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“To be the best that I can with the gifts that I have”
Welcome to a new academic year in Sixth Form Boarding at Queen Ethelburga's Collegiate.

The end of last year was certainly not a normal one due to the Coronavirus, and it has made us even more excited about the new academic year. If you are returning to us we would like to take this opportunity to wish you well and we are very much looking forward to welcoming you back to the Boarding House.

If you are new to Sixth Form, or new to boarding altogether, we understand that you might be slightly apprehensive about the transition to a new environment, but we hope that you will relish the opportunities in front of you to make new friends and try new experiences. In joining boarding in our vibrant Sixth Form, you will become part of a strong community, where participation and success on a range of fronts are highly valued.

Whether you are a talented actor, a musician, an artist, a debater, an academic, some combination of all of these or someone whose range of talents are yet to be found, you will find your niche in Court Apartments.

Boarding in Sixth Form has a strong community atmosphere, but one where we encourage each individual to foster their unique qualities.

This handbook aims to give you an idea of how Boarding in Sixth Form will run this year. Please read and absorb as much of the information contained within this handbook as you can before your arrival, even if you are a returning boarder. You will not be expected to know it by heart, but it would certainly help if you were familiar with it.

Finally, whether you are joining us as a new student or have been a member of our Boarding Houses at QE for years, I wish you all the very best for the rest of your time spent in House.
Boarding Management Team

Miss Blakeley—SLT Boarding Lead

Mr Hay - Head Of Upper Collegiate Boarding

Miss Gibson —Boarding Management Team

Mrs Popovics - Assistant Boarding Management Team—Sixth Form Girls Boarding

Mr Marculewicz - Assistant Boarding Management Team - Sixth Form Boys Boarding
**IMPORTANT CONTACTS**

Please use the following email to contact all of the Sixth Form Boarding Houses:

uppercollegiateboarding@qe.org

**Knightsbridge House (Year 12)**
House Landline
01423 332 188
House Emergency Mobile
07568 641564
Overnight Emergency Contact Number
07511 835873

**Kensington House (Year 13)**
House Landline
House Emergency Mobile
07568 641554
Overnight Emergency Contact Number
07511 835873

**Wembley House (Year 12)**
House Landline
House Emergency Mobile
07568 641563
Overnight Emergency Contact Number
07561 847957

**Waterloo House (Year 13)**
House Landline
01423 332 185
House Emergency Mobile
07568 639937
Overnight Emergency Contact Number
07561 847957

Please use the following address if you would like to send post to your child:

Student Name
Court Apartments
Queen Ethelburga’s Collegiate
Thorpe Green Lane
York
YO26 9SS

Please be aware that the House Teams always endeavour to be contactable, nonetheless, there may be peak periods that the House Teams are out of their offices working with the students.

If there is an emergency situation and you need to contact a member of staff immediately, please do not hesitate to contact the House Emergency Mobile.

All overnight emergencies from the period of the ‘lights out’ time to the ‘wake up’ time the following day should be directed through the Overnight Emergency Mobile.
The following outlines the Sixth Form Daily House routines for the week. It is crucial you follow the timings below:

**Monday to Thursday**

**Mornings**

07:30  
Student wake ups and Common Rooms open

07:30-08:00  
Breakfast served in the Atrium *(optional for Sixth Form)*

08:15  
All bedrooms to be tidied

08:15  
All Common Rooms close and students to leave House

08:30  
Form registration in school

09:00  
Atrium opens for study time.

09:30  
Sixth Form Study rooms open

*Please note that the Boarding House will be locked throughout the school day and students will not be able to return to your accommodation until 16:10.*

**Afternoon & Evenings**

12:00-14:00  
Lunch in the Atrium

16:10  
Academic day finishes / House re-opens to students

16:30-17:30  
Common Rooms and Social Areas open

17:10-18:30  
Dinner served in the Atrium

18:50  
All students to return to House in preparation for a study hour.

19:00-20:00  
Study hour *(no one out of the House unless House Staff give permission).* *(Students must remain in their rooms or in the Study Areas)*

20:00-22:00  
Free time

22:00  
Curfew

22:30  
In own rooms for roll call.

