



Bloxham School

Merton House
Handbook 2023

Meet the Team



Housemistress

MRS. CHERYL LINTON

Cheryl joined Bloxham in 2021 as a Physics teacher and became Housemistress of Merton in September 2023.

Since joining Bloxham, Cheryl has introduced the mini-MAPP (Masters in Positive Psychology) offered as part of the enrichment programme for Lower Sixth students. She also runs both the Junior and the Senior Physics Olympiad.

In her free time, she enjoys spending time outdoors with her husband and two children. She also has completed the Three Peaks Challenge and London Marathon.

c.linton@bloxhamschool.com



Miss Zara Jenkins
Assistant Matron



z.jenkins@bloxhamschool.com

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 the students' base when not in lessons or activities. The common room is a great place for pupils to spend their 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 Housemistress.

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 pupils' academic progress within each subject. Pupils will receive three grades:

ATL: Attitude to learning

CWT: Current attainment level (currently working towards)

Target Grade: Self-explanatory!

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

Pupils will be required to write their own self-reflection reports at the end of each term. These allow them to look critically at their own performance and judge for themselves how they are progressing.

IT Support

On arrival, new students receive their own laptop and an induction. If they have any issues, they should please raise a request via Bloxham Service Desk (bloxhamschool.samanage.com) or visit the IT hub for technical support.





Bloxham parents have established an independent online exchange system for second hand uniform which you can access by joining the parent comms platform: www.classlist.com

Uniform & Dress Code

- Full details are in the Uniform Lists and Dress Code documents.
- Sixth Form students wear business suits with conventional shirts and a designated School tie. Suits can be a dark grey, black or navy blue and of one colour and one material only.
- 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. A necklace must be removed for PE and hidden at other times. Facial piercings are not permitted. Boys may not wear earrings.

Girls

- First to Fifth form girls wear the School uniform of a School blazer, white blouse and either a School kilt with black tights or tailored black trousers. Kilts should fall to within two inches of the knee. A black v-neck jumper is also available.
- Girls' hair – must be of natural colour. Long hair must be tied back in a ponytail. Extreme styles are not permitted.
- Girls' jewellery – must be discreet. The following are permitted: 1 plain gold/silver stud per ear to be worn in the lobes, 1 small neck chain or pendant, which must be removed for PE and hidden at other times, watch, small plain ring, 1 small bracelet.

- Makeup – Makeup should be natural and discreet.
- Facial piercings are not permitted.
- No nail varnish or acrylic nails.
- All clothes and shoes pupils bring to School must be clearly marked with name tapes, including casual clothes, making them easier to return. Please bring spare name tapes .
- 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

*In addition, the Outdoor Education programme demands specific clothing/ equipment (eg. walking boots, waterproof trousers and 3 seasons sleeping bag) but it would be wise not to purchase these in advance.

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 - 9.15pm
Fourth Form: 8.30pm - 9.15pm
Fifth & Sixth Forms: 9.00pm - 10.00pm
- Students wishing to visit Stonehill post 6pm require permission from their HsM:
 - Third and Fourth 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 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 5.45pm. Students may wear casual clothes to supper under the following regulations: shoulders and torsos should be covered; skirts and shorts should fall to within 2 inches of the knee; no hats, pyjama-style clothes or inappropriate logos are allowed. Sliders, Crocs, slippers, flip flops and similar open-toed styles are not permitted in the Dining Room. (This list is not exhaustive but is a guide). The usual School rules about hair and jewellery remain in place during tea. The ruling by staff on duty about the suitability of dress at tea must be followed.
- 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 of which the student would normally be a part.
- 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.
- Any medication brought to School must be handed in and Palmer H.C. will then decide on rules for storage and administering.



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.



School Regulations (cont'd)

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.



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.
- Deliveries to the School are made to Park Close Annex, Bloxham OX15 4PS.



Pupil Toolkit

At Bloxham, we equip pupils with the tools they need to leave the school as an engaging, respectful, caring and confident individual, ready to live happily and contributing positively to the world. Pupils will 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 Housemistress, House Captain, and Tutor
- Access to the School counsellor
- Support, guidance and help to form positive relationships
- Guidance, support, encouragement and advocacy from tutors
- 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 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 age
- Access to over 100 clubs and activities
- Instruction on how to improve communication skills
- Help to develop respect for others both locally and in a diverse world
- A PSHE course which is relevant to 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 for pupils to have their voices heard in the House and School
- Leadership opportunities within House and the School
- Encouragement to have an inquiring mind, to read and to think
- Encouragement to develop 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 pupils' 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 pupils feel unwell at home, they should stay at home and seek medical advice from their own doctor. If pupils become unwell whilst at School, they should attend the health centre for advice and support during surgery times. If the sister decides that they're unfit to remain at School, she will contact parents/guardians to discuss appropriate action. Parents/guardians must not arrange to collect pupils before they have visited the health centre for assessment.



Palmer Surgery Times

Morning 8am – 8.45am

Lunch 1.15pm – 2pm

Evening 6pm – 7pm

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

GP Surgery

Thursday 1.30pm – 2.30pm

Friday 3.30pm – 4.30pm

Physio Clinic

Monday 3pm – 4pm

Nurse-led Clinic

Sunday 10.30am – 11.30am

Need to Talk?

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

- Family
- 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 in whom to confide. 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. The Peer Team is always here for students. Get in touch by emailing peerlistening@bloxhamschool.com.

