

NORTH CLOSE

# HOUSE INFORMATION



Blundell's

FOUNDED 1604



*"She who dares wins."*

## WELCOME TO NORTH CLOSE

Dear North Close Pupils, Parents and Guardians,

I am delighted to welcome you to North Close. The years you spend in this house will leave you with treasured memories, as well as important life lessons. It is my aim to ensure that you are happy, supported and secure within this house and that you leave it with the right skills and attributes to go out into the world with confidence and compassion.

The purpose of this handbook is to help you to understand how NC works. Once settled, it may also prove a useful reminder of the rules and structures which enable a Boarding House to function smoothly. NC is a warm and friendly house and our shared values are compassion, community, trust and independence. Never feel afraid to ask me, or Matron if you are uncertain about routine or procedure. All the house staff are here to help.

One of the great benefits of the boarding house system is the sense of community that develops amongst the students and staff. We expect all pupils in NC to be tolerant and respectful. We will encourage you to set yourself high standards and to be proud of yourself, your house and your school.

In a school like ours, it is important to be involved and hopefully you will find many things that interest and challenge you here. There will also be a number of House Events – socials and competitions during the academic year, and it is expected that you support these, take part and demonstrate House Spirit. The more you put in the more you will get out of NC and Blundell's. We embody our House motto "She who dares wins!"

I look forward to seeing you flourish over the coming terms and years.

Best wishes,

**Ms Linda Hunt**  
HOUSEMISTRESS NORTH CLOSE



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# HOUSE STAFF



**Ms Linda Hunt (LMH)**  
HOUSEMISTRESS

As Houseparent Ms Hunt takes overall responsibility for the running of the House. The welfare of all members of North Close, including the girls, matrons, tutors and the domestic staff are her concern.



**Mrs Ellis Johnson**  
RESIDENT TUTOR

Mrs Johnson is Assistant Head of Mathematics. Her flat is at the back of the House.



**Mrs Mary Floyd**  
MATRON

Matrons' room is on the first floor; it is also the kitchen for Years 9-11. Matron is in the house from 8.00am to 5.30pm Monday to Friday and from 8.00am to 11.30am on a Saturday. She is the person that pupils can speak to about domestic issues such as laundry and clothes. Matrons are also very good listeners, particularly if pupils have any personal problems. If a pupil feels ill during the course of the day and comes back to house, they must see Matron. If she is not around (there will normally be note on her door) then pupils should go to the Medical Centre. Matron will also help with things such as travel arrangements, attending dental appointments etc for full or weekly boarders.



**Mrs Emily Partridge**  
MATRON

## DOMESTIC TEAM

Michelle, Kay and Hayley work incredibly hard to keep North Close clean. Pupils are asked to keep the house tidy in order that they can do their job properly.

## TUTORS

Each pupil will be a member of a Tutor Group and have their own personal tutor. Tutors will help with any academic concerns that may occur, monitor academic progress, give support and challenge each pupil to achieve their best. Tutors are also there to help pastorally. Pupils will meet with their tutor once a week during period 1 on Monday after Latin Prayer, but they will always be available, should pupils need support at any other time. Pupils will have the same tutor for their first three years (9-11), and then be assigned a Sixth Form tutor for years 12 and 13. The assigned tutor will remain with the pupil when they move to Westlake for their final year at school. New pupils will be assigned their tutor at the beginning of term.

All our tutors do a regular evening duty in the House.

## KEY CONTACT INFORMATION

**It is important for pupils and parents to feel they can contact the school at any time. The first port of call will normally be LMH or the pupil's Tutor. However, it is also perfectly acceptable to contact the Head with any questions or concerns.**

### CONTACT DETAILS:

**LMH MOBILE:** 07972 149162  
lmh@blundells.org

**NORTH CLOSE STUDY:** 01884 232322  
northclose@blundells.org

**NORTH CLOSE MATRONS:** 01884 232348  
northclose@blundells.org  
Please ring Mrs Floyd or Mrs Partridge after 8.00am if a student is going to be late or absent

**SENIOR SCHOOL MAIN OFFICE:** 01884 252543  
main-office@blundells.org  
The office staff will nearly always be able to find LMH and are able to get a message to her during break or at lunchtime.

**MEDICAL CENTRE:** 01884 232422  
medical@blundells.org

### POSTAL ADDRESS:

North Close  
Blundell's School  
TIVERTON  
Devon  
EX16 4DS

# THE SCHOOL CAMPUS



## BOARDING HOUSES

- 1 FRANCIS HOUSE (B. 13-17)
- 2 GORTON HOUSE (G. 13-17)
- 3 **NORTH CLOSE** (G. 13-17)
- 4 PETERGATE (B. 13-17)
- 5 SCHOOL HOUSE (Co-Ed. 11-13)
- 6 WESTLAKE (Co-Ed. 17-18)
- 7 OLD HOUSE (B. 13-17)

## FACILITIES

- 1 CLOCK TOWER & RECEPTION
- 2 BLUNDELL HOUSE
- 3 BLUNDELL'S GARDEN
- 4 DINING HALL
- 5 KITCHENS
- 6 MEDICAL CENTRE
- 7 SCHOOL SHOP
- 8 MUSIC SCHOOL
- 9 BIG SCHOOL
- 10 ONDAATJE HALL
- 11 THE POPHAM CENTRE
- 12 BURSARY
- 13 FIVES COURTS
- 14 SQUASH COURTS
- 15 SPORTS HALL & FITNESS SUITE
- 16 EAST PAVILLION
- 17 SWIMMING POOL
- 18 CRICKET PAVILLION
- 19 CHAPEL
- 20 LIBRARY
- 21 FOBS CAFÉ
- 22 GYMNASIUM
- 23 BEALE CENTRE (OBs)
- 24 CCF & RIFLE RANGE

- 1 **PREP SCHOOL**  
MAYFIELD  
NURSERY & PRE-PREP  
(Co-Ed 3-7)
- 2 MILESTONES  
PREP (Co-Ed 7-11)

# COMMUNICATION

## THE SCHOOL CALENDAR

Each term the school produces a Calendar, which details the daily programme within the school. A copy is given to each pupil and an extra copy is sent home. The Calendar is also published in full at [my.blundells.org](http://my.blundells.org). It is an essential aspect of school life and we try to ensure that it is accurate. It contains much information. If amendments are made, we try to announce the changes on the webpage. Parents are most welcome to attend any event listed in the Calendar; however, those with an asterisk will require tickets, which can be obtained from [trybooking.com](http://trybooking.com). The opening and closing pages detail other useful information including future term dates, lesson times and the Pupils' Personal Problems procedure.

