



PATRON
HM THE QUEEN



Ascot

A Co-educational Day & Boarding School
for young people aged 4 - 18

Guinness House

Welcome to Guinness House

Contents

Introduction	3
House Staff	3
Routines	4
Bounds	4
Weekends	5
Registration	5
Activities	5
Holidays	5-6
Guardians	6
Safety and Security	6
Visitors	6
Telephone Calls	7
Electrical Equipment	7
Pocket Money	7
Tuck	8
Tidiness Within the House	8
Behaviour in the House	8
Personal Appearance	8
Senior School Uniform	9
Laundry	9
Linen	10
Luggage	10
Help with Problems	10
Health	10
In Conclusion	10

Useful Numbers

House payphone

01344 890651

House office

01344 898543

School fax

01344 890648

Correct Postal Address for Your Son's Mail

Guinness House
Licensed Victuallers' School
London Road
Ascot
Berkshire
SL5 8DR

Introduction

Guinness House is a Boarding House for boys in Years 8, 9, 10 and 11. It provides accommodation for up to 57 boys together with resident staff. Our aim is to make the House as homely as we can, with every effort to create a happy and relaxed atmosphere.

Accommodation is in the form of shared dormitories. A lot of careful consideration goes into allocating boys into dormitories. Year 11 boys share their own flat, since they are senior members of the House; it has facilities for making refreshments and watching television. In addition to the flat, there are two common rooms; one has a pool table and books or magazines for reference, whilst the other provides facilities for making hot drinks or snacks and watching television.

In order to ensure that we all work together as a community there are some rules and routines applicable to all boys. These enable each individual to have some freedom and security within the House. Please note the requirements regarding the labelling of clothing. There has been a perpetual collection of unclaimed property in the past. We make considerable efforts to identify the owner of such property, however, due to lack of storage space, any long term unclaimed items of property will be donated to charity.

It is expected that each Boarder respects the rights and privacy of others and follows the framework described in this booklet in addition to School rules. By everyone working as a team, Guinness House is a happy and relaxed place in which to live.

Mr. M. Marmion,

Head of House

House Staff

Mr. and Mrs Marmion

Mr and Mrs Marmion will take over the role of running Guinness House in September 2011. They offer a wealth of experience of running and managing boarding houses and they are looking forward to taking responsibility for the pastoral care and welfare of the boys in the House. They are the parents of twin boys who have just finished their first year at University. Both boys greatly benefited from being brought up in a boarding environment. Mr and Mrs Marmion are therefore very aware of the importance of creating a caring, supportive family environment, which will encourage young people to develop their skills and strive to do the best they can.

Mr Bradley Hunt and Mr John Sullivan, Resident Tutors

Both Mr Sullivan and Mr Hunt assume responsibility of the House in the absence of Mr. Marmion.

Laundry

Asia is responsible for ensuring that the boys' clothes are maintained in a clean and tidy condition and that the house-keeping needs are catered for.

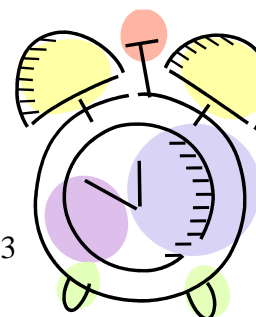
Tutors

Each boy is allocated to a personal Tutor. In Guinness each Tutor (who is not necessarily resident) is responsible for the academic and social development of a small group of boys. It is anticipated that a boy will have the same Tutor throughout his time in the House, thus giving him more stability. Boys must record all prep set and completed in a prep diary which will be checked by the Tutors once a week. If the boys have problems with work they should seek advice from their Tutors in the first instance. The Guinness House website will provide further information on Tutors.

House Prefects

The House runs a prefect system run by selected responsible Year 11 boys. The Prefects assist in the running of the House and do their share of duties. Prefects are overseen by the House Captain (Mitchell Field) and Vice-Captain (Charlie Morgan) with a team of Senior Prefects.

