

WELBECK COLLEGE
HEADMASTERS MEETINGS SEPTEMBER 1953 - MINUTES

MINUTES OF HEADMASTERS' MEETING - 1st SEPTEMBER 1953.

The Headmaster gave out various notices:

1. Masters' dress - no objection to flannels and sports coats or blazers. Gowns when teaching, except in Labs. and Workshops.
2. Smoking - confined to Common Room, Offices and grounds outside. No smoking places in boys' indoor areas.
3. Attendance at Chapel - morning Chapel when on first period (gowns only). Sunday Chapel - but let H.M. know if you want to be away (gowns and hoods). Families welcome.
4. Use of grounds by staff and families. Avoid Dushess's garden, Lady Bolsover's drive, pheasant covers, and grass verges. Gunk garden may be used. Lady Bolsover's drive may be used by boys cycling to school; by Staff driving their children to school in bad weather, and possibly on some special occasions. Welbeck grounds are used by Worksop College. The line of the lake is the boundary and it is hoped that the two Colleges will not mix more than possible.
5. On 25th September there will be some 30 - 40 Press representatives here for the opening of the College. Tea for these gentlemen will be served in the College Dining Room at 4.30 p.m. The H.M. will cope with the Press from 3 - 5 p.m. and hopes that the Masters will turn up for tea at 4.30 p.m.
6. The C.I.C.S., Field Marshal Sir John Harding, will visit the College on 15th October. He will arrive by helicopter.
7. There is only one bachelor on the Staff for the first term, so other members of Staff will be asked to sleep one night in College to help Mr. Thomson. The H.M. and the Barrow will help, making eight in all, and a rector will be made.

Nexting Fixtures

The number of periods is fixed at 35, and the time of Chapel is fixed at 5.15 p.m. on Sundays.

The C.I.C.S. to have Wednesday afternoons, but if there are matches arranged for Wednesdays, this can be changed, provided it is done well in advance. In future calendars will be printed for fixtures and it is hoped to have these ready by the first day of the term. Mr. Harland suggested a short break between periods to allow time for changing classrooms. It was decided that a bell should be rung one minute before the end of each period and another bell two minutes later. Boys going to the Workshops will miss a few minutes of each period, but these periods always occur before the break.

Afternoon meals - 2.30 p.m. - i.e. boys should be ready to start at 2.30.

Prep. - it was suggested that Prep. should start immediately after tea, at 6.30 p.m. This will be given one month's trial. Each Prep. period is to stay at 40 minutes for the time being.

Boys' prayers will be at 8.30 p.m. instead of 8.45. and House prayers at 8.45.

Free time for hobbies etc. will be from 8.50 - 10 p.m.

Lights out (except on Sundays) will be at 10.15 p.m. Later on it may be decided to have lights out for Prefects at 10.30 p.m. On Sundays lights out will be at 10 p.m. (10.15 for prefects).

Early Service at 8 a.m. will be held on the 2nd and 4th Sundays in each month, starting on the first Sunday, September 27th.

It was decided to have Divinity Prep. each Sunday from 10 - 10.45 a.m., followed by a 15 minute break before a short Service in the Chapel at 11 a.m. This Service will be taken by a member of the Staff. On the Sundays when boys have exams (twice a term) Housemasters may give boys leave off Divinity Prep. and morning prayers; Divinity prep. to be made up in boys' own time.

Lunch on Saturdays will be at 12.30 and not at 12.45. In this case there will be no buns and milk during the break, but this time will still be free.

Tuck Shop.

The NAASI Tuck Shop will be open on three afternoons a week from 3.30 - 5 p.m. (W.E. + not 4 - 5.30 p.m.) Groceries, cigarettes and tobacco will be on sale and it is hoped that the Staff will buy groceries there as much as possible. It is not possible to arrange for goods to be delivered.

House Prayers

No House Prayers will be held on Saturday to allow more time for entertainments, films, lectures etc.

Detention Period.

The Detention Period will be from 4.45 - 5.45 on Mondays and not on Wednesdays. The Master concerned will set the work to be done during the hour.

Time Table

The draft time table was approved. Suggestions for next term i.e. the Spring term should be given to Mr. Davey.

Houses

For the first term there will be only one House, but in the Spring term there will be two - York House and Harland House. Mr. York will be the Housemaster this first term, assisted by Mr. Harland.

Allotment of Jobs

C.C.F.	Mr. Harland.
Time Table	Mr. Davey.
Outside examinations	Mr. Ward.
Rugger	Mr. York.
Other Games	Not yet decided, but Mr. Moss and Mr. Harland will each take hockey once a week.
Library	Mr. Moss
Entertainments	Mr. Moss's department.
Overall supervision of grounds	Headmaster.

MINUTES OF MASTERS' MEETING. 2nd SEPTEMBER 1953.

The object of the Meeting was to cover the routine for the beginning of the first term: Friday, 25th September, Saturday and Sunday, the 26th and 27th September. The Headmaster said he hoped to be able to use the usual routine from Monday, the 28th September.

Friday, 25th September.

The boys will arrive in groups, by lorry, and possibly some in their parents' cars, during the afternoon and early evening. The Porter, who will then be in uniform, will meet the boys at the main entrance, and will take them straight to Mr. York who will collect matches or lighters, ration books, medical certificates etc. The House Tutor, Mr. Thomson, will then take the boys to the Matron, who will show them round the dormitories and tell them which bathrooms etc. they may use. They will then be taken down to the Common Room by Mr. Harland who will generally look after them. The Bursar said he would see that the first lot of periodicals was available in the Common Room, together with table tennis, darts etc.

