



Bloxham School

Merton House
Handbook 2021

The Running of Merton House

Drop off and Pick-up:

Students should be dropped off and picked up at the main school car park, and then walk to/ from Merton House, using the pelican crossing every time they cross the road. Students should be dropped off by 8.15 am and collected at 6.00 pm.

Registration & Signing out:

Registration is taken in Merton at 8.15am, 1.45pm and 5.45pm. Students must sign out with a member of staff when they leave Merton, or at the Library if leaving school after 6pm. They must also sign out when they return home at the end of the day and sign in and out of the Library when using it.

Common Room:

Merton will be your base when you're not in lessons or activities. The common room is a great place to spend your spare time and is equipped with a TV and social spaces.

Kitchen:

The Merton House kitchen is stocked with milk, fruit, cheese, bread and spreads each day. The kitchen has a kettle, microwave, toaster and fridge. Students may store their own provisions in a lockable tuck box and it is essential that everyone respects that personal provisions are not for general consumption.

Study Rooms:

Sixth Formers can choose to study in the library or the Sixth Form Centre and after their first term many Sixth Formers are given the privilege of working in their house. There are various study rooms available for all other year groups in Merton for prep or quiet revision.

Showers and Changing Facilities:

There are showers and changing facilities in Merton House, which are to be used for students doing games and activities.

Access to the Main Site:

Access to the main school site from Merton is via the swimming pool gate and students must use the pelican crossing.

Lock Up

The house will be locked from 6.15pm through to 7.45am the following morning. There will not normally be access outside these times, unless a specific evening activity is taking place with the permission of the Housemaster.

Meals

Lunch is taken in the main school dining room. If students have a late event or school activity they may go to dinner, for which a charge will be added to the school bill.

Visiting other Houses

Students may visit other houses during school hours up to 6 pm on weekdays and up to 4 pm on Saturdays. All visitors to Merton must sign in and out when entering and leaving the house.

Parental Access

In accordance with the school's Safeguarding Policy, parents may not visit Merton unsupervised during term time. If parents wish to visit, they should contact either the housemistress or matron in advance and sign in with the staff member on duty on arrival. There may be some occasions during the week when it is not appropriate for parents to enter a house. All visitors to Merton must sign in and out on entering and leaving the house.

Internal Assessment Reports

Assessment Reports are written every half term by teachers to comment on your academic progress within each subject. You will receive three grades:

ATL: Your attitude to learning

CWT: Your current attainment level (currently working towards)

Target Grade: Self-explanatory!

Your teachers will also give you advice on how to improve. During the week immediately following the report, your tutor will discuss the comments with you. On occasions, you and your tutor might agree to write a Student Improvement Plan (SIP) to highlight key areas for improvement over the next half term. Your parents/guardians will receive an email from the school after this point with log in details so they can access your report online. This makes it essential that your parents let us know of any changes to their email address. Contact Tina Hetzel on TJH@bloxhamschool.com

You will be required to write your own self-reflection reports at the end of each term. These allow you to look critically at your own performance and judge for yourself how you are progressing.

IT Support

On arrival, new students receive an online guide from the IT department. Please read through your IT Welcome Pack thoroughly. If you have any issues, please raise a request via Bloxham Service Desk (bloxhamschool.samanage.com).





Uniform & Dress Code

- Sixth Form students wear business suits with conventional shirts and a designated school tie.
- Students are expected to represent themselves and the school in a fitting manner. In keeping with this idea, please consider the following further points regarding appearance:

Boys

- First to Fifth Form boys wear the school uniform of school blazer with charcoal grey trousers and a white shirt. Boys also wear a school, House or authorised school club tie. A black jumper is also available.
- Hair – should be of a similar length throughout, not below the collar or showing the scalp, and trimmed around the ears. Students may not colour their hair.
- Shaving – boys should not have beards or moustaches, and stubble should not be obvious. By Sixth Form, this will generally mean shaving daily.
- Jewellery – is not allowed, including bracelets or bands, except for a crucifix/St Christopher necklace and a signet ring. Facial piercings are not permitted. Boys may not wear earrings.

Girls

- First to Fifth Form girls wear the school uniform of school blazer with black and white kilt and a white blouse. A black jumper is also available.
- Girls' Hair – must be of natural colour. Long hair must be tied back in a ponytail.
- Girls' Jewellery – must be discreet. The following are permitted: 1 plain gold/silver stud per ear, 1 small neck chain, watch, small plain ring, 1 identity/medical bracelet.
- Makeup – Makeup should be natural and discreet.
- Facial piercings are not permitted.
- Skirts must be no shorter than 1" above the knee.

