

Tidiness

You have adequate storage for books and clothing and we expect you to keep your belongings in an orderly fashion. Prep 5 to Form IV have dorms checked before breakfast each morning. There is also a weekly check of cupboards and lockers for everyone in the House.

TV Rules

Each day room has its own TV/VCR/DVD. Video and DVD use adheres to the age limits placed on viewing by censorship.

Thrift Shop

The Parents' Association runs a very good Thrift Shop on the second and fourth Thursday of each month from 2.30-4.00 pm. If you wish to hand in clothing for sale you must take a letter of permission from the House.

Washing Facilities

There are two shower rooms and one bathroom. Up to Form IV use the Junior Shower Room and Forms V and VI the Senior Shower Room. You may have a bath at any time but please let the House Staff know as the water heater may have to be switched on afterwards. Your toilet bag and one towel only should be kept in the shower rooms. **Please do not leave towels over radiators in your dorm.**

Weekends/Days out

The *Information for Pupils Booklet* gives you full information on leaveouts. Permission letters (samples of these are enclosed with your Welcome Pack) should be in by Thursday. You must report in and out to a member of the House Staff if you have a day or a weekend.

Visitors

You may have friends visit you in the House but you must ask permission **before** your friends come in and also let the Housestaff know when they leave. If parents, guardians or relatives visit you, you must inform the House Staff when they arrive and leave. Visitors should not be taken upstairs.

Your concerns

If you have a problem or concern you can approach any member of the House Staff or your Head of House. There is a Suggestions/Concerns Box (blue) in the Prep Room. In school there are also members of staff you can approach - the School Nurse Mrs Jean Dunnet, your Form Tutor, your Head of Year, or any member of staff you feel you get along with. Mrs Hutchison is the School's Child Protection Officer and you can find her in her office at the Prep School.



Telephone

There is a pay phone (card operated only) for your use in the House (01259 740587). It does accept incoming calls. Please keep your calls to a reasonable length of time - there may be others waiting to use the phone. Cards can be purchased from the Housestaff—value £5.

Useful Telephone Numbers

Boarding Houses – Pupil Telephones

Argyll (Ext 287)	01259 740587
Heyworth (Ext 288)	01259 740588
McNabb & Tait (Ext 289)	01259 740589
British Rail (Stirling)	01786 464754
Bus Station (Stirling)	01786 446474
Bursar's Office	01259 740601
Childline	0800 1111
Childline (The Line)	0800 884444
Clydesdale Bank	01259 742679
Dentist (Mr Watson)	01259 742218
Dollar Health Centre	01259 742120
Health Visitor	01259 743392
Samaritans	01324 622066
School Office	01259 740500
School Fax No	01259 742867



ARGYLL HOUSE

2MYLNE AVENUE
DOLLAR FK14 7HR

Telephone: 01259 740583 (House Staff)
01259 740587 (Girls)
E-mail: brooks-s@dollaracademy.org.uk

HOUSE STAFF

Houseparents:	Mrs Sandra Brooks Dr Jason Brooks
House Tutors:	Miss Louise Beattie Miss Eilidh Watson
Assistant Housemistresses:	Miss Karine Greffin Mrs Liz Hamilton Mrs Eileen Johnstone Mrs Lesley McGill Mrs Louise McNeil Mrs Andrea Ross

Welcome to Argyll House. We are very happy to have you here with us and we hope you will enjoy your time with us. The purpose of this leaflet is to give you some additional information on the day to day life in the House. You should, of course, be familiar with the contents of the *Information for Pupils Booklet*. If you have questions—please ask—we are a really friendly bunch!