Routines



Weekday Routine

07:00	Alarms switched off
07:00	Staff check to wake up. Wash and then dress in full school uniform
08:00	Breakfast in the dining hall, then back to the House, make beds, tidy dormitories, get books and kit ready for school
08:30	Latest time to leave the House for school
08:50	Registration in Tutor rooms
LESSONS	
16:00	Return to House, tea time snack available. Sign out for free time / activities, or remain in the House
18:00	Supper in the dining hall
18:30	Callover
18:45	Supervised prep
21:15	Year 8 and 9 in House
21:30	Year 10 in House
21:45	Year 11 in House, Year 8 lights out
22:00	Year 9 lights out
22:15	Year 10 lights out
22:30	Year 11 lights out

Saturday Routine

07:30	Alarms switched off
08:00	Register taken and Breakfast available in House
	Make beds and tidy dormitories BEFORE going to activities
12:30	Lunch in the dining hall
17:30	Supper in the dining hall
18:40	Callover
21:00	Callover

A Typical Sunday Routine

08:30	Alarms switched off
09:00	Wake up. Wash and dress
09:30	Breakfast in the dining hall
10:50	Depart for Morning Service in St Martin's, Winkfield. Chapel times and venues can vary. (Special arrangements can be made for Roman Catholics if required)
12:30	Lunch in the dining hall followed by free time
17:30	Supper in the dining hall followed by free time
18:00	Earliest time for weekly boarders to return
21:00	House Meeting (attendance compulsory) – Normal bed times.

Bounds (Monday to Friday)

Boys may not leave the site during the school day without specific permission from the Head of House or medical centre. On occasions such as medical or dental appointments, boys must sign out and back in at Reception. When appointments are made by parents/guardians, the transport arrangements must be notified, in writing, to Mr Cunningham-Watson in advance. It is preferred that pupils avoid missing lessons.

Weekends

Boys are permitted to leave the school site to visit approved locations, subject to prevailing regulations laid down by the Headmistress. They MUST return by callover, unless there has been a different agreed prior arrangement with the duty staff. If there is a delay, they must contact the duty staff. Parents are asked to supply the Head of House with written permission by the preceding Wednesday on every occasion when:

- a full boarder wishes to go home;
- any boy wishes to leave the school site to stay with a friend;
- any boy wishes to go out in the care of an adult other than a parent, guardian or staff of the school.

Weekly Boarders - Weekends

Boys normally spend every weekend at their own home, leaving school at 16:00 on Friday, and arriving after 18:00 and before 20:00 on the night of their return. Attendance at the Sunday evening House meeting at 21:00 is compulsory for all boys.

Should it not be possible for a boy to go home on a particular weekend, permission for him to stay in school can be obtained by writing to the Head of House no later than the preceding Wednesday.

Registration

The House operates a signing out and signing in system, for both on-site and off-site activities. Before signing out to go off-site, boys must seek permission from the member of staff on duty. The signing books provide a record of the location of members of the House in the event of a fire or other emergency, and should be conscientiously completed by the individual for their own safety.

Pupils are not permitted to sign others in or out, nor are they to ask someone else to sign in or out on their behalf.

Breaking this rule will lead to the loss of the privilege of going out. All boys must be in the House between 21:45 and 07:30, except for a specific purpose approved by the Head of House.

Attendance at callover (registration) and the weekly House meeting is compulsory, unless specific permission has been given by the Head of House.

Activities

In addition to many sporting fixtures and regular school events, there are many organised activities provided for boarders during the week and at weekends. Details are published at the beginning of each term, as there are seasonal variations.

The number of activities attended each week varies according to age group. Once a boy has signed up for a particular activity he must continue to attend each week for as long as his commitment lasts; sports activities change each term, but the Duke of Edinburgh's Award Scheme continues for the whole year.

Skateboarding and in-line roller-skating are allowed during free-time in allocated areas, but are at boarders' own risk. Due to the potential dangers it is important that the necessary protection is worn at all times during the activity.

All boys, including those entering the House for the first time, are encouraged to take part in the (Bronze) Duke of Edinburgh's Award Scheme. This provides a structure to their extra-curricular activities and promotes commitment, whilst being an internationally recognised achievement when completed.

Most activities are free, but some do involve a charge such as for golf, dry skiing and climbing. If a boy wishes to sign up for an activity which attracts a charge, his parents should give written authority for the charge to be added to the school bill.

As well as organised activities, we regularly arrange House activities from time to time. These might include outings, team practices and inter-house competitions. If boys wish to pursue an off-site activity which is not run by the school, such as Golf, Cadets or Rugby, they should ensure that written permission is given by parents and lodged with the Head of House prior to the activity taking place.

Holidays

All boys are expected to leave the House at 16:00 on the last day of term (unless term ends at lunch time) and arrive after 18:00 and before 20:00 on the night of their return. The House will be closed over the holidays between the above times.

At the end of term, parents or guardians should collect their sons as soon after the official collection time as possible. Boys must remove ALL of their possessions from the House at the end of each term. There is no facility for storage during holidays, as workmen and cleaners need clear access and the accommodation may be occupied by other people. Overseas students should arrange for storage of their possessions with their UK guardians.