- All clothes and shoes you bring to school must be clearly marked with name tapes, including casual clothes. Making them easier to return to you. Please bring spare name tapes with you.
- All uniform must conform to the lists on the website. This includes all sports kit.
- All clothing must be machine washable and tumble drier safe.
- School shoes (worn with uniform) must be polishable – and polished! Non-trainer style.
- No hats or caps may be worn except as necessary for sporting activities.

Equipment List

Stationery

Clear plastic pencil case containing:

- Fountain pen or good quality roller ball pen
- Spare ink cartridges (blue or black ink)
- 2 spare roller ball style pens (blue or black)
- 2 sharp HB pencils
- Coloured pencils (at least 6 colours)
- Scientific calculator - Casio Fx 83
- Green biro
- Red biro
- Purple biro
- Pencil sharpener
- Pritt Stick or similar glue
- Pair of scissors
- Protractor
- Set square
- 15 or 30cm ruler
- Pair of compasses
- Rubber

School Regulations

ALL STUDENTS MUST:

- Attend meals, lessons, Chapel and games and fulfil other official School commitments.
- Present a clean and tidy appearance in accordance with the Dress, Hair, Jewellery & Makeup Regulations.
- A breach of common sense may be interpreted as a breach of the school regulations.
- A breach of the "Golden Rule" (that we treat others as we would like them to treat us) may be interpreted as a breach of the school regulations.

Bounds

- Outside lesson times students must sign in and out of their houses.
Sixth Form studying in house during lessons must also sign in and out.
- Third to Fifth Form students must be on the school campus from 6pm, unless given specific permission to attend an event off campus.
- Times for visiting the shops on the High Street are as follows:
 - Sixth Form: in break-time and lunchtime and after all lessons Monday - Saturday
 - Fifth Fourth & Third Forms: After lessons & activities Mon-Sat
 - First & Second Forms after lessons and activities at the Housemaster/Housemistress' discretion
 - On Sundays all students may visit the shops from 10.30am until 5.30pm
 - Students may collect newspapers at other times at the Housemaster/Housemistress' discretion
- Students must use the pelican crossing to cross the High Street.
- Other than the shops area on the High Street the rest of the village is out of bounds. Other areas may only be used to go to and from school activities, or with the permission of a Housemaster/Housemistress.
- No student may leave the village without the permission of their Housemaster/Housemistress.
- Students must be in their own house during prep and may only visit other areas after 6.45pm with Housemaster/Housemistress permission or in social times as follows:
Third Form: 8.30pm - 9.30pm
Fourth Form: 8.30pm - 9.30pm
Fifth & Sixth Forms: 9.00pm - 10.100pm
- Students wishing to visit Stonehill post 6pm require permission from their HsM:
 - Third and Forth Form students wishing to visit Stonehill, should do so in groups of more than one.
 - Third and Fourth Form Stonehill students wishing to visit the main campus post 6pm, should do so in groups of more than one.
- No students, except for Prefects, may cross the school lawns including the swimming pool lawn, use the door onto the High Street or the door outside the Headmaster's Study.
- Great Hall galleries, roof loft, lighting tower & cage, balcony & stage, and the Wesley Theatre are out of bounds except by specific arrangement with qualified staff.
- Public Houses are all out of bounds for all Bloxham students who are under school responsibility, except if accompanied by parents or by special arrangement with the Housemaster/Housemistress at some weekends. Mid-week permission will only be considered for Pastoral/School Prefects.



Food

- No food or drink is to be taken out of the Dining Hall without permission.
- All students must know the times of meals and when they may start queuing.
- Those queuing for any meal must do so in a quiet and orderly manner.
- Students must have written authorisation (agreed by either of the Deputy Heads), from a member of staff if they wish to attend meals or start queuing at other than the stated times.
- School dress must be worn from 8.15am until after dinner each day. Sixth Form students may attend evening meal on a Tuesday, Wednesday and Friday in casual clothes but must respect the “no knees at teas” rule. No hats/caps may be worn. Shoulders should be covered. Sliders are unsuitable footwear in the dining room.
- Bloxham sports kit (covered by a school tracksuit) may only be worn in exceptional circumstances and if agreed to by either of the Deputy Heads beforehand.
- Eating in public places is contrary to good manners and the School regulations.
- The chewing of gum is forbidden at all times on site and on all school occasions on/off site.



