



Pimlico House



Pupil's Handbook

Pimlico House

Contents

WELCOME AND STAFF INFORMATION	PAGE 1
SENIOR PUPIL RESPONSIBILITIES	PAGE 3
DAILY ROUTINE (DAY PUPILS)	PAGE 4
DAILY ROUTINE (BOARDERS)	PAGE 5
WEEKEND ROUTINE (BOARDERS)	PAGE 6
SAFETY AND SECURITY	PAGE 7
COMMON ROOM	PAGE 8
STUDIES	PAGE 9
BOARDERS' BEDROOMS	PAGE 10
UNIFORM AND APPEARANCE	PAGE 11
SIXTH-FORM PRIVILEGES	PAGE 12
FREQUENTLY-ASKED QUESTIONS	PAGE 14
TELEPHONE NUMBERS	PAGE 17

Welcome to Pimlico House

Many Kinds of Excellence

Pimlico House was opened for sixth-form girls at Durham School in 1985. By 2004, the House had grown to over 100 pupils, catering for boarders, flexi-boarders and day girls. A second girls' house, MacLeod, was opened in September 2005 in order to cope with the growing number of girls in the school. This year, Pimlico will be housing approximately 80 girls, around 40 of whom will be boarders. The Housemistress lives in 4 Pimlico, at the riverside-end of Pimlico House, and our Matron lives at the school-end side.

House Staff

All Pimlico House staff are here to support and encourage you throughout your school career, and it is likely that you will be taught by most of us at some point during your time at Durham School. We are always delighted to hear about academic, musical, sporting or other successes, and are happy to listen and provide guidance if you are worried or encounter difficulties.

Housemistress

Your Housemistress, Dr. Burns, is responsible for the organisation and running of the whole House. She is also responsible for your welfare, safety, happiness and progress while you are at school. She will take an interest in your academic work and extra-curricular activities, and is here to answer your questions, deal with your concerns and support you in all areas of your school life. For pupils in Year 9 to 13 in particular, Dr. Burns will be happy to discuss your GCSE, A-level, university and career plans, and point you in the right direction when it comes to making important choices. Your Housemistress is also the main point of contact for your parents or guardians if they have any questions or concerns.

Junior Housemistress

The role of your Junior Housemistress, Miss Lowery, is similar to that of Dr. Burns, but she is specifically responsible for the welfare, safety and progress of pupils in Years 7 and 8. In addition, she is the Tutor for Year 7 girls.

Tutors

Each House Tutor looks after one year group of Pimlico girls, and will meet with his or her tutor group several times a week. Your tutor will be a valuable source of information, help and guidance throughout the year, so you should make the effort to get to know him or her in the first few weeks of the new term. Most of the House Tutors do an evening duty in Pimlico once a week, so they will become very familiar faces to boarders in particular.

Matron and Weekend Tutor

Your Matron, Mrs. Haley, is responsible for making Pimlico House a comfortable, cosy and safe environment for both boarders and day girls, but she is also a great source of practical help and moral support. Pimlico's Weekend Tutor, Miss Burns, is an experienced boarding mistress and primary-school teacher in Durham who will be responsible for looking after boarders on some evenings and weekends.

Housemistress	Dr. J. Burns
Junior Housemistress	Miss K. Lowery
House Tutors	Miss L. Hinde Miss J. Plummer Mrs. C. Eccleston Mrs. F. Proud Mr. H. Dias Miss C. Shephard
Matron	Mrs. J. Haley
Weekend Tutor	Miss L. Burns

During the School Day

Your Housemistress, Junior Housemistress and Matron have offices in Pimlico House, and you can find the Tutor on Duty in the Duty Room in the main lobby. We have an Open Door Policy in Pimlico: if the door is open, feel free to come in and have a chat. If it is closed, please knock and wait.

At Night

- If you are ill during the night, go to Matron's flat (Ground Floor, bottom of staircase 2). Matron is resident in Pimlico from Monday morning until Friday afternoon.
- In any other emergency, and at weekends, ring the doorbell on Dr. Burns's study door or go to the Overnight Duty Room (Room 1).

