



KING WILLIAM'S COLLEGE

A Guide to Boarding 2020-2021



Introduction

The Housemaster, Housemistress or one of the tutors will be in your House when you arrive. The Housemothers live in the building, so you will see them around and about every day. They have a long list of responsibilities, including medical issues, doctor's and dentist's appointments, laundry, room tidiness, uniform, house snacks, talking about problems, minibus runs to the airport and generally being around to listen and to help. Wendy and Caroline are vital cogs in the boarding machine and they ensure the houses run as smoothly as possible.

The first few days are always the most difficult, but remember that many of your peers have been through the same experience and will help you – you only need to ask. Your tutors are never far away, many of them live on site and you are always welcome. In this booklet we included instructions to make your first week a little easier; a copy of the house routine and answers to the most commonly asked questions.

If you have any further questions please contact Mr Ed Jeffers, Head of Boarding.

We look forward to having you in the House and are sure that you will enjoy living as part of a large and friendly community.

Contact Details

The boarding houses at King William's College can be contacted on a 24 hour basis. The Housemaster of Colbourne and the Housemistress of School House live next to the boarding houses and are available on the following telephone numbers in an emergency, or should the need arise:

| | |
|-----------------------------|--------------------|
| Colbourne House Duty Mobile | +44 (0)7624 314247 |
| Colbourne House Office | +44 (0)1624 820448 |
| School House Duty Mobile | +44 (0)7624 460462 |
| School House Office | +44 (0)1624 820456 |

MEDICAL CENTRE +44 (0)1624 820451 medical@kwc.im

MR CORRIE (Deputy Head Pastoral) +44 (0)7624 451539 stuart.corrie@kwc.im

The best time to telephone the boarding houses is between 4.20pm and 6.45pm. The telephone number for the main College switchboard is +44 (0) 1624 820400. Office hours are 8.30am to 5pm.





MR EDMUND JEFFERS
Head of Boarding
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 Mobile: +44 (0) 7624 484798
 ed.jeffers@kwc.im



MRS SUSIE PARRY
Housemistress of School House
 + 44 (0) 1624 820456
 Mobile: +44 (0) 7624 483249
 susie.parry@kwc.im



MISS CATRIN BESWICK
Assistant Housemistress
 + 44 (0) 1624 820448
 Mobile: +44 (0) 7624 314247
 catrin.beswick@kwc.im



MISS ZOE SHIMMIN
Assistant Housemistress
 + 44 (0) 1624 820456
 Mobile: +44 (0) 7624 460462
 zoe.shimmin@kwc.im



MRS WENDY LANG
House Mother - Boys'
 Mobile: + 44 (0) 7624 493608
 wendy.lang@kwc.im



MISS CAROLINE TEMPS
House Mother - Girls'
 Mobile: + 44 (0) 7624 384508
 caroline.temps@kwc.im

Boarding Staff

WELCOME FROM THE HEADS OF HOUSE

We would like to start off by saying welcome to our boarding community here at King William's College. For some of you this will be a completely new and daunting experience, but many have come before you and felt the same. Hopefully you will come to view King William's College as your home and not just a school, but it can be tough to settle in, so firstly we would like to introduce you to your boarding house team. Our job is to lead the House Prefect teams, to be a link between the House Tutors and boarders and to make sure that every boarder is as happy as possible. Please come and talk to us if you have a problem, want to make a suggestion or simply want to chat!

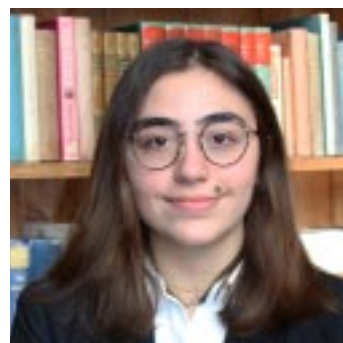
We are here to help.

We are a family. You may not see it from the beginning, but soon you will realize that we are an international family of over 90. For us moving to KWC and into boarding was the best thing we've ever done and we're sure in time you will feel the same.

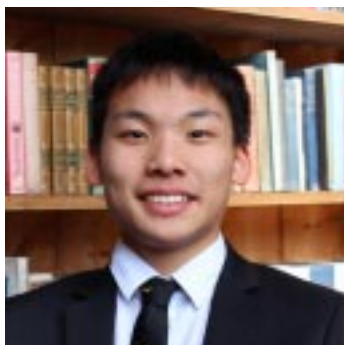
Welcome to our family!



