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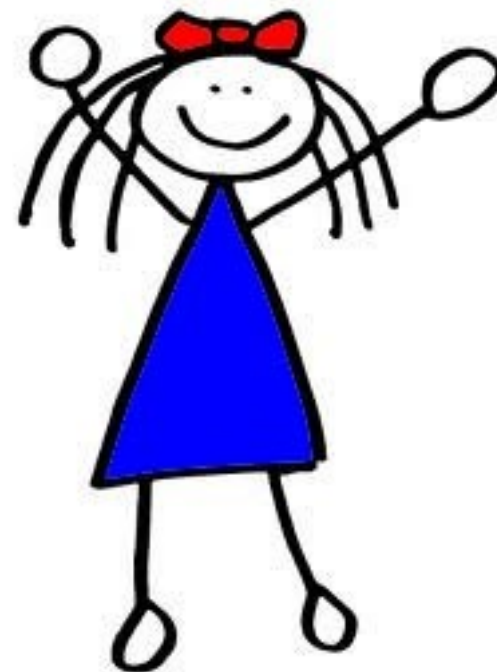
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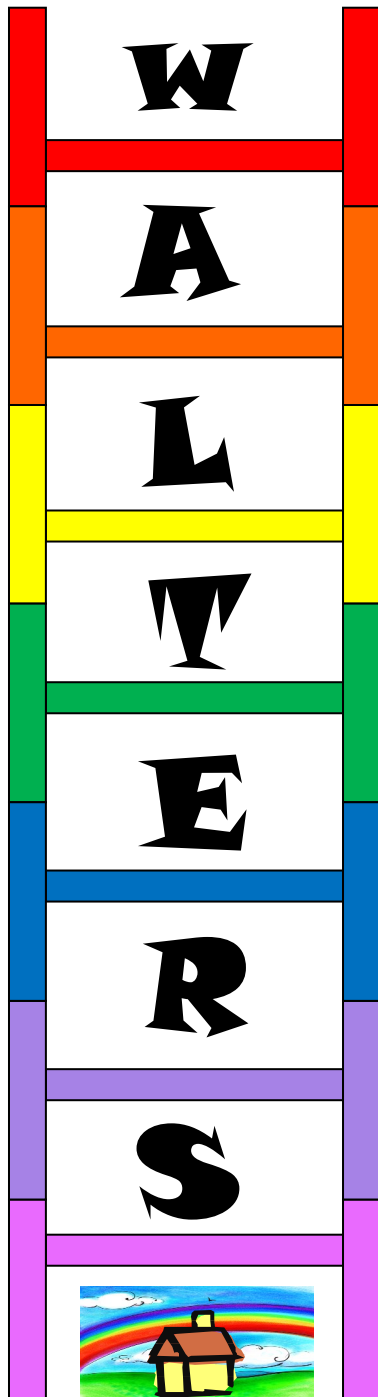
Walters House

A Guide to Boarding



Name: _____

Tutor Group: _____



Welcome to Walters!

Welcome to Walters House and congratulations on choosing the best House in the School!

You will be given humongous amounts of very useful information by a whole variety of weird and wonderful people during your first few weeks at Godolphin. House and School notice boards will be crammed full of lists, rotas, maps and posters. Far too much information to remember all at once! This guide will help you remember the more important information!



With the help of your 'godmother' (a student in the same year or the year above you), your Housestaff and this guide, you will know exactly what you are doing in no time at all.

Remember to ask if you are unsure of something

Housestaff

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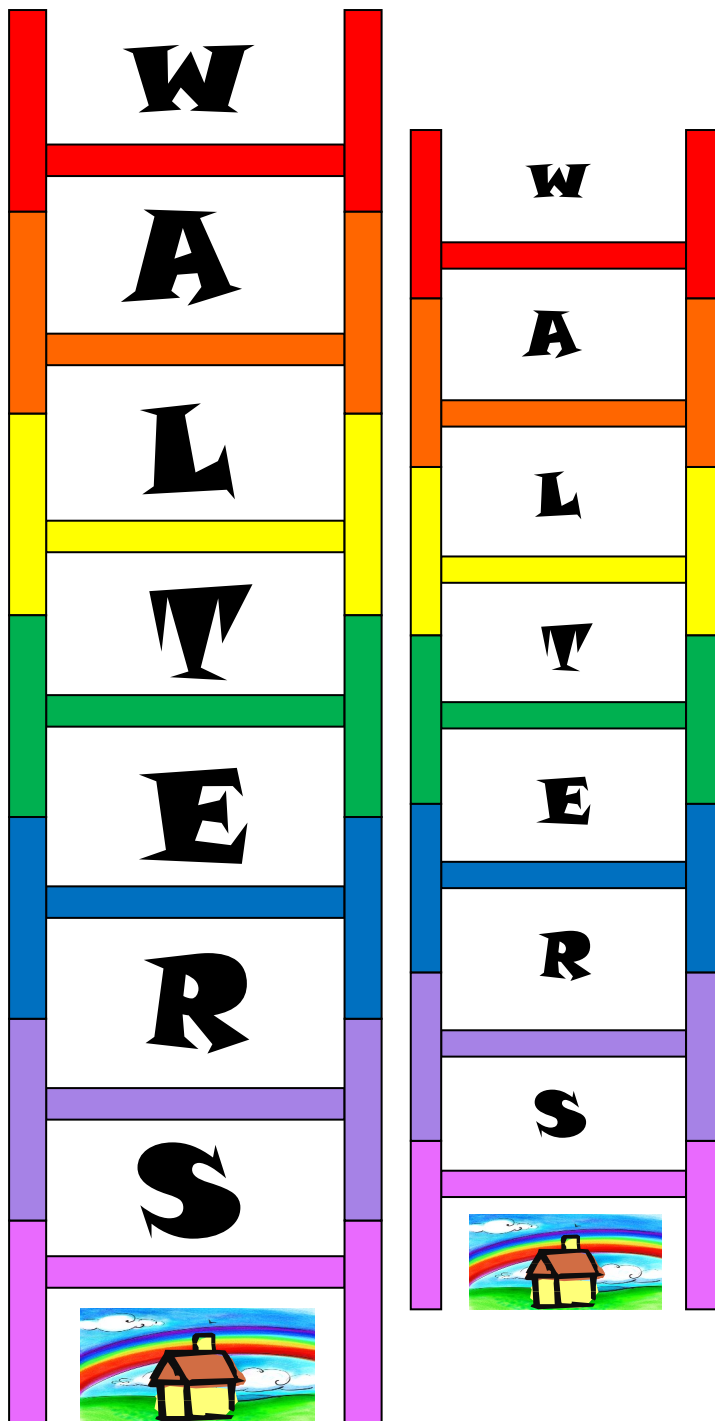


Mrs Ávila is the Housemistress of Walters House. She lives in the boarding house with her family - her husband, José Manuel, her son, Ian and daughter, Mia.

Mrs Laptain is Head of Lower School and Resident Tutor of Walters House. She lives in the boarding house when she is on duty. She is married to Gordon, and they have two children, Sarah and Thomas.

Mrs Ramsdale is Walters Matron and she also lives in the boarding house.

Miss Church is a Graduate Assistant who lives in Cooper, but helps us in the morning and evenings, particularly with Prep boarders.



Contact Details

Housemistress: Mrs Reyes Avila

Resident Tutor/
Head of Lower School: Mrs Wendy Laptain

House Office Tel: 01722 430540

E-Mail: avilar@godolphin.org
laptainw@godolphin.org

Postal address: Walters House
Godolphin School
Milford Hill
Salisbury
SPI 2RA

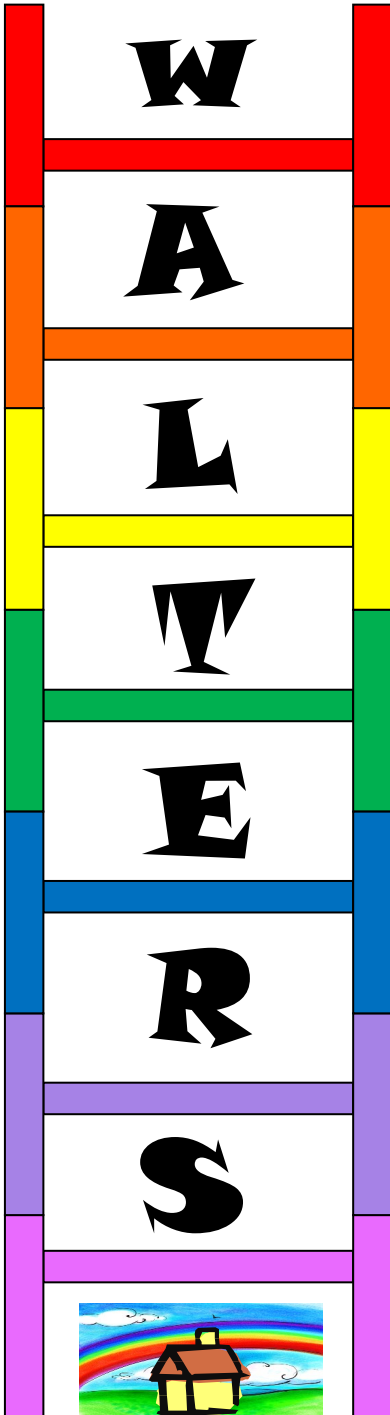
House Council

You are always welcome to tell the Walters staff your thoughts about the house. We also have a House Council to discuss and share your ideas.