At Weekends

There is a notice on the Boarding notice-board telling you which member of staff is on duty and where you can find them. A mobile telephone number will be given to you at the start of term to contact duty staff in an emergency, and you should store this in your own mobile telephone.

Senior Pupil Responsibilities

As senior pupils, all members of the Upper Sixth play a vital role in the running of Pimlico House. In particular, the Head of House supports the Housemistress in the smooth and efficient organisation of Pimlico and chairs House Committee meetings. She represents Pimlico at public and school events, and is responsible for co-ordinating competitions and activities throughout the year. The Senior Boarder assists the Housemistress and Tutors in the evenings, and is concerned with the welfare and happiness of boarders in particular. Members of the Upper Sixth are an excellent source of support, information and advice, and younger pupils are encouraged to approach any of these senior pupils if they have concerns or questions.

Head of House Senior Boarder House Monitors

Nikki Rogers	
Anna Daghish	
Jessica Graham	Nicole Lamb
Kassy Liu	Hannah McLachlan
Rosie Hannah	Harriet Brooks

Daily Routine (Day Pupils)

7.45 a.m.	Pimlico House opens for day pupils										
8.00 a.m.	Breakfast is served in Big School (the Dining Hall) until 8.15 a.m.										
8.30 a.m.	Roll-call for all pupils in Pimlico Common Room										
8.40 a.m.	<table><tbody><tr><td>Monday</td><td>School Assembly in Chapel</td></tr><tr><td>Tuesday</td><td>Chapel</td></tr><tr><td>Wednesday</td><td>House Meeting in Pimlico Common Room</td></tr><tr><td>Thursday</td><td>Chapel</td></tr><tr><td>Friday</td><td>House Meeting in Pimlico Common Room</td></tr></tbody></table>	Monday	School Assembly in Chapel	Tuesday	Chapel	Wednesday	House Meeting in Pimlico Common Room	Thursday	Chapel	Friday	House Meeting in Pimlico Common Room
Monday	School Assembly in Chapel										
Tuesday	Chapel										
Wednesday	House Meeting in Pimlico Common Room										
Thursday	Chapel										
Friday	House Meeting in Pimlico Common Room										

9.00 a.m.	Lessons begin
10.55 a.m.	Morning Break
11.15 a.m.	Lessons resume
12.15 p.m.	Lunchtime
1.15 p.m.	Lessons resume <i>Games sessions take place during afternoon lessons, but times vary from day to day. Check your individual timetable.</i>
3.10 p.m.	Afternoon Break
3.30 p.m.	Lessons resume (including some Games sessions)
4.30 p.m.	Monday – Thursday Tutorial/PSHE Friday Chapel
5.00 p.m.	Activities and Prep
6.00 p.m.	End of school day <i>All day pupils must sign out with the Tutor on Duty before leaving school.</i>
6.30 p.m.	Pimlico House closes for day pupils <i>Any day pupil wishing to stay after 6.30 p.m. must inform the member of staff on duty.</i>

Daily Routine (Boarders)

7.00 a.m.	Wake up
7.50 a.m.	Breakfast in Big School (compulsory for all boarders)
<i>The rest of the school day is the same for day pupils and boarders; please see previous page for information.</i>	
5.50 p.m.	Tea in Big School (compulsory for all boarders)
6.55 p.m.	Roll-call with Tutor on Duty (Common Room) followed by Prep
<i>From this time, Door 3 (nearest to Dr. Burns’s study) is the <u>only</u> door to be used to enter or leave Pimlico House; all other doors will be alarmed. Only the Tutor on Duty may open the door to visitors after this time.</i>	
8.30 p.m.	End of prep for Year 7 and 8 pupils Supper in Common Room with Matron
8.45 p.m.	End of prep for all other pupils Roll-call with Tutor on Duty in the Common Room Supper
9.00 - 9.50 p.m.	Evening Activities (programme will vary from day to day) Free Time
<i>Boarders may sign out between 9.00 p.m. and 9.30 p.m., Monday to Friday, and must sign back in by 10.00 p.m. Permission to sign out must be obtained from the Tutor on Duty on each and every occasion, and the sign-out book is kept in the Duty Room. Boarders from Poole and School may be signed into the Common Room between 9.00 p.m. and 9.30 p.m. and must sign out by 10.00 p.m.</i>	
9.15 p.m.	Bedtime for Year 7 and 8 boarders (Lights Out at 9.30 p.m.)

