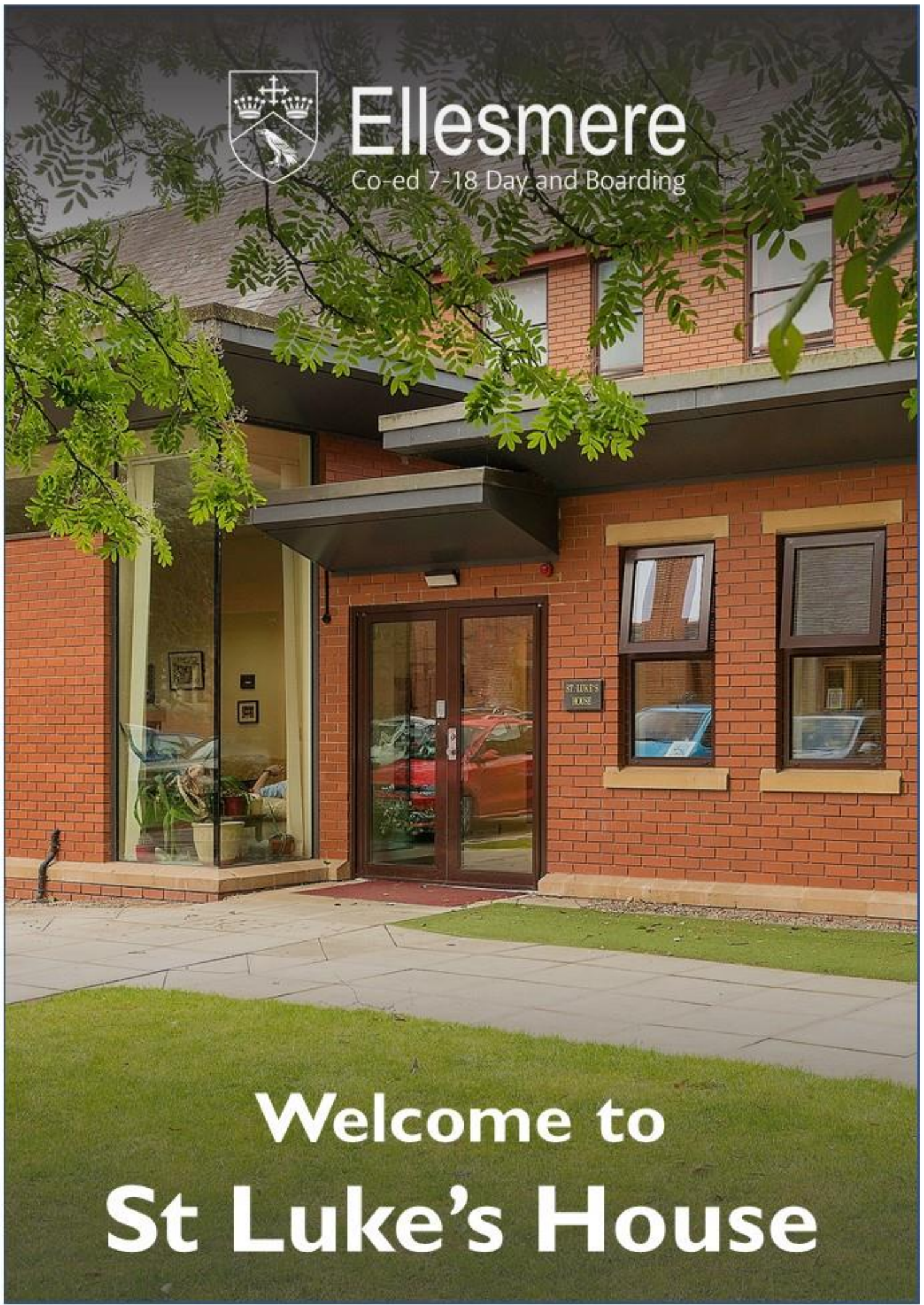




Ellesmere

Co-ed 7-18 Day and Boarding



**Welcome to
St Luke's House**

Welcome to St. Luke's House

Introductions

Welcome to Ellesmere College 6th Form and, in particular, St. Luke's House. We sincerely hope that your time with us is both productive and rewarding.