23:00  
Lights out time *(bedside lights on, all ceiling lights and electronics off, silence maintained and students to be in their own rooms, except in the event of an emergency. Anyone found to be using electronics excessively after this time will have them confiscated.)*
House Routines for Sixth Form

Fridays

Mornings

07:30       Student wake ups and Common Rooms open
07:30-08:00 Breakfast served in the Atrium (optional for Sixth Form)
            All bedrooms to be tidied
08:25       All Common Rooms close and students leave House
08:30       Form Registration in School
09:00       Atrium opens for study time.
09:30       Sixth Form Study Rooms open

Please note that the Boarding House will be locked throughout the school day and students will not be able to return to their accommodation until 16:10.

Afternoon & Evenings

12:00-14:00 Lunch served in the Atrium
16:10       Academic day finishes / House re-opens to students
            Common Rooms and Social Areas open

Students on approved Weekend Leave are permitted to leave campus from 16:10. Students must be sure to inform House Staff before departure.

16:30-17:30 School Activity slots
17:00       All taxis departing on Saturday AM must be booked by this point
17:10-18:30 Dinner served in the Atrium
19:00       Students are permitted to order takeaway from this time. Please refer to poster.
20:00-20:30 Roll call at Students Duty Office
22:00       All students must be back in the Boarding House. Y13s off-site must have returned to site by this point.
22:30       In own rooms for roll call
23:15       Lights out time.
HOUSE ROUTINES FOR SIXTH FORM

Saturdays

Mornings
08:00  Common Rooms and Social Areas open
08:30-09:30  Continental Breakfast served in the Undercroft
09:00  All taxis departing on Saturday PM (after 13:00) must be booked by this point
11:30-13:30  Brunch served in the Undercroft

Afternoon & Evenings
14:00-14:30  Roll Call at students Duty Office for everyone who is on campus.
17:10-18:30  Dinner served in the Undercroft
18:00  Sunday morning taxis (08:00-13:00) must be booked by this point
20:00  Roll call at Duty Office for every student who is on campus.

All Y12 students who have been off site must return BEFORE 20:00

22:00  Curfew for all Y12 students

All Y13 students who have been off site must return BEFORE 22:00

22:30  Roll call for all Y12 students
23:00  Curfew for Y13 students and roll call
23:15  Lights out time
**House Routines for Sixth Form**

**Sunday**

**Mornings**

08:00 Common Rooms and Social Areas open
09:00 All taxis departing Sunday PM (13:00) must be booked by this point
09:00-09:45 Breakfast served in the Undercroft

**Afternoon & Evenings**

12:45-13:30 Lunch served in the Undercroft
14:00-14:30 Roll Call at your Duty Office for everyone who is on Campus
17:10-18:30 Supper served in the Undercroft
19:00 Curfew for all students. Individual Houses locked.

Common Rooms & social areas close
Sunday linen change & meetings commence.

*All students who have been on weekend leave or off site must return to their Boarding House BEFORE 19:00*

21:00-22:00 Individual Houses re-open.
23:00 Lights out time.
Students are housed in Court Apartments which is our dedicated Sixth Form Boarding House at Queen Ethelburga’s Collegiate.

**Bedroom facilities include:**

- A walk-in shower room with shelving units
- An en-suite bathroom with shelving units and toothbrush holder
- Wardrobe space with 20 hangers to include a keypad safe for your sole use
- Mirrors
- A chest of drawers
- Desk space including a desk chair and lamps
- Three shelving units per pupil for storage
- A single bed with all bedding and linen provided
- Internet access
- Bedside lights
- Kettle
- Coffee Machine
- Toaster
- Microwave
- Fridge/Freezer
- Dishwasher
- Washing Machine (*on timer*)
- Iron
- Hairdryer
- Cutlery & Crockery
- PlayStation (*remotes not included*)
- Plasma Television
- Telephone (*extension number available at request via the HouseParents*)
- Electronic clock
- Window blinds and net curtains
- Air-conditioned rooms
- Sofa and footstool
- Storage boxes (where applicable)
- Noticeboards

In Court Apartments, every student room is furnished with the same facilities. Our House Prefects are the first to be offered rooms that may house two individuals as opposed to three.