The Bursar will show the boys round the underground areas in groups, and will also show them the Library, Chapel and Dining Room. Those boys who arrived early in the afternoon will need tea and the Head Master suggested they should have this in the Dining Hall with the Press Representatives. This was agreed. The Head Master also suggested that a fairly substantial meal should be prepared for the boys later in the evening, possibly at 7 p.m. but the Bursar will arrange the time for this meal at a later date. It was suggested that the Headmaster, the Bursar, the Matron, Mr. York, Mr. Harland and Mr. Thomson should have supper with the boys on this first evening and this was agreed.

After supper, probably at 7.45 p.m., the boys will go to the Common Room for a short talk by the Headmaster, when he will give them the routine for Saturday, 26th September. He would like Mr. York, Mr. Harland and Mr. Thomson to attend this meeting.

8.30 - 9.45 General get-together of the boys in Common Room.
9.45 Mr. Thomson will see the boys to their dormitories.
10.15 Lights Out.

It is requested that all Masters should be available from 5 p.m. until their supper time, to help cope with boys.

Saturday, 26th September.

07.30 Matron to ring bell (boys will do this later on)
07.50 Breakfast.
09.00 Boys and Masters go to Chapel to arrange seating. A very short Service will follow. The Chaplain will take this Service.
09.30 Boys to Library where the H.M. will read out form list, and give out any notices.
10.30 Boys will be issued with clothing, by forms. Books will be issued at the same time and these will be put in the downstairs locker room.

10.30 - 11.10 L6A
11.10 - 11.50 L6B
11.50 - 12.30 L6C

A Schedule will be published for this later on. System for marking clothing to be arranged also.

1.00 Lunch
2.30 All boys to the Pavilion, where Mr. York and Mr. Thomson will organise rugby. Boys to be changed into rugby kit for this (everything to be marked beforehand if possible)
The Tuck Shop will be open from 3.30 - 5 p.m.

5.45 Tea
6.30 Boys to report to Library after tea where
Mr. Moss will give them a talk on the set
up of the Library
8.45 Supper
9.00 House Prayers
10.15 Lights Out.

Sunday, 27th September.

8.00 Holy Communion
9.00 Breakfast
10.00 The Headmaster will go through the College
Rules with the boys in the Library.
11.00 Short Service in the Chapel.
1.00 Lunch
2.30 All boys to assemble at the Main Entrance.
The H.M. will beat the bounds with them,
regardless of the weather.
5.15 Chapel
6.15 Tea
7.00 Masters interested in starting Societies
will meet in the Library to give the boys
a short talk on the activities planned.
8.45 Supper
10.00 Lights Out.

Monday, 28th September It is hoped to follow the normal weekly routine
from this date.

A medical inspection will be held, possibly on the first Monday
afternoon.

A dental inspection has already been arranged for the afternoon
of the 5th October.

Mr. Davey raised the question of outside visits and the most
suitable time for these. Monday afternoon was suggested and this
was agreed.

It was agreed that boys should be allowed to play cards without
gambling. Bursar undertook to try to procure playing cards, bridge
scorers and also Chess, Canasta etc. sets.

Between now and 27th September will Masters consider what
Societies they wish to have. Those suggested were:

Science Society
Literary and Debating Society
Chess Club
Art Club
Music Club

Photographic Club

Mr. Davey
Mr. Moss
Mr. Ward.
The Bursar.
Mr. Barlow (The Bursar will see
if it is possible to get an
electric gramophone and records
through the Army Education Corps.)
Mr. Steel is interested, but would
like to see the equipment first.

MINUTES OF MASTERS' MEETING, 3rd SEPTEMBER 1973.

The object of the Meeting was to discuss the College Rules.

INTRODUCTION.

There was some discussion about 1(b) under this heading and it was amended to read: "The College Rules are in force during all journeys to or from the College".

1(c) was amended to read "The College prefects are responsible for the discipline of the College and for the enforcement of these rules".

TRIP.

The time of "lock-up" was discussed and the Headmaster said that this would probably be when Prep starts during the winter and at about 9.30 p.m. in June and July.

ABSENCE.

The question of absence on medical grounds was discussed. When the Housemaster is unavailable the Matron may give boys permission to be absent. When the Medical Officer is not available, permission may be given by the Hospital Sister. If a boy had an injury such as a sprained ankle, it was thought that he could attend C.R.F. parties, though he would take no part in the drill etc. Quite giving permission for such absence should be signed by the Housemaster (or House Matron) the Medical Officer (or Hospital Matron).

GAMES.

If matches are being played on leave days boys must watch them, with their parents or relations, and may then go out with parents.

Mr. York asked if absence lists could be put up daily of boys who are sick, off games, or out with parents. This was agreed and lists are to be posted in Masters' Common Room, Boys' Common Room and Workshops.

BOOTS AND FEET OUT.

The rules were agreed, with the following addition: "Cleaning of boots, shoes, C.R.F. equipment etc. may only be done in the authorised places".

VISITS OF PARENTS.

The official weekends for this first term are 26th/27th October and 20th/21st November. Parents have already been notified of these dates.

GENERAL RULES.

The Bureau thought it would be better if some of the General Rules were transferred to other sections. Rules on the old list numbered 18, 19 and 20 are to remain; rule 21 is to go under a new heading - "Borrowing"; rule 22 to go under Games, rule 23 under Sports; rule 24 under Games; rule 25 under Sports, rule 26 (a) and (b) under Borrowing; rules 27 and 28 to remain under General. Rule 29 is to be the last article in the rules.

COLLEGE PROPERTY.

This is to be an additional heading in the Rules: "Any breakage, damage or loss to College property will be reported to the Housemaster or Form Master concerned immediately. Boys may be liable to pay for such breakage, damage or loss".