Each pupil who comes into St. Luke's has different life experiences, interests and talents and it is these differences that we are most proud of, and that ultimately unite the House together. With that in mind, our motto is simply: '*do your best and look after each other*'.

It is hoped that this handbook successfully communicates key information for all those beginning life in either the College, the 6th Form or St. Luke's House so that the start of your time with us goes as successfully as it possibly can.

The House as an Organisation

St. Luke's is a 6th Form Boys House and was established in 2007 when the College expanded its 6th Form provision. It is normal for us to have around 70 pupils in the House each year and we have a range of:

- ✓ Year 12 and Year 13 pupils
- ✓ UK and Overseas pupils
- ✓ A level, IB and BTEC pupils
- ✓ Day, Weekly Boarding and Full Boarding pupils.

The House is made up of:

Housemaster: Mr C Garratt (Head of History, Classics and Politics)

Assistant Housemasters: Mr H Luckas (Teacher of PE)
Mr M P Clewlow (Teacher of Chemistry)

Housemother: Mrs R Austin

Tutor Team: Mrs C Westwood (Teacher of MFL)
Mr A P Coupe (Director of Music)
Mrs H A Chesters (Teacher of Business Studies)
Mr E J Richards (Teacher of Business Studies)
Mr M T Horton (Head of DT)
Mrs H L Davenport (Head of PE)

Each year a Captain of House and two Vice-Captains (usually Year 13s) are appointed. They are given the responsibility to ensure that all voices in the House are heard and that there is a continuous and effective link between the staff and pupils in the House. They are chosen based on their character and ability to deliver on this crucial aspect of House life. A further role, House Secretary is also appointed and this person helps co-ordinate the House generally. These young men represent you and will look out for you. Do reach out to them if you need help of any sort.

Pastoral Care

Student Welfare

There is equal importance given to the development of those critical ingredients in the way students approach their schooling; confidence, organisation, persistence and cooperation.

Support for Learning

Some pupils work with specialist support staff on an individual basis or in small groups. The sessions are geared around each student's needs and tailored to support the pupil throughout their time at Ellesmere.

Specialist Staff

- English as an Additional Language
 - Support for Learning
- Deputy Head Pastoral
- Deputy Head Academic
 - School Nurses
- Student Counsellor
- International Student Coordinator



Pastoral Care

Each student is part of a Saints House. Students are able to forge vital relationships with each other, their Personal Tutor, Housemaster/mistress and Housemother. Parents are closely involved with House life, through the many parental events and home communications.

Behaviour Management

Based upon a principle of care and concern for the welfare of every child. The process provides a consistent approach for teachers to assist students to develop appropriate behaviour and life skills – which are highly valued within the College and the wider community.

Below are some key extracts from the College's 'Aims and Ethos', which demonstrate how the House fits into the day-to-day structure of life at Ellesmere College.

'The College Houses are at the heart of the boarding experience offered at Ellesmere.'

'We believe that the House experience should be enjoyable and we strive to ensure that every pupil looks forward to returning to his or her House at the end of, and during, the school day.'

'Our aim is to provide a secure and structured community for all our pupils, in which young people can fulfil their potential whilst learning to live and work together in a spirit of co-operation, kindness, respect and enthusiasm.'

St. Luke's is split into: Day Pupils (DP); those who come in at 8.30am and leave at 5.30pm, Weekly Boarders (WB); those who typically stay overnight in the House from Monday to Friday and Full Boarders (FB); who reside in the House for the entire half term.

Whichever of these is you, then rest assured that you are all equally as welcome and are actively encouraged to be part of the House.

All pupils in the House belong to a Tutor Group. Typically there are around 10 pupils per tutor group, all from your own year group. Each group is a mix of DP, WB and FBs and will be made up of pupils doing the full range of courses on offer in Ellesmere College's 6th Form. The aim here is that you will meet a wide variety of people, from all walks of life, which will give a greater richness and fulfilment to your experience whilst in the House and College.