## HOUSE MEETINGS

These occur every Tuesday lunchtime and are compulsory. Weekly messages are read out, awards given and House events discussed and planned. The House meeting is a key event every week.

## NOTICE BOARDS

Daily notices are written on the whiteboard or displayed on the screen by the main stairs. If LMH needs to see a student she will write the girl's name on this board. Other notices are posted on the boards in the entrance foyer. **Please read the notices daily.**

## MOBILE PHONES

The school has a strict policy on the use of mobile phones and we would be most grateful for parental support when we try to implement the following rules:

- Pupils are only allowed to use their phones in the boarding houses.
- Pupils in Years 9-11 must hand their phones in during the school day.
- All girls must register their phone number with LMH before bringing the mobile into school.
- All mobiles must be switched off during prep. If parents need to contact their child between 7pm and 9pm, please ring the North Close number.

- Mobiles are only for use in and around the house, NOT around the School campus.
- All Years 9 and 10 pupils must hand in their mobiles prior to going to bed.
- All mobiles must be switched off after lights out.

Failure to comply with these rules will result in the phone being confiscated for a defined period.

In an emergency, the school office will take and pass on a message for a pupil. During the hours of 8.30 to 5.30pm (Monday to Friday) the Houseparent, Matron or Duty Tutor can relay any message. All pupils will be given their own email addresses.

## POST

Girls post is collected by matron at 2:30pm Mon-Fri and by 12pm on Sat. Post can be sent to: **North Close, Blundell's School, Tiverton, Devon. EX16 4DS.** House staff may ask a pupil to open a package in front of them

## FINDING A MEMBER OF HOUSE STAFF

Girls are welcome to come into the private side of the house.

They must ring the doorbell and wait for Ms Hunt to invite them through. AT NIGHT: If a pupil is unwell overnight or needs to contact LMH in an emergency, they should go to the 1st floor kitchen and ring 322 or in the event that the resident tutor is on duty, the duty mobile: 07794 633212. All contact details can be found in the kitchen, on the noticeboards in the entrance foyer and on Ms Hunt's study door.

## WEBSITE

The School is well resourced with IT facilities and the pupils are encouraged to take advantage of these. There is a comprehensive IT policy for the pupils and we have a strong filtering system; however, we also believe it is important to educate pupils to use the internet responsibly.

## REPORTS

Every half term parents will receive either a Tutor Report, a Full Report or be invited to attend a Parent's Meeting. The Tutor Report will show an attainment grade in each subject and a comment from the tutor summarising how the pupil is progressing. The Full Report comprises of a comment from each teacher and from the Houseparent. Examination groups are also given a target grade. After each report, the Tutor will discuss progress with the pupils and set goals on how to improve.

Attainment and effort are tracked internally and Academic Heads of Year meet with teachers and tutors regularly to check on progress of students. Parents can contact their child's Tutor or Houseparent if they have any concerns.

## HOUSE PUBLICATIONS/ SOCIAL MEDIA

North Close has its own Instagram page @north.close. LMH uses this as a quick and effective means of communicating with parents and the wider North Close community.

## HOUSE SUBSCRIPTIONS

House subscriptions will be added to your account each term. This fund covers House expenses such as newspapers, television rental packages, furnishings, sports equipment and social events during the term.

# THE SCHOOL WEEK

## ARRIVING, REGISTRATION AND ABSENCE

Pupils should arrive and leave School in full school uniform.

### ARRIVING

Pupils must be in NC by 8.15am at the latest and enter their boarding status electronically. Girls must enter North Close through the Entrance Foyer (the entrance at the side of the House).

### REGISTRATION

Registration (thumbprint) and roll call (in the Common Room) are incredibly important so that we know where pupils are, we are legally required to carry these out. **Pupils must register by 8.15am every morning or they will be marked as late.**

In the morning, pupils must thumb-in using the box outside LMH office **01, 02, or 03** to let us know whether they intend to go home after Games/Activities (**01**), after prep (**02**), or stay the night (**03**). **It is a serious breach of school rules for a girl to tell her parents she is staying in school, when she is not.**

If it is necessary to miss a roll call for any reason, pupils must let the member of staff on duty know prior to the roll call. **A student must never send someone else to sign in/out on her behalf.**

### LEAVING

Collection times are: 5.30pm (4pm on Weds and Sat), 7.00pm or 9.15pm. These times cause the least disruption to the school day. If a pupil wishes to be collected outside these times they should let LMH know.

### SIGNING IN AND OUT

If pupils have permission from LMH or Matron to leave school (Dentists, Doctors, town leave etc.) then **they must sign out and back in.**

This is incredibly important so that we know a pupils whereabouts. For signing in and out when not using the electronic system i.e. during the day, please use the book in the entrance foyer. Pupils out of House in the evening (Plays, library, House visits) must gain permission from the Duty Tutor.

### ABSENCE FROM SCHOOL

If a pupil is ill or has to miss school for any reason, parents must phone or email North Close (01884 232322) before 8.00am or Matron (01884 232348) after that time, to let us know the reason. Parents should also inform us if a student is going to be late for any reason or needs to be taken out of school for an appointment.

