

COOPER HOUSE



Welcome to Cooper House!

This booklet is designed to give you some idea about how the house works.

Remember, if the information you need is not mentioned in here, just ask.

Housemistress: Mrs Miranda Edouard

edouard@godolphin.wilts.sch.uk

01722 430 50

House Team:

cooper@godolphin.wilts.sch.uk

Mrs Victoria Wilson: Deputy Housemistress

Mrs Yvonne Meek—Day Matron

Miss Rebecca Harris—Resident tutor

Miss Shannon Flynn—Resident tutor

Miss Peony Kwong—Graduate Assistant



Finally a message from

...all of the Cooper staff who very much hope you enjoy getting to know everyone who work and live in the house.

The staff are here to support you and are always happy to have a chat, listen to you and generally just be available to



Lost Property

Take good care of your things, and be sure to keep your dorm tidy. You need to have your items labeled to ensure a quick return. Unclaimed items will be left available for a limited period after which time they will be donated to charity.

You need to keep your beside drawer locked and the key for it safe. Lost keys will be charged to you.

Dorms

The rooms are spacious and light, but it's important to be as tidy as you can be. Avoid leaving items on the floor that can be trip hazards. Soap is provided so that you can wash your hands. There is a 'Dorm Tidiness' prize at the end of term.



If you are a 5th year, you will have a study, the ultimate in luxury! All the same rules apply as for the 4ths.

Pets are important too!

Pets Corner is nearby and you can arrange with Mr McNulty to keep your small pet there as long as you look after it.

Daily Timetable Basics

Breakfast: 7:30am – 8:00am
Lunch: 12:35 pm – 13:45pm
Tea: 4:00pm - 4.20pm
Supper: 6:40pm – 7:15pm



Wake up calls

1st bell: 7:15am

2nd bell: 7:20am

3rd bell 8.10am (ready for school)

Registrations

Lunchtime

A - L registration in main Cooper Office

M—Z registration in Housemistress Office

Supper

Roll Call 7.15pm

Lights Out!

9.30pm (quiet) 9.45pm (lights out) 3rd years

9.45pm (quiet) 10pm (lights out) 4th years

10pm (quiet) 10.15pm (lights out) 5th years



Mon, Tues, Wed and Thurs:

Roll Call 7.15 pm

A brief meeting and register for all boarders who are in on that night. Monday night the whole house meets in the main sit and on Tuesdays Wednesdays and Thursdays we meet in small groups (advertised on main House board).

Laundry

Internal Laundry *Monday and Wednesday* by 8am (in the plastic boxes in the laundry room)

PE kit, mufti, (underwear in nets), school shirts and jumpers

External Laundry *Monday and Thursday* (on the surface in the laundry room):

Bedding, towels, school skirt and the pinny!

The clean clothes will arrive:

On Tuesday – internal

On Thursday – external

The laundry items for weekly and full boarders will be put in their personal pigeonhole or in the stacker boxes for mid week boarders.

You can also use the washing machine (with permission from House Staff) if you have unnamed clothing, or have not put clothes in the school wash.

House Kitchen

We have a toaster, fridge, freezer, water machine, kettle and microwave in the kitchen.

Feel free to bring in food of your own. Everyone has to remember to tidy up the kitchen after use. If left in a mess it will be closed to all. You need to label your food items, with name and date. Out of date items will be thrown away.

You should not consume any hot drinks upstairs, and any cups or plates or cutlery need to be returned to the kitchen, and washed, dried and put away.

Signing In/Out Book

You have to sign out when you are going somewhere out of the house. Please remember to sign in when you come back. You are always welcome to visit the other boarding houses but you also have to sign in and out to make sure staff know where you are, in an emergency.



Other useful information (continued)

Money Matters: House Bank

If you are lucky enough to have pocket money to look after, it would be wise to give it to House staff, as they will keep it in a locked cupboard in the office.

Staying in touch by phone

If you ask one of the House staff first, we are very happy for you to use the House phone line.

There is a quiet room within Cooper House Sit where you may call your family and friends in private. Just tell a member of staff that you are popping into the room so we know where you are.

Mobile phones

Mobile phones are not allowed to be used during lessons, sessions (if in prep or activities) or quiet time or else they will be confiscated so watch out! We take in phones from 9.15pm until the following morning. They are locked away for the night in the office. Please ensure they are charged up whilst you have them during the evening as there is not room to charge them in the office overnight.

Dorm Duty

Each dorm will take it in turns to do Dorm Duty for a week. This involves ringing the bells and checking the kitchen for supplies and tidiness. Each Dorm should agree on who is Head of Dorm for the term and this person will delegate the tasks fairly to the other girls.

Tuesday– Clearing Tops

You must clear the tops of all surfaces in your Dorm/ Study to let the cleaners clean them properly. Make sure your floors are clear for vacuum cleaning. Please ensure this is done on a Monday night ready for the Tuesday morning.

Tuesday – Weekend Arrangements

You have to confirm your weekend arrangements by Tuesday evening. Your options are:

- ◇ Staying in School
- ◇ Going home for the weekend
- ◇ Going to a friend's house (with parental permission)
- ◇ Exeat/Half Term: There is a bus service to the station. If you need this service please request it.

Weekdays - After School

There are three sessions when you are expected to do a combination of activities and prep.

Session 1 is from 4:20pm to 5:10pm.

Session 2 is from 5:10pm to 6:00pm.

Session 3 is from 6.00pm to 6.40pm.



Weekdays - After School (continued)

In Sessions 1 and 2 you can take part in clubs and societies, prep, have a free in or go to town, if you have permission to do so. Remember to ask for permission and to sign out first.

There is also an opportunity for music practice at this time.

Session 3 is from 6:00pm to 6:40pm and is compulsory prep unless you are in an activity or music practice.

Music Practice – Session 3

This is usually in Rose Villa. You can choose the rooms that you would like to use at the beginning of the Autumn Term.

Weekends:

Saturday

08:00 – 08:30 Breakfast

09:00 – 10:30 Prep

12:30 – 13:00 Lunch

15.30-16.00 Tea

18.30-19.00 Supper

Sunday

08:30 – 09:00 Breakfast

10.00 Church as listed in diary

Either 11:00 or 11.30 Brunch

15.30-16.00 Tea

18.30-19.00 Supper

In between these times there may be Godolphin Plus or House activities or Free time.

Sunday – Cathedral & Brunch

Sometimes we go to the Cathedral on a Sunday morning. We wear school uniform with blazer and board, with a fleece too if it is cold! Sometimes we go to the church in town, and then we wear smart mufti.

The School Diary and the Godolphin Plus timetable helps with these timings.

Other useful information

House Council

You are always welcome to tell the Cooper staff your thoughts about the house. We also have a House Council to discuss and share your ideas.

Heads of House: Flippy Holme and Ellie Coles

Deputy Heads of House: Grace Chan and Izzy Thomas

Head Boarder: Maria Fernandez de Villavicencio

Head Sarum: Millie Kunzer and Violet Tetley

International Reps: Priscilla Lo and Amy Hao

Prefects: Ella Lowe, Oriole Gunter, Abbey Littlejohns, Grace Jonas, Grace Jonas, Izzy Gilligan, Maddie Boissier, Polly Corben, Lola Lawrence, Ebun Areogun

Food Rep: Maddie Boissier

Reps for 3rd and 4th year– will be chosen each term