Each morning we meet together as a whole House but we sit together in our Tutor Groups. We believe it is hugely important to come together each morning as it provides not only a good opportunity to deliver key messages but also celebrate others' achievements (and maybe sing the odd 'Happy Birthday!').

Your Tutor is your first port of call for both you and your parents and we hope that you are able to strike a solid working relationship so that you are able to realise all of your ambitions whilst at the College. A good Tutor/Pupil/Parent relationship is foundational to what we do in St. Luke's and we should all work as hard as possible in order to achieve it.

In addition to being part of St. Luke's House you will also be part of a Competitive House. These are Woodard (purple), Talbot (blue), Meynell (red) and Wakeman-Lambart (yellow).

If you are joining the House from our Middle School then you will already know which Competitive House you are in, if you are new to the College and you are not sure then you will find out during the Induction Days in the first week of the term.

The Typical 6th Formers School Day (including Boarders)

7.30am – 8.10am:	Breakfast
8.30am:	Registration
8.45am:	First morning commitment (Chapel, Assembly or PSHE tutor time)
9.10am:	Lessons Start
1.10pm:	Lunch & Afternoon registration in House
2.15pm:	Afternoon Lessons
5.30pm:	Official end of school day. Everything else is now seen as 'after school'
5.55pm:	6 th Form Supper
6.45pm	Boarders and those DPs staying for after school clubs register in Houses
6.45pm–9.00pm	6 th Form Boarders' Prep time (homework)

9.00pm–10.00pm	6 th Form Boarders' free time
10.00pm–10.45pm	6 th Form Boarders' free time in House
10.45pm	6 th Form Boarders in Rooms

General Conduct

St. Luke's has always prided itself on wanting to be the best. We achieve this by expecting high standards of our students who show leadership to the rest of the school. As an indication:

- St. Luke's students achieve their very best potential in all areas of their lives;
- St. Luke's students are punctual and there will be consequences for tardiness;
- St. Luke's students are ready for work. This includes dressing in a business-like manner (see below) and having all the equipment needed for the working day;
- St. Luke's students are courteous – we say 'please' and 'thank you' and we hold doors open for people. We go out of our way to thank people when they help us and offer to help students and staff in any way we can;
- St. Luke's students respect all people of whatever gender, age, race, nationality or religion;
- St. Luke's students work hard in the classroom, the study room, on the sports field, on stage or wherever they go;
- St. Luke's students are proud of Ellesmere College and the College is proud of them.

Uniform

In St. Luke's we pride ourselves on how smart we look. We seek to back up our professional attitude with a professional look. Below is the College's 6th Form uniform list which you should consult if you are not sure what to wear.

<p>*Tie (6th Form College or official Competitive House)</p> <p>*Sock bag (boarders only)</p> <p>Sports jacket (quiet pattern) or blazer</p> <p>Grey trousers</p> <p>Suit (grey, black or navy including pinstripe)</p> <p>Shirts (long sleeved white, pastel colour or conservative (vertical) business stripe or check)</p> <p>V-necked jumper (any single colour)</p> <p>Dark socks, black polishable shoes (not boots, no tags)</p> <p>Laundry bag (boarders only)</p> <p>College Coat (optional)</p> <p>*Only available in School Shop</p>
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In addition, the full uniform list including sports kit can be found here:

[ELLESMERE COLLEGE FULL UNIFORM LIST](#)

Responsibilities of all those in St. Luke's

Please read the below but also speak to your parents/guardian about the expectations outline in the separate emailed letter from Mr Garratt.

This is not the place to give an exhaustive explanation of all of the policies we have at the College but it is certainly worth understanding what our key responsibilities are as members of the 6th Form and of the House. (For information, copies of the policies can be accessed by following the link below or simply on request.)

[ELLESMERE COLLEGE POLICY DOCUMENTS](#)

Based on; impact to your health, the law of the land and the fact House life is communal, our stance on things like alcohol, smoking and drugs and/or substances is no different to any other school in the country. This is similar when it comes to your responsibilities when using social media, whether you are in the College or not – respect of others and of yourself is fundamental. You will be guided through the essence of each of these policies when you arrive but it may be useful to peruse them before you arrive.