Every other student is expected to room as a three unless agreed by the House Parents.

No student will be offered a single occupancy room under any circumstances.
Finding Your Way Around Campus

Campus Map

Our campus is extensive however there are some areas around site that are out of bounds for students. For safety reasons, students need to have a staff member with them in the event of any emergency.

Out of bounds maps are displayed within each Boarding House for further reference.
Frequently Asked Questions

...You know you are going to be late returning to Campus in time for curfew?
Inform your House Parent on duty via the House Mobile number as soon as possible advising your travel arrangements and estimated time of arrival.

...You have an emergency overnight?
Contact the Overnight Emergency Contact number that is displayed throughout your Boarding House.

...You have missed your pre-booked school transport?
We will try our best to accommodate where we can. A charge will most likely occur for all school transport missed. Speak with your House Parent in the first instance.

...You feel unwell?
Throughout the night - please call the Overnight Emergency Phone and your House Parent will help you.
Before School – Speak to your House Parent before 8:00 who will be able to issue you regular medication or refer you to the Medical Centre’s Morning Clinic. The Clinic is open from 08:00 to 08:25.
Throughout the Academic Day - speak to your teacher or attend Student Reception and they will refer you to the Medical Centre.
We have an on-site Medical Centre that is manned 24/7 by our School Nurses who will be happy to assess your condition and advise as necessary. Your House Staff will contact the Medical Centre directly for you if needed.

...You are late out of House in the mornings?
 Strikes are issued by House Staff if students leave House after 08:25. Three strikes in two weeks will result in one hour detention that you will be required to complete during school days from 20:00 to 21:00. Failure to attend the detention will result in having to attend a HoB detention at the weekend. A mandatory letter will be sent home if you are requested to attend the HoB detention.

...You hear a fire alarm?
Leave Court Apartments immediately regardless of the time of day through your nearest Fire Exit and go to your Muster Point. Failure to leave the building upon any alarm sounding will result in a high-level Sanction.

...You damage something in House or in your room?
Charges will be sent within the termly fees for all damages occurred within the Boarding House. Investigations by the Houseparents will be conducted prior to any charges being sent to your parents.
Frequently Asked Questions

...You have to pack your room up for holiday periods?

There may be an occasion that you will be required to pack your room up for a holiday period and as such, all your personal items must be packed into Collegiate supplied boxes for secure storage. A maximum of two boxes, a box and a suitcase or two suitcases must be maintained. Any additional items must be stored with an external company. Failure to do so will incur further charges.

...You do not get along with your roommates?

Your Houseparents or Boarding Ambassadors is your first port of call, they will do all that they can to resolve any rooming concerns.

Year 13 students are provided with the opportunity to request their roommates at the end of the previous Academic Year for further consideration.

All Year 12 students are roomed at the Houseparent’s discretion. Our new Year 12 students are able to request room moves with their House Parent that will be considered on an individual basis. Due to the complexity of rooming so many students, please be aware that unfortunately not all demands can be met.

...You would like to room by yourself?

We do not accommodate single occupancy in Sixth Form Boarding. All students are roomed three to a room regardless of their year group or status in school.

We are however, flexible with room moves on an individual basis.

...You would like something delivered to School?

All post should be appropriately packaged and labelled with your name, Boarding House and Court Apartments clearly stipulated on the package. Bottled water or perishable items will not be allowed on-site and if delivered, our post man will return the items to the sender.

All online supermarket deliveries such as Red Squirrel and Amazon Pantry are not permitted on site.

Deliveries from UK supermarkets to our school site are not permitted at any time.
**Signing In & Out of House**

It is compulsory for all students to sign in and out of the House using the signing in/out sheets located by the entrance/exit of each House every time they leave and re-enter the Building.

**In the event of a Fire Evacuation, it is important for members of staff to know who is in the House and who is not. Sanctions will be given to any students who fail to do so.**

**Lights out**

Lights out is the time that you must be settled in your bed ready for a restful evening in preparation for the busy School day ahead. Timings differ dependent on the day of the week.

