



King's College  
TAUNTON

# House Information

*Taylor*





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## Welcome

Being part of Taylor House usually means you are always on the go. Our girls work hard academically, strive for sporting prowess and stand out musically. Everyone has something to offer, be it academia, sport, music, drama, friendship or even a kind and supportive ear; one is no more important than the other. We are proud to have a number of scholars from every discipline, and engender a fierce (but healthy) competitive appetite when it comes to House competitions, be it debating, general knowledge, hockey or swimming. The day girls play an equal part in the House, often staying for prep, and board regularly.

We are here to help the girls in our care to express themselves and fulfil their potential in whichever fields their interests lie. It is important that we all take pride in ourselves and in the relationships we have with one another; we are owed respect, but have to earn trust. By doing so we can make Taylor a place where everyone can study in peace and relax in comfort.

**MRS HARRIET AGG-MANNING**  
*Houseparent*

“ It is our intention, along with the House staff, to make Taylor a friendly and happy house in which to live and learn, where fun, laughter and friendships are at the forefront of the girls’ personal development. ”



## Then and Now

Taylor House was established in 1997 when the number of girls in the school exceeded the capacity for Carpenter and Meynell.

It was named after Prebendary Philip Taylor, (Chaplain and Headmaster 1920s/1930s), whose great-great-niece was a member of Taylor House. This past few years we have updated and renovated some of our accommodation, and we now have three kitchens and two common rooms as well as the usual studies and bedrooms. Our common rooms are not age-related; we encourage all ages to mix together. Originally the school sanatorium, Taylor House girls are able to boast a sink in every bedroom.

Taylor is situated on the edge of the main building at King’s. Our strong House system provides the best possible academic monitoring and pastoral care. Girls create deep bonds of friendship in this small boarding house.

The girls often have plenty of visitors in their common rooms. Junior and Senior girls share rooms and all girls in the Upper Sixth usually have a room of their own. All girls in the Third, Fourth and Fifth Forms have a study area on the ground floor. The close proximity of these study areas to the House office ensures all girls are fully supported during evening prep.

*King’s is a member of Girls on Board. Our Houseparents are trained in the Girls on Board philosophy. Please find out more at [www.girlsonboard.co.uk/about/](http://www.girlsonboard.co.uk/about/)*





# House Staff



**Mrs Harriet Agg-Manning**  
*Houseparent*

Mrs Agg-Manning lives in 'No 11', a separate house about 400 yards away from Taylor House, opposite our finance office. She lives with her husband Oliver, daughter Agatha, her miniature dachshund Frank and Hugo the cat.

Mrs Agg-Manning is also Head of Drama and Performing Arts. She brings a wealth of pastoral experience to the role after being Deputy Houseparent in Carpenter House for three years, as well as being Head of Key Stage 3 at a previous school. Hugely passionate about creative arts, She loves going to the theatre as well as directing plays and musicals in our theatre.

She is a lover of board games and enjoys partaking in games nights with family, friends and now the girls of Taylor. One of Mrs Agg-Manning's strengths is her empathy and compassion; she wants the girls to feel comfortable to come to her about anything, and is encouraging and supportive, but always fair.

**Miss Jodie Atkins**  
*Deputy Houseparent*

Miss Atkins has now been at the school for two years. She has been a tutor in Meynell House during that time and can't wait to join the Taylor Turtles. She is a geography teacher and loves to travel the world and have adventures.

You can also find her coaching girls and boys hockey as well as being a part of the army section at school. Another passion of hers is music, and she hopes to be able to support the girls in House, especially with House singing and music competitions. In her free time you will find her climbing mountains, travelling and enjoying the outdoors.

**Mrs Julie Gillingham**  
*Morning Matron*

Mrs Gillingham (our wonderful Morning Matron) will help you with bedding, laundry and lost property. You can make her job easier by looking after your dorm and study areas.

She will wake you up in the mornings, check you're keeping your area tidy, make sure you change your bed on the right day, and also be a friendly ear if a chat is needed.

Matron is also assisted by a wonderful team of cleaners, Ali, Wladyzia and Kinga.

**Mrs Kerry Dyer**  
*Afternoon Matron*

Mrs Dyer is and huge support to all the girls and a great listener. She is extremely creative and makes all the displays look fantastic in Taylor. She is fun, approachable and encouraging!