Head of House: Anastasia Oderstone

Deputy Heads of House: Amelia Harmer



Head of Sarums: Beatrice Morgan



Living Together

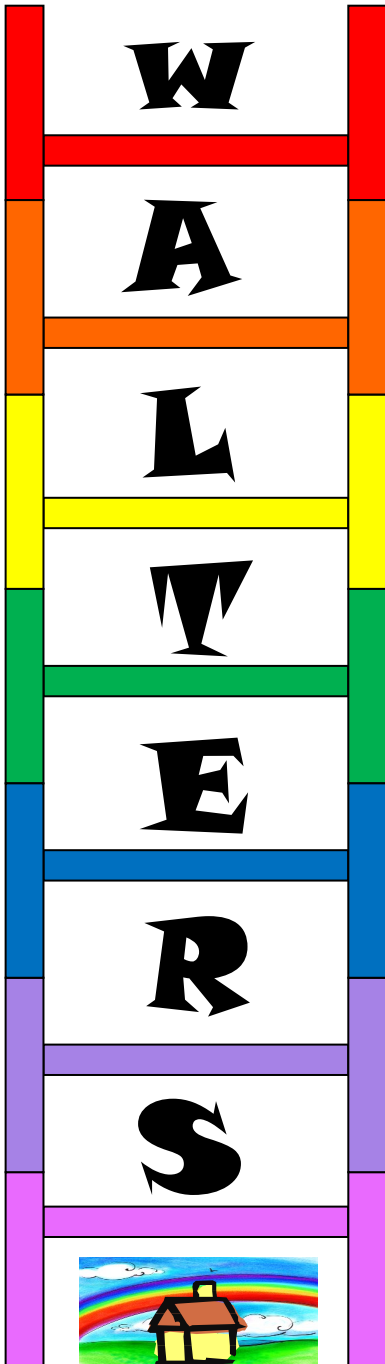


In Walters you will become part of one big family, living together and sharing facilities within the House. As part of our community you will come to rely on other members for company, friendship and happiness. Behaving in a kind and considerate way, with trust and respect for, and tolerance and acceptance of others, makes our community a happy and positive one. Everyone counts - you, the boarder, your parents or guardians, other boarders and day girls, housestaff, teachers, administrative staff, domestic and grounds staff.

 If at any time you feel unhappy or worried about something you must seek help. Talk to a friend, your godmother, your house staff or tutor. Sister Gill and Dr Wood are always willing to talk and help. On the next page you will find a list with details of other people to whom you can talk. 

 If you feel unable to talk about why you are unhappy or worried, writing a note can also be very useful. Walters has a 'Worry Box' in the foyer.

Remember: Treat others as we ourselves would wish to be treated



Need to talk

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Talking or writing to someone can really help. You could talk to a family member or to a friend in or out of school. You could talk to your tutor, housemistress or teacher, or to the Deputy Head. You could talk to the Chaplain, the Health Centre Sister or the School Doctor. You are also very welcome to talk to Mrs Hattersley, the Head. Alternatively you could give a note to Mrs Brooking-Mrs Hattersley's PA-and ask her to give it to the Head.

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Here are some useful telephone numbers/E-mail addresses:

L

School Doctor (Dr Thomas/Dr Smith) 01722 333214

V

Chaplain (Dr Wood) woods@godolphin.org

Health Centre Sister (Sister Gill) 01722 430645 / daveyg@godolphin.org

E

If you are a boarder you may choose to contact one of the Independent Listeners:

Mrs Kate Higginson

Mrs Caroline Starling

Email address: katehigginson@ymail.com

gcstarling@virginmedia.com

R

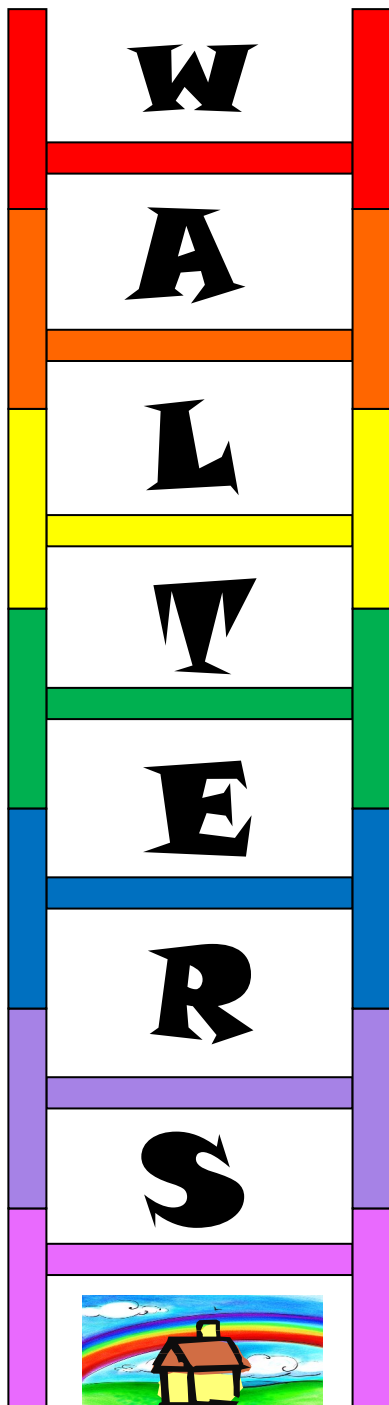
Landline tel: 01179098913 01722 320797

Mobile: 07768021543

S

If you would prefer to talk to someone outside the home and school environment, you could phone *Child Line* on 0800 1111.





Dorms

Dorms and beds are allocated by Mrs Ávila and Mrs Lap at the start of each term. You will change dorm each term so that you get to know everyone in the House. Walters House dorms accommodate between two to six people. Dorms will include a mixture of year groups (this will vary depending on the numbers in each year group).

Within your dorm you will have your bed space, some storage space including a lockable storage area and some pin-board space to decorate. You can personalise your area with your own duvet cover and things such as your favourite cuddly toy, family photographs and funny postcards.



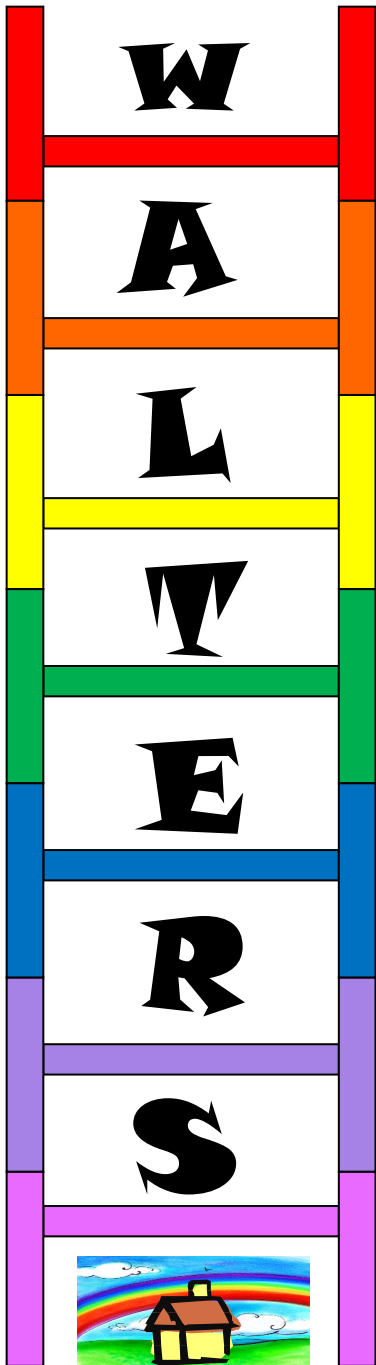
Dorms must be kept tidy with beds made and belongings put away - we do have 'Dorm

Tidiness' checks each day!