House Staff will check that you are settled in your own rooms by the times below:

- **SUNDAY-THURSDAY**: Year 12 & 13s – in your own rooms by 22:30. In bed, lights out by 23:00.
- **FRIDAY & SATURDAY**: Year 12 & 13s—in your own rooms and settled by 23:00.

Students may work late provided permission is first obtained from the House Parents immediately after Study time.

**Room Checks**

Daily room checks are conducted by the House Parents each day to ensure a satisfactory level of tidiness and cleanliness is maintained. In accordance with the school rules, if a member of staff suspects any contraband to be held in your bedroom, appropriate measures will be made to search individual areas to remove any contraband items. Students will have the opportunity to be present for the search. Further details are stipulated in the Boarding House.

**Telephones**

A telephone is located within your bedroom. Your family can make calls to your telephone by calling your rooms direct line. Details of this number will be supplied on arrival to the Collegiate.

Please note that incoming or outgoing calls cannot be made during Study Hour (19:00-20:00) or after lights out.

Parents are asked to take care to avoid calling during these times.

The best time to call is between 16:00 and 19:00.

**Dry Cleaning**

A daily Dry-Cleaning service is available for students in Sixth Form. The Collegiate will arrange this through the local Morrisons in Boroughbridge. All items for Dry Cleaning along with correct money can be dropped off and collected from Student Reception located in Bronte.
Essential Information

Sickness & Medication
If you feel unwell, please inform your House Parent immediately. Clinics are available at the Medical Centre for you to be assessed by the School Doctor daily Monday – Friday (details stipulated on the House noticeboards).

The Medical Centre will either give you the permission to attend lessons or to rest in House for a period of time until your condition has improved.

You cannot hold any type of medication within your rooms. All medications must be handed in to your House Staff at the beginning of Term. Any medication found in rooms that has not been authorised by Medical Centre/Parents will be confiscated.

Gym Supplements & Energy Drinks
All Gym Supplements (proteins & pills) & Energy Drinks are forbidden at Queen Ethelburga’s Collegiate. Any such item will be confiscated if found and will only be returned to parents or guardians at the end of a Term.

Alcohol
Anyone found bringing alcohol onto site or drinking on site will immediately be issued with a high-level sanction and a letter will be sent home to your parents. If you are associated with students who are drinking or bringing alcohol onto site, you will be issued with the appropriate sanction.

Smoking/Vaping
Any students found in the possession of any type of smoking material or any other device related to smoking will incur a sanction and a letter home. If you are associated with students who are smoking, you will be issued with the appropriate sanction.

Electronics
Within your room, you will find all the necessary electronics required throughout your stay in Court Apartments. There are the added facilities of induction cookers, toasty machines, milk pergals, rice cookers and freezers within each Common Room for your use.

Only electrical items approved by House Staff will be permitted into student bedrooms. Please ask House Staff before purchasing any electrical items to ensure they will be allowed in House.

All rooms within Court Apartments are supplied with USB chargers along with the three pin standardised UK charging sockets. We encourage all students to utilise the USB sockets for charging their electronics.

At the beginning of each half-term, students are provided with the opportunity to have their electronics professionally tested by our Estates Department. We would encourage all students to use this service. If items fail this safety test, then they will be retained by the House Staff and returned to either parents or guardians at the end of a term.
Money, Valuables & Property

All Passports and ID cards are to be handed to House Staff upon your arrival and every time you return to the Collegiate during the academic year to ensure that they are kept safe and secure. Passports and ID cards are held in the school safe and are returned in time for your departure or appointments that may require your identification.

All large sums of money, airline tickets and other valuables must be kept locked in your safe or handed to House Staff for safekeeping.

Using the schools security measures is essential as the Collegiate does not accept liability for any property or personal possessions ‘owned or in the possession of the pupil, the parent(s), or any associated person’ or any consequential losses.

All property must be clearly and indelibly named and your House parents should be provided with a list of any valuables, including serial numbers where appropriate.

The Collegiate has no insurance policy to cover articles of value against damage, theft or loss: separate insurance should be made for the insurance of any articles of value brought to the Collegiate.