TOM PENN
Head of Colbourne House
Tom is from the Isle of Man



LAORA TOBELAIM
Head of School House
Laora is from France

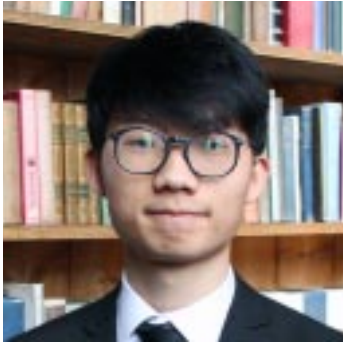


JONAS LAI
Senior Prefect of Colbourne House
Jonas is from Hong Kong



MILLIE KINNIN
Senior Prefect of School House
Millie is from the Isle of Man

Colbourne House Prefects



SUNNY CHEN

Sunny is from Hong Kong



ERIK SUME

Erik is from Estonia

School House Prefects



HANNAH BRASCH

Hannah is from Germany/UK



EUGENIA CHAN

Eugenia is from Hong Kong



ADNA SALIHOVIC

Adna is from Bosnia & Herzegovina

House Routine

WEEKDAYS

- 7.15am Rise with the bell
 - 7.30 - 7.45am Arrive to **Breakfast** in the Barrovian
Register taken by Prefects
 - 8am Bedroom tidiness check
 - 8.20am Depart to College
 - 4.30pm **Registration** with tutor on duty
 - 4.30 - 6pm Free time
 - 6pm **Supper** in the Barrovian
 - 6.45pm **House Prayers, register taken by Prefects**
 - 7 - 9pm Prep/quiet time
 - 8pm L4, U4 return from prep to quiet free time
 - 8.30pm L5 return from prep to quiet free time
 - 9pm Prep ends, free time until bed
 - 9.45pm L4, U4, L5 prepare for bed **and surrender all devices**
 - 10pm **L4, U4, L5 lights out**
M5 prepare for bed
M5 and U5 surrender all devices
U5, L6 out of all common areas
Register taken by Prefects
 - 10.15pm **M5 lights out**
U5, L6 prepare for bed
U6 curfew
 - 10.30pm **U5, L6 lights out**
Duty tutor walks the House
 - 10.45pm Duty tutor leaves
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WEEKENDS

SATURDAY

- 8 - 8.30am **Breakfast** served in Barrovian/Study morning students rise
 - 8.30am Duty tutor arrives
 - 8.30 - 9am Study morning students register
 - 11am **Registration** (or when you arise) with tutor on duty
 - 12.30pm **Lunch**
 - 5.30pm **Supper**
 - 6pm **Registration** with tutor on duty
 - 10.15pm Curfew
 - 10.30pm **Register taken by duty tutor**
Duty tutor walks the house
 - 10.45pm Duty tutor leaves
-

SUNDAY

- 10.30am Duty tutor arrives
 - 11am **Registration** (or when you arise) with tutor on duty
 - 11.30am **Brunch**
 - 5.30pm **Supper**
 - 6pm **Registration** with tutor on duty
 - 9pm House prayers - All weekly boarder must return prior to House Prayers beginning.
 - 9.45pm L4, U4, L5 prepare for bed **and surrender all devices**
 - 10pm **L4, U4, L5 lights out**
M5 prepare for bed
M5 and U5 surrender all devices
U5, L6, U6 out of all common areas
Hundred girls come to register in School House
Register taken by Prefect
 - 10.15pm **M5 lights out**
U5, L6, prepare for bed
U6 curfew
 - 10.30pm **U5, L6 lights out**
Duty tutor walks the House
 - 10.45pm Duty tutor leaves
-

HOUSE ROUTINE

- Mr Jeffers, Mrs Parry, Wendy Lang and Caroline Temps are on cover overnight and prior to a duty tutor arriving in house. Look at the whiteboard daily for information on who to contact outside of duty hours.
 - **Juniors must get permission to go off site during free time, by consultation directly with the duty tutor, they are allowed off site twice per week maximum and must be in pairs (minimum).**
 - Upper Sixth are allowed to sign out off site without directly seeking permission, but must always let staff know.
 - Boarders must sign out in the signing out book in each house, with the tutor's permission.
 - **Signing out over night must be organised in consultation with Mr Jeffers and Mrs Parry. This must be agreed by the Thursday preceding the weekend you are signing out. Parental permission and host invites are required for each occasion.**
 - All boarders are reminded of their responsibilities when a guest of another pupil's parents, particularly relating to alcohol, smoking, curfews, etc.
 - Optional organised boarding activities will be discussed prior to each weekend.
 - College libraries will be open for use over the weekend.
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ROOMS

ROOMMATES

When you first join King William's College you are most likely to be with a roommate, or maybe even two, who you have never met before. It can be hard to adjust to living with somebody, but you may find it strengthens the family feel of the boarding house for you. If, however, you have an issue with your roommate, you can talk to any prefect for advice or to a member of staff.