Tuesday morning -

You must clear the tops of all surfaces in your dorm so that the domestic staff can clean them properly. Make sure your floors are clear for vacuuming-





Wakey, Wakey, Rise and Shine!

Boarders take it in turns to ring the morning wake-up bell. There will be a rota on the House notice board telling you when it is your turn.



Monday - Friday

First Bell 7.15am

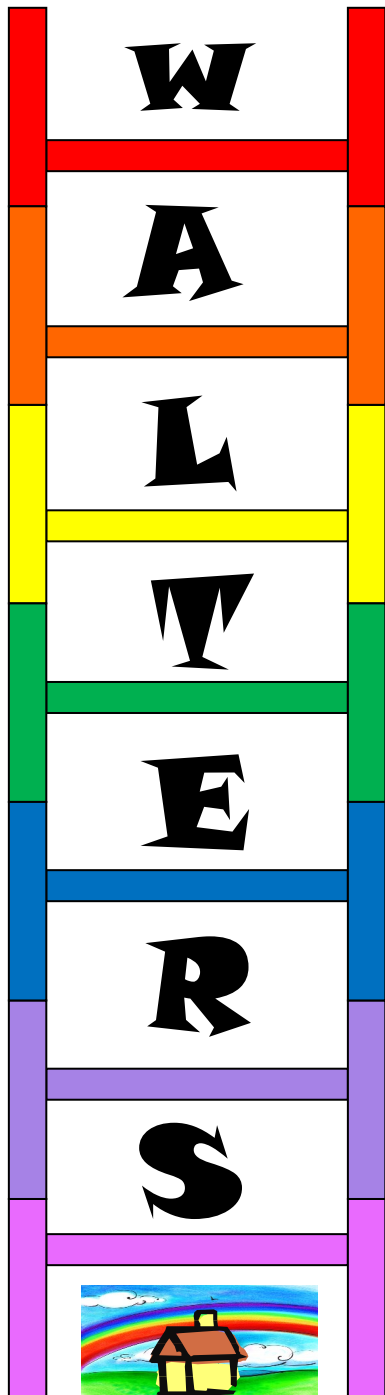
Second Bell 7.20am



Monday to Friday mornings you must be washed and dressed in your school uniform before you come down to breakfast.



Breakfast is in South Dining Room between 7.30 and 8.00am



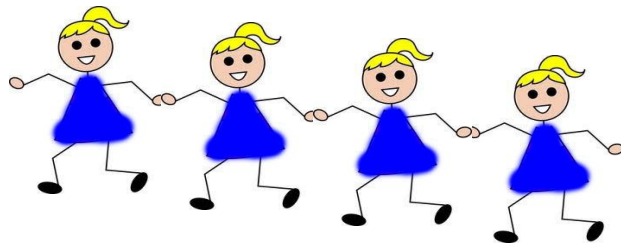
Time for School



After breakfast you will have time to clean your teeth, tidy your dorm and collect your school 'kit'.



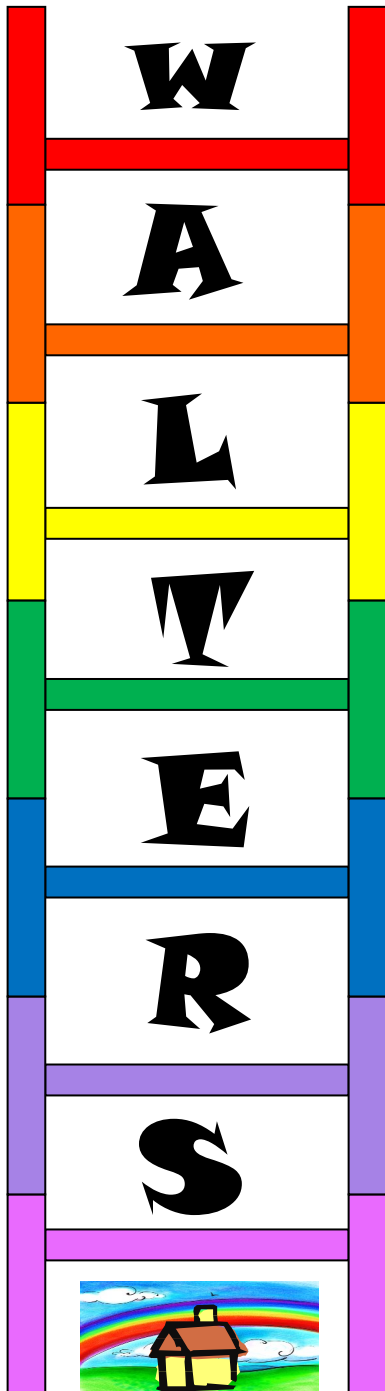
Day girls will begin to arrive to collect/drop off kit from their lockers.



There is a House meeting at 8.10am every morning. All 1st and 2nd years leave Walters by 8.20am and walk to Main School in time to register with their Tutors.

All 1st and 2nd years are allowed to return to Walters during morning break (9.55am-10.20am), to register at lunch and then again during session one if free, or after activities at 6.45pm.

Bedtime Routine



Senior boarders: Years 1 and 2

8.45 – 9.00pm

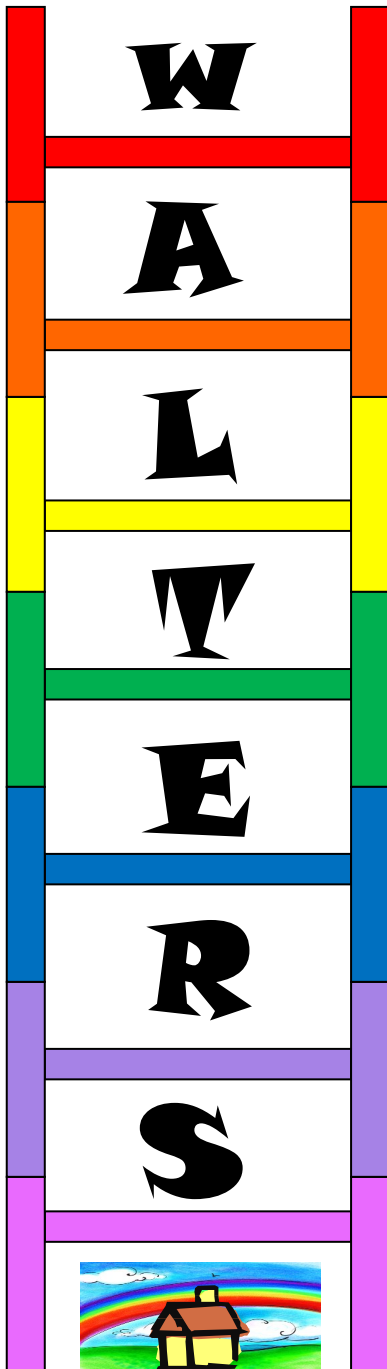
Reading time

9.00pm

Lights out



Weekends



Hurray, it's the weekend!

Weekends are far more relaxed than weekdays, but still have a certain amount of structure.