Suitcases

Within Court Apartments, we have a dedicated storage facility for all of your suitcases. No suitcases can be kept within your bedrooms.

Overhead cabin sized suitcases can be kept within a separate room in Court Apartments for any short trips away.

All suitcases must be completely emptied upon arrival before their transit to the storage facility.

Bedrooms

Your room is accessed via a keycard that is unique to your use. These keycards are sensitive to any mobiles, magnets or other electronic devices so please ensure you keep your keycard separate to any of these devices. Do not lend your keycard out to your roommates or friends at any time.

It is forbidden to enter other rooms unless invited to do so and in the presence of the occupant of that room. This rule is essential to ensure that all occupants of the room are secure in their own space.

Under no circumstances should any items block your room door if you have lost your keycard. If items go missing under these circumstances, the liability falls down to the occupants.

You will be asked by House Staff to check your room for any damages upon your arrival to the Collegiate. Similarly, you will be asked to sign off on your rooms condition before each school holiday. Any damages will be investigated by House Staff and charges incurred will be added to the school bill.
Essential Information

Haircutting

Haircut appointments are made by parents, guardians or House Staff. Please approach Student Reception in Bronte to book a hair appointment.

Under no circumstance should you or your peers cut your own hair in school.

The Collegiate has a clear policy regarding acceptable haircuts. Any breach of these school rules could lead to a sanction.

Shopping Shuttles

Depending on your performance throughout the week, you may be eligible to sign up to a Morrison’s supermarket shopping run each week.

Our school taxi company organises trips to Morrisons each Tuesday, Thursday and Friday after school along with further visits on Sundays. A trip to Morrisons costs £9.15 for a return journey and must be paid in cash to the driver on the day of travel. Please note that if you have signed up to attend and do not show up for the transport, the charge will still stand.

Travel departs from the Main Car Park F.

Cattal Station Shuttles

Cattal Station is the local train station that provides transport into York, Leeds and Harrogate. Each Saturday, a school minibus departs QE to Cattal Station. Each shuttle costs £3.40.

You can sign-up in House each week. The deadline for sign ups is Wednesday evening.

It is important that you arrive promptly at the Main Car Park F, from where the shuttle departs. You will be required to present your Sixth Form Identification Card to the driver before departure.

When you are off site

It is important to remember that you still represent the Collegiate and should behave in an appropriate manner.

Please remember that underage drinking is not allowed and is illegal. Any incidents of underage drinking will be sanctioned according to our Collegiate policy. Any behaviour that brings the Collegiate into disrepute will not be tolerated.
Essential Information

Fire Hazards & Evacuations

Due to the risk of fire, please note that the possession of matches, lighters, candles or incense sticks is forbidden.

Our Fire Sensors that are located in your bedrooms are very sensitive. The use of all aerosols such as deodorant sprays or hairspray, is forbidden. We recommend roll-on deodorant for use at school.

In the event of a fire alarm sounding in House, please:

- Leave Court Apartments using your nearest available exit.
- Go straight to your meeting point in SILENCE.
- DO NOT use electronics and remember to remove any earphones while registering.

It is very serious to play, cover or tamper with any of the Fire Protection Fire Fighting Equipment. Sanctions are issued for any of the above.

There will be a minimum of one House Fire Drill each Term.

Boarding Ambassador Team

Boarding Ambassadors assist the House Staff with the general running of the House. They are expected to set a good example, provide practical and moral support and carry out duties reliably.

Other members of the House are expected to co-operate with the Ambassadors to ensure the smooth running of the House and the maintenance of a positive ethos.

Our Boarding Ambassadors have the opportunity to contribute to the running of the House through various Committees which represent both Year 12 & Year 13 boarders.

The Boarding Council meets with the Head of Boarding for Upper Collegiate once a week and the Food Council every fortnight.

Informally, suggestions and ideas can always be passed on to one of the House Staff or Boarding Ambassadors.

Emergencies

There should always be an adult in the building. You can seek help in the following ways.

During the Day...

Go to your House Duty Office to find a member of staff. If no member of staff is present, call the House Mobile number.

Throughout the Night...