COLLEGE RULES

INTRODUCTION

1. (a) Duty of every boy to learn these rules as soon as he joins The College.
- (b) These rules are in force from the time a boy arrives at Welbeck at the beginning of term until the time of his departure at the end of term.
- (c) The College prefects are responsible ~~for the discipline of the College~~ for the discipline of the College and for the enforcement of these rules.

BOUNDS

2. The College bounds are defined by a red line on the map displayed on the Common Room Notice Board. No boy may proceed beyond these bounds without permission from his Housemaster.
3. The following are strictly out of bounds:-
 - (a) All tunnels except those in the official use of the College.
 - (b) All roofs, including those over the Common Room, class rooms and Great Hall.
 - (c) The grass verges on either side of the main drive.
4. Dormitories may not be entered between 9 a.m. and bed time.
5. The Dining Hall and Kitchen Block may only be entered at meal times.
6. Class rooms and laboratories may only be entered for duly authorized purposes.

ABSENCE

7. No boy may go outside the College buildings between "lock-up" and breakfast. The time of "lock-up" is notified from time to time by the Headmaster.
8. No boy may be absent from any meal without permission from his Housemaster.
9. No boy may be absent from any College period, C.C.F. parade, Chapel Service (excluding Holy Communion), except for ill health, without leave from the Headmaster.

GAZES

- ✓ 10. "Leave-off" may only be given by a chit signed by the Medical Officer or by the Housemaster.

DRESS AND TURN OUT

11. Only the official clothing issued by the College may be worn.
12. All articles of clothing, which are not in use, will invariably be kept in the proper place provided for them.

VISITS OF PARENTS

13. Parents and relations may visit boys on the visiting days which are notified to-wisally. A boy wishing to proceed outside the College Bounds with his parents or relations must obtain his Housemaster's permission to do so.

Sheet 2

CYCLES, MOTOR CYCLES, CARS AND AIRCRAFT

14. No boy may travel on or in these conveyances without permission from his Housemaster.

FIRES

15. Every boy will learn the College Fire Orders.
16. It will be regarded as a serious offence to carry or possess matches or lighters.

SWIMMING, BATHING AND BOATING

17. Boys may only swim, bathe or go in a boat when this is officially organised and supervised.

GENERAL RULES

18. The following are forbidden:- smoking, drinking alcoholic liquors, sweepstakes, lotteries, betting and gambling.
19. The possession or use of fire arms, fireworks, knives (other than folding pocket knives), catapults or any other weapons which propel missiles is forbidden, and stones may not be thrown.
20. No eating is allowed except in the Dining Hall, Tuck Shop and Common Room.
21. The borrowing of clothes is forbidden.
22. The Great Hall may only be used for P.T., boxing, fencing and badminton. Permission must be obtained from the Headmaster before it is used for any other purpose.
23. No boy may visit any private house without leave from his Housemaster.
24. Fixtures and other matters relating to College games must be referred to the Master in charge of the game concerned.
25. Boys may not toboggan or go on the ice without the permission of the Headmaster and snowballs may not be thrown within one hundred yards of any building.
26. (a) No boy may borrow money from any person except his Housemaster.
(b) No boy may buy any article from another boy without his Housemaster's permission.
27. At the end of term no boy may leave the College before the time appointed by the Headmaster.
28. It is the duty of every boy to inspect the College Notice Board daily for supplementary rules and orders.

MINUTES OF MASTERS' MEETING, 4th SEPTEMBER 1953.

The object of the Meeting was to discuss the marking system, form orders, masters' meetings, reports, and internal examinations.

REPORTS:

The report forms were discussed and it was decided not to enter marks on these, but to use letters A, B, C and D., with plus or minus signs where necessary. As the War Office needs an annual report on each boy carbon paper will be provided with the report forms so that they may be done in duplicate.

STAFF MEETINGS.

As the boys are 6th form boys there should be the minimum of marking. The Headmaster suggested that Staff Meetings should be held at regular intervals and Mr. Davey suggested that one should be held every three weeks. This was agreed. Monday afternoons were suggested for these Meetings but this will be decided later.

MARKING.

Each Subject Master should keep a record of each boy's work. The record for this is to be kept in the mark book. The Head Master said that Form lists would be produced when forms have been decided.

The subject of the form orders was brought up and Mr. Davey wondered if it was necessary to use form order books provided. It was decided that these could be dispensed with, but that form lists should be typed and put in a folder in the Masters' Common Room, and these should be filled in and given to the Headmaster just prior to the 3 weekly Meetings. After the first term these lists will be printed. The marking system for this will be:

Maths. and Physics	- out of 100	(excluding Workshops,
Other Subjects	- out of 50	Divinity and A.C.)

Mr. York said he would need to have a note of the effort each boy is making, as well as the actual marks he obtains in each subject. For this there will be an additional column for each subject and a plus sign will show that a boy is making a good effort, and a minus sign that he is not making sufficient effort. The Form Master will see that these lists are filled in in time for the Meetings.

EXAMINATIONS.

The Headmaster thought it would be a good thing to have an internal examination at the end of this first term and this was agreed. They will be held on the first three days of the penultimate week of the term, i.e. Monday, Tuesday and Wednesday, the 14th, 15th and 16th December. The times allowed for each subject will be:

Physics	2 hours (no practical)
Maths.	2 hours and 15 minutes.
Chemistry	1 1/2 hours
English	2 hours.
French	1 1/2 hours.
History/Geography	2 hours.

These will be formal examinations, but Mr. Ward asked if any examinations could be fitted in by the Staff concerned to the time table. This was agreed.

