

SCOTT HOUSE

HANDBOOK

2020-2021



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Welcome to Scott

Scott is not just a place to sleep and study but a home from home – a sociable, secure and happy place where you will soon find your niche.

When you arrive you will be shown to your room or your area of the Dorm if you are joining in Year 9. During term time this space is entirely yours. One of the most important rules of the house is that everyone respects everyone else's personal space, and everyone is expected to be courteous and considerate above all. Beyond that, the rules and guidance in this handbook are mostly common sense, and exist to ensure the safety and well-being of us all.

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Who's Who?

The Housemistress, Matrons and Tutors do all the reminding, encouraging and supporting that your parents do when you're at home – and a fair bit of the worrying, too!

Housemistress	Mrs K Burnett
House MAC Assistant to the MAC	Mrs L Redgrove Mrs J Wotton
Academic Tutors	Mr Penny Mrs P Payne Mrs K Burnett Miss C Harrison Mrs M Rogers
Evening Duty Staff	Mrs K Burnett (HOH) Mrs M Rodgers Mrs J Wotton Miss C Harrison Miss K Lowe (live in tutor)

Mrs Burnett acts *in loco parentis*. She is concerned with the academic, physical and emotional wellbeing of all Scott girls, as well as the general running of the house. She lives in Scott with her husband Dan and their daughters Beth (14) and Naia (11).

Mrs Burnett is helped in the day-to-day management of the house by Mrs Redgrove and the Assistant Matron (Mrs Wotton). During the school day either Mrs Redgrove or Mrs Wotton are always available to help anyone who has a problem, an ache or pain.

House Assembly – 10.15am on Mondays

House registration daily at 10.15am, the House meets with Mrs Burnett in HE3.

Tutor Group Meetings

At 10.20am every Wednesday (plus additional days during the week) you meet with your Academic Tutor, who monitors your all-round progress, and liaises closely with Mrs Burnett in matters about you.

Student Leaders

Every year 2-3 Year 13 girls are elected House Captain and Deputy House Captain. Their responsibilities include:

- Ensuring Scott is a happy and welcoming place where respect, kindness and tolerance prevail;
- Providing a good example and commanding respect;
- Requiring boarders to adhere to house and school rules;
- Liaising with the Housemistress and Matron/Assistant daily;
- Contributing to the smooth running of the House;
- Representing boarders' views and concerns;
- Making sure the Buddy System is working well;
- Acting as pupil ambassador for the House.

In addition, some Year 13 girls are put in charge of House sports and entertainment. One girl from each year group is elected House Council Rep.

The Ladies

Scott Ladies (Carol, Carole, Hannah and Marie) clean the House from top to bottom every day except Sunday. They do your washing and send your dirty linen, towels and clothes to be laundered or dry cleaned. Between them they have been giving comfort and advice to girls like you for over 40 years. We're lucky to have our Ladies; don't take them for granted, and remember to tidy your room before you go to school and to say, "Thankyou".

Registration – The First Rule

Signing Out and Signing In

For safety, you should not go off the school campus alone.

When you leave the House after 3.40pm or at the weekend, you have to do three things:

- Ask permission from duty staff – say where you are going, who you are going with and when you will be back.
- Sign out in the Duty Room when you leave, sign in when you return, and tell duty staff you are back;
- Put your 'T' card in the slotted board in the Corridor by the front door when you are in the house and remove when leaving

If you go away at the weekend you have to sign out in the Duty Room when you leave on Friday or Saturday, and sign in when you return on Sunday evening between 6pm and 9pm.

For organised events a list is posted on the 'Urgent' notice board, and it is your responsibility to sign up to take part.

House Roll Calls

All boarders have to attend all House roll calls. All take place in the Junior Common Room with the exception of the 10pm roll call

Monday – Friday

5.30pm

10pm

Saturday and Sunday

10am (10.45am on Sunday)

1.30pm (Saturday only)

5.30pm (5pm on Sunday)

Going Out

During the Week

From Sunday to Thursday you are encouraged to attend school events; you may attend social events outside school only on special occasions. Given staff permission, Sixth Formers may visit other boarding houses or town after Prep until 10.00pm. All other years must be in the House by 6.55pm - except during the summer, when special permission may be given to play sport outside after Prep.

Leave of Absence

An exeat form must be filled in by you and signed by housemistress if you need to miss school for any reason. The House-mistress normally signs consent forms on behalf of your parents. You must also ensure you have your teachers' permission to miss lessons.

