



WESTLAKE

# HOUSE INFORMATION



Blundell's

FOUNDED 1604



# WELCOME TO WESTLAKE

Dear Upper Sixth students and parents,

A warm welcome to Westlake for your Upper 6th year from the house team, and we hope that this guide will help ensure your final year with us at Blundell's is a special one.

The Upper Sixth is the culmination of 13 years in education, and we are very aware and committed to the fact that this is the most important year of your lives so far. This will be the first time that your whole year group have come together and lived as a community, and we see this very much as the supportive transition year to life beyond Blundell's. Many of you will go on to university; Westlake provides the perfect insight into what it will be like to live and work in higher education. The common areas and kitchens will provide welcome respite from a busy school life; use them wisely. Living in a co-ed environment will have its challenges, but learning tolerance and compromise is a critical aspect of life. The Westlake ethos is one of positivity, mutual support, cohesion as a community, and a collective sense of purpose as the year progresses.

The key aspect of your year in Westlake is to start to see yourself as an individual who will be making big decisions throughout the year. You will certainly hit the ground running as we switch to Year 13 A-level work, the UCAS and apprenticeship application process, and then moving on to mock exams in January. The careers department, along with the tutors, Head of Sixth form and of course the house team will all be here to support and advise you every step of the way. Academically, you must take on a conscientious approach from September, structuring your study time outside of lessons wisely. The study centre is an excellent place to work, however, you will also all have a personal desk and area to study within.

The key to a successful final year is using the proactive support from staff, and each other. The team in Westlake is dedicated to providing a supportive environment whilst allowing each individual to make their own, informed decisions. We will be there to help you, support you when things might become uncomfortable, but essentially we are looking for you to start taking responsibility for your life. The driving force from day one is for you to see yourself as an individual, and we will increasingly treat you as such. We encourage you to communicate and discuss your plans with us, rather than relying on parents to do it, and we hope that you will appreciate this level of independence.

One thing that will be certain – the year will be over before you know it. Don't waste a day. Seize all the many opportunities that Blundell's presents. The strength of your character in the future is built upon your time at school. Have a growth mind-set; things will be challenging and might not always go to plan, but it is how you respond to these set-backs that defines you. One of the strongest character traits one can possess is responding positively to adversity, whilst having good morals, excellent manners and a positive outlook on life. Later in the year we will be introducing you to the OB Club via the Beale Centre. Throughout the many generations who have been fortunate enough to enjoy their formative years at Blundell's, there remains a deeply felt loyalty for their Alma Mater and your final year in Westlake reinforces this strongly.

I hope you will leave Westlake and Blundell's with excellent results, happy memories, few regrets and lasting friendships; the hope is that your final year here will provide you with stronger "wings", built upon deeper "roots".

Yours,  


**Mr G.J.Baily**  
 HOUSEMASTER WESTLAKE

## CONTENTS

<b>HOUSE STAFF</b>	<b>4</b>	<b>DOMESTIC ARRANGEMENTS</b>	<b>14</b>
		START/END OF TERM ARRANGEMENTS	15
<b>CONTACT INFORMATION</b>	<b>5</b>	<b>HOUSE FACILITIES</b>	<b>15</b>
<b>THE SCHOOL CAMPUS</b>	<b>6</b>	<b>WELFARE &amp; PUPIL SAFETY</b>	<b>16</b>
<b>COMMUNICATION</b>	<b>7</b>	MEDICAL ISSUES	16
		PERSONAL PROBLEMS	17
<b>THE SCHOOL WEEK</b>	<b>8</b>	<b>HOUSE TRADITIONS</b>	<b>18</b>
<b>ROUTINES</b>	<b>10</b>	<b>HOUSE HISTORY</b>	<b>19</b>
<b>EXPECTATIONS</b>	<b>12</b>		
APPEARANCE	12		
BASIC COURTESIES	12		
ACADEMIC ISSUES	13		

# HOUSE STAFF



**Mr Graham Baily**  
HOUSEMASTER

As the House Master, Mr Baily takes overall responsibility for the house. The welfare of all members of Westlake, including the students, matrons, tutors and domestic staff are his concern. As well as running Westlake Mr Baily is also a Biology teacher and helps all students with the UCAS process.