Requests for leave of absence on compassionate grounds or exceptional circumstances, should be made in writing to the Head well in advance of the proposed absence. Exam Leave may be granted for public examination candidates; the dates are published in the School Calendar.

### ABSENCE FROM A LESSON

If, for any reason, including a music lesson, a pupil has to miss a school period, they must let their teacher know and give as much notice as possible. If they are "off games" or excused from activities, they must obtain an "absit" chit from the Medical Centre to show to the relevant member of staff. It is important that such absences are correctly recorded.

### THE ROAD

Years 9, 10 & 11 may only cross Blundells Road at the Pelican crossing. Lower 6th pupils may cross Blundell's Road outside NC. Pupils **may not** walk up the main drive into school between the two stones with "Blundell's" carved on them. This is for vehicles only.

### DUTY ROTA

The duty rota is displayed on the noticeboard in the Entrance Foyer during the week and at weekends on the electronic noticeboard. This provides contact information and the name of the member of staff who you should contact when LMH is not available.

### TOWN VISITS

Pupils may go shopping in Tiverton at weekends, and also on Wednesday afternoons either before or after their games/activities. On Wednesdays pupils

may not leave the school site before 2pm, and must return by 6pm. For all town leave pupils must go to town in groups of at least two or, preferably, three and make sure they sign out before they leave. Younger pupils particularly should ensure they are in a group when going into town. Plain clothes must be worn, and pupils should always be back in House, and signed in, by 6pm.

### CHAPEL

For Years 7 to 13 Chapel takes place every weekday except Monday, when we have Latin Prayer, and Saturday. Chapel lasts for ten minutes and includes a reading, thought for the day, prayers and a hymn. On a number of Sundays, a full service is held for the boarders commencing either at 10.00am or at 7.00pm. In addition to this, there will also be a House Chapel service, led by the pupils. The dates of these services are found in the School Calendar; parents are most welcome to join us for these.

### WEEKENDS

There is an extensive regular programme of weekend activities ranging from shopping trips to quad-biking. In addition, we have created our own Adventure and Leadership Programme, which operates on eight Sundays during the year.

Full boarders are to be in school on normal weekends. All those boarding are to attend Chapel on Sunday.

### PUPILS DRIVING TO SCHOOL

Only pupils in Year 13 are able to drive into school, and there is a strict procedure for approval, which is ultimately signed off by The Head. Pupils in Year 12 will not be given permission to drive into school except under very exceptional circumstances, and these will always need to be approved by The Head.

## VISITORS AND OUT OF HOUSE

### VISITORS AND OUT OF HOUSE

Visitors are always welcome to NC and you are welcome to visit other Houses, as detailed below:

- **Girls must always sign out and back in.**
- Visitors are only allowed in the Common Room. Permission must be gained from LMH if visitors need to use the kitchen.
- **No visitor is allowed upstairs or in a girl's room unless they have permission from LMH (including parents).**
- Other Houses have similar areas for visitors, pupils should stick to these or they will be sent back to NC.
- **Girls must attend all roll calls and thumb in registrations.**

### OUT OF HOUSE

<b>MONDAY</b>	<b>Out of House allowed after 5.30pm</b> Y9/10 back in House by 9.30pm Y11/12 back in House by 10.00pm
<b>TUESDAY</b>	<b>Out of House allowed after 5.30pm</b> Y9/10 back in House by 9.30pm Y11/12 back in House by 10.00pm
<b>WEDNESDAY*</b>	<b>Out of House allowed after games</b> Y9/10 back in House by 9.30pm Y11/12 back in House by 10.00pm
<b>THURSDAY</b>	<b>No out of House after 5.30pm</b>
<b>FRIDAY</b>	<b>Out of House allowed after 5.30pm</b> Y9/10 back in House by 9.30pm Y11/12 back in House by 10.00pm
<b>SATURDAY*</b>	<b>Out of House allowed after lunch</b> All pupils back in House by 10.00pm
<b>SUNDAY*</b>	<b>Out of House allowed after breakfast</b> All pupils back in House by 9.00pm

\* NB On Wednesday, Saturday and Sunday all pupils must be on campus and signed into House by 6.00pm

## EXEAT WEEKENDS

### EXEAT WEEKENDS - ALL PUPILS (Friday 1.00pm to Sunday 9.00pm)

Twice a year, in the Autumn and Spring Terms we have an Exeat weekend that runs from Friday afternoon until the Sunday evening. During the Exeat Weekend the School will be closed.

Although provision will be made for International pupils who have been unable to make arrangements to stay outside school, this should be considered a 'last resort' option, and it is likely that pupils staying would need to move to a different Boarding House for the weekend.

Over these weekends all pupils are asked to leave the House at 1.00pm for the Exeat, staying with parents, guardians or friends. For boarders LMH will need to have permission by email from their parents or guardian and from the host family a week before the event occurs.

## START/END OF TERM ARRANGEMENTS

In order to give the house a thorough clean at half term we ask that all rooms are left tidy and that dirty washing is taken home. For Christmas, Easter and Summer holidays we ask all rooms are completely emptied to enable a deeper clean and simplify room changes. There is limited storage in the trunk room **only for those girls who live abroad.**

### INTERNATIONAL PUPILS

Whenever pupils leave school, LMH needs to have the details of all travel arrangements and accommodation from leaving NC to when they return to school. This will include details of taxis, train times, flight times, flight numbers, destinations and the name, address and telephone number of the adult that will be supervising the pupil if they are not travelling directly home. This is a requirement of the UKVI.

Please ensure that overseas pupils do not arrive before the published return times in the calendar unless by prior arrangement with LMH.