It may be that this is the best way. The national time table. This is

MINUTES OF MASTERS' MEETING, 7th SEPTEMBER, 1953.

The object of the Meeting was to discuss the issue, storage and care of clothing, books and stationery, sports equipment etc.

The Bursar opened by giving a general picture of the financial set-up.

ISSUE OF BOOKS AND STATIONERY

Heads of Departments should draw text books, stationery etc. at 10.30 a.m. on the 24th September. The Headmaster said that some helpers will be asked to be available for carrying books from the Stationery Store (triangular room at end of boys' Common Room) to the Classrooms. When books are collected will Heads of Departments please initial the Bursar's card index. The Form Masters will be responsible for collecting the books from the boys at the end of term. When books are issued to the boys they must put their names etc. on the label immediately. It was decided that for the first term the Form Masters will issue all books and keep a record of them. The Heads of Departments were asked to tell the Form Masters which books to issue.

STATIONERY

The various note books were shown to the Staff - Maths. book, Science book etc. There is a loose leaf note book for each boy, and for tests etc. work will be done in these. Folders will be provided for each subject, if required, with punched paper (foolscap). At the moment there are insufficient folders for this, and Mr. Ward said that the folders used by the Office for filing would suit his purpose. The Bursar said he would try and get enough folders in stock for the beginning of term.

CLOTHING

All clothing is issued by the College and the boys must take great care of everything. An allowance of 4/6 per head per term is allowed to cover repair outfits - sewing cotton etc. Three pairs of grey trousers will be provided and these will have to be worn for cricket etc. though for matches the boys will wear whites from the College "pool". Mr. Steel asked if overalls were provided for the boys to wear in the Workshops. The Bursar said they were not, but that he would try to procure some, and also white coats for work in the labs. Mr. Harland was asked if the denims could be worn but said that they would not fit well over trousers.

SPORTS EQUIPMENT.

There is a reasonably generous Grant for this and the Headmaster is dealing with the equipment himself. Equipment for rugby, hockey, cricket etc. will be kept in a locked store room in the Pavilion and will be looked after by a store man. There will be another "casual" store of rugby balls etc. so that boys may get practice in passing and kicking and these will probably be in charge of one of the boys.

CASH GRANTS

1. The Headmaster has a general College Grant which may be used for any amenities not provided by the College. For instance it may be used to pay travelling expenses of boys going to away matches. This Grant is £750 for the first year, and £500 each successive year. The rebate from the Tuck Shop will be paid into this fund.
2. There is another fund for local purchases for educational purposes and for cultural hobbies, e.g. gramophone records. This is

MINUTES OF MASTERS' MEETING, 8th SEPTEMBER, 1953.

The object of the Meeting was to discuss discipline.

The Headmaster suggested that the best discipline was obtained by weight of character rather than by actual punishment. To begin with discipline should be ultra strict. As this is not an ordinary public school, the boys can be expelled if they are not up to the standard required, but members of the Staff are asked never to threaten boys with this. The threat will only be used by the Headmaster himself as a last resort.

DISCIPLINE IN THE CLASS ROOM.

This is entirely up to the Master concerned, but if a boy is consistently troublesome they can be reported to the Housemaster or Headmaster. The Headmaster asked what the Masters thought about boys standing when the Master enters the Classroom. It was decided that boys should stand when the Master goes in, and should stand if the Headmaster goes in, either with visitors, or to speak to the Master, but that if another Master goes in for anything the boys may remain sitting. In the Labs. and Workshops it is impractical for the boys to stand to attention and they will just carry on with their experiments etc. Mr. Ward asked if there should be a boy at the door of the classroom to say "Stand" when the Master enters, but it was decided that this was not necessary.

DISCIPLINE OUTSIDE THE CLASSROOM.

The Headmaster asked the Masters to be very strict about behaviour in the grounds.

FORMS OF PUNISHMENT

The Headmaster thought that the only Masters to use the cane should be himself and the Housemasters. This was agreed. Any offence which is punishable by caning should be reported to the Housemaster who will, if he thinks it necessary, report it to the Headmaster. Boys will be caned for the following offences: - gross insubordination; smoking; carrying matches or lighters, gross bullying, and breaking bounds. If boys break bounds to go to the cinema, or to a public house they should be beaten and gated; if they break bounds to go for a walk, a beating is sufficient punishment. For indecency, lying and cheating a boy should be reported to his housemaster who will give the boy a talking to, and if the offence is repeated the boy should be caned. It was suggested that insubordination is something of a personal matter - one boy to one Master and it was suggested that in such a case the Master concerned should administer the beating. It was decided, however, that such cases should be reported to the Housemaster.

DETENTION PERIOD

The Headmaster asked Masters to use this only for boys whose work is poor - not for such offences as talking in the classroom. To be sent to the Detention Period will be regarded as a disgrace.

IMPOSITIONS

The Headmaster asked for views on this and Mr. Moss said he would prefer that essays were not given. Mr. Davey suggested that the punishment should be something useful - such as felling tennis courts, weeding, clipping hedges etc. This should be supervised and the Bursar thought the Porter could do this. The Porter must have tools for such jobs readily available. Mr. Moss thought the best time for these "extra duties" would be 1.45 - 2.15 and the boys should report to the Porter already changed for games. A book will be kept in the Masters' Common Room in which Masters will enter the boy's name, the offence and

the punishment and initial it, and this book will be given to the Porter twice a week, on Tuesdays and Fridays, and he will initial the book when each boy turns up. The Bursar will advise the Porter from time to time of the jobs that can be done for "extra duties".

FINES

This question will be dealt with at the Sub-Committee Meeting on 18th September.

G.C.P.