9.45 p.m.	Bedtime for Year 9 boarders (Lights Out at 10.00 p.m.)
10.00 p.m.	Bedtime for Year 10 and 11 boarders (Lights Out at 10.15 p.m.)
10.30 p.m.	Bedtime for Sixth Form (Lights Out at 10.45 p.m.)

After this time, Year 12 and 13 boarders may keep a bedside lamp on in order to read. Listening to music is permitted for Years 12 and 13, but earphones must be used in order not to disturb others.

All other girls should be in bed asleep. No girl should be out of her own room after 10.30 p.m.

Weekend Routine

Pimlico House is closed to day pupils from 6.30 p.m. on Friday until 7.45 a.m. on Monday.

Boarders

You are likely to have sports fixtures on Saturday mornings and with girls heading off to netball, hockey, rowing and athletics at different times, breakfast is eaten in the House at weekends. In the kitchen, you will find cereals, bread, fruit, juice, tea and coffee, and may help yourself to these at a convenient time.

There will be a notice on the Boarding Noticeboard to tell you which member of staff is on duty and where you can find them. There will be roll-calls in the Common Room for boarders at the following times on Saturdays and Sundays:

10.55 a.m.	followed by brunch in Big School
2.00 p.m.	followed by afternoon tea in the Common Room
4.55 p.m.	followed by tea in Big School
9.00 p.m.	

Bedtime and lights-out time on Fridays and Saturdays tend to be later than usual, and are at the Tutor on Duty's discretion. On Sunday evenings, all boarders should return to Pimlico for 9.00 p.m. roll-call, and bedtime and lights-out time are the same as during the week.

Signing Out at Weekends

Door 3 (nearest to Dr. Burns's study) is the **only** door to be used at weekends (from 7.00 p.m. on Friday evenings). You must ask for permission to sign out, and tell the member of staff on duty where you will be going, with whom, and when you intend to return. You must ensure that you sign back in and find the member of staff on duty to let them know you are in the building.

Only the member of staff on duty may open the door to visitors at weekends.

Safety and Security

Your safety is the single most important thing we want to protect while you are at school, and therefore:

- You must ensure that the coded front doors to Pimlico are closed and on code-locks at all times throughout the school day. They must never be propped open or left unlocked. You must not let **anyone**, other than a member of Pimlico, know the door codes;

- If your study is on the ground floor, Pimlico Street side of the House, you must be especially careful to keep windows closed and lights off if no one is in the room;
- Lights should be switched off in every room when the last person leaves, especially at the end of the day;
- You should pay close attention to fire exits and assembly points when there is a fire drill, and read the fire notices around the House. The Assembly Point for Pimlico is the Grove lawn, and you should line up quickly and quietly in year groups;
- When crossing the road to the main school campus, you **must** cross at the corner where you can see traffic coming from both directions. **Walk** across the road, never run, and do not allow yourself to be distracted by anyone or anything;
- Check that the gas rings are turned off when you have finished using the cooker;
- If you see anything suspicious in or around Pimlico House, find a member of school staff immediately. Do not confront anyone you don't know yourself;
- Aerosols, including deodorants, are strictly forbidden in studies and bedrooms. Please use a roll-on variety;
- You must follow the signing-in and signing-out procedure at all times.

Please remember that the ground floor of Pimlico is a public area. This means that visitors to the school, parents, maintenance staff, cleaners and other contractors may be in the Common Room, corridors and rooms on this level. Therefore, all girls should be fully and appropriately dressed at all times when on the ground floor. This includes boarders in the evenings and at weekends. Curtains or blinds should always be closed when you are changing for Games. This includes rooms at the back of Pimlico and on the upper floors.