**Mrs Lisa Baily**  
HOUSEMISTRESS

Mrs Baily was a houseparent at Millfield School, whilst working at the Prep School. She will be on duty in the house throughout the week and at weekends.



**Miss Amy Palmer**  
RESIDENT TUTOR

Miss Palmer joined Blundell's in 2022 and is a Chemistry teacher. She is also Assistant Head of Sixth Form. Miss Palmer will be on duty in the week and on some weekends.



**Mrs Tanya White**  
MATRON

We are lucky to have two dedicated matrons in Westlake - Tanya and Di. They are around the House throughout the day and therefore help ensure that everything runs smoothly. They should be a pupils first port of call if they feel unwell and will be about if a pupil needs to see someone to discuss any issues or concerns that they might have. As Parents please contact our Matrons if there are any medical issues that we need to know about.



**Mrs Di Folland**  
MATRON

## DOMESTIC TEAM

Sue, Bridget, Karen, Sally and Chelsea (they like to be called by their Christian names!) are a hard-working and loyal group of ladies who, like all of us, are proud of their role in Westlake. They perform a rather daunting and thankless task, with pride and much humour. Please get to know them well and show them the utmost respect. Remember also that they are here to clean the house and not to clear up all pupils mess; this particularly applies to the kitchens. There will be cooking utensils supplied in the kitchens but pupils are encouraged to bring their own plates, bowls and mugs.

## 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 and also have a critical role in the UCAS application. 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.

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



**Mr Liam Lewis**  
HEAD OF THE SIXTH FORM  
(ACADEMIC)

Mr Lewis, in his role as Head of the Sixth Form (Academic), plays an invaluable role in guiding, advising and encouraging the U6 and he is frequently to be found in Westlake.

Mrs Bucknell is Head of Careers and Futures and supports all students with all applications.



**Mrs Pippa Bucknell**  
HEAD OF CAREERS  
AND FUTURES

## KEY CONTACT INFORMATION

It is important for parents to feel they can contact the school at any time. The first port of call will normally be Mr Baily or the Tutor. The best way to make contact is using the email – [westlake@blundells.org](mailto:westlake@blundells.org). However, it is also perfectly acceptable to contact the Head with any questions or concerns.

### CONTACT DETAILS:

**Mr Baily MOBILE:** 07972 175828  
[westlake@blundells.org](mailto:westlake@blundells.org)

**WESTLAKE STUDY:** 01884 232375

**HOUSE MOBILE (DUTY TUTOR):** 07970 429011

**WESTLAKE MATRONS:** 01884 232374  
[westlake@blundells.org](mailto:westlake@blundells.org)  
Please ring/email Mrs White or Mrs Folland after 8.00am if a student is going to be late or absent.

**SENIOR SCHOOL MAIN OFFICE:** 01884 252543  
[main-office@blundells.org](mailto:main-office@blundells.org)  
The office staff will nearly always be able to find Mr Baily and are able to get a message to him during break or at lunchtime.

**MEDICAL CENTRE:** 01884 232422  
[medical@blundells.org](mailto:medical@blundells.org)

### POSTAL ADDRESS:

Westlake  
Blundell's School  
TIVERTON  
Devon  
EX16 4DW

Please ensure this address is used to avoid post going to the main School Reception.

# 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

- PREP SCHOOL**
- 1 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 the [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 take place every Tuesday, from about 1.05pm - 1.30pm or later, occasionally; thereafter students should see their Tutors. This is one of the few times when the House can all meet together as a community. Pupils should ensure that any doctor's appointments, driving lessons, meetings, tutorials and such like, do not cut into this time. Upper Sixth also have an Assembly on Friday morning in either Ondaatje Hall or the Old Gym.

## NOTICE BOARDS

Daily notices are written on the whiteboard or displayed on the screen by the entrance foyer. You must read the notices daily.

## MOBILE PHONES

The pupils are only allowed to use their phones in the boarding houses. 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 these rules:

- All pupils must register their phone number with Houseparents.
- Mobiles are only for use in the House.
- They are only to be used in class for subject specific work following teacher permission.

Failure to comply with these rules may result in the phone being confiscated for a period of time.

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) a Houseparent or Matron can relay any message. All pupils will have their own school email addresses.