## House Assistants and Tutors



**Clare Schmidt**  
*Head of Art and practising artist specialising in mixed media*



**Lisa Cashmore**  
*Head of Classics and the former Houseparent of Meynell House*



**Jane Berry**  
*Jane has been at King's for many years and is Matron in Woodard House*



**Matthew Wootton**  
*Drama and English Teacher*



**Lisa Wrobel**  
*German Teacher and International Tutor*



**Emma Forward**  
*English Teacher and previously Deputy Houseparent in Taylor House*



**Laura Burgos-Lejonagoitia**  
*Head of Modern Foreign Languages, Spanish Teacher and leads our Spanish exchange programme*

### CONTACTS

**Mrs Agg-Manning**  
HEAgg-Manning@kings-taunton.co.uk

**Mrs Atkins**  
JFAtkins@kings-taunton.co.uk  
07715 035338

**Duty Office**  
01823 328227

## Settling In

There are likely to be staggered arrival times for pupils arriving on Sunday 4 September, in order that they can be safely admitted to accommodation etc. Arrangements for specific timings of drop-offs will be co-ordinated by the Admissions team.

The term gets underway on Monday 5 September and full details of all arrangements will be coming to you soon.

All new pupils and their families are invited to a BBQ hosted by our Parents' Association. New pupil inductions to the House and year group meetings would also take place on this day.

The House Captain and Deputy House Captains play an important role in the House. They help new pupils settle in and model behaviours. Please feel free to ask them questions when you see them.

### **Georgina Hopkins** *House Captain*

My name is Georgie and I have been a boarder in Taylor since the Third Form.



Taylor to me has always been a welcoming, supportive and friendly environment that celebrates everyone's successes.

I am grateful and delighted to be House Captain of Taylor this year. I'm excited to be working in a brilliant team and helping Taylor achieve more success this year.

### **Teal Sinfield** *Deputy House Captain*

I am very excited to be one of the new deputies this year.

This is my fifth year at King's and being a part of Taylor House has made my school years so much fun. Some of my greatest friends have been made in this House and I see Taylor as a second family. I can't wait to see what this year has in store.



### **Ruth Burke** *Deputy House Captain*

I've been boarding in Taylor House since the Third Form. I've felt so grateful that Taylor has such a warm and friendly atmosphere.

Everyone in house is so welcoming and supportive. I have made many friends who will stay with me forever. I am excited to help lead Taylor this year.



## HOUSE TRADITIONS

**Prefects** - Taylor House has a small group of prefects who support Mrs Agg-Manning in the day-to-day running of the House. There is always a House Captain and Deputy House Captain and a prefect to help organise social events, such as weekend activities, and a prefect to help organise inter-House competitions. The Upper Sixth pupils also take part in evening duties to support the duty member of staff.

**House Kit** - Every house has an associated colour and we are silver. We have personalised House T-shirts printed every year and girls wear these at House competitions and for casual use. This does not replace the official sports kit that must be worn at matches and training sessions.

**Inter-House Competitions** - There are always lots of inter-House competitions such as debating, hockey, MasterChef, House singing and tug of war. Both junior and senior girls participate and everyone joins in and supports each other.

**House Events** - Senior prefects display posters, make announcements in House meetings and send messages to all the girls to advertise events. Girls sign up on the notice board and you will be charged on the school bill if necessary. There are lots of events such as the Taylor Valentines Ball, cinema trips, quizzes, bingo, dinner parties and meals out. We have even closed the House and gone to London for the weekend.



## Communication

### **Contacting your Daughter During the Week**

Communication is key for an effective relationship between you, your daughter and the school. Keeping in touch is important, even more so if you are overseas or live many miles away. Mrs Agg-Manning is usually the first point of contact if you have any questions, concerns or information to share. You can also contact Miss Atkins. Your daughter also has a tutor who meets them regularly during the week. Once you develop relationships with tutors (or teachers) you may go directly to them.

You are always welcome to visit or take out your daughter, but please let us know beforehand; an email to Mrs Agg-Manning is the normal method for arranging this.

There is a House duty office number which the duty member of staff can access during the evening (7pm - 10.30pm) and on those weekends when the Houseparent is away, you can contact the Deputy Houseparent via their mobile.

### **The School Diary**

The daily timetable, events, activities and sports fixtures information can be accessed on our school portal and school website.

### **House Meetings**

Formal House meetings take place every Monday morning. These meetings provide everyone with a chance to come together and to hear weekly messages, discuss House events and anything and everything in between.

Mrs Agg-Manning and the girls also meet every other morning at 8am in the busy House office for a coffee and a chat before the day begins.