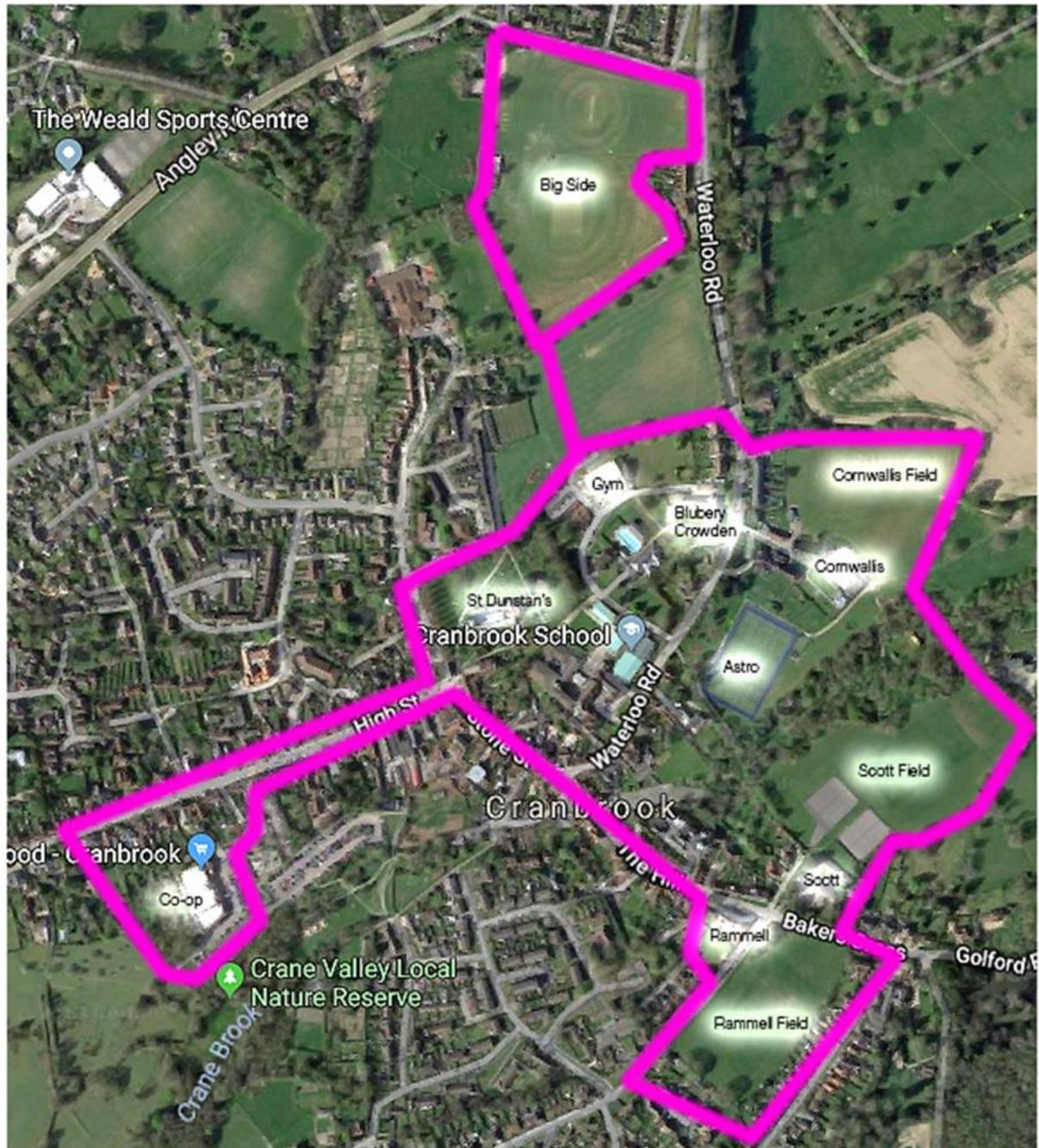
At Weekends

You can go home on a Friday or Saturday and should return between 6pm and 9pm on Sunday evening. We ask you to provide details of your weekend plans by Wednesday night by notifying either the Matron or duty staff. We also require you to get permission from your parent or guardian in the form of a phone call or email to the House by Wednesday night (scott@cranbrook.kent.sch.uk) which ensures that all duty staff and matrons are aware of your plans. If you are going to stay somewhere other than your given UK home address we need to receive a call/email from the host parent/guardian as well as your parents.