**The use of mobile phones is not permitted in the Westlaske common room.**

## POST

Pupil's post is placed in the pigeon holes, in the room next to the laundries. Post can be sent to:

**Westlake, Blundell's School, Tiverton, Devon. EX16 4DW.**

Pupils should check and clear these daily. Any mail or communication, from parents, teachers or tutors – for example, essays or books returned, post, UCAS applications and correspondence, etc. will be placed there. In the habit of checking their school email/teams on a regular basis.

## FINDING A MEMBER OF HOUSE STAFF

If a pupil needs to see Mr Baily they should come into the House office. If he is not there they should ring the bell, email him ([gjb@blundells.org](mailto:gjb@blundells.org)), or text him on the house phone.

**AT NIGHT:** If when staying in House overnight pupils should feel unwell or need to contact the Houseparents in an emergency they should wake a fellow student and/or one of the House staff.

## 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. Advice on IT safety is published for pupils in their planners.

## 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 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

### REGISTRATION AND ROLL CALL

In the morning pupils must use the electronic registration system **01, 02**, or **03** to let us know whether they intend to go home at 5.30pm (**Day - 01**), 9.00pm after prep (**Prep - 02**) or stay the night (**Board - 03**). It is a serious breach of school rules for a pupil to tell their parents they are staying in school, when they are not.

Registration (thumbprint) is incredibly important so that we know where pupils are. **Pupils must register by 8.20am every day and for the first few weeks with the Duty Matron.** There should not really be any reason to miss a roll call or registration. In exceptional circumstances pupils must let the member of staff know. **A student must never send someone else to sign in/out on their behalf.**

### LEAVING

Pupils may leave when they have completed their school commitments (including Private Study). If pupils wish to leave at a different time, they must clear it first with a Houseparent. Pupils must use the Sign-Out sheet

### ABSENCE FROM SCHOOL

If pupils are ill at home or have to miss a day's school (or any part of a day; or if they are going to be late for any reason), parents or pupils should contact the Westlake Matrons on 01884 232374 or via email – **BEFORE the 8.20am** morning registration.

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.

### INTERNATIONAL STUDENTS

For international students to fully benefit from the experience of living alongside English students we would strongly encourage the use of English as the language to be spoken in all common areas of Westlake.

### DUTY ROTA

There is always someone on duty in Westlake. The House Tutor duty begins after the Matrons have left in the evening. The Westlake team is made up from the Live-in Tutors and some U6 Tutors. Weekend duties are carried out by the Houseparents and live-in staff.

### SATURDAY NIGHT TOWN LEAVE

Roll Call is taken on Saturday nights at 7.00pm. All students who will be staying in House that night must be present, after which pupils will normally be free to go to town on a Meal or Pub Leave (once they are 18). Those not staying in on a Saturday, and signed out, should have left before 7.00pm and should not return to Westlake that night. Students going on Town Leave should leave town by 10.15pm and must be back in Westlake and report in to the Houseparents or Duty Tutor, by 10.30pm at the latest (unless agreed otherwise by a Houseparent or Duty Tutor).

### OUT OF BOUND AREAS

The CCF Building and areas around it – unless on CCF business, of course!

The roof of Westlake (including the flat roofed areas of the House) is a dangerous area, with no protective railings, and entry on to any parts of this, is strictly forbidden.

Students should not swim or paddle in the pond in front of the House.

### CHAPEL

Chapel attendance is compulsory, as is attendance at Latin Prayer on Mondays. On Fridays, we run a Westlake House assembly in Ondaatje, generally taken by Mr Baily but also by Tutors, The Head, Students or Visiting Speakers. Attendance at Sunday Chapel is compulsory for any students sleeping in House on Saturday night, unless they are away on an authorised School outing.

### ACTIVITIES

The Activities Programme has a variety of options for students in the U6th, one of which is Private Study. It is hoped that many will in fact continue in areas of interest, and assume leadership positions in these. However, if pupils opt for private study then that's what it must be – it is not a time for television or playing pool.

### STAYING WITH FRIENDS

Overnight stays with friends, whether during the week or over week-ends are permitted, but necessitate two sets of permission – one from a pupils' parent(s) and another from the hosts' parents. It is possible for Boarders' Parents to provide a letter to Mr Baily, giving blanket permission for such visits, at Mr Baily's discretion.

### 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 should be in school on normal weekends unless a Houseparent has given permission otherwise. All those boarding are to attend Chapel on Sunday.