Health & Off Games List

- If a student is unable to participate in games due to an injury or illness, they will need to attend Palmer Health Centre to get an “off games” slip. This should be presented to the member of staff in charge of the team and/or group which the student would normally be a part of.
- A summons to attend surgery takes priority over all other activities.
- If students are capable of participating in another activity e.g. cross country, gym or other rehabilitation work this will be arranged. Otherwise students will be involved in the games afternoon with the relevant group or with the hosting of visiting teams via “meet and greet”. At all times those “off games” must remain on the school site unless permission has been granted from your Housemaster/Housemistress.



Transport

- The school site is not a suitable area for bicycling. Any student wishing to use a bicycle for any reason should seek permission from their Housemaster/ Housemistress and must wear a helmet.
- Applications for permission to drive to and from school should be made to the Housemaster/Housemistress. If permission is granted the “Driving to School Policy” must be followed and a signed agreement lodged with the Head.
- Driving lessons may be arranged by members of the Sixth Form once they have reached the legal age, but should not clash with lessons, study periods or other school commitments. An exception is that Upper Sixth students may arrange driving lessons during a study period with Housemaster/ Housemistress permission. Parents or guardians must apply to their Housemaster/ Housemistress in writing and permission must have been received before arrangements are made.
- Students travelling to and from school should do so in full school uniform.



Visiting & Relationships

- Non-members of the school may only visit with Housemaster/Housemistress’ permission, signing in and out at Reception and must be accompanied during any visit.
- No student may visit a private residence without both an invitation from the host and prior permission from the Housemaster/ Housemistress approved by the DSL.
- Parents or guardians must sign in and out of houses.
- All houses have designated areas which are open to both boys and girls for socialising. Students must not enter other areas except with Housemaster/Housemistress prior permission.
- Sexual contact between students is not permitted. Those engaging in such behaviours normally will be required to leave the school.
- Public displays of affection are not appropriate behaviour within a boarding school.



School Regulations (cont'd)

Exeats & Leave

- Before going on Weekend Leave students must ensure the Housemaster/ Housemistress receives parental authority by Thursday 9pm.
- Permission must be received by any parents or guardians who will be hosting students.
- Leave may be from 4pm on Saturday until 9pm on Sunday subject to commitments. Once a student has signed out for weekend leave, they should not return to school before Sunday evening.
- All students must always sign in and out.



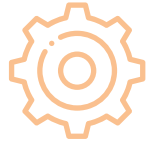
Devices

- Devices may be watched at the Housemaster/Housemistress' discretion.
- At all times the volumes of sound on devices must be kept to a level that is not obtrusive.
- Headphones should only be used at a low volume and not at all in bed so as not to distract others and so that students can hear if the fire alarm were to sound.
- During services, those in the vicinity of Chapel should not create any noise.
- The use of mobile phones/devices is in accord with the school mobile device policy.



Miscellaneous

- All property should be named. Lost property should be handed to the Deputy Head Pastoral.
- No transaction in excess of £5 between students is allowed without the consent of the Housemaster/Housemistress.
- No student may extend credit to any other student.
- It is illegal to be in possession of any offensive weapon. Any knife, other than domestic, with a fixed blade will be considered an offensive weapon.



Your Toolkit

At Bloxham, we'll equip you with the tools you need to leave the school as an engaging, respectful, caring and confident individual, ready to live happily and contributing positively to the world. You'll be given the tools to:

Settle, develop and grow through...

- A full and proper induction
- Regular communication between school and parents/guardians
- Leadership and 'parenting' from your Housemaster
- Access to the school counsellor
- Support, guidance and help to form positive relationships
- Guidance, support, encouragement and advocacy from your tutor
- Accommodation in a well maintained and cared for boarding house
- Healthy meals and snacks
- Advice and guidance on leading a healthy lifestyle
- Advice on keeping safe, with a focus on cyber-safety
- Fair and transparent disciplinary procedures
- Recognition for your success and effort in every area of school life
- Support in personal spiritual development
- RSHE – Relationship, Sex and Health Education



Embrace fun, friendships and challenges through...

- Plenty of social activities suited to your age
- Access to over 100 clubs and activities
- Instruction on how to improve your communication skills
- Help to develop respect for others both locally and in a diverse world
- A PSHE course which is relevant to your age
- Nurturing to build and develop self-esteem and that of others
- Guidance to become emotionally robust
- Support to develop respect for the property of others
- Instruction to develop listening skills

Inspire each other to be ambitious about who we are and what we can achieve through...