Call the Overnight Emergency Number or ring the doorbell of the member of staff who is the Overnight Contact.
**Leave Out Requests**

**Weekend Leave**

Weekend Leave runs from the end of school on Friday (16:10) until Sunday (19:00) whereupon you must return to House.

The expectation is that you must fulfil your school commitments before taking leave.

If you are unavoidably running late, you must inform your House Parents in the first instance.

If you wish to leave site for the weekend, then we **MUST** have the following information:

- A permission email from your parents/guardian stating the address where you will be staying, who you will be staying with and an emergency contact number.
- If you are staying with someone other than your parents/guardian, we will require an invitation email from the person that you will be staying with along with proof of ID, the address where you will be staying and emergency contact number. The email from your parents must also confirm this information.
- Students **CANNOT** stay in a Hotel, B&B, Guest House or Airbnb unless accompanied by their parent/guardian for the whole time.
- If you require a taxi on your school account, then permission must be given by your parents via email.

**Your weekend leave **WILL NOT** be processed unless we have received all the above information.**

The deadline for new weekend leave requests is **21:00 Wednesday evening**.

If you require your suitcase, please request before **22:00** the evening before travel.

**Mid-week Leave**

If you wish to leave site during School time for a University interview, special event, private appointment, etc and you will be absent overnight then we **MUST** have the following information:

- Parents/Guardians must send an email to Upper Collegiate Boarding and either College or Faculty to inform them that you will be absent from School. School and Boarding will then decide if this leave is authorised or unauthorised.
- All of the above information should be provided to your Boarding House.
Food

It is important to eat sensibly and try to balance your diet; attending the Atrium at meal times is the perfect way to do this.

The protocol below is expected to be followed in the Atrium:

- Be appropriately dressed (no pyjamas, ripped jeans, slippers or hats).
- No PE or gym kit allowed, unless worn under a school tracksuit.
- Headphones and earphones must be removed before entry to the Atrium for meals.
- No use of mobile telephones.
- Food or drink must not be taken outside.
- Chairs must be tucked under the table and trays returned to the servery before leaving.
- Full school uniform must be worn at breakfast, Monday to Friday.

Court Apartments has Common Rooms located within each House that are open at select times during the day (see House Noticeboards for opening times).

When cooking in the Common Rooms, great care must be taken to ensure that smoke does not accumulate within the Common Room, as this will trigger the automatic Fire Sensors. Please ensure that you leave the Common Room in a clean and tidy condition for others to use.

Fresh bread and milk are provided daily along with a supply of butter and jam for you to use.

Takeaways are available on Friday, Saturday and Sundays only (see House Noticeboards for more information).
Students Vehicles

Before you bring your car into school...
Have your parents completed the relevant Form on the Parent Portal?
Do you have a full Driving Licence?
Have you been given permission by your House parents to drive?

When your car is at school...
Trips should only be made from home to the Collegiate or vice versa. Trips to Morrison’s Supermarket Boroughbridge or trips at the weekend must be given prior approval by the Boarding Management Team.
Vehicle keys must be kept in the Duty Office with House Staff for safekeeping.
All vehicles should be parked in your allocated space within the Main Car Park (F). No students are permitted to drive through the staff entrance (M).
You must adhere to the on-site speed limit of 5 miles per hour at all times.
You must not carry any other students without prior permission being received from parents via the parent portal.
Any disregard of the above will be treated very seriously and sanctioned accordingly.

REMEMBER – Permission can be removed at any time by House Staff.
TIPS FOR A SUCCESSFUL START

Keep track of time; especially for roll call, waking up and lights out...

If you are worried about something or have a concern, speak to a Houseparent first.

Keep your room space clean and tidy.

Be polite and courteous to others within the House

AND MOST IMPORTANTLY...

Immerse yourself in a range of different activities and speak to as many people as you can.

GOOD LUCK AND ENJOY YOUR TIME WITH US :)

QE Boarding Vision

“We aim to provide the best experience of British Boarding Schools.

We pride ourselves on a staff team that are committed to the parenting of young people.

We strongly believe that we have a community where students can take pride in being themselves and thrive.

Provide a home where students can enjoy their childhood while learning the principles of adulthood.”