## 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 a Houseparent will need to have permission by email from their parents or guardian and from the host family a week before the event occurs.



# THE SCHOOL WEEK

	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 SH Roots and Wings 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 SH Roots and Wings Years 9-13 Games	3.00 - 3.50	3.00 - 3.50	
<b>EXTRA CURRICULAR ACTIVITIES / CCF / GAMES</b>	Years 7-9 Games Years 10-13 CCF / Activities	Years 7-9 Activities Years 10-13 Games		SH Games  Years 9-13 Activities	SH Activities  Years 9-10 Games Years 11-13 Enrichment	

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

## WEEK DAY ROUTINE BOARDERS

### MONDAY - FRIDAY

7.30 - 8.15am	Breakfast (8.30 am on Saturdays)
8.20am	Registration

### ACADEMIC TIMETABLE

5.30 - 6.30pm	Quiet hour. Day students leave for home before supper
---------------	---

### SATURDAYS

7.45 - 8.15am	Normal breakfast times
8.35am	Electronic registration. State boarding status

### ACADEMIC TIMETABLE

3.00pm	Weekend begins. Town leaves permitted (sign out) Anyone needing to leave earlier must have the permission of GJB or Duty Tutor
6.30pm	Everyone to be back on Campus

### 6.30 – 7.00PM SUPPER

#### EVENING

7.00 - 7.15pm	Roll for all in House
7.15 - 9.00pm	Study Time: The house should be quiet so that work can be done. There should be no use of the Games Room or TV. Music should not be heard in the corridors
9.15 - 10.00pm	House visiting (not Tuesdays and Thursdays). Must sign out and in
10.00 - 10.15pm	Roll call for all in House
By 10.45pm	Move upstairs – Totally quiet by 11.00pm

### 6.30 – 7.00PM SUPPER

#### EVENING

7.15pm	Roll call for all in House for the night. Meal or Pub Leaves are allowed, with permission House visiting until 10.00pm – Sign out and in
10.00 - 11.00pm	Rolling roll call

### SUNDAYS

9.00 - 9.45am	Breakfast
10.15am	Roll Call (only if there is morning chapel)
10.30am	Chapel (on non-Leave weekends)
11.30-12.30	School Brunch instead of breakfast and lunch (LEAVE WEEKENDS ONLY)

### 12.30 – 1.00PM LUNCH

By 1.00pm	Electronic Registration
-----------	-------------------------

### 6.00 – 6.30PM SUPPER

#### EVENING

Variable	Possible Afternoon or Evening Roll by arrangement of Duty Staff
8.00 - 10.00pm	House visiting – Sign out and in
10.15pm	Roll call – all sleeping in, to be back in House
Anyone returning during the day should, on arrival, inform the Duty member of Staff	

There is no formal lights-out-time in Westlake. Do bear in mind that the House is not particularly well soundproofed and consideration and respect for others is important. The house should be quiet for all by 11.00pm.

Remember too that busy teenagers require at least 8 hours of sleep a night, on a regular basis, if they are to function effectively!

Students staying in House are free to go to Tiverton, on a Town Leave, after 3.00pm on Wednesday and Saturday afternoons and should return to the campus before the evening meal, at 6.30pm. You must sign out in the book in the foyer if you leave the campus and are planning to return.

# EXPECTATIONS

## APPEARANCE

### UNIFORM

U6th students may arrive at Westlake in the mornings wearing home clothes and may wear casual/home clothes in and around Westlake at any time. Obviously full school uniform or games/sports uniform should be worn before 5.30pm whenever students move out of the Westlake precincts on to the school campus, apart from after games on Wednesdays and Saturdays.

Correct Blundell's games kit should be worn to and from all games, and it should be clean. Kit from old houses should be saved for inter-house events or casual wear. Boots must not be worn around the House. Boots should be removed at the door and dried out in the boot rooms on the ground floor.

### 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 the School Shop on 01884 232316 or email 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 boys, this means that they are to wear their hair short and of their natural colour. For girls, hair should be of a neat appearance.

### SCHOOL RULES

All the School Rules apply in Westlake. Special attention should be paid to the rules that pertain to the use of Alcohol, Sexual Relations, Smoking, Drug and Solvent Abuse. Please be aware that Vaping is classed as smoking and will be treated with the same punishments.