During your time at school you may have worries or concerns or have reason to complain to someone in a position of authority, about something that has happened to you or a friend. Many of these sorts of problems can be dealt with in an informal way but in some cases, you may wish to speak to someone more formally. Depending on the nature of your particular worry or complaint, you may wish to raise this matter with anyone or more of the following:

1. House Captain / Vice Captain / Prefect or a School Prefect
2. Your Housemother (Rebecca)
3. Your Tutor
4. One of the Sanatorium Sisters
5. Your Housemaster or Assistant
6. The College Chaplain (Rev. Gratian)
7. The School Doctor
8. Head of Sixth Form (Dr Gareth)
9. Deputy Head Pastoral (Dr Chatterjee)
10. Deputy Head Academic (Mrs Pritt-Roberts)

If you are ever unhappy about the way you have been treated or the way you have seen someone else has been treated, you believe it has not been dealt with and you have tried talking to the people you trust in the College listed above, then please consider contacting the people listed below:

- Seek advice from **Childline (0800 1111)**. This service is provided by **NSPCC**.
- Take your complaint to someone who has agreed to act as **independent listener**. The School Counsellor, Joanne Smith (07940173738), may be contacted confidentially, directly or via the College Medical Centre.
- Contact the **Shropshire Council Children's Service (03456 789008)**.
- The office of the **Children's Commissioner 0800 528 0731** (Free-phone) – web address: <http://www.childrenscommissioner.gov.uk>

Boarding in St. Luke's

St. Luke's is a 6th Form Boys House and comprises, predominantly, twin/shared rooms. Where possible we will allocate you a room with someone with similar interests to yours. If you are new to the College this may not always be possible but it is our aim that you feel safe and secure, so will accommodate changes where it is feasible.

In your room, as you might expect, you will have a bed, chair, lamp and a wardrobe. The wardrobe comes with a lockable space – all you need to do is buy a padlock for it. Each shared room has an en suite bathroom comprising a shower, sink(s) and toilet.

A Boarder's recommended kit list:

- ✓ 2 x dark suits (as per the uniform list)
- ✓ 3 - 5 smart business shirts (as per the uniform list)
- ✓ Black leather shoes (the House has shoe polish but feel free to bring your own)
- ✓ Full Ellesmere Sports kit (see uniform list)
- ✓ Trainers and football boots.
- ✓ Enough underwear and socks to last the week.
- ✓ Laundry bag. A separate laundry bag for 'smalls'.
- ✓ A small / medium sized padlock for personal lockable space.
- ✓ Sufficient and relevant stationary to complete preps according to the course of study.
- ✓ Enough casual clothes for the evenings.
- ✓ Hand towel and shower towel.
- ✓ Toiletries and wash bag.

*It is not necessary to bring bed linen as the College will provide this, but some boarders prefer to bring their own duvets/pillows/mattress toppers plus duvet covers etc.

Security

In St. Luke's we like to think that all boarders in the House respect each other's property but there are **5 key things** that each boarder can do to ensure their belongings are even safer and more secure.

1. **Golden Rule:** If you can't afford to lose it, don't bring it to school.
2. Collect a room key from the Housemother as soon as you can.
3. Have a bank account which uses a card. If you do need to bring large amounts of cash into the House (over £10) this can be given to the Housemaster for safe keeping. Large amounts of cash are actively discouraged.
4. Name all of your belongings. UV light pens, name tapes and permanent markers are all good ways of naming your kit. Taking a note of serial numbers on electrical items etc is also a good idea.
5. Each room has a lockable space in the wardrobe, these are big enough for laptops and wallets and travel documents. All you need is a padlock. Combination ones are slightly better as keys can be lost.

Laundry

Laundry happens every Wednesday. Bags of laundry are collected from the House at 8:00am and returned by 8:00am the following day. All clothes can be laundered by the College with the process being made much easier when all clothes are labelled. Dry cleaning is available on request.