If boys return before the House is open due to another commitment such as play rehearsals, they (and their property) will be in the care of the teacher in charge of the activity. They must not expect access to the Boarding House before 18:00 on the day of their return.



It is undesirable for pupils to be taken out of school for family holidays during term time. However, if there are unavoidable circumstances which necessitate boys being taken out of school, parents should apply in writing to the Head of House for permission well in advance of the proposed absence.

Guardians

Pupils whose families live abroad MUST have legal guardians in this country, and these people must be available to care for and collect pupils from school. Guardians are responsible for granting permission on behalf of parents for school activities and looking after the boarder's property during holidays.

The school must be able to contact guardians at all reasonable times, including weekends. Please inform the school of any changes to the (UK) emergency contact details as soon as they occur.

Safety and Security

The Boarding House has an intruder alarm system which is set every night between 21:45 and 07:00 the next morning. There are also several callovers (registrations) to check all boys are accounted for. Fire drills and night time practices are held each term. Boys are fully briefed on the action they must take when the fire alarms sound in the House. A swift, orderly evacuation and assembly on these occasions is imperative to ensure everyone's safety.

All boys must have a warm dressing gown and sensible footwear to put on when the House is evacuated at night.

If a fire alarm sounds anywhere in the school (except during school hours), all boarders are required to return immediately to their boarding house to be registered.

Aerosol cans, including environmentally friendly or non-CFC ones, are not permitted and will be confiscated if brought into the House. The particles in the spray may trigger off the fire alarm and they are also hazardous. Boys who are found to have willfully caused the fire alarms to be triggered, or for fire extinguishers to have been tampered with, will be charged for the cost of the call-out or replenishing of the fire extinguisher. The call-out charge is in excess of £100.

If parents wish their son to leave the school site to stay with a friend, or in the care of adults other than themselves or staff of the school, they are asked to supply the Head of House with written permission by the Wednesday preceding the outing (e-mail is preferred).

All medicines must be handed in to the nurse in the medical centre - no remedies may be kept in the House unless on her instructions.

Personal possessions and valuables should be named where possible and should be locked away in the safe provided.

Parents are advised to check that their household insurance covers their son's property as the school does not normally accept responsibility for any losses.



Visitors

Boys are encouraged to follow the general guideline that they should not enter into dorms other than their own without invitation or permission by a member of staff. If students wish to socialize across year groups, they should do so in the communal areas. Older year groups are not permitted into younger rooms. Prefects may need to enter dorms in the course of their duties. Boys must enter and exit the House via the main front door. The other exits are fire exits and may trigger an alarm if opened. The main door has fitted a security lock and keypad. This number is known to staff and boarders including those from other boarding houses.

Boarders from other Houses may visit, but this is subject to the following conditions:

- The guest must be introduced to the member of staff on duty from whom permission must be sought that he/she enters the House
- The visitor must sign in on arrival and out on departure in the book by the front door of the House
- The visitor must be entertained in the communal areas only. The guest must NOT go into the dormitories
- No visitors may stay overnight

In the interest of safety and security, visiting adults, including parents of boarders, to the House are only allowed access directly by the member of staff on duty.



Telephone Calls

Boys can make and receive calls on the House payphone. Parents and friends are requested not to call during prep or after bedtime.

House payphone Number 01344 890651

Calls may be made and received from 16:00 until bedtime (see "Routines").

They may also make calls from the alternative telephone situated in the "Street". All public telephones require BT phone cards.

Boys are unable to receive calls – including mobile telephone calls – during prep or after their bedtime. Some boys find settling into boarding difficult and spend a lot of time on the telephone to their parents. This can aggravate the problem for both parties, so we suggest that calls be kept down to 2 or 3 per week. It is far better for a homesick boy to join in an activity, than to spend his time waiting by the phone for his turn to make or receive a call. Mobile telephones are not permitted in school during the day and must be turned off during prep and after lights out. These are however, valuable possessions and should be treated as such.

Head of House's number: 01344898543

The telephone number above may be used at any time in an emergency and between the following times for routine matters – 16:00 until 23:00.

From time to time it may be necessary to break bad news to boys. Please involve the House staff if you find yourself in this situation so that we can offer our support and comfort.



Electrical Equipment

Pupils may have small personal items such as MP3 players, electric razors and hair dryers. Small music players, such as radios and iPods are permitted, but preferably not the bulky stereo system variety due to limited desk space.

Televisions, personal computers (except lap-tops) or appliances for making drinks or snacks are not permitted.