Mr. Harland will deal with punishments here, and the boy will report to him, on the morning following the day of the offence, wearing his C.C.P. uniform which he will wear throughout the morning.

F.T.

Sergeant Major Cross may report boys for "extra duties" if he wishes, but it was thought that he would be able to deal with boys on his own.

STEALING

Any case of stealing, improper possession or dishonesty is to be reported to the Headmaster. In the first place offenders will be reported to the Housemaster who will then pass the culprit on to the Headmaster.

PUNISHMENTS TO BE USED BY PREFECTS

No firm decision was reached on this subject, and the Masters were asked to bear the question in mind. It was thought that for prefects to give the same punishments as the Masters would "debase the currency". For minor offences prefects will be able to mete out punishment on the spot, but anything other than this should be reported to the Housemaster. It was decided to leave this question for the moment as no prefectorial system would be in force during the early part of the term. Mr. Davy pointed out that as the term goes on several small chores will be needed and these might be used by prefects for punishments.

BREAKING BOUNDS

There was some discussion about the problem of boys being gated over leave-out-weekends. Mr. Harland thought that provided the boys were warned at the beginning of term that they would be gated for breaking bounds and that they would not be allowed out with parents, it would be quite in order to keep them in. It was decided, however, that this would be hard on some parents who, perhaps, had some way to come to visit the boys, but the Headmaster suggested that if a boy was supposed to be gated over such a weekend, he could be allowed out but should be told that he would be gated for a further week.

MEALS

The boys will go into the Dining Hall and stand quietly until Grace has been said. The Head Prefect, when appointed, will say Grace. It was decided to alter the time of lunch from Mondays to Fridays inclusive to 1.5 p.m. This will give boys time to come down from the Workshops and get washed and tidied up before going into the Dining Hall.

GENERAL

The Headmaster asked the Housemasters to keep a record of the

more serious offences committed and the punishments meted out. Mr. York said that he would keep a book for this and will hand this book to the Headmaster each Monday morning. Minor offences will not be put in this book.

Mr. Harland asked about boys acknowledging Masters when they meet in corridors, in the grounds etc. It was thought that it would be sufficient for them to draw themselves up and say "Good morning" or "Good afternoon".

Mr. York asked about Masters turning up for Sunday prayers and wondered if the time could be altered to enable staff to attend prayers and then go to Morning Service at Holbeck. The Headmaster said he did not expect Masters to turn up en masse for Sunday morning prayers.

WELBECK COLLEGE

FIRE ORDERS

I. FIRE PREVENTION

- (a) Every possible precaution must be taken by everyone at all times to avoid any risk of fire.
- (b) Boys are not to have matches. Naked lights are not to be used except where permitted - e.g. for lighting bunsen burners.
- (c) Electric appliances (e.g. electric heaters, irons, etc.) will only be used in authorized places. On no account will any electric appliance be left with the plug connected to the socket in an empty room.
- (d) Electrical faults will be reported to the Bursar or Steward. No-one is to tamper with or attempt to repair electric circuits or appliances.

II. FIRE FIGHTING ORGANIZATION

(a) **Fire Alarms.** There are five manual alarms in the Main Buildings and everyone must know their position (see plan in the Common Room). The general fire alarm is the large bell on the roof of the Old Wing. It will be sounded by a Master or Prefect, or under their direct orders. The bell-rope is alongside the lift-shaft in the Old Wing. **Workshop Fire Brigade** is called by dialling 999.

(b) Appliances.

- (i) A large number of extinguishers, hand fire pumps and buckets are sited throughout the College area. The occupants of the various buildings must make it their business to memorize their positions.
- (ii) On each floor of the main building there are 4" rising main connections, with "every-way" hose reels along-side them.
- (iii) Three hose reel carts for use with outside hydrants, are located:-
 - Two in the Glass Court
 - One in Workshop yard.
- (iv) The Steward, assisted by the College Porter, is responsible that all fire fighting equipment is kept in working order at all times.

(c) Water Supplies

- (i) Besides the rising mains inside the Main Building (see (b)(ii)), there are 8 hydrants near the Main Building and 12 in the Estate Buildings area. Their position is shown on the map in the Common Room.
- (ii) There are two underground water tanks near the Oxford Wing.

(d) Fire Piquet

Will be composed of staff and boys who will be nominated at the beginning of each term. The Steward will supervise their training.

(e) Practices will be ordered from time to time with the object of training the fire piquet, evacuating the building by various routes, and instructing in the use of appliances.

III. ACTION IN CASE OF FIRE

- (a) Anyone discovering a fire, however small, will shout "FIRE", sound the nearest alarm and, if practicable, attack the fire with the nearest appliance. On the alarm, all windows will be closed.
- (b) Workshop Fire Brigade will be called (Dial 999).
 - (i) During office hours by the Telephone operator.
 - (ii) At other times by the Duty Master.
- (c) The fire piquet will assemble immediately, as trained, outside the front door of the College.
- (d) The remainder will evacuate the building by pre-arranged routes according to the location of the fire, and will assemble in the front drive of the Abbey. **EVERY BOY MUST BE ACCOUNTED FOR IMMEDIATELY BY DORMITORIES.**

MINUTES OF MATRONS' MEETING, 10th SEPTEMBER, 1951.

The object of the Meeting was to discuss medical arrangements and fire precautions.

MEDICAL ARRANGEMENTS

All boys have to produce the usual health certificate at the beginning of each term. In an emergency an operation may have to be performed, and if it proves impossible to get in touch with the parent or guardian of the boy for permission, parents have been asked to sign a form saying that the Housemaster may give permission.

Boys have been told to bring their medical cards. Mr. York is asked to see that boys fill these in and then hand them to Dr. Kershaw; the cards will be returned to boys by post and they will then hand them to Mr. York for safe keeping. They will not be returned to boys for the holidays.