### **Mobile Phones**

Your daughter has various ways of contacting you including emails, skype and of course by mobile phone. Please remember, however, that mobile phones must not be used by pupils during lesson times, during prep or after lights out. Whilst most pupils have mobile phones there is also a landline in the House office. You could also ring Mrs Agg-Manning, who will pass on any messages.

Mobiles must be used in House only (they should be insured as the school cannot accept any responsibility for loss or damage). All mobiles in Third and Fourth Form will be collected in at lights out and any personal electronic devices. Girls can collect their phone from the duty office at 8am the following morning.

### **Post**

The girls also love a letter or postcard on occasions too. Post can be sent to: Taylor House, King's College Taunton South Road, Taunton, Somerset TA1 3LA.

### **Reports**

Each term pupils receive numerous reports. Every three to four weeks you will get an effort report simply stating a numerical value associated with the level of effort exerted in each subject area. At the end of half terms and full terms more detailed written reports will be completed to show achievement grades, effort grades and in examination years, target grades. These will be complemented by teacher, tutor and Houseparent comments.





## The School Week

### A Typical Day

Breakfast is between 7.30am and 8am. There is a registration in House between 8.15am and 8.30am every morning and day girls should arrive for this time. Between 8.30am and 8.50am there will be a House meeting (Monday), an assembly (Tuesday), a tutor period (Thursday) or a short Chapel Service (Friday). On Wednesday there is a longer Eucharist Service.

There are three or four lessons in the morning followed by lessons and games in the afternoon.

Supper is at 6pm and prep starts at 7pm. Day girls can go home after their last school commitment or can choose to stay in the House for prep. There is free time after prep when you can watch TV or visit other Houses. Bed times and lights out vary per year group and are later for older girls. Third Form girls should be in the dormitory at 9.40pm with lights out at 9.50pm.

### Weekend Arrangements

Pupils who want to go home on the weekend may leave after the last commitment (lessons or sports fixtures) on a Saturday. Pupils must return by 9.30pm Sunday (at the very latest) or by 8.20am on Monday with Mrs Agg-Manning's prior permission.

Mrs Agg-Manning sends out a Weekend Request Form (online) to parents every week. Pupils will not be allowed on away for a weekend unless

Mrs Agg-Manning has received the completed form. In the event that a girl is going to another pupil's house, Mrs Agg-Manning must hear from both sets of parents by email.

### Prep Time

Evening study sessions (prep) run from 7pm to 8.30pm. Fifth and Sixth Form girls are expected to study until 9pm. Girls are expected to be in their study area ready to start work at 7pm. The important evening roll call takes place at 6.55pm.

It is imperative that this time is quiet and conducive to academic study. The Duty Tutor and Duty Prefect will always be on-hand if they have any questions or need some guidance with prep, but we won't do the work for them! In the Summer Term, we also have a supervised classroom available should they prefer working in a more formal environment before the exam season begins.

### Signing In and Out

Everyone must sign out if they are leaving the school site for any reason, going on a school trip, town time, weekend away or going home at the end of term/half term.

Please also remember to sign in on your return to the House. We also ask you to sign out (and get prior permission) if you go to early morning gym or swimming.



## Domestic Arrangements

### Occasional Boarding

Day girls may stay one night a week, free of charge. There are approximately two beds available per night per year group. Beds are booked out on a first-come, first-served basis. When many day girls are staying on the same night, due to House Celebrations for example, it may mean a mattress on the floor as a last resort.

Please familiarise yourself with the Occasional Boarding policy on the school website. Mrs Agg-Manning will send out an occasional boarding online form to parents every week and ask you to complete it for the forthcoming week.

*This must be completed weekly by parents as authorisation.*

### Day Girls

Day girls are encouraged to play as full a part in the House as possible. You are welcome to stay for supper, study time and to socialise with your friends afterwards, so long as your parents are able to collect you later.

If you have to stay late (after 9pm) because of a school commitment you may board free of charge (this does not include attendance at a social event such as a school disco).

Permission to board must be requested from Mrs Agg-Manning at the beginning of each week.

Day girls must sign out daily, on the sheet provided. When you sign out it is assumed that you are going straight home. If a day pupil does not sign out and is not in House for 6.55pm registration with no other clear reason for their absence, duty staff will call home to ensure they are indeed home and safe.