- The School Counsellor

Mr. Steve Thorp is available to offer support with any problems pupils would like to share. He is in School on Mondays and Tuesdays - a member of staff can book an appointment for pupils, or they 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	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 Thirdd & Fourth Form Chapel 17.15	
17.50 - 18.00	House Tick In and Depart					

Induction Timetable

MONDAY 4TH SEPTEMBER 2023

	THIRD & NEW FOURTH FORM	LOWER SIXTH	REST OF SCHOOL
AM			U6th arrival U6th available in Houses; any spare time is for UCAS statement preparation.
12.30			U6th Assembly in Great Hall
13.00			U6th Safeguarding in Great Hall
13.15			U6th lunch
14.00	Arrive in Houses		U6th assist orientation
14.30	Parents' talk in Chapel Student assembly in the Great Hall		
14.45	Safeguarding training in the Great Hall		
15.00	Parents' tea & depart Student Orientation exercise		U6th assist orientation
15.30		Arrival in Houses	
15.45	Rules & Expectations in the Great Hall		
16.15	Laptops introduction	Assembly in Chapel	
16.45		Tutor Time	U6th House Prefect Meetings
17.15	Tutor Time		
18.00			All other 4th, 5th arrival
18.15	Tea	Tea	Tea
19.00	Fire Drills	Fire Drills	Fire Drills
19.30	Integration Games	Integration Games	Integration Games
20.30	Whole School Social	Whole School Social	Whole School Social
21.30	Depart	Depart	Depart

TUESDAY 5TH SEPTEMBER 2023

8.15am Arrival
8.30am Whole School Assembly (St Mary's)
9.15am Tutor Time
9.50am Start second lesson

WEDNESDAY 6TH SEPTEMBER 2023

4.30pm House Day, to include tea, finish by 9.00pm

THURSDAY 7TH SEPTEMBER 2023

Base line testing and Elevate training

FRIDAY 8TH SEPTEMBER 2023

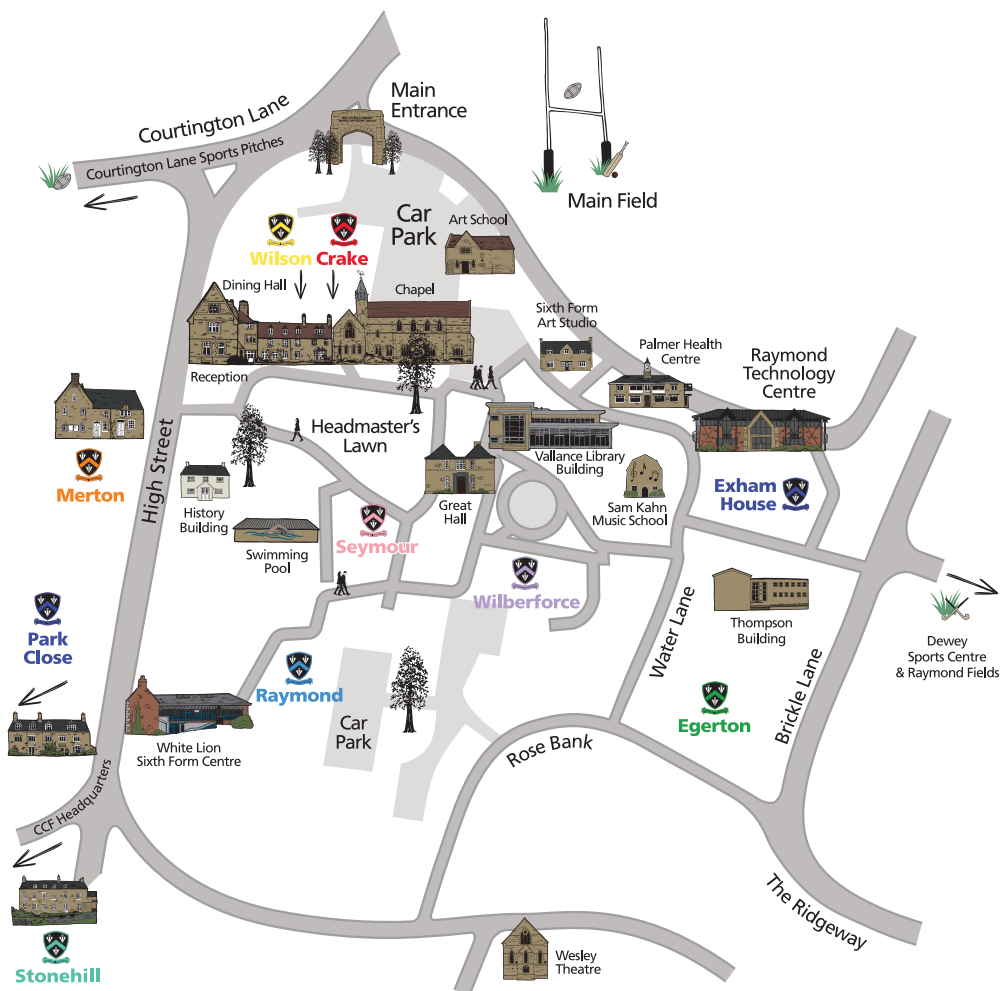
Whole School Eucharist

SATURDAY 9TH SEPTEMBER 2023

First full fixture list
7.30pm Whole School Social Evening

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	Merton 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
Great Hall (Languages School)	GH9	Downstairs
	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



Merton House Phone: 01295 724318

Other useful contacts:

School Office (absence): 01295 720222
absences@bloxhamschool.com

Emergency Number: 01295 724360

Palmer Health Centre: 01295 724306

Follow us on Twitter: @Bloxham_Merton

The postal address for deliveries is:

Park Close Annex, Little Bridge Road, Bloxham OX15 4PS