Personalising rooms

It is possible to personalise rooms but it is to be restricted to the notice board areas only. Boarders are requested not to put posters etc on the walls as Blu tack leaves a stain which is very difficult to remove, Sellotape removes paint and pins can pull out the plaster.

Posters are to be suitable and respect the values of the House and College. Any posters deemed not to be suitable should not be put up.

Electrical Items and non-essentials

You may bring your phone, laptops and tablets to school (see Security Golden Rule) plus their chargers. Wireless speakers are allowed but please be mindful that it is unlikely everyone wants to listen to your music, so headphones are preferable.

Items such as kettles, rice cookers, fans, heaters, dehumidifiers are **not allowed**. They are fire hazard and can cause a sever drain on the power output in House.

X-Boxes / play stations etc, although not banned in the House are certainly not encouraged. They are a great way to socialise but also a real distraction. Their use is limited to the weekend, so weekly boarders need not bring them.

Clearing rooms

Typically, during every major school holiday (Christmas, Easter and Summer) the College is 'let' out to external groups. Given that St. Luke's is one of the more modern Houses, it is used extensively. This means that boarders are required to move all of their belongings from their rooms during these times. The House has purchased big plastic boxes that boys can store some of their belongings in but it is encouraged that all belongings are taken home.

The College cannot be responsible for belongings that go missing during this time.

It goes without saying that when a boarder vacates their rooms it is left in the same state as it was given to them.

Term Dates plus Arriving and Leaving College

We encourage all of our pupils to stick to the term dates published on our website, that way you give yourself the best chance to achieve your potential. They are published over a year in advance to allow everyone to make arrangements in good time. You can access the most up-to-date term dates by following this link:

[Ellesmere College Term Dates](#) – See the College website or follow this link.

If in the unlikely event you do need to leave early then your parent/guardian will need to seek permission from the Headmaster by emailing: hmsecretary@ellesmere.com.

If you are leaving and arriving from **Manchester Airport** then there is a College shuttle bus service which runs on the last day of each half term and the day before the start of each half term. Current times can be accessed on the link below – click on ‘Airport Transport’:

[Ellesmere College Transport](#) – See the College website or follow this link.

Town and Time Keeping

In addition, boarders have the opportunity to go to Ellesmere town and/or to Tesco. This is always the case (except in cases of extreme weather etc) on Saturdays and Sundays. There are set times when students are allowed to leave and when they must be back. In the lighter months (normally March-early October) students may go to town if they have no commitment after 4.00pm. This must be a ‘flying visit’ and they are expected to sign back into house.

Studying

7.00pm – 9.00pm is study time. Even when you don’t have a specific ‘prep’ set there is always further reading/revision to do – the duty teacher in House can always help with this. As a general rule, a student should spend the same time out of class on a subject as they do in class.

There is a ‘Quiet Study’ room in House that is open between 7.00pm – 9.00pm if you need to work in a place where there will be no distractions. It may be that the Housemaster or your tutor suggest you do this at certain points to help keep you on track.

We want you to enjoy the social side of being at Ellesmere but, ultimately, your studies must come first.

Additional Information for Weekly Boarders

A weekly boarder is a pupil who typically boards on week days and returns home for the weekend, thus a weekly boarder stays in the House for 5 nights. We are flexible in terms of when these 5 nights happen, as different combinations suit different circumstances.

It is usual for a weekly boarder to come in to the House on the Sunday night (ideally between 6:00pm – 9:00pm), stay in the House on Thursday night and return home after school on Friday. If a boarder is involved in a weekend College sporting commitment, it is possible to change this arrangement and consider that, for example, their 5 nights are Monday night to Friday night.

It is possible to stay extra nights but this will add an extra cost, dependent on the reason for the extra night’s stay. Please see the Parents’ Handbook for current charges.