### House Bank

Pupils should never have more than £5 cash in their possession so as to minimise risk of loss. Larger amounts of money should be looked after in House. A House bank is run by Mrs Agg-Manning and is available for you to withdraw money on Wednesday (1.30pm - 1.45pm) and Saturday (8am - 8.30am).

As a guide £5-10 per week is adequate. House bank cheques should be made payable to King's College.

### Bedrooms

These are in dormitory fashion with two to four girls in each. Boarders will be allocated their personal area in one of these rooms which we encourage you to decorate with pictures and articles from home to make it feel comfortable! Each girl has a bedside table and wardrobe by their bedside. Please do bring your own bedside lamp if you would like.

All pupils will need to bring their own duvet and pillow with them.

### Laundry

The school has a central laundry where all school, Chindits and CCF uniforms, towels and heavy items must go for washing (all must be clearly marked with name and house).

There is a laundry room located in Taylor which you can use for personal items should you so wish. Washing powder is provided by the school for boarders.

Dirty washing is collected daily Monday to Friday and can be collected by the pupils from the linen room within a few days. You must remember to collect your laundry from the linen room, especially for sports days. The linen room is not open on Saturday or Sunday.

### Common Rooms and Kitchens

There are two common rooms in Taylor which are used by all year groups, as well as three kitchen areas which are fully equipped for the girls to use. Boys may only be invited into the Red common room and only during social time. They must leave if the girls want some quiet girly time.

Milk can be ordered at the beginning of term for girls' own tea, coffee etc. This is done through Matron and the order will be charged to your school bill.

Every evening in the week girls are assigned to a kitchen/common room duty. It is their job to ensure all areas are tidy and clean by the end of the day.

### Tuck Shop and Food in House

There is a (very popular) House tuck shop running daily after prep and during midweek morning breaks. The Dining Hall provides full meals and afternoon tea each day, and we also provide bread and a selection of healthy snacks in House.

### TOWN TIME

Town time is Wednesday and Saturday between 4pm and 6pm. Sixth Form may go into town on any afternoon once all school commitments have been completed, but must be back on site by 6pm. You do not need to ask for permission to go to town at these specified times, but you must remember to sign out of the House when you leave and sign in on your return.

If you need to go into town at any other time you need specific permission from Mrs Agg-Manning or Miss Atkins.

Please stay for the first weekend of term as it helps the House to bond and settle. There will be trips for the Third Form and a House BBQ (weather pending) on the first Sunday (these are for both boarders and day pupils).





### Start and End of Term

Boarders are expected to return to school between 5pm and 7pm at the start of every term and half term. Boarding Houses close at 5pm at the end of every term and half term. The only anomalies to these timings are for the very first Sunday of the academic year, where we welcome pupils throughout the day, and the final day of the year where we finish at lunchtime with Houses closing at 2pm.

The official school ending times are available on the school website and are also published in the school diary. The houses need to be vacated promptly at the end of terms and beginning of half terms. The boarding houses are not staffed after this time so it is not possible for any pupils to be accommodated after this time and date. Nor is it possible for any pupils to access the boarding houses during the school holidays. It is important therefore that flights are arranged to correspond with term dates. If it is not possible to secure a flight on this day then pupils will need to stay with their guardians until the day of their flights.

The only exception to this is when a school trip has been organised. On such occasions the member of staff organising the trip will put in place suitable accommodation arrangements.

Due to the requirements of the UK Home Office, all boarders with a tier 4 visa are required to provide precise details of movements during holidays, including flight details and the addresses at which they will be staying.

### Travel

**Booking taxis and train tickets** – The school will book taxis and train tickets for pupils, although we do ask that we are given suitable notice to provide this service.

**Airport transfers** – The school organises a chaperoned coach/mini bus service between King's and Exeter, Bristol and Heathrow airports. Details of this service can be found on the school website. [www.kings-taunton.co.uk/international-airport-transfers](http://www.kings-taunton.co.uk/international-airport-transfers)

The Houseparents appreciate being informed by the parents/guardian of any arrangements that involve their son travelling to school by any means other than being driven by the parent/guardian.

**Older boarders and cars** – Due to the limited amount of parking space, boarders are not generally allowed to keep their cars at school. Exceptional requests can be made to the Deputy Head Pastoral. If permission is granted to keep a car at school, it may only be used for commuting between school and home. The Houseparent will keep the car keys at all other times. Only the designated driver may use the car and they may not give lifts to anyone else.