# THE SCHOOL WEEK

## WEEK DAY ROUTINE **ACADEMIC TIMETABLE**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>CHAPEL / LATIN PRAYER</b>	8.40 - 9.00 Latin Prayer	8.30 - 8.40	8.30 - 8.40	8.30 - 8.40	8.30 - 8.40	N/A
<b>LESSON 1</b>	9.00 - 9.35 Tutor Period	8.45 - 9.35	8.45 - 9.35	8.45 - 9.35	8.45 - 9.35	8.45 - 9.35
<b>LESSON 2</b>	9.40 - 10.30	9.40 - 10.30	9.40 - 10.30	9.40 - 10.30	9.40 - 10.30	9.40 - 10.30
<b>BREAK 10.30 – 10.55</b>						
<b>LESSON 3</b>	10.55 - 11.45	10.55 - 11.45	10.55 - 11.45	10.55 - 11.45	10.55 - 11.45	10.55 - 11.45
<b>LESSON 4</b>	11.50 - 12.40	11.50 - 12.40	11.50 - 12.40	11.50 - 12.40	11.50 - 12.40	
<b>LUNCH 12.40 – 2.05</b>						
	HOUSE MEETINGS			CHOIR	YEARS 11-13 GAMES PRACTICE	
<b>LESSON 5</b>	2.05 - 2.55	2.05 - 2.55	2.05 - 2.55 Years 9-13 Games	2.05 - 2.55	2.05 - 2.55	<b>GAMES</b>
<b>LESSON 6</b>	3.00 - 3.50	3.00 - 3.50	3.00 - 3.50 Years 9-13 Games	3.00 - 3.50	3.00 - 3.50 SH Roots & Wings	
<b>CO-CURRICULAR ACTIVITIES / CCF / GAMES</b>	Year 9 Games Years 10-13 CCF / Activities	Year 9 Games Years 10-13 Games		SH Games Years 9-13 Activities	SH Roots & Wings Years 9-10 Games Years 11-13 Enrichment	

**REGISTRATION: ALL PUPILS MUST REGISTER BY 8.15AM**

## WEEK DAY ROUTINE **BOARDERS**

### MONDAY - FRIDAY

7.45am	All Year 9 to be in breakfast
8.00am	All Year 10/11 to be in breakfast
8.15am	Up to year 12 to have had breakfast Breakfast ends
8.00 – 8.20am	Electronic registration. State boarding status 01, 02, 03

### ACADEMIC TIMETABLE

5.30 - 6.30pm Quiet hour.

### 6.30 – 7.00PM SUPPER

#### EVENING

7.10pm	TV switched off. Formal roll taken by duty tutor
7.15pm	Prep. Mobiles switched off
8.15pm	Prep ends Years 9 & 10
8.45pm	Prep ends Years 11 & 12

#### BEDTIMES

9.45pm	Year 9
10.00pm	Year 10
10.15pm	Year 11
10.30pm	Year 12

### SATURDAY

7.45 - 8.15am	Normal breakfast times
8.20am	Electronic registration. State boarding status
8.30 - 8.45am	House meeting time, if required

### ACADEMIC TIMETABLE

4.00pm	Casual clothes can be worn after 4pm, Girls may go into town
6.00pm	Everyone to be back in House

### 6.30 – 7.00PM SUPPER

#### EVENING

8.00pm	Roll Call
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10.00pm	All pupils back in House. Roll call
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### SUNDAY

From 8:30am	Breakfast is available in House
Times vary	Roll call at time agreed the night before
10.30am	Chapel - compulsory for those who stayed in on Saturday
11.30-12.30	School Brunch instead of breakfast and lunch

### 12.35 – 1.15PM LUNCH

By 1.00pm	Electronic Registration
6.00pm	All back in House

### 6.00 – 6.30PM SUPPER

#### EVENING

6.30pm	Evensong
8.00pm	Roll Call (time may vary so keep an eye on the notice board)
9.00pm	All back in House
10.00pm	Roll call - Years 10, 11 and 12
	Normal bedtimes

**BETWEEN 4PM ON SATURDAY AND 9.00PM ON SUNDAY GIRLS MUST SIGN OUT AND BACK IN WHENEVER THEY LEAVE NC AND STATE THEIR DESTINATION (APART FROM MEAL TIMES).**

# EXPECTATIONS

## APPEARANCE

### UNIFORM

In and around the House, girls should remain in uniform throughout the day. Pupils are expected to look clean and tidy and every effort should be made to conform to the school rules regarding uniform, especially jewellery. Blue blazers should be worn for all formal occasions, Sunday Chapel, matches and for showing visitors around. School uniform should be worn on buses. Make up should be discreet. Shoes must be plain black leather and appropriate for day wear. They should have a proper sole and heel. LMH reserves the right to issue girls with uniform cards if their appearance gives rise for concern.

Members of the lower sixth may change out of uniform at the end of games or activities, unless they are going home at that time. Girls in years 9, 10 and 11 can change for supper.

Correct Blundell's games kit should be worn to and from all games, and it should be clean. North Close kit should be saved for inter-house events or casual wear. Boots must not be worn around the House. They should be



removed at the door and taken to the laundry room to dry. All wet kit and dirty kit is not to be taken to the dorms.

### SCHOOL SHOP

The School Shop has a range of equipment. Please check the school website for opening times. During school holidays the shop is open by appointment. Parents should ring the School Shop on 01884 232316 or email [shop@blundells.org](mailto:shop@blundells.org) to make an appointment. The shop is located next

to the visitor car park. Articles may be bought by the pupils for cash or charged on the school bill. Pupils of course, should let their parents know what they are buying.

### HAIR

Extreme hairstyles are not permitted at Blundell's. For girls, this means that they are to wear long hair tied back off their face and of their natural colour. Years 9 and 10 to wear their hair off their face during the school day.