## ACADEMIC ISSUES

### STUDY CENTRE

The Study Centre is for Westlake use only, but day students have priority in the day. It is a silent work zone and nobody has a set desk area. Anyone found talking will be asked to work in their room.

### 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. Pupils 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.

### TUTORS

The success of the Tutor-Tutee relationship is a two-way issue and it is up to each individual student to make a point of establishing weekly contact for this relationship to be of maximum benefit. The timetabled Tutor period at 9.00am on Mondays is compulsory but Tuesdays at 1.05pm and Saturdays at 12 noon are also useful opportunities for Tutor contact.

### LIBRARY

U6th students are urged to make good and sensible use of the Study Centre and Library. This includes study periods and in the evenings, when they are required to be in the Library by 7.20pm. The early mornings in the Study Centre or Library can be a particularly good time to establish a regular work routine and ethic.

### STUDY TIME

During Study Time, the House should be quiet so that work can be done. There should be no use of the televisions and music should not be heard in the corridors. There should be no informal games played inside or outside the house.

Study Times are during all lesson and games/activity times and also from 7.15pm - 9.00pm.

## 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

## STUDY/DORM RULES

Each student has their own space in Westlake to study and keep their belongings. Everyone is entitled to privacy. Pupils should not borrow things without asking, and there is no reason to go through other people's property. Boys may not visit girls' rooms or floors and girls may not visit boys' rooms or floors. This aspect of privacy must always be upheld and respected. Any failure to respect this rule will be treated very seriously and will involve the Head and your parents.

It is common sense, that pupils should not enter the room of another student, without him/her being present.

Personal belongings and clothes need to be kept tidily and in a well-organized way. Domestic staff need to be able to see the floor in order to clean it and fire escapes must not be blocked.

Pupils are free to decorate their rooms but be discreet! There are pin-boards in the rooms for this purpose. Pictures may be affixed, with Blue-Tack, on to wooden surfaces and cupboards but not onto painted surfaces, walls or ceilings, as this harms the painted surfaces irreparably. In terms of Fire Regulations, nothing may be stuck on to the outside of doors or in the Pod corridors.

Any damage (including graffiti) or breakages that occur in Westlake should be reported immediately to a Houseparent. It is always better for everyone if pupils 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

The School has its own Laundry system and any clothing may be sent there on Mondays, Tuesdays and Thursdays. Ensure that all your clothing is marked. The Matrons are happy to sew name tapes on to new clothing. Place laundry in the buckets in the upstairs common-rooms. It is usually returned washed the following day. Laundry placed in tubs on Fridays will not be returned to House until Tuesday.

In the House, there are also two very well-equipped laundries that may be used by pupils, on the ground floor, one on the boys' and one on the girls' side – but only after 4.00pm on weekdays please as Matron and the Cleaners need to use these during working hours. Matron will run laundry induction sessions at the beginning of the year if asked politely. This is for Full Boarders only.

## FOOD DINNERS AND BBQ'S

During the course of the year, on Friday and Saturday nights, the house may arrange BBQs and dinners, with the food provided by House Funds but cooked by pupils (with guidance!).

## KITCHEN USE

Pupils are free to use the kitchens in the House. Washing up is the responsibility of whoever has used the facility and not the House Domestic Staff! *Cooke's Corner* (named after Polly) on the ground floor is a superb facility, provided by the Friends of Blundell's. Look after it and please clear up and stack the dishwasher each night. Communal areas should be kept tidy at all times.

## TAKEAWAY FOOD

Takeaway food may be ordered on a Wednesday or Friday for delivery to Westlake – between 9 and 10.00pm. This should be seen as a treat, rather than a replacement for going to dinner. Mr Baily will monitor take away ordering closely. No takeaways to be ordered during the school day.

## BIRTHDAYS AND SOCIAL OCCASIONS

Most Westlake students will reach the milestone of turning 18 years old this year. The School cannot, however, support the staging of parties mid-week and "Leaves" for such celebrations during the week, will only be granted for dinner with immediate family - other boarders will not be permitted to join you. Please arrange these festivities for Saturday nights, half terms or holiday times instead.

All Society dinners and social events must be cleared with Mr Baily well before the event.