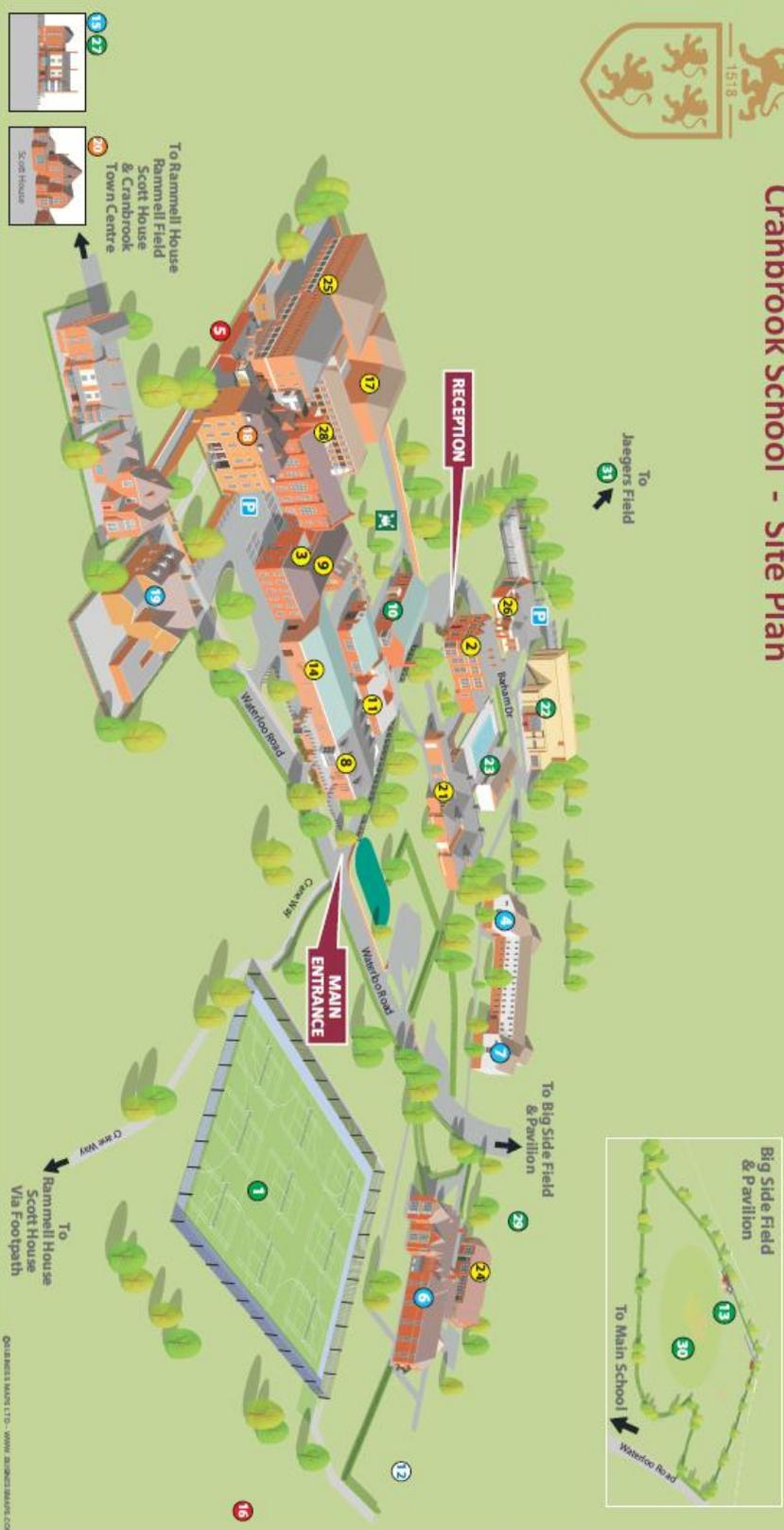
To parties: You may go straight to a party from school provided you have parental permission, **but you may not return to the House until 6pm on Sunday unless you have been given special permission by the Director of Boarding.**

Cranbrook School Boundaries

Below is the map which shows where borders are permitted to be outside of the school day. Borders would need to seek special permission from the Housemistress to be outside of these schools boundaries



Cranbrook School - Site Plan



Cranbrook School
 Waterloo Road
 Cranbrook TN17 3JD
 Tel: 01580 711800
 www.cranbrookschoo.co.uk