## ACADEMIC ISSUES

### LESSONS

Pupils must be well organised in their approach to lessons. Books, pencil cases, calculators, prep etc. for the first three lessons of the day must be taken to Chapel. Girls need to be similarly equipped after break and lunch. Teachers may send a pupil all the way back to House should they fail to have everything they need in a lesson.

### PREP ROUTINE

North Close runs supervised prep for all Year 9 girls who stay after 7pm. Prep runs from 7.15pm - 8.45pm. The duty monitor will sit with them and the tutor is never far away. Years 10 and 11 do prep in their rooms, as do the lower sixth unless they have work which requires them to be in the library. Prep continues without a set break and there is to be minimum movement around the House throughout. Students may use the computers in the workroom.

Members of the lower sixth may study in the library if, and only if, it is necessary. They should ask permission from the tutor on duty and sign out in the book. They should remain in the library until the end of prep.

### TUTORS

Girls meet with their tutor once a week during period 1 on Mondays after Latin Prayer and after House Meetings on a Tuesday. There will also be other opportunities during the week when tutors and tutees can get together..

## BASIC COURTESIES

**Pupils are expected to be courteous at all times. Below are some of the basic courtesies.**

- Greet people: all members of staff and all visitors to the School.
- If you notice visitors to the school looking lost, offer to help them. 'Can I help you' is often adequate.
- If visitors come into your study or a room where you are sitting down, or come up to you when you are sitting on a bench outside, you should stand up.
- If you approach a doorway at the same time as adults or visitors, you should allow them through the doorway before you go through.
- Open doors for adults and let them go through first.
- Take your hands out of your pockets when talking to members of staff, other adults or School Monitors. When singing hymns or the National Anthem; when walking in and out of Chapel; when prayers are said

and on similar formal occasions it is inappropriate to have your hands in your pockets.

- Listen attentively to people when they are speaking to you; look interested; do not interrupt until it is your turn to speak. Speak up clearly, and look up, when you are talking. It is considered courteous to look people in the eye when you are talking to them.
- If you are going to miss an engagement, whether it be a meeting, a lesson, a games session or anything else where your attendance is expected, it is appropriate that you should excuse yourself in advance, either in person or in writing. A polite e-mail would usually suffice.
- Respond promptly, in writing, whenever you receive a written

invitation for a school or private function. A written note of thanks to your host or hostess is always appropriate when you have been entertained for a meal or a party. A written note or e-mail to a member of staff who has organised a trip or an expedition is also an appropriate way to express your appreciation.

- The greatest courtesy of all is merely to add 'please' to all requests and 'thank you' for all services rendered. 'I am sorry', said sincerely, helps when things have gone wrong.



# DOMESTIC ARRANGEMENTS

## FULL BOARDERS – REQUIRED ITEMS

In addition to the listed uniform and sports kit girls coming to NC will require the following:

- Casual clothes – two or three sets
- A padlock to secure a lockable drawer in dorms.
- Two named duvet covers - duvets, pillows and protectors will be provided from September. If pupils wish to bring their own, they will need to have a minimum fire rating of 2.
- A medium sized net laundry bag.
- Money - pupils should keep only very small amounts in their possession. There is a House safe for security of larger sums.
- A named bedside/desk lamp.
- School equipment (stationery) for use in lessons in a named pencil case, including a scientific calculator (available from school).

Personal televisions, kettles, rice cookers, heaters, etc are not allowed.

## WEEKLY/FLEXI BOARDERS – REQUIRED ITEMS

Only those items of clothing and kit required until the next return home should be brought to school. In addition to this flexi boarders may need the following:

- A padlock to secure a lockable drawer in your room.
- Two named duvet covers - duvets, pillows and protectors will be provided from September. If pupils wish to bring their own, they will need to have a minimum fire rating of 2.
- A medium sized net laundry bag.
- Money - pupils should keep only very small amounts in their possession. There is a House safe available if needed.
- A named bedside/desk lamp.

## DAY PUPILS

Day girls have their own common room with a kitchen and adjacent toilets, showers and locker room. School books and equipment may be kept in house, also sports shoes. All other equipment should be brought to and from school on a daily basis.

Labeled kit is rarely lost and nearly always turns up in the girl's personal "pigeon hole". If another girl's clothes are accidentally (or otherwise) taken home, please remember to return them as soon as possible.

## STUDY/DORM RULES

Pupils may decorate their room but please try to use the pin boards. Posters should be appropriate in nature! Please do not move furniture around without permission. All items must be named. Valuable items should be covered by a pupil's home insurance and locked away in the pupil's own tuck box. Laptops must be comprehensively insured. It is very important that pupils respect other people's privacy. Do not borrow things without asking as this could be construed as stealing.

Any electrical appliances that are brought in should have been safety checked. Kettles or cooking equipment are not allowed in a room. Any appliance must be plugged in safely and there should be no trailing wires or overloaded sockets. Hair straighteners are permitted but only if they have a thermostatic cut off when not in use. Battery LED fairy lights only to decorate rooms.

Any damage (including graffiti) or breakages that occur in NC should be reported immediately to LMH. It is always better for everyone if girls own up straight away for causing damage. The damage has to be made good and this may be at a cost to the individual(s) concerned. Repairs for deliberate acts of vandalism will always be charged to the individual who can also expect some form of punishment to ensue.

## LAUNDRY

Full/Weekly and Flexi boarders are most welcome to use the school laundry system. Bear in mind that the laundry takes two or three days to process so girls will need enough clothes to tide them over. We have two washing machines in House that are not to be used by the girls. However, should a student need something washed urgently, Matron will usually oblige. Any queries regarding laundry, please speak to Matron.

## WASHING

There are three shower blocks in the House, one on each floor, and the use of baths.

## FOOD

### DINING HALL ROUTINE

It is a compulsory House rule that all school meals should be attended (except for Sunday breakfast). Pupils may cook snacks in the kitchen but not as a substitute for school meals. If the kitchens are not kept clean and tidy then they will be closed.