## CARS AND DRIVING LESSONS

Cars may only be used by students who have received specific permission to do so, by having the relevant forms completed and signed by the Head, Housenaster and Parents. In this case, cars may only be for the purpose of driving to School in the mornings and home at the end of the day. If permission to travel to School is granted, pupils may not carry fellow-student passengers, unless they too have both School and Parental permission to do so. Cars may only be parked in the Westlake car park. **Keys will be stored in Matron's office.** The School driving limit is 5mph.

Also, remember the School Rule that states that once a student has left school for the day he or she should not normally return to the campus that day.

U6th students are allowed to take Driving Lessons during the School Day, as long as these do not clash with time-tabled lessons, games, activities, House Meetings, Chapel and/or any other School commitment. They should not be arranged after 7.00pm. Inform Matron so that they are put in the house diary.

## 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 it is recommended that expensive items are security marked, which can be arranged in school. Most rooms in Westlake have lockable safes, but passports, travel tickets and large amounts money can be handed to Mr Baily to be kept securely.

## 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.

## START/END OF TERM ARRANGEMENTS

In order that the house may be cleaned thoroughly, rooms must be cleared of all belongings, left tidy and all surfaces cleared. There is limited storage in the trunk room in the central foyer primarily for the use of boarders.

## INTERNATIONAL PUPILS

Whenever pupils leave school, Mr Baily needs to have the details of all travel arrangements and accommodation from leaving Westlake to when they return to school. This must be entered onto the online form sent by Mr Radley's secretary. 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. All details need to be with Mr Baily two weeks before leaving.

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

# HOUSE FACILITIES



## TELEVISION

There is a TV in the Common Room for which the pupils have use of Netflix and Amazon. The television must be switched off by 10.30pm in the week.

## COMPUTERS

There are computers downstairs and upstairs on both boys and girls sides. All are connected to the School Intranet which has the appropriate security measures in place. WiFi is available throughout the House.

## POOL TABLE, TABLE TENNIS AND FOOSBALL

Use the tables happily but bear in mind that it can be a noisy venue. They should not be used during lesson times or between 7.15pm & 9.00pm or after 10.00pm.

## GYM AND SPORTS HALL/FACILITIES

Westlake has its own Fitness Suite in the Old Gym. The Sports Hall and other sports facilities can be used in the evening and at weekends, details of this are on the House notice board.

# 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

Pupils should not come to school if they are unwell. If a pupil has vomiting/diarrhoea symptoms they should stay away from school for 48 hours after the last episode. The Medical staff are happy to advise on 01884 232422.

### PERSONAL MEDICATION

If a 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.

### 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 Houseparents and the duty staff are on the noticeboards.

### VISITORS

As a general principle pupils from other houses are not allowed in Westlake unless previously agreed to by a Houseparent, or the Duty Tutor. For obvious reasons, all parents are asked not to enter Westlake without a member of the House Staff being present; this can include Matron between the hours of 8.00am and 6.00pm.

### FIRE DRILLS

Candles, naked flames, flammable drapes and any other similar fire hazards are strictly prohibited. Electric wiring, fire alarms and any fire and safety equipment should not be tampered with. All fire doors should be kept closed at all times. No 'fairy lights' or LED lights are permitted in rooms.

If the fire alarm sounds, pupils should leave the House by the quickest possible means. Pupils should assemble in front of the Beale Centre, where a Roll will be taken. If at night, wear something warm, including footwear.

### 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

At the end of each year Westlake pupils are asked to vote for one boy and one girl for two awards:

## THE HOUSEMASTER'S SALVER

Awarded to the boy and girl who are felt to have contributed the most to the year group throughout their time at school.

## THE POLLY COOKE AWARD

Awarded to the boy and girl who are felt to have contributed the most to the year in Westlake.

## INTER-HOUSE COMPETITIONS

Westlake pupils compete for their old houses in sports competitions. However the U6 compete as a year group in Music, Debating and Public Speaking competitions.

### SPORT

The pupils participate in a variety of inter-house sports competitions during the course of the year including hockey, netball, rugby, 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.

### 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 WESTLAKE



The present building of Westlake is modern, having been first occupied in 2004, but the original Westlake, now the site of Popham Close, had a long history. It was built in 1886 and first occupied in the following year, with E.P. Rooper as Housemaster. The bathing facilities were rather basic to begin with; no baths or showers, instead the boys had half-tubs in a small lead-floored room. One of the first pupils in the House was George O. May, who went on to become known as 'the father of American accountancy' but never forgot Blundell's – he founded the Thornton Scholarship, and gave a valuable Elizabethan chalice to the School Chapel. Mayfield was named in his honour.

