

An opportunity to explore **CRAWFURD HOUSE**



Welcome to Crawfurd House

Crawfurd House is named after a former Dean of the Medical Department of King's College, Sir Raymond Henry Payne Crawfurd, who joined the Council of Epsom College UK in 1915.. At Epsom College in Malaysia, Crawfurd is a Girls House which aims to foster a culture combining tradition with modernity. Hard work and celebration of academic progress are key features of life in Crawfurd. However, kindness, bravery, friendship and resilience are valued just as highly. All Crawfurd girls are encouraged to take full advantage of the holistic education on offer at the College through involvement in the arts, sports, service, enterprise and more. Making Crawfurd a home rather than just a building is the responsibility of the girls, who work together each year to make the House such a warm, welcoming place and support each other to make the most of the opportunities on offer. I very much look forward to welcoming you.

Mrs Sophie Hill
Crawfurd Housemistress



The House

PRACTICAL INFORMATION

The Boarding House has a range of accommodation and we try very hard to ensure room allocations are made fairly and appropriately.

In addition to normal bedroom furniture, boarders also have a desk with a lockable drawer or wardrobe. We hope that boarders will personalise their room as it is important that the 'House' becomes a home away from home.

COMMUNAL AREAS AND FACILITIES

Each House has a kitchen for eating and preparing snacks and communal facilities for social time. Each House also has wireless internet and all students will be expected to sign the 'ICT Acceptable Use Policy'.

CLOTHING REQUIREMENTS

Boarders wear appropriate College uniform until the end of activities at 17:30 Mon - Fri / 12.30 Sat, when they may change into their own clothes. In addition to College uniform (as outlined in the joining instructions), we suggest that your son or daughter should have:

- Appropriate footwear – black shoes and trainers (non-marking soles), astro/football boots
- Sports Clothing
- Casual Clothing
- More formal attire for end of term socials and dinners
- Classroom equipment (Pens, pencils, calculator etc.)



THE LAUNDRY

Laundry, including bed linen, will be managed by the House Staff and is handled by an external company.

STUDENTS OFF-SITE

We are very lucky to have a small shopping outlet next to the College. Students are allowed to visit this under certain conditions:

EXEATS

Exeats occur three times per year. This is when the whole college closes and students are expected to leave site for the weekend, unless they are enlisted in the Exeat Care Service.

Parental Contact

COMMUNICATION

Communication is the key to an effective relationship between you, your daughter and the College. Keeping in touch is important, even more so if you are overseas or many miles away. You are always welcome to visit or take out your daughter, but please let us know before you come; an email to myself is sufficient to organise this.

sophie.hill@epsomcollege.edu.my

Alternatively, you may contact me in person via a mobile number which will be provided to all parents of boys in the House.

Your son will have various ways of contacting you: e-mail, Skype, Face-time and, of course, mobile phone.

Mobiles should not be used during lesson times, during prep in the evenings or after lights out, but otherwise your daughter is able to contact you when they wish. We hope that she will feel able to talk to staff about any concerns. All staff are trained to deal with issues, understand confidentiality and the need to refer matters at other times.

I will normally be the first point of contact. You will receive regular academic and pastoral reports throughout the year and we will contact you on any specific issues relating to your daughter's education or welfare. At other times you may be contacted by your daughter's Tutor, with whom they meet a number of times per week to discuss academic and pastoral progress.



THE ROLE OF THE STAFF

As HMM I have overall responsibility for the welfare of the students in Crawford and act as 'loco parentis' for boarders. I am ably assisted by a resident Assistant HM, Steward, a team of Tutors, [both residential and non-residential] and cleaners.

A member of staff is on duty every evening, as are duty prefects, with myself or the AHMM always present. Prep (homework) is supervised, with duty staff assisting boarders. Tutors will move around the house to make sure that work is being done, and any boarder wishing to work outside the Boarding House (e.g. in music, art or the Sixth Form Grayling Centre) has to request permission from the tutor first and sign out to say where they have gone.

Myself, the AHMM or Resident Tutor will take over every evening at lights out to oversee the safety and welfare of the boarders overnight.

THE HEAD OF HOUSE AND HOUSE PREFECTS

The Head of House and House Prefects have an important role to play in the House. They are essentially the conduit between pupils and House staff. Their role is to help to make the lives of boarders in their respective Houses happy, free from incident and a positive, fulfilling experience. The Head of House and House Prefects and myself talk regularly to ensure that the House runs smoothly, and that all pupils are engaged.

The Head of House and House Prefects' responsibilities include assisting staff in the running of the Boarding House and helping in both the pastoral support and safeguarding of welfare of the daughters in their House. They may also act as or 'Buddies' for new students.

MEDICAL SUPPORT

The Medical Room

The College provides a 24 hour health care service by registered nurses. The care includes illness and injury management, developmental screening and healthcare advice to students. The nurses will liaise with myself, parents/guardians concerning any health issues. Appointments can be made with a local General Practitioner when needed.

Parents must declare all known medical conditions and complete all relevant medical questionnaires before their daughter starts at the College. Strict rules exist on self-medication for the safeguarding of all students.



Boarding Routine

MONDAY-FRIDAY

Time	Activity	Location
0645 - 0715	Wake up and wash/dress	In Houses
0715 - 0800	Breakfast - All students must attend	Dining Hall
0810	Morning Registration	In Houses
0820 - 0835	House/College/Key Stage assembly or Tutor Period	Various
0840 - 1400	Morning lessons and Lunch	Various
1400	Afternoon Registration	In Houses
1410 - 1545	Afternoon lessons	Various
1545 - 1610	Afternoon snack	Dining Hall
1615 - 1730	CCA	Various
1745 - 1840	Dinner	In Houses
1845	House Registration	In Houses
1900 - 2030	Prep time (1930 finish for Y6, 19:45 for Y7-8, 20:00 for Y9, 20:30 Y10 upwards)	In Houses
2000 - 2130	Social and relaxation time within permitted areas. (20:00 curfew for Y6, 20:45 for Y7-8, 21:00 for Y9, 21:30 for Y10-13)	Various
2100	Y6 lights out Transition Duty Tutors check all students back in House.	In Houses
2115	Y7 lights out	In Houses
2130	Y8 lights out Senior Duty Tutors check all students back in House.	In Houses
2145	Y9 lights out	In Houses
2200	Transition House Duty Tutor hands over responsibility to HMM/AHM/RT. Final security checks take place.	In Houses
2215	HMM/AHM/RT. Final security checks take place. Y10 lights out	In Houses
2230	Y11 lights out. 6th Form quiet in rooms. Senior House Duty Tutor hands over responsibility to HMM/AHM/RT. Final security checks take place.	In Houses

SATURDAY

Time	Activity	Location
0645 - 0725	Wake up and wash/dress	In Houses
0730 - 0845	Breakfast - All students must attend	Dining Room
0850	Morning Registration	In Houses
0900 - 0940	Tutor period	In classrooms
0945 - 1120	Morning lessons	Various
1230 - 1500	Lunch and sports fixtures/activities/ House competitions. Weekly boarders not involved in the above, may leave at 1230.	Various
1600	Weekend Boarders register with staff member on weekend duty. Any Weekly Boarders still on site at this time, must report for registration.	In Houses

After school ends on Saturday a full weekend programme, including trips and onsite activities, is provided for boarders remaining in College.

BEGINNING AND END OF TERM

Boarders are expected to return to their Boarding Houses before the start of term, with the Boarding Houses being open the day before lessons commence.