- | | | |
|---|---------------------------------|------------------|
| 1 Astro Pitch | 21 Performing Arts Centre | 29 Jaegers field |
| 2 Bannan House Reception / Medical Centre | 22 Sports Hall | 30 |
| 3 Big School | 23 Swimming Pool / Squash Court | 31 |
| 4 Bliskery House | 24 The Coach House | |
| 5 CCF | 25 Westwing | |
| 6 Cornwallis House | 26 Junior Hall | |
| 7 Crowden House | 27 Rammell Field | |
| 8 Dining Hall / Kitchen | 28 Rammell Theatre | |
| 9 Glanville Centre | 29 School House | |
| 10 6th Form Centre | 30 Big Side Field | |
| 11 Horley Block | 31 | |
| 12 Estate Department | | |
| 13 Pavilion (Big Side Field) | | |
| 14 Queens Hall Theatre | | |
| 15 Rammell House | | |
| 16 Shooting Range | | |
| 17 Road Block | | |
| 18 School House | | |
| 19 School Lodge | | |
| 20 Scott House | | |
-
- | | |
|-------------------------|-----------------------|
| SCHOOL | BOARDING HOUSE |
| SPORTS | CCF |
| SCHOOL HOUSE / COTTAGES | MAINTENANCE |
| CAR PARKING | FIRE EVACUATION POINT |

Communication

With Home

You are encouraged to keep in regular touch with home. Parents are always welcome; we prefer visits to be outside Prep/school times.

Scott Duty Room Phone: 01580 711 875 (with Voicemail)

Mrs Burnett burnettk@cranbrook.kent.sch.uk

Mrs Redgrove redgrovel@cranbrook.kent.sch.uk

Scott scott@cranbrook.kent.sch.uk

Visitors

Girls from other Houses are allowed in Scott but only when accompanied by a member of the House and permission **must** be requested from the staff on duty. No visiting girls are allowed in the house during lessons and Prep time, without specific permission. On school days, boys are allowed into the conservatory and the Junior Common Room after 3.45pm and after supper until 6.55pm; at weekends, boys are allowed into the conservatory and Junior Common Room after brunch (12 noon) and until 9pm. The sixth form have their own entrance, which enables them to have guests until later but they must be out of the house by 10pm on weekdays and 10.30pm on Friday and Saturday nights. Guests are not permitted after 8.30pm on a Sunday.

Phones

If you have a mobile phone we ask that you give us the number. You may use your mobile before and after school. Mobiles must be handed for the duration of prep (7-9pm) for years (9 & 10) and then again at bedtime (9.45pm year 9, and 10.15pm for year 10 & 11) until the following morning.

Computers

The Scott Computer Room has networked PCs with filtered internet access and a printer and scanner. There are network access points in every room, so you can use your own laptop and printer to access the internet and your work. The duty room has a coloured printer and this can be used with duty staff permission. There is Wi-Fi available throughout the house.

Personal Items

Valuables and Money

You are discouraged from bringing valuables into school and do so entirely at your own risk. Passports and items of particular value you have to bring to school should be given to the Housemistress for safekeeping. Every desk has a lockable safe – please use it!

You are advised to open a bank account so you can withdraw small amounts of pocket money from the ATM machines in town.

Electrical Appliances

Kitchen appliances, mini-fridges and fairy lights are not permitted in the dorm or studies; there are fridges, microwaves, kettles and toasters in the two House kitchens, though their use is restricted during the school day. Personal electrical equipment you wish to have in your room, such as a CD player/ipod dock station or hair dryer will be tested by the school for safety. You will be asked to destroy or remove any item that fails this test. Adaptors must be of the sequential variety. There is a charge for each electrical item that is tested.

From Home

You should bring your own duvet, pillows and 2/3 bath towels and a swimming towel. Bed linen will be provided for you. You may like to bring posters, photos, ornaments or other decorations with which to personalise your room or area of the dorm. Please don't forget the Blu-tac!; (drawing pins and Sellotape are not allowed).

Please name all your belongings – clothes, linen, electrical items; everything that's big enough to mark.

House Routine

Weekday Routines

07.30-08.15	Breakfast in dining room
08.00	All years 9-11 should have left for breakfast
08.25	All girls in years 9-11 should be in school- electronic registration/all sixth form with a lesson period 1 Year 12 on Personal Study must also be at school during period 1 & 2
08.30	Lesson 1 begins
09.20	Lesson 2 begins
10.15-10.40	House registration for all years in HE3
12.10-13.30	Lunch- rotas on notice board
15.35	End of lessons. You may go to a school club or into town but Years 9 & 10 must check in with duty staff first.
17.30	Roll Call in the Junior Common Room for all years
17.35	Year 9 Supper
17.40	Year 12 & 13 Supper. Only Year 13 may stay and eat in Senior Kitchen, unless permission is sought from duty staff
18.00	Year 10 & 11 Supper
18.55	Everyone back in House after supper
19.00	Prep starts promptly
20.30	Year 9 finish prep
20.45	The remainder of the house finish prep
21.45	Year 9 bedtime (hand in mobiles) with lights out at 10pm
22.15	Year 10 bedtime
22.30	Year 11 bedtime
23.00	Year 12 & 13 bedtime

Meals

Boarders take their meals in the school dining hall; **you must attend every meal.** Vegetarian options are available and there is always a selection of hot and cold dishes. Specific dietary requirements can be catered for. As a year 13 privilege you are permitted to eat in the senior kitchen. Juniors will only be permitted to eat in house if they have made a meal in food technology and have sought permission from the duty staff.