If a boy is sent to the Hospital the Housemaster must be informed immediately and he will then send a note to the parent or guardian.

The question of the Hospital Sister holding a morning surgery at the College was discussed and it was decided that this should be held at 8.30 a.m. daily in the Duty Room. For the first term the Hospital will not be open as there will be no difficulty about Sister holding this surgery. In future, when she has several boys ill in the Hospital, the House Matrons may have to take this surgery.

Dr. Kershaw will come at 12.30 Mondays to Fridays, 12 noon on Saturdays, and 12.30 on Sundays. Sister will be asked to telephone Dr. Kershaw's house each morning when there are no boys who require medical attention, and this will be done by 11 a.m., except on Sundays when Sister will telephone Dr. Kershaw if a visit is required.

The Headmaster asked Dr. Kershaw about the beginning of term medical inspection and this will be held at 2 p.m. on Monday, 28th, in the Matrons' Duty Room, where Dr. Kershaw will also come for his daily visits, for the first term. Any boy who is ill and has a temperature will be sent to the Hospital, but a boy who has been sick and has no temperature will remain in the College.

Mr. Steel asked about first aid outfits for the Workshops and it was agreed that outfits should be provided in the Workshops, the Labs, the C.C.F. room, the House Matron's room, and in the Kitchens. A stretcher will be kept in the Pavilion; one in or near the Porter's room; one in the Workshops and one in the C.C.F. Room.

DENTAL INSPECTION

The first Dental Inspection will be held at 2 p.m. on Monday, 26th October. An inspection will also be held at the end of each term and boys will be told to have any treatment carried out in the holidays. Normally no dental treatment will be carried out during term time, but in an emergency boys will be taken to Workshop in the College track to visit a dentist.

FIRE PRECAUTIONS

It is essential that everyone should know the position of the fire bells and of fire fighting appliances. The general fire bell is rung by pulling the rope which comes down by the lift shaft and this can be operated on all floors. This bell may only be rung by a Master or Prefect, or by anyone who has received direct orders to do so from them.

The Steward, assisted by the Porter, is responsible for hearing

the fire fighting appliances in working order. The Steward will be in charge of the Fire Sigt. The Headmaster thought a Fire Practice should be held as soon as possible after the beginning of term and this will be held after the medical inspection on the first Monday, at 4.30 p.m. Mr. Steel suggested that the Masters should have a practice before the boys come and this was fixed for 10.30 a.m. on Tuesday, 22nd September; the Masters to meet in their Common Room. For the boys' first fire practice the Headmaster suggested a "night" fire practice. This was agreed and the boys will assemble in their dormitories. The Masters agreed will go around the dormitories explaining the various ways out to the boys, and in particular the Bursar thought they should get accustomed to using the spiral staircase. The Bursar was asked if he and the Steward could get out a plan for fire practice.

Anyone who discovers a fire should shout "Fire", then sound the alarm, and if possible fight the fire with the nearest appliance. All windows should be shut. During the day the Office staff will telephone the Fire Brigade by dialling 999, but during the night the telephone will be switched through to the Duty Room and this 'phone will be used for calling the Fire Brigade.

When the fire bell is sounded all boys will assemble in front of the College. Mr. York asked that the Piquet should assemble there and be checked before reporting for piquet duty. This was agreed. The first priority is the boys' lives; the second, to put the fire out. Mr. Harland suggested that each dormitory should assemble in different places in front of the College, each group to be fairly near the next. This was agreed.

Before the meeting closed the Bursar asked if any of the Masters would like a small garden or allotment. These will be behind the Stable Court but may not be available until the huts have been removed. Anyone who would like an allotment is asked to let the Bursar know in good time or the land will automatically go back to the Calbeck Estates Co.

Ref: WELBCK/E/1(c)
WELBCK/E/1(d)

16th September, 1955.

~~Mr. V. B. Sevey~~
Mr. J. Steel

Equipment provision

The situation regarding further equipment is:-

(a) In 1953/54 there is a balance of £ 122/13/6d available to be spent on local purchase Science Equipment of N.I.V. items. There is no immediate hurry, but we must be ready by November to order stores to use the remainder of this year's allotment.

It will also be possible to purchase stores for Workshops to a limited value, and for this also we should have clear ideas by December.

(b) For 1954/55, provisional sums have been included in estimates for:-

- (i) £950 for local purchase (£800 for Science)
- (ii) a token figure of £1000 for value of Ordnance stores additional to present scales.

But we shall still need to justify the actual expenditure. It will therefore be necessary to draw up:-

- (i) definite reasons for and list of Science equipment to be purchased in 1954/55. This should be available by, say, Jan. 1954.
- (ii) Proposed amendments to G.1198 scales for Science & Workshops equipment and materials. The sooner this can be drawn up the better, but obviously it must be related to proposals under (a) and (b)(i) above.

C. del. Jansen
Curser

DUTY MASTER

1. All masters please undertake duty as shown on the attached roster.
2. The Duty Master should be "on duty" at the College from 6.30 p.m. until the boys go in to breakfast on the following morning.

The main duties are:-

- (a) To see that boys are doing their prep. properly (in Class Rooms 2, 3 & 4).
 - (b) To see that the College buildings are correctly locked up as detailed on a separate notice.
 - (c) To take charge in case of fire.
 - (d) To assist the House Tutor with general discipline.
 - (e) In conjunction with the House Tutor, to see that all lights are out at the correct time.
 - (f) To answer any telephone calls that may come through at night. The exchange line will be plugged through to Mr. York's study, which has a communicating door to the Duty Master's Room.
3. Mr. York is asked to arrange with the House Matron for bed linen to be provided for each master, and the bed to be made up with the correct linen each day.
 4. Masters may swap duty days by mutual arrangement. If they do so, they must make the necessary alteration on the roster in the Masters' Common Room and in the Duty Room at least one day in advance.
 5. It will be assumed that the Duty Master will dine in Hall on his duty day and have breakfast in Hall next morning, unless he informs the Bureau to the contrary.