GENERAL TIDINESS

If your room is not tidy you can face being gated (not allowed out), but tidiness is also important around the whole house. You must wash up after yourself and respect other people's things and space by being tidy.

ORGANISATION

ROTAS AND RESPONSIBILITIES

Within the house there will be a job rota with a mix of bell duty, chit, bins and kitchen duty. All of these are essential to the smooth running and keeping of the house. They must be done and not ignored and they are the responsibility of the boarding students.

EFFECTS ON SCHOOL WORK

Being disorganised can lead to forgetting work or losing assignments. This is obviously very bad, that's why it is important to be organised. Always do your work earlier, rather than later, and have a clear idea of your school schedule.

SOCIAL

FRIENDS

There are two important lessons when it comes to friends.

- Just because you live with your friends you can't have one big party 24/7. You need to be sensible. Sure, socialise after school and before prep and bed, but when there is work to be done it must take priority.
- Integrating with day pupils is key. Do not isolate yourself to the boarding house. The day pupils have a lot to offer and are lovely, don't be afraid to speak to them.

MONEY

Now you are living away from home you must remember to be practical with money and understand the value of what you are spending. Also plan ahead to make sure you have enough money to do everything you need e.g. buy toiletries and essentials first.

HOW TO SIGN OUT

Each boarding house has a signing out book. If you want to sign out after lessons or at the weekend, you must find the Tutor on duty and ask their permission first. After that, sign out in the book giving your destination, time you sign out and when you expect to be back in the house. Obviously it is important that the Duty Tutor knows where you are at all times. Please also make sure that the Duty Tutor has your mobile number just in case. You must also sign back in on your return.

GOING OUT AT WEEKENDS

As a boarding student, you must have your parents, and the parents of the friend whose house you're staying at, email in by Thursday in order for the boarding house to grant permission.

COPING

Missing home and fitting in can be hard, but the best piece of advice we can give you is living in the boarding house means you're surrounded by people who are feeling or have felt the same way before. Prefects or even roommates and peers will be understanding and offer up advice and support your needs. Don't feel as if you have to be disconnected from the world. If you want to call your family and friends every day then there is plenty of time to do so! There is no need to isolate yourself. If you're feeling alone then coming into the boarding house community and making friends is probably the best cure. Don't be unhappy on your own.

RULES OF THE HOUSE

It is the responsibility of every member of Colbourne and School House to preserve the Houses' good reputation.

These rules do not cover all contingencies, but the following rules apply in order to maintain a reasonably safe, well-ordered and civilised environment. It is further the responsibility of every boarder to be aware of the rules displayed on the House noticeboard.

Academic Study

- Silence must be observed during prep time and study periods.
- During prep and study periods everyone must work in their studies or supervised prep room, unless they have permission to work elsewhere.

Bullying

- Bullying in any form will not be tolerated.

Cleanliness

- **All areas to be kept clean and tidy during the school day:**
 - Everyone is responsible for their own areas.
 - Common areas are the responsibility of all members of the House.
 - The kitchens must be kept clean and tidy.
- **Personal cleanliness is important.**
 - Clothes and bed linen must be sent to the laundry regularly.
 - All boarders must bath/shower at least once a day.

Computers

- The use of a PC or laptop during prep is permitted, but only for the purposes of school work.
- Incorrect usage will result in temporary confiscation.

Damage

- Boarders should report damage immediately either to a member of staff or log it in the Maintenance Book.

Good Order and Discipline

- Public houses are out of bounds unless over 18 and the Housemaster's or Housemistress' consent has been given on a Saturday evening.
- Boarders are expected to be dressed appropriately at all times and should observe the school rules on uniform.
- Members of the House should always show courtesy to each other and the public.

Music

- Content and noise level of music played should not offend during the day and there should be no audible music during prep time.
- Music systems should be switched off when boarders leave their rooms.

Participation and Involvement

- Is essential to the success of the House.

Personal Safety and Good Health

The following are not permitted:

- The purchase, possession or use of drugs, smoking materials or alcohol.
- The purchase, possession or use of offensive weapons.
- The possession of inappropriate reading material and videos.
- Acceptance of a lift in a car without permission.
- Leaving College grounds without permission.
- Being out of the House between 10.15pm and 7am without specific permission from the Housemaster/Housemistress.

