space in GH to study and keep their belongings. Everyone is entitled to privacy. Girls should not borrow things without asking, and there is no reason to go through other people's property. Girls should not enter a fellow student's room without her being present. **No boy or girl from another house is allowed into the GH dorms.**

Personal items and clothes need to be kept tidily and in a well-organised 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 girls to decorate their room (battery LED fairy lights only) and make it homely. Tasteful posters should be placed on noticeboards, using pins. Please do not place posters on the walls.

Plug sockets must not be overloaded. Any electrical appliances will need to be safety checked (no kettles, televisions, heaters etc). Hair straighteners or curling tongs are permitted but they must have a thermostatic cut off.

Any damage (including graffiti) or breakages that occur in GH should be reported immediately to SH or Matron. It is always better for everyone if girls 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

There are showers for each year group within the boarding House along with four baths

## LOST PROPERTY AND LABELS

Everything a girl brings to school be named, ideally as follows: "A. Name (GH) or (Gorton House)"

Last year the matrons sewed on over 2000 labels that should have been done before the items came to school! If possible, please label all items before they are brought in.

If a girl's 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 any item is lost please see Matron.

## 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.

### 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.



# HOUSE FACILITIES

## CARS AND PARKING

For the safety of the pupils, parents are requested that apart from the first (and last) day of term, girls must not be dropped off or collected from outside the Bursary.

Girls should be dropped off in the **main school carpark** behind Big School and walk to the House using the paths behind North Close. 5.30pm for day, 7pm (tea) or at 9.00pm (prep). If a girl is going to stay at another girl's house, SH must be informed and have permission from both sets of parents / guardians.

## PERSONAL PROPERTY AND INSURANCE

Theft is very rare but it is not a good idea to bring overly priced 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 SH to be kept in the safe.

## POCKET MONEY & VALUABLES

Pocket money should 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.

## 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.

## TELEVISION

There are several TVs in GH. The television must be switched off during lesson time, games, activities, prep and after 10.30pm in the week.

## COMPUTERS

There are desktop computers in GH, 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.

## KITCHEN

There are 4 kitchens in GH which girls are welcome to use when they are in the appropriate year group. They should tidy up and wash up after themselves. Girls may use the kitchens for snacks but school meals are compulsory.

Each Year Group is responsible for their kitchens and ensuring they are tidy.

## THE GH GARDEN

The GH Garden is adjacent to the house where girls can play table tennis, volleyball or just sit in the sun.





# 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 white board on SH door. All girls should make a note of SH telephone number (07980 910022), and this can be called at any time in the 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 GH. Pupils should ensure that they know where these are and are familiar with these procedures. Fire drills take place on a regular basis at any time of the day or night, pupils should expect that there will be a fire drill sometime in the first week. It is important that pupils evacuate the house if the fire alarm sounds continuously; everyone should assemble in the Bursary Car park in Year Groups and in silence. Pupils should remember, if the alarm sounds at night, to make sure they are wearing something warm – they could be outside for a while, footwear is vital! The testing times of the fire alarm system is carried out on a weekly basis.

### **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**

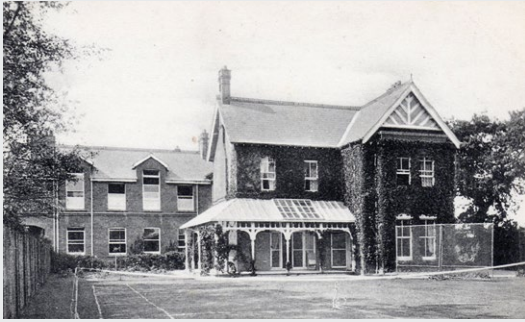
Mr Matt Radley – Second Master  
Phone: 01884 232304  
E-mail: mrjr@blundells.org

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





# A BRIEF HISTORY OF GORTON HOUSE



Gorton House was established in 1977 as Blundell's first girls' house, with Barry and Anne Wood as Houseparents. Its first location was in Blundell's Avenue, taking over Thornton House which had been used previously as a boy's boarding house and as the School Sanatorium. The house was named after the innovative Rev. Neville Gorton, who was Headmaster of Blundell's from 1934 to 1942, when he was appointed Bishop of Coventry. Gorton House started in 1977 with 16 girls, but by 1981 the number had reached 34, of whom more than half were boarders, and a new location was required.

In 1982 the girls and their Houseparents moved into Milestones, which had been the day boys' house. History was made in 1984 when one of the girls, Juliet Trick, became the first female 'Head of School', and two years later another blow was struck when the Gorton House cricketers beat a team led by Charles Noon, with Caroline Robson carrying her bat through the innings. The number of boarders kept rising; from 19

in 1981 to 31 in 1989, and it was decided to add an extension to the house in 1989.

Barry and Anne Wood retired from Gorton House in 1993 after 16 years of tireless and devoted service. Their last few years had seen Claire Marshall and Nicky Coffin as members of the House: Claire was destined to become a globe-trotting TV presenter and journalist, and Nicky was soon to be the School's first girl rugby international. The 'experiment' of co-education had been so successful at Blundell's that a second house, North Close, was opened in 1994.

Meanwhile, Andrew and Heather Barlow replaced the Woods as Houseparents of Gorton House. During their first year they had 53 girls and no residential help as there were no flats in the House. Andrew, the School's Director of Music, soon spotted a young talent in one of the Gorton House girls, Siona Stockel. She was at Blundell's from 1993 until 1995, from where she went on to study Harp and Voice at the Royal Welsh College of Music and

Drama, and is now much in demand as a solo performer.

A further extension was necessary for Gorton House, and when completed was opened by one of its former pupils, Claire Marshall, in September 2003. It contained 10 new bedrooms and 3 bathrooms, and was sufficient to absorb the girls who had been occupying Thornton House. Andrew and Heather Barlow left Gorton House in 2008, having provided a nurturing environment for countless girls during their 15 years as Houseparents. Debbie Hosking left GH in 2018 after ten wonderful years. Sarah Holman is now Houseparent.

## HOUSEPARENTS

1977-93	MR B. WOOD
1993-2008	MRS H.M. BARLOW
2008-2018	MISS D.J. HOSKING
2018-	MRS S. HOLMAN





*"Nothing ventured, Nothing gained"*



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