Common Room

The Common Room is for the use of every member of Pimlico House, and it is a cosy, relaxed space where you can chat to friends and make a cup of tea and toast. In the Common Room we have a television, piano, computer with Internet access, fully-equipped kitchen, small library of books and several comfortable sofas. The Common Room is where House Meetings are held, and, as the largest public room in Pimlico, it is occasionally used to welcome and entertain guests. Therefore, it must be kept presentable at all times.

Conditions of Use for the Common Room

- Each year group (7-11) will be responsible for the cleaning and tidying of the Common Room and kitchen on one day during the week.

Monday	Year 7
Tuesday	Year 8
Wednesday	Year 9
Thursday	Year 10
Friday	Year 11

On your year group's day, you are expected to collect the day's bread and milk, help with washing-up, drying and putting away dishes, cleaning kitchen surfaces and keeping the Common Room area clear and tidy. The Common Room and kitchen should be checked at breaktime, lunchtime, afternoon break and the end of the day (or after Chapel on Fridays). Everything should be left clean and tidy by 6.30 p.m. at the latest.

Members of staff and Upper Sixth girls should never have to remind you about your duty day, but if you have to be asked to help with cleaning or tidying, you are expected to do so immediately.

No member of your year group will be permitted to sign out home until duties have been carried out properly.

- The television must not be switched on during lesson times or during Games and Activities. Sixth Form girls are welcome to use the Common Room during Private Study periods to read, work and so on, but music and television are not permitted at these times.
- Books, files, clothing and other personal items should not be left in the Common Room, and should instead be stored neatly in your study or bedroom.
- All girls are welcome to make drinks and food in the kitchen. If you do so, you are expected to wash up after yourself and put food away in the fridge, bread-bin or cupboards.
- All spillages and damage must be cleaned up immediately or reported to Matron or the member of staff on duty if cleaning materials or the vacuum cleaner are required.

Studies

Studies are shared work areas where you will have access to a locker and desk space. Your study, which you will share with other girls in your year group, is where you will store your belongings, get changed for P.E. and Games, read and do prep.

Conditions of Use for Studies

- You are expected to keep your study clear and tidy at all times. There is a waste-paper bin in each room and black bin bags are provided for throwing out larger amounts of rubbish. **No member of staff or Upper Sixth girl should have to ask you to tidy your study, but if you have to be reminded to clear up, you are expected to do so immediately.**
- You may bring drinks into your study, but food is not permitted. Please return all dirty glasses and cups to the kitchen. Chewing gum is banned in Durham School.
- You are encouraged to personalise your space with posters, cards and photographs, and a pin-board is provided for this purpose. Items must not be attached to any other surface in your study; if they are, they will be removed and binned. If you wish to play music, you should use earphones in order not to disturb others.
- All money and items of value must be locked securely in your locker. You should bring in a small padlock (**not** a combination lock) and two keys; you should give one of these to your Housemistress for safekeeping in case you lose yours. Electrical items, with the exception of laptop computers, are banned.
- Below the Sixth Form, mobile telephones should not be used during the school day. If you decide to bring yours to school, you must **switch it off**, and lock it in your locker or leave it with your Housemistress as soon as you arrive in school. There is a pay phone in the House which is available to all girls, and you may ask permission from the member of staff on duty to use a school land-line in an emergency.

During the school day, these rules also apply to boarders. Boarders are welcome to use their mobile telephones to keep in touch with home between 6.00 p.m. and 6.55 p.m., and after prep in the evenings. Mobile telephones should not be used during prep or after bedtime except in an emergency.

Boarders' Bedrooms

Your bedroom is the place where you can relax, read, listen to music, chat, do prep and, above all, sleep. You are expected to keep your bedroom and belongings tidy at all times.