Privacy and Property

- Consideration for others in the House is essential.
- Show respect for property.
- No entrance to studies or personal space without consent of occupant(s).
- Items of great value should be kept by the Housemaster or Housemistress or brought to his/her attention.

Routine

- House routine must be followed.

School Day

- Boarders are not permitted to return to the House during or between lessons without specific permission. Sixth Formers may return to house between 1pm - 2.20pm.

Signing Out

- All boarders must seek permission from the member of staff on duty prior to leaving College.
- All boarders must sign in on their return to campus.
- Written consent (email is acceptable) is necessary from both sets of parents if staying at a friend's house for the weekend. Permission must be sought by Thursday at 6pm for the following weekend.

Vehicles

- Parents must apply to the Principal for permission to keep a vehicle on site.
- Owners must observe College speed limit of 10 mph.
- The Housemaster/Housemistress must have the full written agreement of the driver's and passengers' parents before allowing boarders to travel with another student.

Visitors

- Allowed in common areas only and at the following times:
1.45pm - 2.10pm 4.20pm - 6pm 9pm - 10.15pm

MOST COMMONLY ASKED QUESTIONS

Do I need a Guardian?

Parents who live outside the EC need to arrange for a guardian resident in the British Isles for their child. The Guardian must have full authority to act for the parents if necessary.

What happens if I'm ill?

The Medical Centre is run on a call-out basis after hours. If in any doubt the duty tutor will call the sister on duty to the boarding house. If necessary, boarders are taken to the hospital, accompanied by an adult. During the school day the Medical Centre is manned by registered nurses. All boarders must register with the local doctor and will be treated on the National Health Service scheme.

What do I do with personal medication?

Please give it to the Housemother on arrival at College and inform the Housemaster/Mistress.

Will I board in a large dormitory?

No – most rooms are doubles or single, with one or two three bed rooms, but as they become older, preferences and study times demand that they have greater privacy. IGCSE and IB students are provided with twin or single study bedrooms.

What are the rooms like?

The rooms are warm, comfortable and have fitted carpets. Bedding is provided, but boarders are welcome to bring their own duvet and duvet covers. In fact, many bring stereo equipment, personal computers or laptops, posters and pictures. Pupils are able to create their own personal space.

What are the laundry arrangements?

Every boarder is provided with two laundry bags. The College has its own laundry and the turnaround time for laundry is 48 hours. There are also washing facilities in both houses for personal use. We recommend that all items of clothing are named before leaving home, especially socks! The laundress also arranges for dry-cleaning of blazers, suits, etc. The cost of dry-cleaning is added to the bill at the end of the term.

Where can toiletries be purchased?

Boarders have sufficient time to shop in Castletown. However, the College has a School Shop, which is fully stocked with toiletries, stationery, sports clothes, sports equipment and school uniform. Even stamps and sim and top-up telephone cards can be purchased from the School Shop. Stationery and stamps must be paid for on collection, but all other items can be bought on account and are added to the bill at the end of the term.

What are the arrangements for pocket money?

There is no restriction on the amount of pocket money a boarder may have, within reason, but the College recommends that all pocket money is lodged with the Housemaster or Housemistress at the beginning of the term. This is deposited into the House Bank and cash is available upon request. The College also recommends that no more than £10 is kept by a boarder at any time. There are three banks locally and boarders can open personal accounts with a letter of introduction from the College.

Am I allowed to leave the College grounds whenever I wish?

Boarders may only leave College grounds after school hours with the express permission of the duty tutor. During the school day, no-one is permitted to leave the grounds without the express permission of the Head of Year.

Who is responsible for me?

During the school day boarders are the responsibility of the subject and games teachers, (lunchtime boarding staff are on duty in the boarding house). Outside of school hours there is a tutor on duty in the boarding house. The Housemaster and Housemistress are resident in accommodation adjacent to the houses and are responsible for your welfare outside of College hours and are on call 24 hours. Roll call is taken regularly and the house is locked and alarmed at night.

What about insurance?

King William's College does not provide insurance for personal items, such as stereos, computers, clothing, etc. Parents are encouraged to make their own arrangements to insure personal items. A lockable facility is provided for each boarder and they are constantly warned to guard against leaving personal possessions unattended.

Am I allowed to keep a motor vehicle in the College grounds and give lifts to friends?