### SAFEGUARDING POLICY

King's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

#### DESIGNATED SAFEGUARDING LEAD

Mrs Karen McSwiggan  
*Deputy Head (Pastoral)*  
[KLMcSwiggan@kings-taunton.co.uk](mailto:KLMcSwiggan@kings-taunton.co.uk)  
01823 328212 / 07989397436

#### DEPUTY DESIGNATED SAFEGUARDING LEADS

Mr Jonty Lawford  
*Deputy Head (Academic)*  
[JJBLawford@kings-taunton.co.uk](mailto:JJBLawford@kings-taunton.co.uk)  
01823 328219 / 07989397426

Mrs Caroline Condy  
*History Teacher*  
[CFCondy@kings-taunton.co.uk](mailto:CFCondy@kings-taunton.co.uk)

Mr Dafydd Jones  
*Chemistry Teacher*  
[DJones@kings-taunton.co.uk](mailto:DJones@kings-taunton.co.uk)

#### NOMINATED SAFEGUARDING GOVERNOR

Mrs Charis Cavaghan-Pack  
[CCavaghan-pack@kings-taunton.co.uk](mailto:CCavaghan-pack@kings-taunton.co.uk)

## Welfare and Pupil Safety

### Pastoral Care

We believe that all pupils, both boarding and day, are of equal worth, and that they are entitled to be treated with equal respect, courtesy and consideration at all times, regardless of their sex, race, religion, abilities or social background. King's College aims to provide education in a disciplined and caring environment.

Respect and consideration for others, independence of thought and self-motivation are of prime importance, and pupils are encouraged to participate fully in the activities of the school.

All members of the school have a duty to:

- Recognise, appreciate and acknowledge the contribution made by pupils of different genders and nationalities to the richness of the school's academic, social, cultural and sporting life.
- Treat each other fairly and with sensitivity, recognising that a person's gender, race, religion, abilities or social circumstances are not subjects for negative comment or behaviour of any kind.

All staff, pupils and parents are expected to support the ethos of the school and to promote a civilised, friendly, compassionate and secure environment. The school recognises the importance of the triangular relationship between pupils, parents and staff, and communication

is encouraged at all times. Houseparents and House staff are especially important in this respect.

Each pupil is under the care of a Houseparent. Tutors also provide valuable support. Parents and pupils are encouraged to refer problems or difficulties to the Houseparent at all times but all members of staff accept a pastoral role in order to promote the welfare of pupils.

The Chaplain, Deputy Heads, Health Centre staff and Headmaster are also always available; their telephone numbers are published in the diary. Senior pupils are also appointed Prefects, and their most important function is to look after the pupils in their care.

### Conduct and Discipline

The school rules are published in the School Diary, but the essential principles are as follows:

- Pupils must at all times use their common sense. Any breach of common sense will be treated as a breach of the school rules.
- Pupils must obey the laws of the land. Every pupil must show respect for others at all times, and bullying should always be reported to an adult.

The school seeks to reward pupils and must also occasionally apply sanctions and reprimands. Such punishments will include verbal reprimands, temporary removal of privileges, detention, restrictions during leisure time and manual work in the school grounds.

If a pupil feels that a punishment is unreasonably severe or unjustified, then they may appeal to their Houseparent, any member of staff or the Headmaster, or contact their parents. For more serious offences, such as bullying or involvement in drugs or stealing, and for persistent breaches of any school rule, the school reserves the right to exclude pupils from school on a temporary or permanent basis. It also reserves the right to conduct drug tests where there is reasonable cause for concern.

### Health Centre

All boarders are registered with Warwick House Medical Practice, a local practice in Taunton. The King's College Health Centre is well supported by the school doctors and there is a doctor's surgery every weekday, though pupils needing medical attention outside school surgery times will be taken to Warwick House Medical Practice, the Out of Hours Doctor or to Accident and Emergency, whichever is appropriate.

No pupil may have in their possession any medicines or drugs without authorisation from the Health Centre staff and the knowledge of the Houseparent concerned, though confidentiality is always maintained.

Physiotherapy is available within the Health Centre on Monday and Thursday afternoons. There is also a fully qualified Counsellor available for appointments on a Monday and Wednesday afternoon.

### Fire Regulations and Practice

Fire extinguishers and blankets are checked monthly and serviced once a year by Tone Fire. Fire safety checks are carried out periodically and fire drills are held at least once a term. All boarders are briefed on fire evacuation procedures during their first day at King's College, and then at regular intervals throughout the year.





# King's College

TAUNTON

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