Additional Information for Day Pupils

Day Students are as much a part of the House as Boarders and will be treated as such. In return, Day Students must understand that when they are in House, they are in someone's home and this needs to be respected – St. Luke's Day Students don't, for example, leave their washing up for boarders to do later. If space is available then there maybe the opportunity for you to board. This is possible after House dinners or functions / concerts that run late. Please read the information above in The Weekly Boarder section for details.

Given that you will come and go each day you will be provided with a study room. In here you will be able to work and get changed for sports or activities. Each room is equipped with desks, lockers and wardrobes and the study room can be locked. If you are ill or need to be away from College for whatever reason please ensure that your parent/guardian phones in to Reception to report your absence. Find a slot of time at home every day to study. Even when you have no 'prep' there is always further reading/ revision to do. As a general rule, a student should spend the same time out of class on a subject as they do in class.

Additional General Information

Access to the Internet and Specific Sites

Each boarding room has access to the College's internet through a walled connection (Ethernet cable); wireless can be accessed in any part of the House. When you arrive we will be able to log you on to the College's computer system, from there you will be able to log into the Wi-Fi.

There is blocked access to sites with inappropriate content via our Firewall. There is restricted access to social media sites at certain times of the day. This is to assist you with maintaining a good level of sleep hygiene and minimal distractions when it comes to your academic work. With this in mind the College has to take a firm stance on VPNs (Virtual Private Network) as they are able to get around the Firewall. We would be grateful if you could erase all VPNs before you arrive.

Protein Supplements

Below is an extract taken verbatim from the College's policy on their use: Please note that this only refers to protein and NOT anything else (creatine etc). All other supplements are not allowed.

'There are differing views amongst staff at Ellesmere regarding the necessity for taking supplements. The College has decided that its official policy will be neither to ban nor encourage the taking of supplements. We believe that the decision should be taken by the parent or guardian in discussion with their son or daughter.'

Common ground amongst all interested parties is that should supplements be taken they should form part of a controlled programme of nutrition overseen by a dietician or other qualified or experienced person. (i.e. a medical practitioner or qualified dietician – not by a well-meaning sports coach). Parents should beware of offspring buying bulk supplements from high street stores or 'on line' and consuming them without professional advice.'

Cars

You may bring a car to school PROVIDED that you have the permission of the Deputy Head Pastoral (DHP). Once you have passed your test you may apply to the DHP for the forms necessary to be allowed to bring a car to College. The forms have to be completed and returned to the DHP BEFORE you bring the car onto College premises.

The rules for driving and bringing cars to Ellesmere College are unapologetically harsh and tight. This is to keep you and others as safe as possible.