Mobile phones are not permitted in school, but may be used during boarders' free time. They may not be used in the dining hall, during prep or after bed-time. The Head of House may give additional guidelines as necessary.

All electrical items are subject to the following conditions.

- The School and House accept no responsibility for loss or damage to such equipment. Parents are advised to check that their household insurance covers their son's property.
- Equipment may not be used in such a way that it annoys other people.
- All items must be electrically safe and fitted with a standard three pin, fused plug, and may be checked by the school electrician.
- The Head of House reserves the right to return to parents any item which he considers to be unsuitable or which is being used improperly.

Pocket Money

All pocket money should be lodged with the Head of House on the first night of term. It is then distributed as the boys need it, unless parents request otherwise. Suggested amounts of pocket money are:

Year 8 £8 per week - Year 9 £10 per week - Year 10 £12 per week - Year 11 £15 per week.

Cheques should be made payable to "*Licensed Victuallers' School*"

Please allow at least four weekdays for a cheque to clear and cash be supplied to the House.



Parents of weekly boarders may instead wish to give their sons their pocket money at home, but it is a good idea to lodge £20.00 with the Head of House to draw on in emergencies or when they stay in school over a weekend.

The House cannot provide lending or overdraft facilities to boys.

No boy should be in possession of large amounts of money, either on his person or in the House, as it can encourage theft. Gifts of money in the post should be handed in to the Head of House for safe keeping.

Tuck

Pupils have access to the school vending machines and also to the local shops, so there is no need for them to store large quantities of food and drink in their lockers. This practice is discouraged for health and hygiene reasons.

Under no circumstances are perishable foodstuffs to be stored in the dormitories.

Boys have access to a kettle, toaster and microwave oven for making snacks, but this should not be regarded as an alternative to meals in the dining hall. No food may be removed from the dining hall. Fast-food deliveries are only permitted after negotiation with the duty staff and this is restricted largely to weekends only.



Tidiness within the House

Rooms must be kept presentable at all times. The House may be shown to visitors and must meet basic Health and Safety requirements. The following guidelines must be observed:

- Exits to rooms must not be obstructed.
- Wardrobes must be kept with their backs to the walls.
- Furniture must not be moved to other rooms.
- Posters or display material must not be offensive.
- Rooms must be left tidy every morning, with the curtains open.

Behaviour in the House

Whilst wishing that the House is regarded by the boys as home, it is expected that they will treat it with respect and behave responsibly at all times.

Rotas operate for tidying and cleaning up in the communal areas at the end of each day, and all boys in the house are included in these, supervised by prefects. It is still expected, however that they will wash up their own dishes after use and not leave litter and mess for other people to clean up.

Every boy is responsible for keeping his own bed space and dormitory clean and tidy and to clear his desk and shelves for dusting by the cleaners. The facilities of the House are for everyone to use on an equal basis, although the flat is reserved for Year 11.

The playing of games involving balls, bats, clubs, etc. in the dormitories and corridors is strictly forbidden and will result in the equipment being confiscated. Repairs needed due to careless damage may be charged to the school account.

We encourage quiet in the house after 21:30 to enable younger boys to get to sleep. Out of respect for privacy, no boy should enter a dormitory other than his own without specific permission.

The following items are not permitted on the premises:

- Aerosols of any sort.
- Chewing gum / bubble gum.
- Drugs, Alcohol and Cigarettes, including any paraphernalia, are prohibited as well as illegal.

Personal Appearance

The boys of Guinness House are expected to be clean and smart at all times. On weekdays, full school uniform, including blazer is to be worn from breakfast and through to 16:00. Shirts should be tucked into trousers and ties should be properly tied. Boys should ensure that their shoes are polished regularly. Hair should be kept clean and sensibly styled; extremes of fashion such as unnatural hair colour or shaved styles are not permitted. Valuable items of jewellery, e.g. heavy gold chains and rings or expensive watches, are discouraged as we cannot accept responsibility for their loss or damage.

After 16:00 on weekdays and on Saturdays boys may wear casual clothes of their own choice, but again it should be clean and smart, with no extremes of fashion and clothes must fit correctly.

On Sundays, boys must wear smart trousers and shirt/sweater for Chapel/Church. Thereafter they may change into casual clothes.

Hats, coats and games kit may not be worn in the dining hall.



Senior School Uniform (Years 7 to 11)

School dress is to be worn for all lessons, formal occasions, plays and school outings, except when instructed by the Headmaster.