If you need access to the Internet for academic purposes during prep time, you should ask permission from the Tutor on Duty. You are not permitted to use the Internet for any purpose other than academic at this time. Boarders wishing to use the Internet to keep in touch with home may do so between 6.00 p.m. and 6.55 p.m., and between the end of prep and bedtime.

1. Dirty laundry must be put into your laundry basket and never left out in your room. Laundry information can be found on the boarding notice-board.
2. Each bedroom has a bed, desk, wardrobe and cabinet, and furniture should not be moved around.
3. You should have **no** personal electrical items in your bedroom without express permission from your Housemistress.
4. Pin-boards are provided in every room for you to display cards, posters and photographs. These must not be attached to any other surface in your room. Any items not pinned on the pin-board will be removed.
5. You may have drinks in your room, but no food. All food should be consumed in the Common Room.
6. Any damage must be reported immediately to the member of staff on duty.
7. All money and valuable items must be stored securely in your locker. You may leave such items with your Housemistress for safekeeping.
8. You should keep a dressing gown and slippers somewhere handy in case the House needs to be evacuated quickly at night. If this happens, the assembly point is the Grove lawn.

Uniform and Appearance

Durham School has a clear and strict uniform policy, which you can find in full in your school diary. We want you to take pride in your appearance and to ensure that you look smart while in school. In and between lessons, you are expected to wear your full uniform correctly; in the House, you may be slightly more relaxed. If you are attending mealtimes in games kit, you must wear tracksuit bottoms and a long-sleeved top.

Guidelines

- You are expected to arrive at school in full uniform. For boarders, full uniform should be worn to breakfast at 7.50 a.m.
- You must wear your blazer and House spragg at all times when on the school site. If you lose your spragg, you must purchase a new one **immediately** from the School Secretary in the Grove. Blazers should not be carried, but worn.
- Tights (black or flesh-coloured) are compulsory, and you are strongly advised to keep a spare pair in your locker. Bras should be flesh-coloured or white. Coloured or patterned bras are not permitted.
- Hairstyles should be conventional, tidy and controlled, and you must be prepared to tie your hair back neatly if required to do so for sport or in lessons. Dyeing or highlighting your hair is strictly forbidden below the Sixth Form.

- Discreet jewellery is permitted, e.g. one ring, a watch, a pair of small, plain stud earrings or a simple necklace (to be worn under your shirt). Bracelets are not permitted, with the exception of medical alert bracelets.
- Make-up is not permitted for pupils below the Sixth Form.
Clear nail polish is permitted, but coloured polish, acrylic and other false nails are strictly forbidden, as is fake tan. Make-up should not be brought into school and will be confiscated if found. If you arrive at school wearing inappropriate make-up or nail polish, you will be instructed to remove it immediately.

Sixth-Form Privileges

As a senior pupil in Durham School, you are granted greater freedom and flexibility than younger pupils in many areas. What follows is an explanation of how the School and House rules differ for sixth-form pupils. It is important to remember that these are not rights, but privileges which will be withdrawn if abused.

1. You may go into town at lunch-time on any day, but must return for registration in lesson 4 (even if you have a Private Study period). Permission from your Housemistress is not required, but you must sign in and out of the House as usual.
2. You may also go into town in Private Study periods, but must sign in and out of the House. Your Housemistress will only limit this access to town if your workload or behaviour deems this necessary.
3. Early break snacks are allowed at 10.50 a.m. if you have a Private Study period during lesson 2, and you may go to lunch in Big School at 12.05 p.m. if you have a Private Study period during lesson 3. School Monitors may go ahead of the queue; all other sixth-form pupils must queue with junior pupils if you arrive after 12.15 p.m.
4. You may leave school at 5.00 p.m. every day, provided you have permission from your parents. You are not obliged to attend Activities sessions, but if you have extra-curricular commitments (such as Sixth Form talks, music or drama rehearsals), you are expected to attend. Once you have signed out of the House at the end of the day, you are not permitted to return to the School site.
5. While the use of mobile telephones is strictly forbidden during lessons, you may use your mobile at any other time during the school day. However, you are expected to be careful and courteous when doing so. Please do not use your mobile telephone in public places or work areas, or when crossing the road. Please also ensure that you have switched your mobile off before Chapel services.
6. You are welcome to sign MacLeod pupils into the Pimlico Common Room during Private Study periods for work purposes. Sixth-Form pupils from any House may be signed into the Common Room during break and lunchtimes.
7. You should do at least two sessions of sport per week, and may opt for more if you wish.
8. The Library is available for academic purposes to sixth-form pupils in lesson time (provided it is not being used for a timetabled lesson) and in Games time (provided you are not required for a practice).
9. The Head of School and Monitors may initiate sixth-form events from time to time. Alcohol may only be consumed on the school site when served by a member of staff at special events.
10. You have greater flexibility than junior pupils when it comes to uniform and appearance when in school. Please consult the regulations for sixth-form pupils in your planner if you are in any doubt.