Saturday

Wake-up bell	8.00am
Breakfast	8.00 - 8.30am (you can be in your pjs)
Prep	9.00 - 10.30am
Town Time	10.45am - 12.30pm
Lunch	12.30pm
Tea	3.30pm
Supper	6.00 pm
Film Night and Bedtime	

Sunday

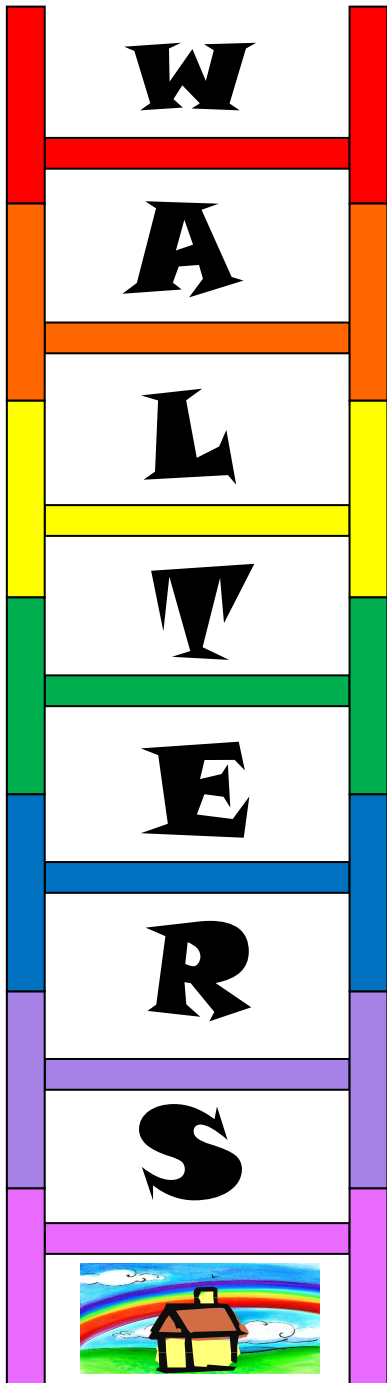
Wake-up bell and Breakfast	9.00am (you can be in your pjs)
Brunch	11.30am - 12.30pm
Tea	3.30pm
Supper	6.00pm
Bedtime	Same as weekdays

There will be a church or Cathedral service on some Sunday mornings.

Activities take place on both Saturday and Sunday. Times will depend on what the activity is. Activities for the term will be displayed on the house notice board.

Remember: Mrs Ávila will collect all weekend arrangements on a Monday evening, so make sure you have asked your Parents to confirm pick-up and drop-off days and times if you intend being out for all or part of a weekend.

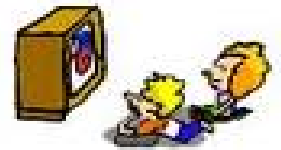




Activities



1st and 2nd years: You will be involved in ‘activity’ sessions in the Senior School between the end of tea and 6.40pm. These activities are set at the start of each term with the help of your tutor. They could include be prep, music practice, an activity or ‘free’ time. With your tutor, we will help monitor that you have a good balance of each.



Walters



Walters Plus activities are run after supper. Each week we will look at the activities on offer and make sure you fit your prep and music practice around them.

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If you feel unwell

You do not have to suffer in silence! Tell your House staff at any time of the day or night. You will find the staff on duty in the office or in their flat. Please ring the bell.

We keep a stock of non-prescription medication and first aid supplies in the House medical cabinet. We have a huge bagful of hugs, hot and cold packs, and every shape of plaster



ter and bandage that you can think of. We will already know if you have any allergies.

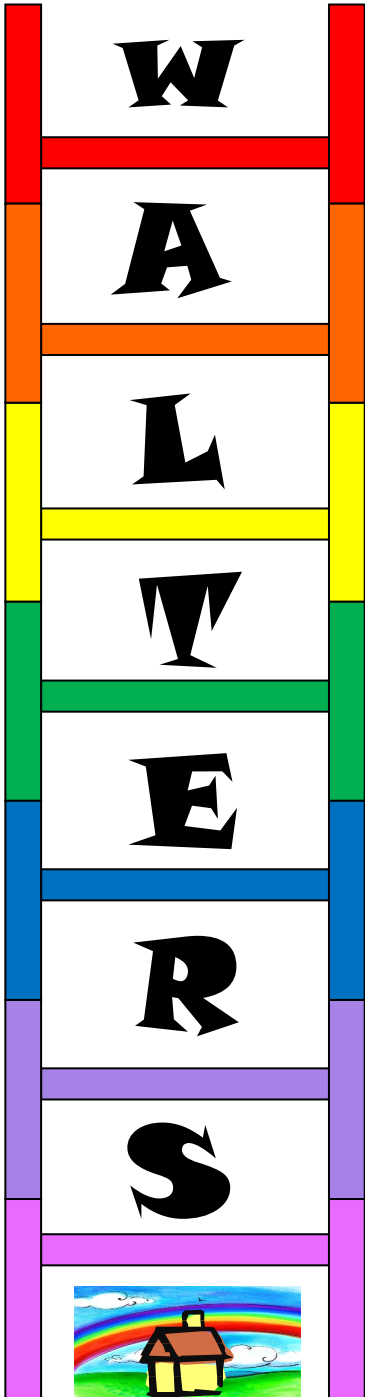
If we cannot help or we think you need further medical attention we will ask Sister Gill and her medical team in the Health Centre to help.

The Health Centre is open from 8.00am - 6.00pm Mon - Fri.

A member of the friendly medical team is on-call at all other times, day and night.

Our school doctors are Dr Clapton and Dr Smith. There is a drop-in surgery every Monday and Friday at 8.00am and Wednesday at 12.30pm.





Monday Laundry

External

Skirts

Pinnies

Towels

Sheets

Pillow cases

Duvet covers every other week

*Laundry returned on Wednesday morning
(internal) and Thursday morning (external)*

** Mrs Ávila will issue these in September*

Internal

Underwear, socks, tights
(in named laundry nets*)

School Shirts

Games Kit

School Jumpers

School Sweatshirts

Face Flannels

All named mufti



Pocket Money

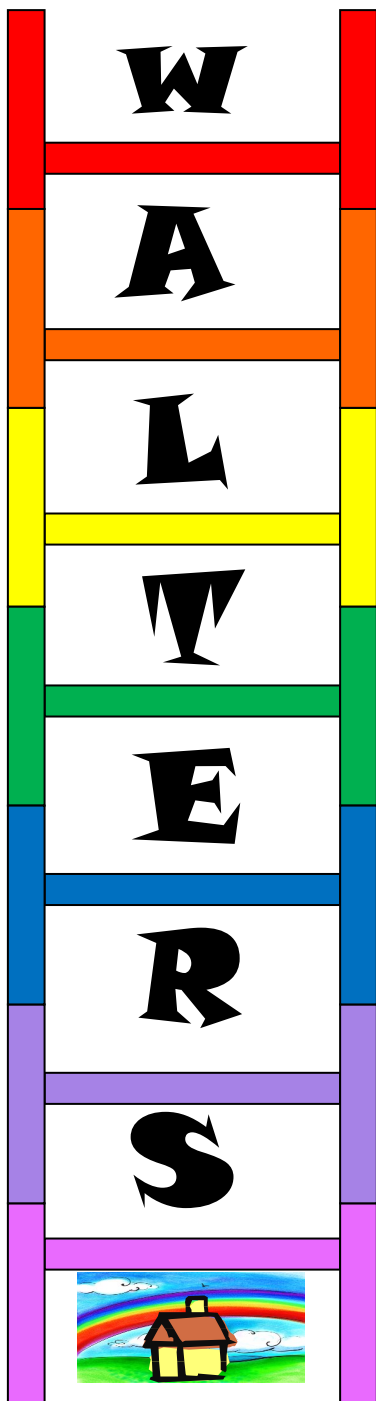


Walters House has a safe in which it is advisable to ‘bank’ your pocket money. When you first arrive you can ‘open’ an account with us. You will have a pocket money ledger sheet that is kept up-to-date by Housestaff. It looks something like the example below.

NAME:	<i>Annie Western</i>			
Date	Credit	Debit	Total	Initials
07/09/2010	£15.00		£15.00	<i>WL</i>
09/09/2010		£0.50	£14.50	<i>WL</i>
16/09/2010		£0.70	£13.80	<i>MRA</i>

Each time you put money in the ‘bank’ it is recorded in the ‘Credit’ column. When you take money out it is recorded in the ‘Debit’ column. A running total of your pocket money is recorded in the ‘Total’ column.

This system is a good way of helping you learn to manage your pocket money. (It also allows mum and dad to check how well, or how badly you are managing your pocket money!)



Prep (Homework)



In order to keep your teachers and parents happy, we do find time to do prep!