Application must be made to the Principal to keep a motor vehicle in the College grounds. If the Principal gives approval, the driver may transport friends in his/her vehicle on condition that his/her insurance allows it and his/her parents have given written permission, lodged with the Principal, for named persons to travel in the vehicle.

Similarly, any pupil wishing to travel in that car as a passenger, must have express written permission from his/her own parents, also lodged with the Principal, allowing him/her to travel with a named driver in his/her own vehicle. Only Sixth Formers may keep a vehicle in the College grounds.

What are the arrangements for weekend visits to family or friends?

Boarders are allowed to leave the College over the weekend to visit family or friends. If visiting a friend, written permission (by email is acceptable) from both sets of parents must be given by Thursday at 6pm for that weekend.

What is the best time for my parents to contact me or my Housemaster/Housemistress?

The best time to contact you or your Housemaster/Housemistress is after the end of the school day and before the start of supper (4.30pm - 6pm) or after house prayers (7pm - 9pm). Parents are welcome to visit at any time, but should contact Reception or the Housemaster/Housemistress on arrival.

There are also a large number of computers in the College library, which are all child protected, and which are connected to the Internet. Email addresses can be set up by the College if your child does not already have an address. Each house also has Skype facilities.

What happens to tickets and passports?

Passports and tickets must be handed in to the Housemaster/Housemistress upon arrival and are kept in the safe.

What will I do over weekends?

Whilst recognising that boarders need time to themselves, the Head of Boarding organises outings, for example, the cinema, wildlife park, walks, go-karting, shopping trips, pony riding, golf, swimming, etc. You should not forget that there are sporting facilities in the College grounds and nearby, of which the boarders can make full use. All boarders are involved in the choice of activities.

There are churches of various denominations in Castletown and arrangements can be made for boarders to attend.

To what degree is social mixing between girls and boys allowed?

Boys and girls have separate houses and socialising within the house is permitted in the main social areas, during specific times.

Are there facilities for making drinks, meals, etc.?

Each boarding house has a small kitchen which has kettles, toasters, microwaves, fridges and hot plates. Boarders are expected to attend all meals, except at weekends, when they have a choice of cooking for themselves or attending the meals provided. Basic food and drink supplies are refreshed in each house daily.

Are there published anti-bullying, smoking, alcohol and theft policies?

Yes. These form part of the College rules and are prominently displayed around the school and boarding houses.

Is homework (prep) supervised?

Yes. The duty tutor monitors the prep for Fourth and Fifth Form boarders in the Scholl Library and/or in house. Sixth Formers may choose to work either in their study/bedrooms, the library or in the Sixth Form Centre.

What do I need to bring?

The full uniform list is available in the Joining Guide which you will receive with this booklet. It is suggested that boarders should also bring the following items:

| Item | Quantity |
|------------------------------|----------|
| Own choice of smart coat | 1 |
| Nightdress/pyjamas | 2 |
| Dressing gown | 1 |
| Slippers | 1 |
| Wash bag (complete) | 1 |
| Hair brush, comb, dryer etc. | 1 |
| Towels | 2 |
| Named games bag | 1 |

Laundry bags must be purchased from the School Shop. Sheets, pillowcases and duvets will be provided, but you may bring your own duvet and covers if you wish.

Casual clothing of your choice may be worn outside of the school day.



WEEKEND ACTIVITIES

There are regular planned activities for boarders at the weekend, which you can find in the College Calendar on the website. Examples include cinema trips, paintballing, bowling, high ropes, mountain biking, nature walks, yoga and a silent disco. On top of that the Duty Tutors often organise in-house activities, such as swimming, baking, dodgeball, film nights and pamper sessions. Boarders are encouraged to suggest activities they would like to do. These group activities are really fun and help to bring the boarders together, so you get to know people quickly.

EVENTS AND ACTIVITIES

Throughout the year the school holds lots of different events to engage all students and make fun of the house rivalries.

For example:

- House Drama
- House Music
- House Shout
- Water Polo

School activities and events include:

- Rugby
- Hockey
- Netball
- Swimming
- Derbyhaven Bay Swim
- After school or lunchtime clubs
- Golf
- Sailing
- Climbing
- CCF





Castletown

Shops, cafes, gym and bus stops



Shoprite
Curry Club

Station Garage

Bus stop to Douglas

Bus stop to the South

Garage Shop

BANK
Co-op
Bodycraft Gym
Coffee Craft
Leonardo's Italian
Restaurant
Sweet Shop

Costa Coffee

SCHOOL