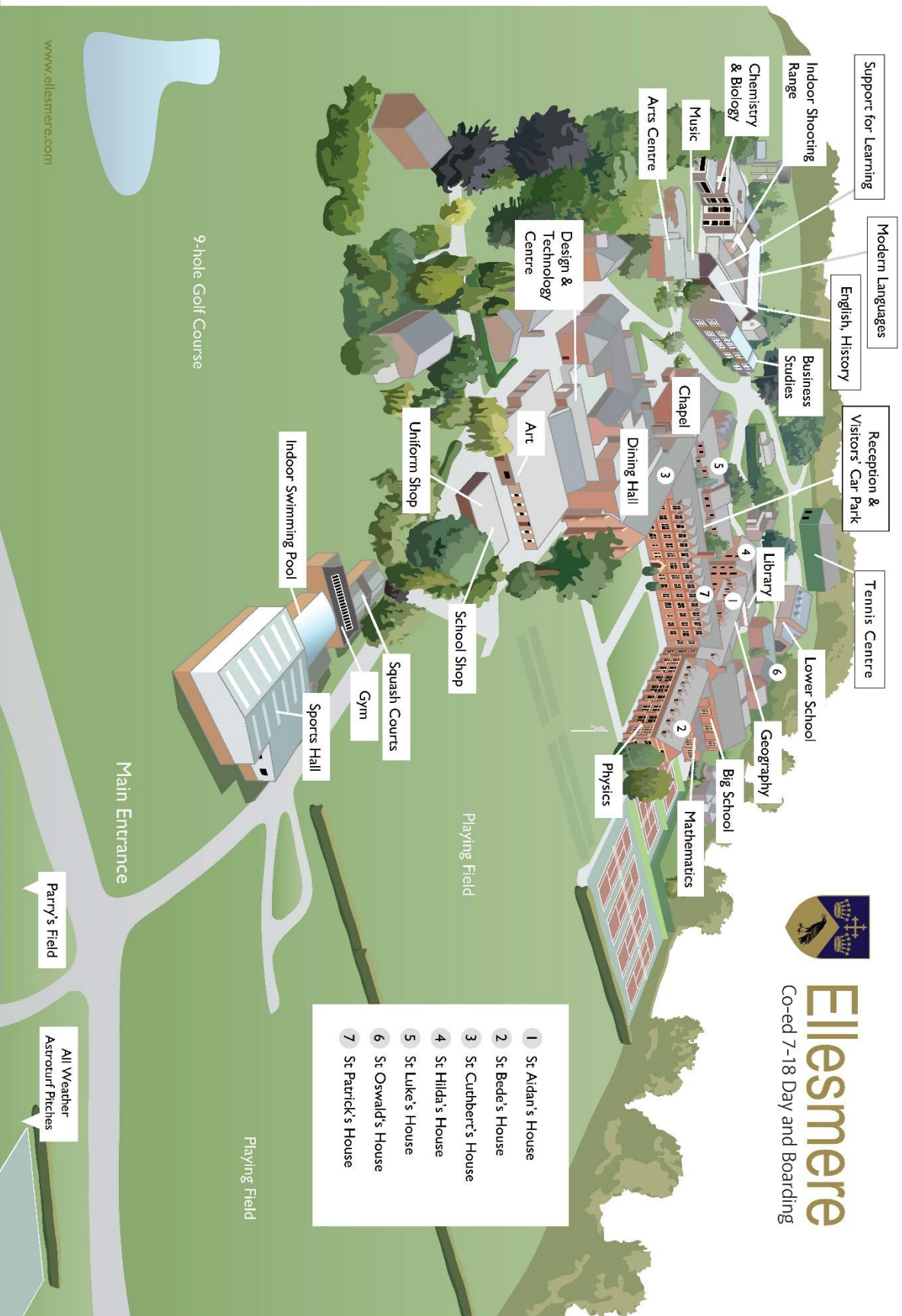
Final thoughts:

Although there is a lot of information above, it is important you have spent the time to take it in and act in the ways suggested. And, despite the nature of the above, we want you to really enjoy your time in St. Luke's. The overarching aim of the House is to allow you to flourish as a person. By flourish we not only mean for you to be happy, but to also fulfil your potential. It is a team approach – do your best and help each other.

Contact Details:

Housemaster:	Mr C Garratt	st.lukes@ellesmere.com 01692 626522
Assistant Housemasters:	Mr H Luckas	hamish.luckas@ellesmere.com 01691 622321 x 312
	Mr M P Clewlow	martin.clewlow@ellesmere.com 01691 622321 x 323
Housemother:	Mrs R Austin	rebecca.austin@ellesmere.com 01691 622321 x 319
House mobile:		07931 437446
Tutor Team:	Mrs C Westwood	christina.westwood@ellesmere.com 01691 622321 x 202
	Mr A P Coupe	tony.couple@ellesmere.com 01691 622321 x 235
	Mr E J Richards	elliott.richards@ellesmere.com 01691 622321 x 215
	Mr M T Horton	matthew.horton@ellesmere.com 01691 622321 x 266
	Mrs H L Davenport	helen.davenport@ellesmere.com 01691 622321 x 312
	Mrs H A Chesters	hayley.chesters@ellesmere.com 01691 622321 x 215
Sick Bay:	Sanitorium Sisters	sisters@ellesmere.com 01691 622321 x 229
Reception:		reception@ellesmere.com 01691 622321





- 1 St Aidan's House
- 2 St Bede's House
- 3 St Cuthbert's House
- 4 St Hilda's House
- 5 St Luke's House
- 6 St Oswald's House
- 7 St Patrick's House