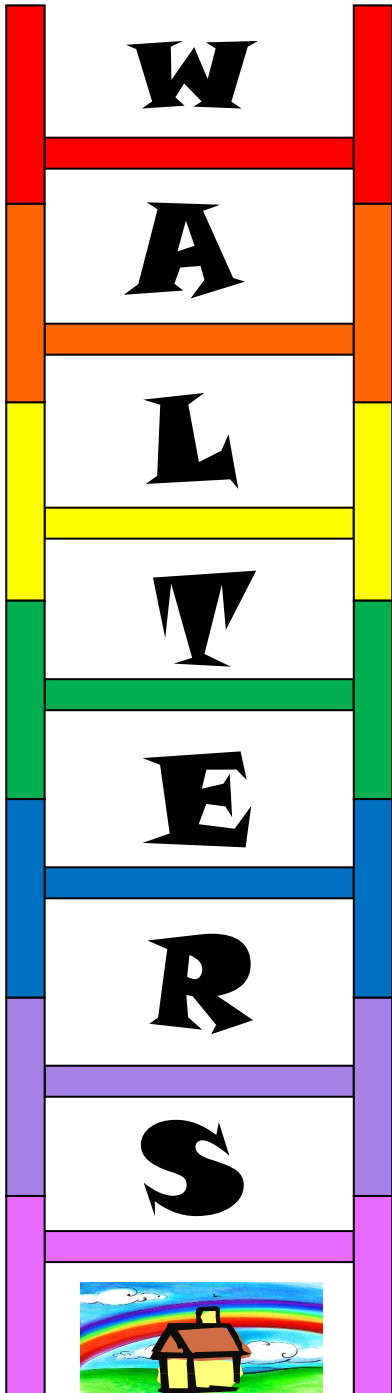
Your individual tutor will give you a copy of your prep timetable - this shows you in which subject you will be given prep on a given day.

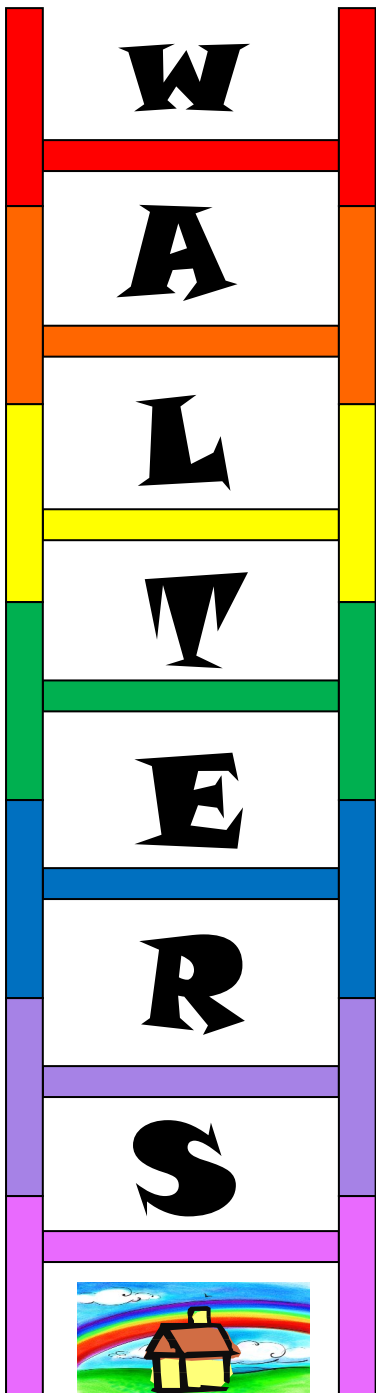
You will complete your prep in supervised sessions at school. The work room in the boarding house is available in the evenings for doing unfinished prep.



The great thing about living in Walters is that there is always someone around to help you if you get stuck with your prep. If friends or Housestaff cannot help, there will always be an older girl from Cooper, next door, willing to lend a hand.

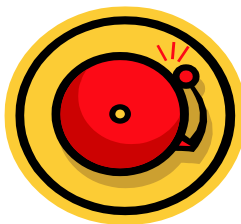
Housestaff, Year Head and tutors liaise regularly to make sure you are not doing too much or too little prep!





Fire Drill

Within the first few days of arriving at Walters House you will be taken through the House fire procedure. We have regular drills throughout the year so that you do not forget what to do!

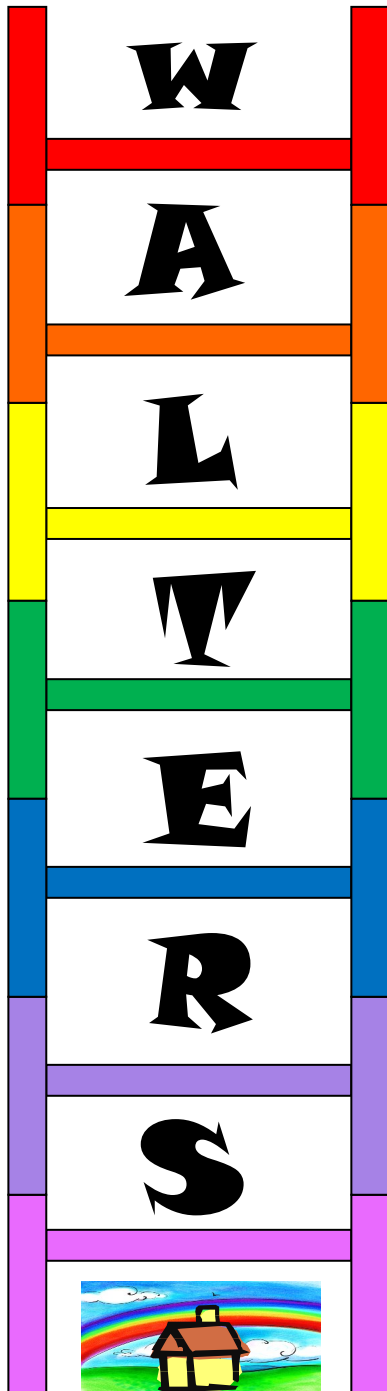


On hearing the fire bell you will leave the building quietly and calmly with purpose but without panic! Follow the fire exit signs.

Duty Housestaff will take a roll call at the fire meeting point and check that everyone is out of the House.



Signing in and out

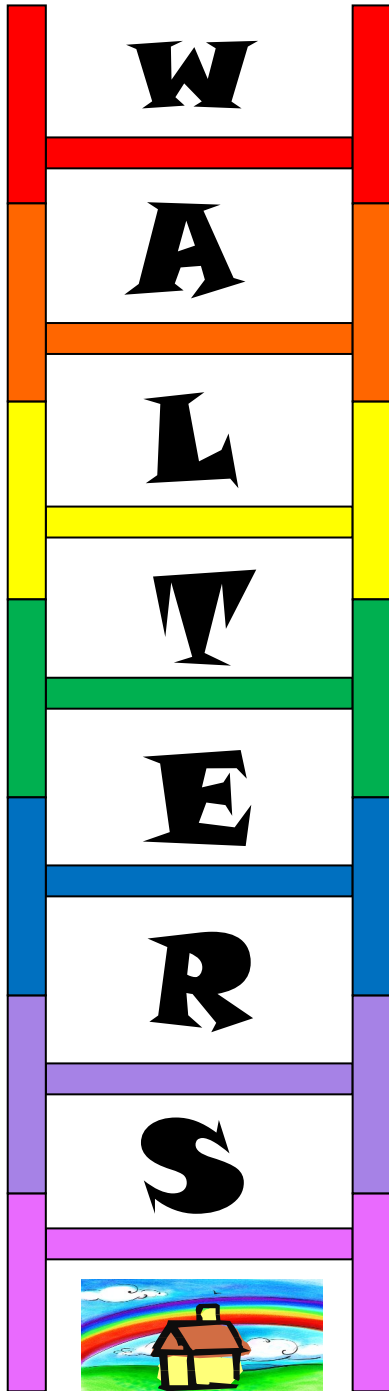


The signing in and out book is very important. Each of the three boarding houses have one. They are normally located in an obvious position near the front door or House office. When you enter or leave a boarding house you must remember to sign the book. It helps duty Housestaff to account for you in the event of an emergency.

Write neatly and always use your full first name and surname.



School Uniform and Mufti



Uniform

You must wear the correct uniform during the school day - skirt, shirt, jumper (when cold), navy tights/socks, pinny, clean black shoes (low heeled and definitely no pumps).



For some school events you will also be asked to wear your blazer and boards. You will need a school coat, especially during the Winter.



Mufti

Mufti is all your non-uniform clothes. You can change into appropriate mufti at the end of the school day and it can be worn at the weekend (you do not have to be in school uniform for Saturday morning prep).