### ORDERING IN FOOD

Pupils are allowed to order take-out food at certain times during the week. Details of this will be displayed in House.

## CARS AND PARKING

Pupils should arrange to be picked up from the Main School Car Park: by 5.30pm (day), by 7.00pm (tea) or at 9.00pm (prep). If girls leave school to go and stay at another pupil's house, LMH must be informed and have the permission of both sets of parents.

## PERSONAL PROPERTY AND INSURANCE

Theft is very rare but it is not a good idea to bring overly priced items to school. Laptops should be covered under home insurance and the school recommends that expensive items are security marked, which can be arranged by the school. All passports, travel tickets and large amounts of money must be handed to LMH to be kept in the safe.

## POCKET MONEY & VALUABLES

Pocket money should be deposited in house banks or kept in a High Street bank account and pupils are strongly advised not to carry more money than they need on a daily basis. Pupils must safeguard their private banking arrangements and should not lend bank cards or reveal PIN numbers to other pupils.

## LAPTOPS

When working in the House all computers, laptops, tablets etc will have access to the school intranet via Wi-Fi.

Pupils need to ensure they follow the instructions in the Blundell's Bring Your Own Device (BYOD) scheme.



# HOUSE FACILITIES

## TELEVISION

There is a Smart TV in the main common room with internet access and a Wii. There is also a pool table, table tennis and karaoke machine. The television must be switched off during lesson time, games, activities, prep and after 10.30pm in the week.

## COMPUTERS

There are computers in the work room on the top floor. All are connected to the School Intranet which has the appropriate security measures in place. WiFi is available throughout the House.

Parents are asked to ensure that the relevant security and safeguarding procedures are in place when pupils connect direct to the internet from their own laptop or tablet.

## KITCHEN

Girls may use the kitchens to make toast, coffee and light snacks. However, all school meals are compulsory and anyone found to be skipping meals will be placed on a meal card and will not have access to the kitchen. Users of the kitchen should leave it clean and tidy.

## THE GARDEN

The NC garden is a secluded area of grass and seating where girls can relax, socialise and play outdoor games. We have a pizza oven and a firepit, as well as a BBQ for sunnier days. Pupils are allowed in the garden with permission from LMH or Matron.

# WELFARE & PUPIL SAFETY

## MEDICAL ISSUES

Blundell's has a highly skilled medical team, led by our School Doctor and a Senior Nurse, who operate from a state-of-the-art Medical Centre. The Medical Centre was built in 2018, is equipped with extensive, modern equipment, and has its own specialist building that is well-located in the centre of our campus.



### THE MEDICAL CENTRE

Blundell's Medical Centre is staffed by a team of 7 qualified nurses led by a Senior Nurse. The Medical Centre is fully staffed Monday to Saturday 08:00-18:00hrs with on-call cover outside these hours. The Medical Centre is also able to accommodate pupils who need to stay overnight due to illness, with overnight staffing in these instances.

Contact details

- Email: [medical@blundells.org](mailto:medical@blundells.org) or [seniornurse@blundells.org](mailto:seniornurse@blundells.org)
- Phone: 01884 232422
- Address: Medical Centre, Blundell's School, Blundell's Road, Tiverton EX16 4DR

The School's lead medical officer is Dr Frank O'Kelly from Clare House Surgery in Tiverton. Clare House Surgery provides medical support throughout the school year. Additional medical support is also available from Tiverton Hospital at the Urgent Care Unit (approx. 2 miles away) and from the Royal Devon and Exeter Hospital (approx. 20 miles away).

The Medical Centre runs a doctor's surgery at lunchtime 12.30-14.00 Monday, Wednesday and Friday, where either Dr O'Kelly or another Clare House

doctor is available to see boarders with medical concerns. All full and weekly boarders are automatically registered at Clare House Surgery. The nurses will see all pupils as walk-ins and refer where necessary for further medical review. If a pupil becomes unwell or is injured, all attempts will be made to contact their next of kin. The pupil will be cared for in the Medical Centre or taken to hospital, if required.

The Medical Centre exists to support and care for all pupils, although the exact nature of this will vary dependent upon boarding status. Full and weekly boarders are effectively patients of the Medical Centre, and all appointments and associated transportation will be arranged as needed. In the event of illness, flexi boarders will also be cared for in the Medical Centre if they are boarding that night. Otherwise next of kin will be contacted to collect for home. Flexi boarders and day pupils remain patients of their own GP surgery, and while the Medical Centre will always take care of pupils taken ill or injured at school, parents or guardians will be contacted to collect from school if pupils become injured or unwell during the school day.

Every House in school is allocated a named link nurse, as identified on the Medical Centre notice board in each House. The link nurse liaises with the House staff regarding medical conditions or health related issues with pupils. Our school counsellor, Vicky Hughes is also available to every pupil throughout the week. Pupils can contact her directly on [vlh@blundells.org](mailto:vlh@blundells.org) or an appointment can be arranged through the Medical Centre. During the Autumn and Winter terms, all matches are attended by an outside First Aid Agency who provide pitch side assistance.

### ILLNESS

Parents should not send their child to school if they are unwell. If a child has vomiting/diarrhoea symptoms parents should keep them away from school for 48 hours after the last episode. The Medical staff are happy to advise parents on 01884 232422.

### PERSONAL MEDICATION

If a child is prescribed medication, parents should ensure that it is handed to Matron in its original packaging, in sufficient quantities for the time the child is at school. If the pupil is over 16, they

have an option to self medicate but they must have signed the 'Self Medication Consent Form' at the Medical Centre. If the pupil is under 16, or is over 16 and not self medicating, Matron will supervise the administration of the medication.