- The opportunity to have your voice heard in the house and school
- Leadership opportunities within your house and the school
- Encouragement to have an inquiring mind, to read and to think
- Encouragement to develop your talents to the full – both academic and non-academic
- Opportunities to explore careers and prepare for life after Bloxham

Help & Advice

Palmer Health Centre

The school's health centre is staffed by registered nurses and a visiting school medical officer. They look after your health and wellbeing whilst at school, including: general ill health, support for physical or psychological health conditions, emergency ill health or first aid, health education, support or administration of medication or general health advice.

If you feel unwell you should attend the health centre for advice and support. If the sister decides that you're unfit to remain at school, she will contact your parents/guardians to discuss appropriate action. Parents/guardians must not arrange to collect you before you have visited the health centre for assessment.



Palmer Opening Times Monday – Saturday 8am – 8pm Sunday 10am – 6pm	GP Surgery Thursday 1.30pm – 2.30pm Friday 3.30pm – 4.30pm
Contact Information: Registered Nurse on-call during Term Time Teams: Palmer Health Centre Phone number: 01295 724306 Mobile phone during opening hours: 07812 555574 palmerhealthcentre@bloxhamschool.com	Physio Clinic Monday 3pm – 4pm Nurse-led Clinic Sunday 10.30am – 11.30am

Need to Talk?

If you have any worries or need advice, there are lots of people you can turn to:

- Your family
- Your house team
- A House Captain or Prefect
- The Chaplain
- A Peer Listener

Peer Listeners are a body of Bloxham students who have been elected by staff and their peers to listen and advise those within the school who are looking for someone to confide in. Each student undertakes a training course before they can become a Peer Listener, giving them the expertise to offer this valuable support system for other students within the school.

As the name suggests, we are here to listen, not to offer solutions. Things aren't always the way we want them to be and it's often hard to shine a light on the matter. We are not that different, and really do understand, and are dedicated to support you whatever the worry, be it about school or home life, our friendly, confidential service can help you get back on track. The Peer team is always here for you. Get in touch by emailing peerlistening@bloxhamschool.com.

- The School Counsellor

Mr. Steve Thorp is available to offer support with any problems you'd like to share. He is in school on Mondays and Tuesdays - a member of staff can book an appointment for you, or you can email him directly on counsellor@bloxhamschool.com

- Independent Listeners

The school enjoys the support of entirely independent figures who are available to students if they should wish to talk to a trusted adult outside of school. Our Independent Listeners are Becky Horton on becky.horton@btinternet.com - 01925 721152 and Mike Tydeman on miketydeman@bloxhambaptist.org - 01295 721525.

Pupil Weekly Timetable

Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
07.30 - 08.00	Boarders' breakfast					
08.15	House Roll Call					
08.30 - 08.45	Whole School Assembly	Tutor Time	Upper School Assembly	Tutor Time	Tutor Time	Year Group Assembly
08.50 - 09.50	P1	P1	P1 PHSE	P1	P1	P1 08.50 - 09.50
09.55 - 10.55	P2	P2	P2	P2	P2	P2 09.55 - 10.55
10.55 - 11.20	Break					
11.20 - 12.20	P3	P3	P3	P3	P3	P3
12.25 - 13.25	P4 Lunch House tick in	P4 Lunch House tick in Fifth & Sixth Form Games	P4 Lunch House tick in Third Form Games	P4 Lunch House tick in Fourth Form Games	P4 Lunch House tick in	Lunch House tick in
13.25 - 14.25	P5 Lunch House tick in	P5 Lunch House tick in	P5 Lunch House tick in	P5 Lunch House tick in	P5 Lunch House tick in	Games Afternoon (times vary)
14.30 - 15.30	P6	P6 Third & Fourth Form Games	P6 Fifth & Sixth Form Games	P6	P6	
15.30 - 15.55	Break	Break	Break	Break CCF / Service	Break	
15.55 - 16.55	P7 Broader Curriculum	P7 Broader Curriculum	P7 Drop-in clinics and assisted prep	P7 CCF / Service / Activities / Prep (library & WLSFC)	P7 Music / A -Team Practice / Drama / Prep (library & WLSFC) / social time	
17.00 - 18.00	P8 Tutor Meetings House Assemblies 17.45	P8 Drop-in clinics / prep (library / WLSFC)	P8	P8 Fifth & Sixth Form Chapel 17.15	P8 Fifth & Sixth Form Lecture Programme Third & Fourth Form Chapel 17.15	
17.50 - 18.00	House Tick In					
18.00 - 18.45	Boarders' Supper					
18.45 - 20.30	Evening Prep Third & Fourth Form					
18.45 - 21.00	Evening Prep Fifth & Sixth Form					
20.30		Basketball (Dewey)	Swimming	5-a-side Football		
20.30 - 21.30	Social Time Third & Fourth Form					
21.00 - 22.00	Social Time Fifth & Sixth Form					