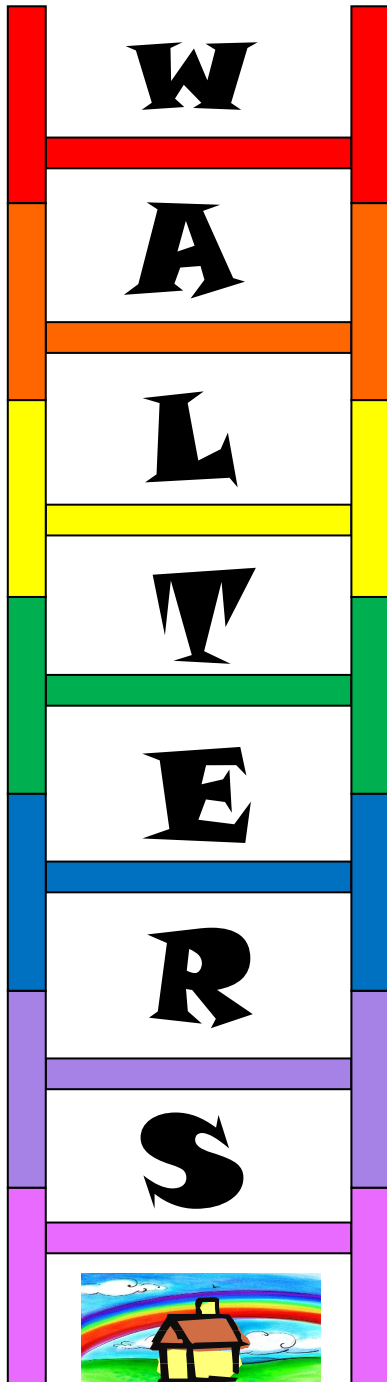
For some school events you will be allowed to wear appropriate mufti. You will need to have casual and smart mufti at school.

Never mix uniform and mufti.

Make sure all your uniform and mufti is named.



Appearance



Jewellery

You are not allowed to wear:

Necklaces; bracelets; rings; body piercings

You are allowed to wear:

A small stud earring in the lobe of each ear.

A small cross and chain, or similar for those of other faiths. Islamic headscarves are permitted.



Hair

Hair should be clean and tidy. For safety reasons students may be required to tie long hair back for work in the science lab and technology areas. Unnaturally coloured hair and dreadlocks are not permitted. Hair bands, ribbons, scrunchies and hair grips must be red, black or navy in colour.

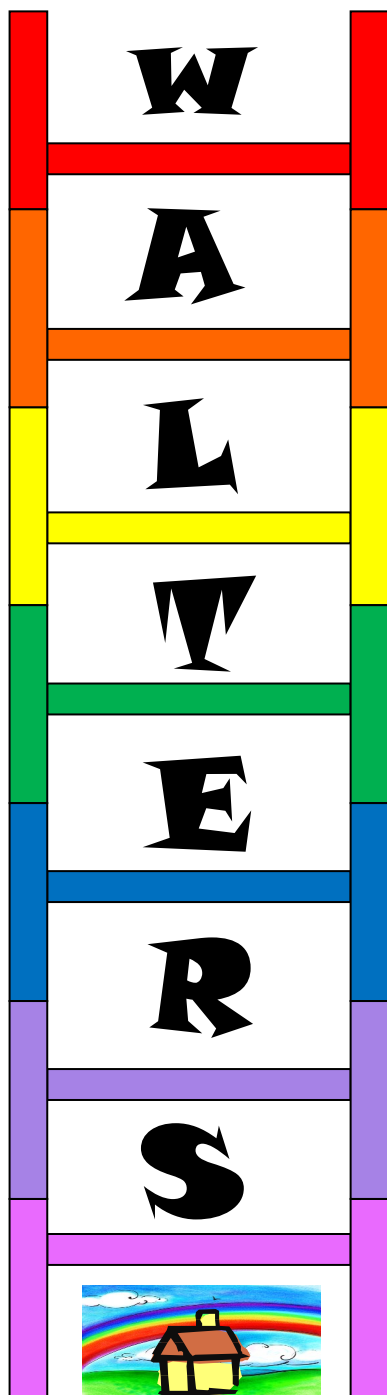


Make-up and nail varnish

These are not permitted during the school day, or at school events where they are not appropriate.

Uniform must be clean and tidy.





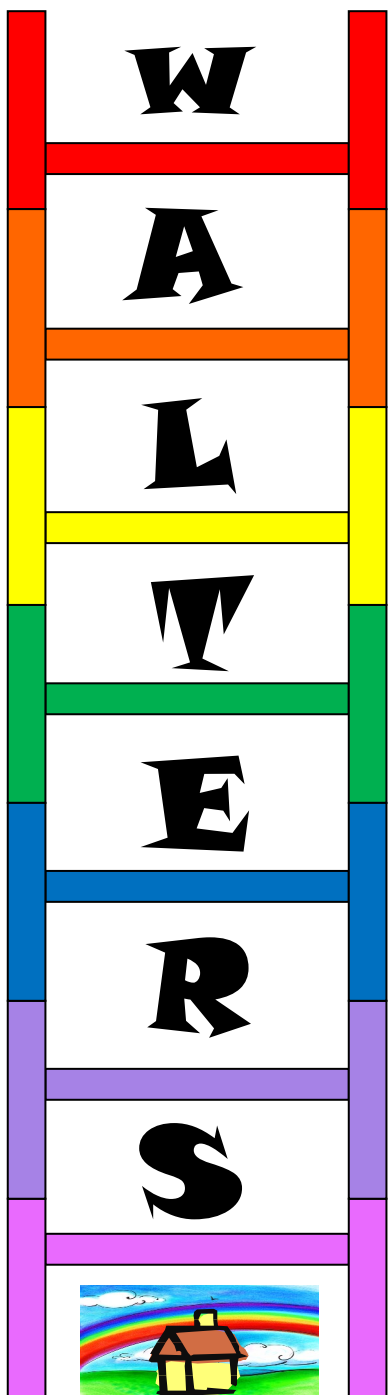
House Kitchen and Tuck

We have a toaster, fridge, freezer, water machine, kettle and microwave in the kitchen.

There will be supplies of milk, bread and spreads in the kitchen to be used at specific times in the evenings and weekends. You can bring your own tuck that will be kept in little lockers in the kitchen and monitored by Housestaff.

Everyone has to remember to tidy up the kitchen after use. If left in a mess it will be closed to all. You must label your food items, with name and date. Out of date items will be thrown away.

You should not consume any food upstairs, and any cups, plates and/or cutlery should be washed, dried and put away after use.



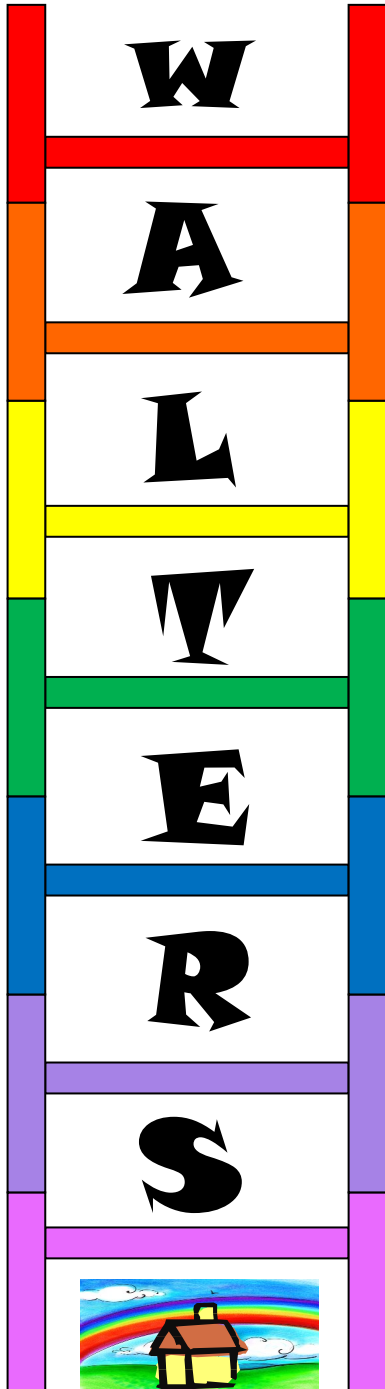
Keep Calm and Speak English

We are very lucky to have girls of different nationalities living in Walters and we enjoy learning about the ins and outs of different cultures. However, we do encourage everybody to speak English as much as possible.