### ABSITS

Absits either exclude or restrict pupils participating in sporting/school activities. These are issued through the Medical Centre following an assessment from either the nurse or the doctor. The following absit categories are used:

- **RED (OFF SPORT):** issued for a physical/sporting injury, such as a fracture
- **YELLOW (RESTRICTED SPORT):** issued for restricted sport participation, such as a sprain
- **ORANGE (GRADUATED SPORT):** issued for those on a graduated return to play, following a head injury

Pupils must attend all games sessions to show their Absit to their games coach and explain why they can't take part in the session. It is not acceptable to ask another pupil to excuse them from a session. If a pupil is unable to walk to the games session for medical reasons, they should see a Houseparent or Matron to explain the situation. If a pupil is housed in the Medical Centre, this will automatically be recorded on the system and coaches won't expect them to attend.

### CHANGES TO PUPILS MEDICAL INFORMATION

It is the responsibility of parents/guardians to keep the Medical Centre updated of any changes to a pupil's health and medical requirements for school, and it is very important that the Medical Centre is notified of any such changes as soon as is practicable. Medical information held by the school can be checked by parents on the Parent Portal. Any updates or amendments can be made by contacting the Medical Centre directly or a notification via the Parent Portal.

## PERSONAL PROBLEMS

In line with the Children Act 1989, this procedure is designed to help pupils deal with any personal problems that may arise. At Blundell's, many different people are available and willing to help with any worries and difficulties that pupils might experience during their time with us.

### HEALTH

If pupils are in any way worried about their health, they should seek the help of the Medical staff or the School Doctor who visits the School every day for morning surgery. All information given to the Doctor and Medical Staff is treated in strict medical confidence.

### WORK

Any problem about work should be discussed either with the teachers concerned or, if necessary, with Tutors. Tutors will always approach other members of the Common Room on a pupil's behalf if they find it difficult to do so.

### SUPERVISION IN THE HOUSE

It is the norm that there is adult supervision in the houses, however, it is recognised that there may be occasions when staff have other commitments and this is not possible. In these cases, all the contact details for LMH and other staff are detailed in the entrance foyer.

### FIRE DRILLS

The procedures for what to do in the event of a fire are posted around House. If the alarm sounds pupils should leave the building by the quickest exit and assemble outside NC in the carpark area. If the alarm sounds at night please wear something warm and have footwear. Girls should be familiar with these procedures. Fire drills take place on a regular basis at any time of the day or night.

### SAFEGUARDING POLICY

Blundell's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### THE DESIGNATED SAFEGUARDING LEAD (DSL) FOR CHILD PROTECTION

Mrs Nicky Klinkenberg – Deputy Head (Pastoral)  
Phone: 01884 252543  
E-mail: [njk@blundells.org](mailto:njk@blundells.org)

#### THE DEPUTY DESIGNATED SAFEGUARDING LEADS (DDSL'S) FOR CHILD PROTECTION

Miss Jessica Atkins  
Phone: 01884 252543  
E-mail: [ja@blundells.org](mailto:ja@blundells.org)

Mr Douglas Morrison  
Phone: 01884 252543  
E-mail: [dem@blundells.org](mailto:dem@blundells.org)

Mrs Tamarinda Winsley - Head of EDI  
Phone: 01884 252543  
E-mail: [tlw@blundells.org](mailto:tlw@blundells.org)

# HOUSE TRADITIONS

## AWARDS PRIVILEGES AND RESPONSIBILITIES

### HEAD OF HOUSE

The Head of NC is appointed from Year 11 at the end of the Summer Term. Together with her deputy, she leads the monitors in helping to run the House.

### MONITORS

Monitors are appointed at the end of the Summer Term from the members of Year 11. They are expected to stay in House and do a regular duty once a week and support the Head of House in running a happy and successful boarding house. Other roles such as Peer listeners are appointed in the Autumn Term.

### HOUSE BADGES

Badges are awarded for Half and Full Colours. Junior members of Years 9 & 10 can be awarded a badge as an acknowledgement for achievement in academics, music, sport or contribution to the House. Full colours are usually awarded to the Senior girls for similar attainment. LMH also awards a Houseparent Merit which marks a single event of excellence.

### MATRON'S AWARD

Each term the Matrons will nominate a pupil who has made a special contribution to the House by demonstrating exceptional standards of tidiness, organization or cleanliness.

### YEAR 9 DUTIES

Year 9 girls have certain privileges/duties during their first year in NC. They take responsibility for collecting the bread and milk each morning and tidying the kitchen. They are expected to tidy the Common Room, and the newspapers. They are also lucky enough to serve the rest of the House at the Christmas Supper and decorate the Christmas tree!

### HOUSE PLAYS

House entertainment evening is an annual performance created, directed and performed by pupils, designed to entertain fellow pupils and parents. Often the content is topical and humorous. It is guaranteed to be a fun night. Recent productions have included Speed Dating – It's not you, it's me! and Fawly Towers, which was a combined play with OH.

## INTER-HOUSE COMPETITIONS

### SPORT

The pupils participate in a variety of inter-house sports competitions during the course of the year including hockey, netball, Tug of War and the campus relay race.

### THE RUSSELL

This is a special Blundell's event. It is the School cross-country race, which was first run in 1877. All pupils in the school will participate to some degree. The race generally takes place on a Saturday in the second half of the Spring Term. It is common to find parents, staff and Old Blundellians taking part. There is always significant parental support.

### THE WILLIAMS CUP

At the beginning of the Autumn term, all Year 9 pupils participate in a weekend residential course designed to promote House bonding and teamwork and instil a sense of inter-house competition.

Points are awarded for effort, ingenuity and team work among other skills. The winning House is awarded the Williams Cup.