All items of clothing MUST have a firmly sewn in woven name tape BEFORE they are brought into school. Extremes of fashion, whether of dress or hair are to be avoided.

Jewellery of any kind, including earrings, is NOT permitted for pupils in Years 8 to 11.

Checklist of Additional Items for Boarders

- 7 sets of underclothing
- 2 pairs of pyjamas 1 dressing gown 1 fire retardant duvet with duvet cover 1 extra pillow plus pillow case if desired 2 towels
- 1 pair of slippers 2/3 sets casual clothes for after school and weekends. clothes must in no way be outlandish or ostentatious
- 1 smart jacket and trousers for Chapel / Theatre trips
- toiletries, **NO AEROSOLS.**
- 2 zipped net wash bags for dark and light socks
- shoe cleaning kit, coat hangers
- spare name tapes
- pens, pencils, ruler, calculator (correction fluid is not permitted) bag to carry books / PE kit to and from the House.

It is recommended that all boarders bring a nit comb to school, and use it regularly.

Parents/guardians should check that ALL laundry items are CLEARLY NAMED BEFORE bringing them back to school. Please refer to the laundry section later.

Laundry

The House Laundry will wash and dry clothing, bedding and towels. It is the responsibility of the individual to put his washing out before bedtime and to retrieve it from the laundry after school on the next day.

All laundry is machine washed and tumble-dried. Parents should ensure that all clothes provided are suitable for this process. For health reasons, no wet washing is to be hung in the boarding house.

Please ensure that all items of clothing, including casual wear and shoes, are labelled with a sewn-in woven name tape. Boarders should have a spare set of name tapes at school, to pass on to the Head of House, for the purpose of labelling new items of clothing purchased during the school term. All boys should have a named bag for keeping their dirty washing in. Boys are asked to provide TWO mesh wash bags, for light and dark items, such as socks, to keep together in the wash. Dry cleaning can be arranged through the House Laundry, though this costs extra and will be added to the school bill. It is expected that boys do not return from weekends or holidays away with washing to be done.



Linen

The following are provided on loan by the House: • 1 fitted sheet • 1 pillow • 1 pillow case

These items should not be taken home under any circumstances. If items are not left behind at the end of each term, the cost of replacements will be added to the school account.

Luggage

As storage space is very limited, please use soft, collapsible cases wherever possible.

Help with Problems

There may be times when boarders need to discuss their problems. If you need to talk to someone, all of the House staff, including tutors, will listen to you in confidence. You may also discuss confidential matters with the School Chaplain or the medical staff. If you would feel more comfortable talking to one of the senior prefects, they will be sympathetic too, but they may seek advice from the House staff about how you can best be helped. A school counsellor is available weekly, with appointments being made through the medical centre. There is also a Youthline support group available.

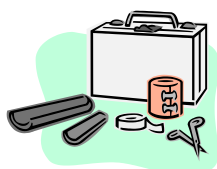
If your problem is one which you feel you cannot talk to us or your parents about, you still need to talk to someone, possibly one of the outside agencies such as Childline or Youthline. These are their telephone numbers:

Childline 0800 1111

Youthline (01344) 311200 or Text 07963779007 (or 07963779003 for bullying issues)

We will always want to help you, *but you need to tell us when you have a problem!*

Health



Medical cover is available on a 24 hour basis Monday - Friday, and as advertised at weekends. Boarders may attend surgery before or after school, or at lunchtimes. The surgery times during weekdays are 08:15 – 09:00, 13:00 – 14:00 and 19:30 – 20:30. Every Boarder is required to register with the School Doctor and, should they require treatment during school holidays, they should register as a temporary resident with your local Doctor. Pupils may not possess any

prescribed medication unless this has been approved by the Medical Centre. Different times operate during weekends.

Special dietary needs should be made clear to the Head of House.

In Conclusion

Guinness House is part of a community, which provides a homely environment in which young people live and which supports them in their education. Every effort is made to ensure that the needs and welfare of everyone in the House are catered for in a fair manner. This depends on the co-operation of all members of the House and we ask that the guidelines in this booklet are respected. We also ask boys in the House to respect each other's rights and privacy as well as be courteous and willing towards members of staff. Boys may be given responsibilities and rewards as appropriate when they show a particular strength. We hope that the boys will endeavour to do their best at all times.

If parents or guardians have any queries, please do not hesitate to contact Mr Cunningham-Watson in the first instance. Similarly, please inform him of any changes to emergency contact details.

Mr Ciarán Cunningham-Watson

House Phone: 01344 898543

Mobile Phone: 07593381487