If you are an international student within the Godolphin community, we understand that you will speak your mother tongue when communicating with family and friends, but we encourage everybody to speak English at all other times.

PAT Testing

All electrical equipment brought into Walters by pupils must be tested centrally to ensure that items comply with standard safety regulations. This testing is organised by the Maintenance Team and takes place each September. Any new electrical items brought in subsequently must be handed initially to the Housestaff for testing as a matter of routine, otherwise confiscation will ensue.



Hazardous Items

There are some items which pupils are not allowed to keep in their rooms for Health and Safety reasons as they present a fire risk. These are as follows:

Fridge, kettle, straighteners, irons, televisions, electric fans or heaters, toasters or rice cookers.

If Housestaff see any of these items, they will be removed immediately and stored safely until the end of term when they will be returned to either parents or guardians, not to pupils.

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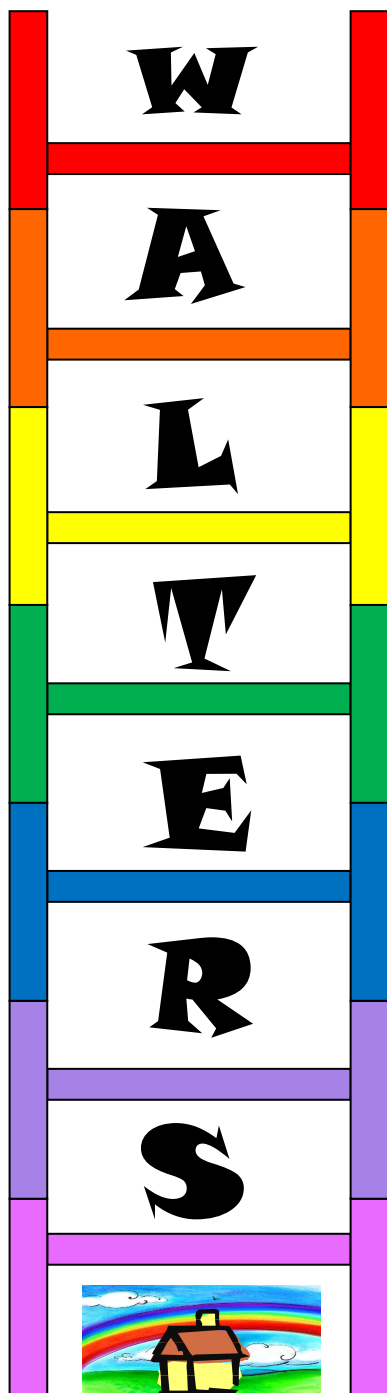
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Rewards and Sanctions

We love rewarding you for going ‘above and beyond’ where attitude and behaviour are concerned. You may be rewarded individually or collectively in Walters. The most popular reward are raffle tickets, given by Housestaff.

For details of the school reward system, refer to the relevant school policy documents and for the Walters reward system check the main House board.

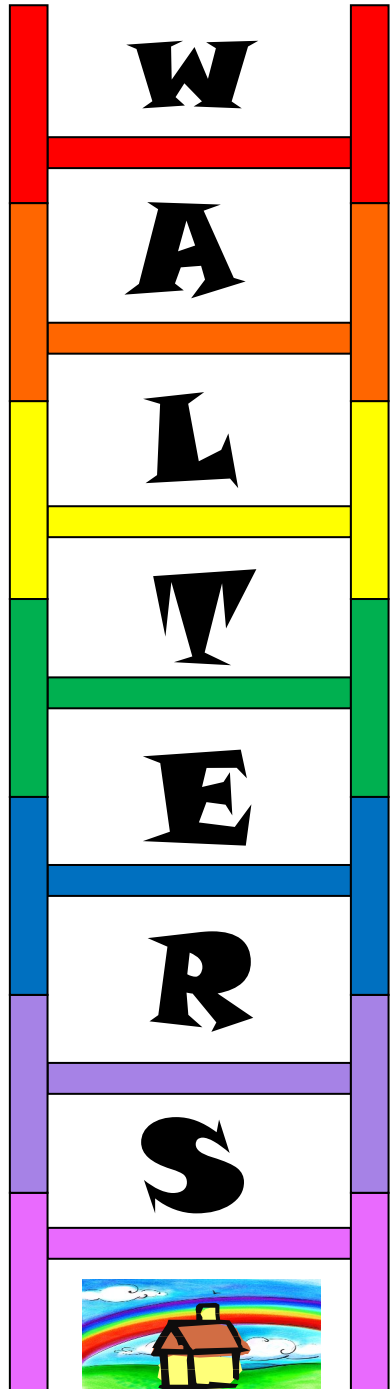
Unfortunately, from time to time we may also need to apply sanctions in order to show appropriate disapproval. Again, for details of the school sanction system, refer to the relevant policy documents and for the Walters sanction system check the main House board. Common sanctions could be loss of electronic or tuck time. We keep a log and ensure that all sanctions are fair, consistent and as far as possible, constructive.

Suggestions and Complaints

We welcome any and all suggestions from you regarding the school and the House. Please feel free to talk to any member of the Housestaff about your ideas, or you can leave an anonymous note in the Suggestion Sock on the main House board.

With your help we can continue to improve our special community.

As far as complaints are concerned, you should follow the formal complaints protocol by writing to your housemistress, tutor or senior tutor, Mrs Price or Mrs Hattersley. However, we hope most situations can be sorted out informally by talking things through and this should always be your first approach.



Mobile Phones

Boarders in Walters are allowed to bring mobile phones to the boarding house but they must follow these few simple rules



Mobile phones must not be used during meal times, House meetings, House quiet times and House activities.



Mobile phones are allowed from 7.45 am to 8.00 am and from 7.30pm to 8.30 p.m. during the week with permission of Housestaff.



Mobile phones must be used appropriately and not for any form of cyber bullying.



Be considerate to those around you in your dorm and in House common rooms.



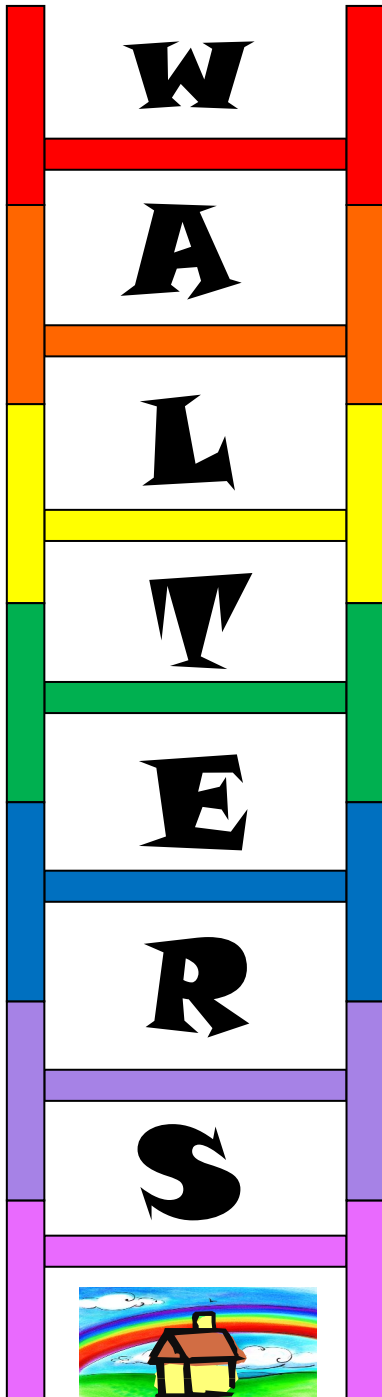
Mobile phones must be handed in to Walters office during lesson and session times.



If these rules are broken mobile phones will be confiscated for an appropriate period of time.