Rooper gave up the Housemastership in 1901, but still retained ownership of the House. He was succeeded by Reginald Owen and John Browne who ran Westlake together for two years, until Owen took over as sole Housemaster. He saw off one threat, when he objected to the Borough Council's proposal to deposit the town refuse near to the House. He retired in 1912 and his place was taken by Browne. There was a lot of sporting talent present in Westlake during this time; Westlake won the first inter-house boxing competition in 1914, Madhuvinhji of Chak was the first Indian to skipper an English public school side when he led Blundell's 1st XI in 1916, and S.G.U. Considine, who scored 342 out of Westlake's 481 in the 1919 house competition, went on to play cricket for Somerset and rugby for England. The sporting prowess continued when Gerald Hotblack became Housemaster in 1921. One of his boarders, John Rinkel, was Head of School and captain of the 1st XV in 1924, but his forte was athletics, and he represented Great Britain in the Quarter Mile at the 1928 Olympics.

Rooper sold Westlake to the Governors in 1923 for £3,750. Hotblack was appointed Second Master in 1938 and relinquished the House to Ronnie Seldon. After the austerities of War, he persuaded the Governors to update the accommodation, and after the summer holidays of 1948 the boys returned to a 'new' house, where fitted hand-basins and showers had replaced jugs and portable washbasins. Seldon gave way in 1954 to Graham Parker, who was to witness the rise and subsequent success of Blundell's greatest rugby player, Richard Sharp. At School, Richard was captain of cricket and fives, but curiously not of rugby. He went on to win 14 international caps and captained England in their victorious 1963 Five Nations Championship, in the game against Scotland, scoring what is still considered the most elegant try of all time.

Rooper gave up the Housemastership in 1901, but still retained ownership of the House. He was succeeded by Reginald Owen and John Browne who ran Westlake together for two years, until Owen took over as sole Housemaster. He saw off one threat, when he objected to the Borough Council's proposal to deposit the town refuse near to the House. He retired in 1912 and his place was taken by Browne. There was a lot of sporting talent present in Westlake during this time; Westlake won the first inter-house boxing competition in 1914, Madhuvinhji of Chak was the first Indian to skipper an English public school side when he led Blundell's 1st XI in 1916, and S.G.U. Considine, who scored 342 out of Westlake's 481 in the 1919 house competition, went on to play cricket for Somerset and rugby for England. The sporting prowess continued when Gerald Hotblack became Housemaster in 1921. One of his boarders, John Rinkel, was Head of School and captain of the 1st XV in 1924, but his forte was athletics, and he represented Great Britain in the Quarter Mile at the 1928 Olympics.

elsewhere, but to retain the name of Westlake. The state-of-the-art building was aimed at providing a stepping stone towards independent living for boys and girls alike. The pupils eventually moved in at the beginning of 2004, and the venture has proved an enormous success; the pupils have blossomed intellectually and personally in an atmosphere of freedom, yet all the while under the caring and watchful eyes of Peter and Jenny Gordon. These values and traditions continued with their successors, Peter and Nicky Klinkenberg. The Klinkenbergs made Westlake an incredibly successful house and helped with the development of an extension, with new rooms, but more importantly the U6th Study Centre - bringing a real academic focus to the house. With Mr and Mrs Baily now at the helm, with their many years' experience in boarding as a Houseparents at Millfield, Westlake looks set to stay on a good course for the future.

## HOUSEPARENTS

1887-1901	E.P. Rooper
1902-04	R.S. Owen & J.E. Browne
1904-12	R.S. Owen
1912-21	J.E. Browne
1921-38	G.V. Hotblack
1938-54	R.G. Seldon
1954-68	G.W. Parker
1968-80	R.N. Swarbrick
1980-88	R.C.A. Wellesley
1988-98	N.R. Hall
1998-2010	P.H. Gordon
2010-19	P.G. Klinkenberg
2019-	G.J. Baily





Blundell's

FOUNDED 1604

Blundell's School  
Tiverton  
Devon  
EX16 4DN

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