Induction Timetable

	THIRD FORM	FOURTH & FIFTH FORM	LOWER SIXTH	UPPER SIXTH
Friday 3rd Sept 2021	17.00 Overseas Arrival <i>*Please see separate Overseas Induction Schedule for more information for Friday 3rd to Sunday 5th September</i>			
Saturday 4th Sept 2021	11.30 Arrive (to Houses) 12.30 Lunch 12.30 Headmaster's address to parents 13.00 Depart for camp			
Sunday 5th Sept 2021	17.00 Return from camp 18.00 Tea 19.00 Fire Escape walk through 19.30 Film Night 21.30 Bedtime			15.00 Arrive 16.00 Orientation 17.30 Assist with Overseas, Third Form Welcome 18.00 Tea 22.30 Bedtime
Monday 6th Sept 2021	08.30 Breakfast 09.00 Assembly 09.30 Laptops 10.30 Orientation 11.30 Study Skills 12.30 Lunch 13.45 Sport and Medicals 16.00 Tutor Time 17.00 Academic Expectations 17.30 Safeguarding 18.15 Tea 19.00 House Fire Drills and Photos 20.00 Social 21.30 Bedtime	17.00 Arrive (to Houses) 17.30 Tutor Time 18.15 Tea 19.00 House Fire Drills and Photos 20.00 Social 21.30 Bedtime	12.00 Arrive (to Houses) 12.30 Assembly and Headmaster address to parents 13.00 Lunch 13.45 Academic Expectations 14.15 Laptops 15.00 Study Skills 16.30 Team Building and Medicals 18.00 Tea 19.00 House Fire Drills and Photos 20.00 Socials 22.00 Bedtime	08.30 Breakfast 09.30 UCAS Writing 10.30 First and Third Form Orientation 12.30 Assembly 13.00 Lunch 13.45 UCAS 16.00 Load UCAS 16.30 Sport 18.00 Tea 18.45 Safeguarding 19.00 House Fire Drills and Photos 20.00 Socials 22.00 Bedtime
Tuesday 7th Sept 2021	All Years: 07.30 Boarders' breakfast 08.15 Registration 08.30 Tutor Time 09.00 Assemblies 09.55 Period 2 and normal timetable commences			
Thursday 9th Sept 2021	Period 4 MidYis and Alis Tests (in Maths lessons as timetabled)		15.45 MidYis and Alis Tests	

Where are my lessons?

Building	Classroom Name	Notes
Art School	AS1	Downstairs
	AS2	Upstairs
Sixth Form Art School	SA1	Downstairs
	SA2	Upstairs (Photography)
Main Building Business School	B1	Lower Ground Floor
	B2	Lower Ground Floor
Merton House (across the road)	MN1	Mr Dann's classroom
Dewey (Sports Centre)	Dewey	Sports Hall
	D5	Dewey Studio
Exham (Lower School)	E1	Main Entrance
Great Hall (Main Entrance)	GH1	Downstairs
	GH2	Downstairs
	GH3	Downstairs
	GH4	Downstairs
	GH5	Upstairs
	GH6	Upstairs
	GH7	Upstairs
	GH8	Upstairs
	GH9	Downstairs
Great Hall (Languages School)	GH10	Downstairs
	GH11	Upstairs
	GH12	Upstairs
History (Access from HM Lawn)	H1	Downstairs
	H2	Upstairs
Main Building	EL	Egerton Library
	LC	Liddon Chapel Classroom
Sam Khan Music School	M2	Downstairs
	M15	Upstairs
	RR	Recital Room (upstairs via main entrance)
Raymond Technology Centre	RT1	Downstairs
	RT2	Downstairs
	RT3	Upstairs
	RT4	IT Support
	RT5	Upstairs
	RT6	Upstairs
	RT7	Upstairs
Pavilion	SC	Stewart Centre
	Palmer	Medical Centre
Thompson Building	T1 - T11	Downstairs
	T20 - T27	Upstairs
Wesley Theatre	Wesley Theatre	Via Raymond car park and Rose Bank