Frequently-Asked Questions

What should I do if I am ill or late?

Day pupils

Your parent or guardian should telephone your Housemistress (Dr. Burns for Years 9-13, Miss Lowery for Years 7 and 8) before 8.30 a.m., leaving an answering machine message if she is unavailable. If you arrive in school after 8.30 a.m., you should report to the School Secretary in the Grove immediately.

Boarders

You should let Matron know if you are feeling ill so that we can take the necessary steps to help you.

What if I am unable to do Games?

Day pupils

Bring a note from your parent or guardian explaining the situation and take it to the Medical Centre. You will be given an Off-Games Card which you must take to your Games teacher to explain your absence.

Boarders

Please see Matron or your Housemistress, who will write to the Medical Centre on your behalf.

May I bring guests into Pimlico?

Yes. Guests may be invited into Pimlico between 12.30 p.m. and 1.15 p.m. You must sign your guest in when they arrive and out when they leave. The Common Room is the **only** room in Pimlico where you may have guests, and you may sign in **one guest at a time**.

Sixth Form girls may sign in a guest from MacLeod during Private Study periods. Male guests are not permitted at this time.

May I go into Durham during lunchtime?

Your parents must return a signed consent form before you can be allowed to go into town. In addition, you **must** ask permission from your Housemistress on each and every occasion; she will sign your diary to confirm that you have her permission.

We do not expect you to go into town on a regular basis, and it is important to remember that this is not a right, but a privilege which will be withdrawn if abused.

Pupils in Years 7 and 8 are not expected to go into town except on very rare occasions, and must plan this and ask the Junior Housemistress well in advance. Sixth Form girls do not need to ask for permission from the Housemistress, but must sign in and out of the House.

What if I have a medical appointment?

You will need to bring in a letter from your parents stating the date and time of your appointment and give this to your Housemistress. Please give as much notice as possible.

Where should I wait to be collected?

Inside the House. You can keep an eye out for your parents' car from the Common Room window, and this is the only time in the day when you may switch on your mobile telephone. You should not wait out in the street or in an open doorway; this also applies throughout the school day.

How do I get post and parcels?

All post should be addressed to you at Durham School, Quarryheads Lane, Durham DH1 4SZ. Any post delivered for you will be left on the table next to the duty office. You should check this regularly.

What if I have a problem?

Firstly, don't worry. There are many people in school who are there to help. Find a person you trust and ask their advice. You could talk to your Housemistress, a House Tutor, one of your teachers, an older pupil, one of the Medical Centre nurses or one of your friends. Any one of these people will be happy to listen and help.

If you need to speak to someone outside school (e.g. Childline) you will find useful telephone numbers at the back of this handbook, in your school diary, and on notice-boards around Pimlico.

And if at first you don't succeed, try again. If the first person you talk to can't help you, ask someone else who can.

Useful Telephone Numbers

Childline	0800 1111
Samaritans	0191 384 2727
National Drug Helpline	0800 77 66 00
NSPCC Child Protection Helpline	0808 800 5000

For any other numbers, a copy of the Yellow Pages is available, or you can visit www.yell.com

Boards

If you need to book a taxi, please see Matron.