D.G.M.
15/9/53

AUGUST

Fri. 27th ~~S. de L.G.~~ *W.A.Y.*
 Sat. 26th G.C.W.H.
 Sun. 27th D.A.R.
 Mon. 28th V.P.D.
 Tues. 29th T.G.C.W.
 Wed. 30th L.C.H.

SEPTEMBER

Thur. 1st J.S.
 Fri. 2nd C. de L.G.
 Sat. 3rd H.A.Y.
 Sun. 4th G.C.W.H.
 Mon. 5th D.A.R.
 Tues. 6th V.P.D.
 Wed. 7th T.G.C.W.
 Thur. 8th L.C.H.
 Fri. 9th J.S.
 Sat. 10th C. de L.G.
 Sun. 11th H.A.Y.
 Mon. 12th G.C.W.H.
 Tues. 13th D.A.R.
 Wed. 14th V.P.D.
 Thur. 15th T.G.C.W.
 Fri. 16th L.C.H.
 Sat. 17th J.S.
 Sun. 18th C. de L.G.
 Mon. 19th H.A.Y.
 Tues. 20th G.C.W.H.
 Wed. 21st D.A.R.
 Thur. 22nd V.P.D.
 Fri. 23rd T.G.C.W.
 Sat. 24th L.C.H.
 Sun. 25th J.S.
 Mon. 26th C. de L.G.

SEPTEMBER cont.

Tues. 27th H.A.Y.
 Wed. 28th G.C.W.H.
 Thur. 29th D.A.R.
 Fri. 30th V.P.D.
 Sat. 31st T.G.C.W.

OCTOBER

Sun. 1st L.C.H.
 Mon. 2nd J.S.
 Tues. 3rd C. de L.G.
 Wed. 4th H.A.Y.
 Thur. 5th G.C.W.H.
 Fri. 6th D.A.R.
 Sat. 7th V.P.D.
 Sun. 8th T.G.C.W.
 Mon. 9th L.C.H.
 Tues. 10th J.S.
 Wed. 11th C. de L.G.
 Thur. 12th H.A.Y.
 Fri. 13th G.C.W.H.
 Sat. 14th D.A.R.
 Sun. 15th V.P.D.
 Mon. 16th T.G.C.W.
 Tues. 17th L.C.H.
 Wed. 18th J.S.
 Thur. 19th C. de L.G.
 Fri. 20th H.A.Y.
 Sat. 21st G.C.W.H.
 Sun. 22nd D.A.R.
 Mon. 23rd V.P.D.
 Tues. 24th T.G.C.W.
 Wed. 25th L.C.H.
 Thur. 26th J.S.
 Fri. 27th C. de L.G.

NOVEMBER cont.

Sat. 28th H.A.Y.
 Sun. 29th G.C.W.H.
 Mon. 30th D.A.R.

DECEMBER

Tues. 1st V.P.D.
 Wed. 2nd T.G.C.W.
 Thur. 3rd L.C.H.
 Fri. 4th J.S.
 Sat. 5th C. de L.G.
 Sun. 6th H.A.Y.
 Mon. 7th G.C.W.H.
 Tues. 8th D.A.R.
 Wed. 9th V.P.D.
 Thur. 10th T.G.C.W.
 Fri. 11th L.C.H.
 Sat. 12th J.S.
 Sun. 13th C. de L.G.
 Mon. 14th H.A.Y.
 Tues. 15th G.C.W.H.
 Wed. 16th D.A.R.
 Thur. 17th V.P.D.
 Fri. 18th T.G.C.W.
 Sat. 19th L.C.H.
 Sun. 20th J.S.
 Mon. 21st C. de L.G.

MINUTES OF MEETING, 10th SEPTEMBER, 1953.

The Headmaster said that it should be impressed on the boys to care for all property - both personal and public. He thought there would be few cases of wilful damage, and that in any case fines should be imposed only for wilful damage. As the boys have only four shillings per week pocket money they will not be able to afford heavy fines, after buying their own personal needs such as toothpaste, stamps, sweets etc. It was agreed that it should be an exceptional thing to find a boy.

Mr. Harland asked if fines should be collected on the spot but it was decided that this should not be done. The Master concerned should see the boy's Housemaster and give him a report and the Housemaster will then decide on whether to punish the boy, or to fine him. He will enter this in his "punishment book", and send the fine if any to the Bursar with a note of the boy's name and the damage done. In this way the Bursar will know what repairs are needed. This method will be used in all departments, including laboratories, workshops, kitchens and S.C.F.

Mr. Harland asked about cases of loss in the S.C.F. - e.g. when a boy cannot find his own belt and borrows another boy's, so that the second boy has to turn up on Parade minus his belt. In such cases Mr. Harland will hold an immediate check to see that each boy is wearing his own belt. It was decided that such cases of borrowing should be dealt with most severely.