### MUSIC

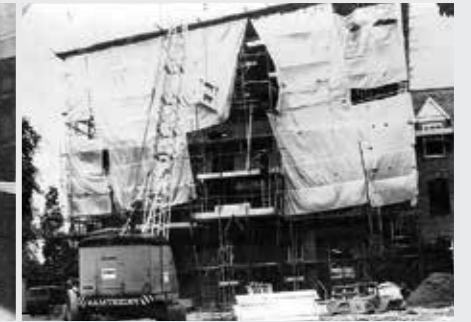
Inter-house music or commonly known as the House Song is an event of music entertainment directed, produced and performed by the pupils of the House. Each house usually performs a number of pieces and incorporates a song in which all house pupils participate. Parents are most welcome to join us for this event, which usually takes place in the Autumn term.

### DEBATING AND PUBLIC SPEAKING

House debating takes place in both the Junior and Senior parts of the School. Motions are often topical and cover both national and international subjects.



# A BRIEF HISTORY OF NORTH CLOSE



G.H. Spring had North Close built in 1883, and became its first Housemaster. Right from the start it excelled at sport; a Club of Harriers was formed in 1885, in 1905 the house won the Fives Cup for the seventh year in succession, and in the following year they won the average bat for cricket, for the sixth consecutive year. Two of North Close's boarders of this period achieved international fame, the le Gros Clark brothers. Frederick became a renowned authority on problems concerned with welfare and nutrition, while his brother Wilfrid was to be Professor of Anatomy at Oxford University. Spring retired in 1912 and North Close passed to E.G. Peirce, who had been Housemaster of School House. Tragically the First World War claimed the lives of 32 former North Close boarders, but one who survived was Edward Donald Bellew, who, for a selfless act of bravery, was awarded the Victoria Cross.

North Close was owned by the Housemaster until 1925, when it was bought by the Governors for £4,500. Large-scale alterations took place, the whole of the boys' side was pulled down and entirely rebuilt and enlarged – a task completed during the summer holidays of 1928. David Rickards became Housemaster in 1939, but did not stay long as he was required for war service. He became part of the planning staff for the Normandy invasions, as well as an instructor at the Staff College at Camberley. A succession of men performed the duty of Housemaster until Rickards returned in 1946. In his youth he had been a notable long-distance runner, and so the Russell and Athletics in general were duly promoted throughout the School. Rickards left in 1953 to become the first Headmaster of the Army training centre at Welbeck College. Donald Beatty took over from Rickards at North Close.

Beatty was a history master who, with his wife, deeply cared for the welfare of the North Close boys. The house was extensively renovated in 1959 when, as it was proudly proclaimed in the School magazine, it was given 7 new baths, 6 wash basins, oil boilers, a new garage and 'back works'. David Park took over in 1965, a Physics master who was heavily involved in the CCF and outdoor pursuits. One of his first boys at North Close was Charles Kent, a future England rugby international who was also an accomplished organist, and a G.P. by profession. Great changes took place at the House in 1966, when the hedges surrounding the lawn were removed, and the new Big School was built 'next door'.

David Park passed North Close over to Brian Jenkins in 1973. Dr. Colin Blake then became Housemaster, and on June 10th 1980 a very serious fire virtually destroyed the house. Fortunately, no-one was injured but a lot of exam revision notes were lost! Within two years the house had risen anew, and in 1983 joyously celebrated its centenary. Blake gave way as Housemaster to Trevor Powles in 1988, to be followed in quick succession by Andrew Gordon and Clive Hamilton.

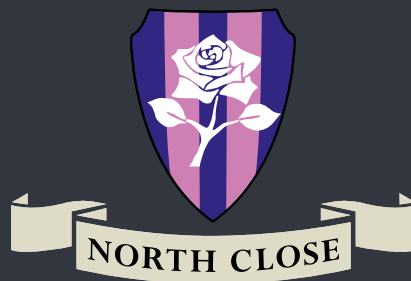
In 1993 the Governors decided that North Close would become the second girls' house. The School Chaplain and Classics master, Rev. David Hamer and his wife Susan became the first Houseparents of the all-female North Close in the following year. When David retired in 2001, Nicky Klinkenberg became Housemistress. She had come to Blundell's in 1998 from Millfield, where she had gained 23 caps at hockey for Wales. Aply supported by her husband Peter, who was the School Registrar, they maintained the house's fine reputation.

The Klinkenbergs left North Close in 2010 and were succeeded by Rachel Crease.

Rachel upheld the values of the house, chief of which is the strong belief in mutual support among all its girls. Very soon after Rachel's arrival the house underwent a full refurbishment. Rachel left the house after 10 years during which she developed stronger ties with GH and maintained the close links with OH. Rachel handed over to Ms Linda Hunt who took over during the Covid pandemic. Linda was previously Assistant Housemistress at Bloxham School. Under her leadership, the house has evolved, with pupil wellbeing a key priority and the creation of a Quiet Room in the house as a breathing space amid the business of Blundell's life. She continues to encourage compassion and trust amongst the pupils, whilst developing their independence within the safety of the North Close community.

### HOUSEPARENTS

1883-1912	G.H. SPRING
1912-39	E.G. PEIRCE
1939-40	D.A. RICKARDS
1940-42	A.E. LEE
1942-45	J.R. MACLAREN
1945-46	C.D. BEATTY
1946-53	D.A. RICKARDS
1953-65	C.D. BEATTY
1965-73	D.J. PARK
1973-78	J.B. JENKINS
1978-88	DR. C.J. BLAKE
1988-89	T.J. POWLES
1989-91	A.J. GORDON
1991-94	C.D.J. HAMILTON
1994-2001	REV. D.H. HAMER
2001-10	MRS. N.K. KLINKENBERG
2010-20	MRS R.J. CREASE
2020-	MS L.M. HUNT



*"She who dares wins."*



**Blundell's**

FOUNDED 1604

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Tel: 01884 252543

E.mail: [admissions@blundells.org](mailto:admissions@blundells.org)

[www.blundells.org](http://www.blundells.org)

THE  
GOOD  
SCHOOLS  
GUIDE



TATLER  
SCHOOLS  
GUIDE