Useful Reminders

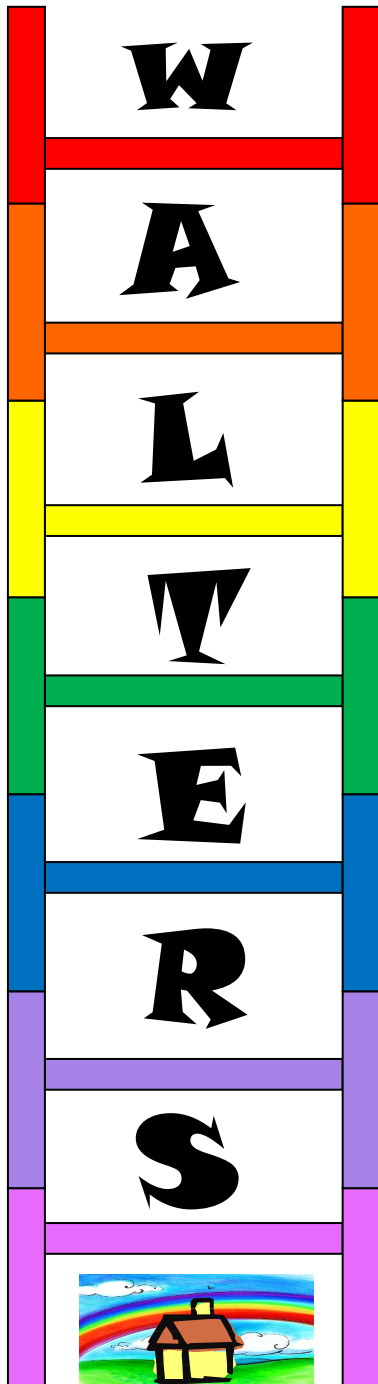
Door Codes - Make a note of the various door codes in the table below. Remember never to give out these codes to strangers.



Walters	
Cooper	
6th Form Centre	
Main School	
PAC	
Brome	
Health Centre	

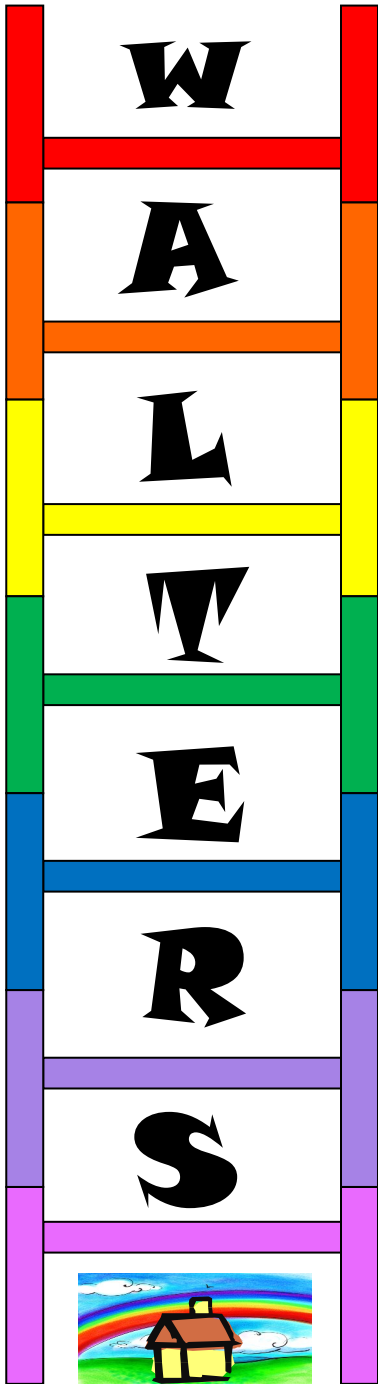
Useful Reminders

Staff Names: Fill in the table below to help you remember who is who!

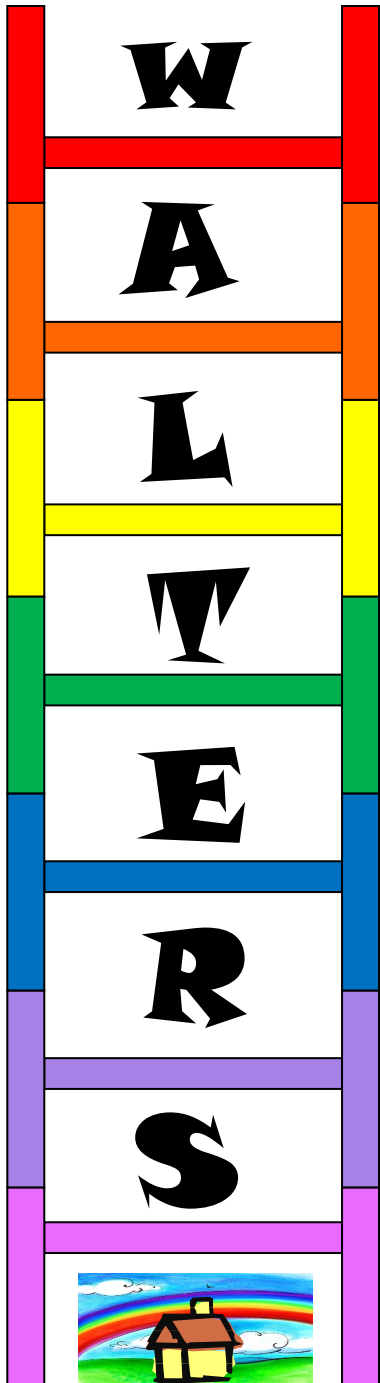


Head of Year		Subject	Teacher
Tutor			
Chaplain			
Nurse			
Heads of House			
Subject	Teacher		

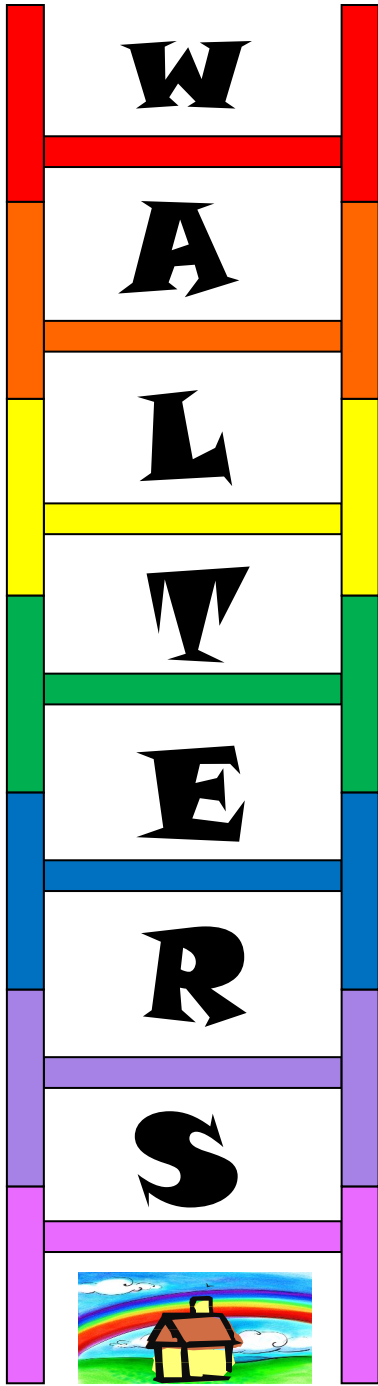
Handy Hints



- **Make sure that all your belongings are named and pack a supply of spare name tapes.**
- **Cards, postcards, photographs and small posters are good for decorating pin boards. Give your postal address to family and friends and ask them to send you a card or postcard to arrive just after you do in September. (Postal address is on the Contact Details page earlier in this guide)**
- **You will need a padlock (combination or key) for your locker. Make sure you buy one with a spare key. Spare keys/combinations will be kept in Walters Office in case the other is misplaced/forgotten. (Yale YE1/40 fits all lockers)**
- **Remind your parents to E-mail Mrs Ávila on Monday evening with any weekend plans, so that she can sort out catering and activities.**
- **Be prepared for your weekday; you are allowed to return to the locker room in Walters only at long break and lunchtime and you will not be allowed to your dorm during the school day.**



NOTES

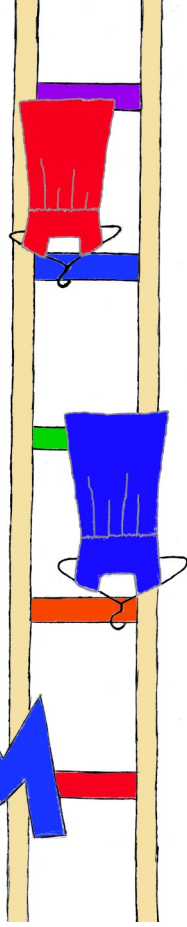


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A WALTERS HOUSE
PRODUCTION

WALTERS



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SALISBURY