Prep

During evening Prep all boarders are expected to be working in the house.

- You must work independently and quietly throughout Prep, starting promptly 7pm;
- You must work in your study or in the computer room, unless given permission to do otherwise;
- Year 9 all work in the Prep room
- Quiet music may be played at the duty tutor's discretion.
- Years 9-11 must hand in their mobile phones during prep
- Year 9-11 must hand in their mobile phones at bedtime

Free Time

Your free time in the evening is important. After Prep you can socialise in the House common rooms, use the treadmill and cross trainer or the piano, or use the computers. There are two house TVs with Sky+HD, DVD player and a Wii. In summer there are informal games on the lawns outside, the tennis courts are open and there are regular boarders' swimming sessions. If you play music in your room, you must of course make sure it does not disturb anyone else.

The Tutor on duty is always on hand for a chat, or for help and advice. After Prep is a good time to phone or email home. You may access Facebook in the evenings (except during Prep) and weekends, provided we receive written permission from your parent.

As a privilege, provided they have permission from the member of staff on duty, Sixth Formers may visit other boarding Houses, the gyms or town after Prep until 10pm.

Health

The Medical Centre

If you take regular medication, please inform Mrs Redgrove or the Medical Centre (MC) as soon as you arrive. All boarders are registered with the school doctors, Drs 'Harry' who have regular clinics at the MC. If you feel unwell, you should see the House Matron or the member of staff who is teaching you in the first instance. They may refer you to MC nursing staff. The nursing staff may decide you need to see a doctor, or stay in the centre for a few hours or overnight. If you are likely to be unwell for a long time, House staff will arrange for you to go home.

Clinic Times

MONDAY TO FRIDAY

8.00	8.25
10.40	11.00
12.40	13.45
15.35	16.30

If you need medical assistance after the Medical Centre has closed, seek out the staff on duty; if you need assistance after Lights Out, you or a friend should wake Mrs Burnett straight away by ringing the doorbell at the bottom of her flat stairs.

Student Listeners is a confidential service run by students for students via www.studentlisteners.com.

Housekeeping

Duties

Duties such as washing up and tidying the communal areas are shared among the year groups. The Duty Rota changes weekly on Sunday evening. If you are away, you need to make sure your duties are covered by someone else.

Laundry and Dry Cleaning

The girls in Scott have their clothes washed everyday by the Ladies. You need to put dirty clothes in the laundry bins in the drying room; do not leave dirty washing in your room. Most items will be returned clean and dry to your named basket on the shelves outside the music room within 48 hours.

Sheets, pillowcases and towels are sent to the laundry with any dry cleaning you may have at the end of every week. Duvet covers are sent every week. On Friday morning you must put your dirty bed linen, towels in bins provided at the end of the corridors. You should collect your clean linen from the trolley outside of the linen cupboard the same day.

You should wash delicate items yourself, in the Drying Room. Here you may also use the washing machines and tumble dryer between 4.00pm and 10.00pm and at the weekend. Clothes that are slightly damp may be hung up in the Drying Room.

In Case of Fire

As soon as possible, you must take time to read the fire notice on the board in your room or the Dorm. This locates the alarm and fire extinguisher nearest to your room. Familiarise yourself with your exit routes from the building, and work out which is the quickest.

Fire drills are carried out on a regular basis.

ON HEARING THE ALARM:

- 1 Ensure your immediate neighbour is awake and put your shoes on (where possible close windows)**
- 2 Evacuate the building quickly and quietly**
- 3 Move without talking**
- 4 Assemble in the car park in alphabetical order in year groups**

House rules and punishments

- Punishments are handed out by the staff if students behave in a way likely to affect the smooth running of the house.
- All punishments are recorded on the boarding database.
- House punishment will whenever possible be kept for house misdemeanours and school punishments shall not in most cases carry over to the house.
- More serious infractions may result in a fixed term exclusion from school and boarding. These punishments are not given without prior discussion with the senior management team in the school. Parents will always be involved should this stage be reached.

The house duty staff will always liaise with the housemistress about punishments.