Daily Timetable

- 7.10 am Lights on.
7.45 am Dorm check Prep 5 - Form IV.
Prep 5 - Form III breakfast 7.45-8.00 am.
8.00 am Forms IV-VI breakfast until 8.15 am.
Lunch passes should be picked up from the Prep Room before breakfast. If you have ordered a packed meal you must exchange your pass when you pick up your packed meal at breakfast.
The house is locked at 9.00 am until 12.30 pm. You should not return to the House during this time without a valid reason.
12.30 pm Lunch in the dining hall - you must hand in your lunch pass at this meal.
Saturday/Sunday lunch 1.00-1.30 pm.
On Monday-Friday the House will be open from 12.30 pm to 1.15 pm if you wish to pick up books or PE kit, etc.
3.25 pm Co-curricular activities.
5.00 pm Tea.
Saturday tea 6.00-6.30pm
Sunday tea 5.30-6.00 pm
6.00 pm Prep time - see separate item.
During Terms 1 and 2 you should not leave the House after 6.00 pm without permission from the House Staff.
7.45 pm Supper is served in the Supper Kitchen in year groups, starting with the youngest.
Shoes should be cleaned and books, PE kit, etc made ready for next day.

Everyone up to and including Form IV should be in rooms quietly reading 30 minutes before lights out.

- 9.00 pm Lights out for Prep 5-J2
9.15 pm Lights out for Form I
9.30 pm Lights out for Form II
9.45 pm Lights out for Form III
10.15 pm Lights out for Form IV
10.30 pm Forms V and VI should be in their own rooms.

Doors

There are 3 entrances to the House. The back door is used by all boarders up to and including Form IV. The middle door is used by Forms V/VI. The front door gives access to Dr & Mrs Brooks's flat.

At the beginning and end of term all boarders use the middle door for luggage, etc. When parents/visitors come to the House they should use the middle door.

Dress

Outdoor shoes should be changed on entry to the House - shoe boxes are kept in the back hallway and in the porch at the middle door (Forms V and VI). Uniform is worn Monday - Friday to School and for Church on Sunday morning. You may change out of uniform before tea. Uniform should be worn if representing the school for sports or if attending school performances/concerts/events.



Co-Curricular Activities

There are many co-curricular clubs and societies which you can join. It is always easier to meet people and make friends on an informal basis. Make the most of these opportunities and settling in will be quick and painless!

Health

You will be registered with the local Health Centre. Should you need to visit the doctor you may ask a member of the House Staff to make an appointment for you.

You will also be registered with Mr Watson, the local dentist unless your parents advise otherwise. Some boarders may require orthodontic treatment and Mr Watson will organise this if necessary.

All medicines must be given to the House Staff for safe-keeping. Clearly there will be exceptions to this, e.g. inhalers for asthmatics but you must discuss your own particular requirements with Mrs Brooks.

Laundry

There are baskets for dirty laundry on the corridor outside Rooms 6 and 7. You should change your shirt, underwear and socks/tights daily. Put these in the appropriate basket **at night before lights out.**

Blazers are sponged and pressed every two weeks. Kilts, jumpers/cardigans are washed every Friday. These should be hung on the rail downstairs on Friday evening.

Bed linen is changed every two weeks and towels every second day.

PE kit must be washed regularly and **it is your responsibility** to put it in the appropriate basket when it needs to be done.

All clothing should be machine washable, tumble dryable and **should be clearly named.**

Money

Pocket money is given to pupils up to Form II. Any large sums of money should be given to Dr/Mrs Brooks for safekeeping.

Music Practice

There is a grand piano in the House which may be used for practice. A number of Argyll girls play a variety of musical instruments and we encourage them to practise in the House. There are also Practice Rooms in the Music Department which you may use.

Prep

This is a very important time. We discourage telephone calls from 6.00-7.30 pm (8.00 pm for FIV and above), so please alert your parents, relatives and friends. Mobile 'phones should be switched off at this time. Prep is supervised for Juniors to Form III in the Prep Room. Forms IV -VI work in their rooms and we would expect them to work for at least 2 hours each evening. On Sundays after Church we have prep until lunch time.

There are 6 computers and two printers in the Prep Room which you may use. The Prep Room is regarded as a "quiet area" in the House and you should always be able to work quietly there. The computers are linked to the school's network and you may access your school files and the internet using these.

Signing in/Out

We have a Day File in which we note when you are out of the House outwith normal routines. During Terms 1 and 2, if you have permission for any midweek activity after Prep then you should sign out and in with whichever member of staff is on duty in the House. If you have permission for a day out or a weekend you must check out and in with a member of the House Staff.