WEEK DAYS

MONDAY to FRIDAY

7.50 Breakfast
 9.00 Chapel
 9.10 - 9.50 1st Period
 9.50 - 10.30 2nd Period
 10.30 - 11.10 3rd Period
 11.10 - 11.30 Break
 11.30 - 12.10 4th Period
 12.10 - 12.50 5th Period
 1.00 Lunch

SATURDAY

9.10 - 9.50 1st Period
 9.50 - 10.30 2nd Period
 10.30 - 10.50 Break
 10.50 - 11.30 3rd Period
 11.30 - 12.10 4th Period
 12.15 Assembly in Library.
 12.30 Lunch

TUESDAY, THURSDAY
and FRIDAY

4.20 - 5.00 6th Period
 5.00 - 5.40 7th Period

WEEK DAYS

5.45 Tea
 6.30 - 8.30 Prep (3 props of 40 minutes.
 Sats. only 2 props 6.30 - 7.00)
 8.30 Supper in Common Room (7.55 on Sats.)
 8.45 House Prayers
 8.50 - 10.00 Free time.
 10.15 Lights Out.

SUNDAY

8.00 Holy Communion (2nd and 4th Sundays
each month)
 9.00 Breakfast
 10.00 - 10.45 Divinity Prop
 11.00 Prayers in Chapel
 1.00 Lunch
 5.15 Chapel
 6.15 Tea
 8.45 Supper
 P.M. 10.00 Lights Out.

C.C.F. PARADE

Wednesday afternoon.

WORKSHOP

Open for voluntary work for those not playing games Monday, Tuesday, Thursday, Friday afternoons.

TUCK SHOP

Open 3.30 - 5.00 p.m. Monday, Wednesday and Saturday.

DEFENTION PERIOD

Monday 4.45 - 5.45 in Class Room 2.

WELBECK COLLEGE ROLL

1 ABSON, W. H.	25 LAMMER, B. H.
2 ADAMS, M. E.	26 LINDOY, B. H.
3 ALLAN, A.	27 MARSHFIELD, B. G.
4 ARNOLD, G. M.	28 MASSON, D.
5 BAKER, J. L.	29 MATTHEWS, P.
6 BATHAM, J. B. G.	30 MORTON, A.
7 BAYNE, D.	31 NEWLAND, T.
8 BEWELL, D.	32 O'KLEY, J. J.
9 BOUR-SMITH, J.	33 PACE, R. G.
10 CLIFFORD, R. C.	34 PHIPPS, R. G.
11 CRESWELL, M. H.	35 POTTER, A. J.
12 DEWIS, J.	36 REYNOLDS, J. J.
13 DILLON, G. A.	37 ROBERTS, S. J.
14 EMMETT, T. L.	38 SKELTON, R. J.
15 FLETCHER, G. R. G.	39 SMITH, M. J.
16 GILMORE, R. B.	40 SOLO, A.
17 GOODALE, S. D. B.	41 TAYLOR, R. J.
18 GUNN, B. J.	42 THOMPSON, M. H.
19 HARRIS, D. R.	43 VINE, J. S.
20 HARRISON, G. J.	44 VOLKING, P. G. R.
21 INGHAM, A. J. G.	45 WAIN, R. G. G.
22 JONES, D. G. G.	46 WATSON, S. J. G.
23 KAVANAGH, B. P.	47 WILKINSON, M. E.
24 KIMBLE, J. G.	48 WILSON-BROWN, M. E.

LOOKING BACK IN 1972

David Rickard's looked back in the 1972 Edition of the Welbexian with these words:

I was born in 1912. I was appointed Headmaster Designate of Welbeck in July, 1952 and so have spent exactly one third of my life in helping to conceive, to bear and to bring this baby through childhood to manhood. What a truly wonderful experience this has been!

During the Autumn term of 1952 and the Spring term of 1953 I was running a boarding house at Blundell's School and at the same time getting this College started. There was a teaching staff to be appointed, an advertising campaign to be launched, a Selection Board for the first Entry to be convened, a selection procedure to be invented and a thousand and one decisions to be made about how the buildings were to be adapted and other administrative details. Fortunately I had Major-General Gaussen who had already been appointed Bursar on a full time basis. The amount that he did to get the College started is incalculable.

As a result of a massive advertising campaign, there were over 200 applicants for the 48 places of 1 Entry. I was allowed to appoint 7 masters to deal with these. With each subsequent new entry further masters were appointed until, in January 1955, 4 Entry and 15 masters brought the College up to full strength.

Those first 7 masters, 4 of whom are still with us, agreed to join me a fortnight before the beginning of the very first term. During that fortnight we held a Masters' Meeting every day. We discussed a topic a day; College Rules one day, the

Weekly Routine the next and so on for Games, Discipline, Religion, Fire Precautions and so on and so on. Everything had to be worked out from scratch and written directives produced. Fortunately the 8 of us came from a wide variety of schools; we put together what we thought was the best from the many different systems and rejected everything we disliked. What a wonderful opportunity it was to be able to start a school from scratch.

And now, 19 years and 38 Entries later, how much of what was laid down then has stood the test of time and survived? The gradual process of evolution, so necessary to the vitality of a school, has changed almost everything to a greater or lesser degree.

The 8 of us sitting round the table in my study in September 1953 would have been astonished to know that in 1972 the Senior Boys would have a Licensed Club, that casual clothes would be worn at weekends, that the word "bounds" would virtually have disappeared from the College vocabulary, that there would only be one compulsory Chapel Service on Sundays, that the cane would not be in use and that boys would be allowed to go in and out of breakfast when they chose. Just a very few of the countless changes that have gradually happened.

If we had been astonished and perhaps shocked at such visions of the future, we should have been delighted to know that by the year 1972 the College would have a deepened Swimming Pool with filter plant, a miniature Rifle Range, a new Squash Court, a fleet of Sailing Dinghies, five grass Tennis Courts, a Roman Catholic Chapel, an Engineering Drawing Office, a Study or Cabin for every boy, newly built Science Laboratories and Lecture Rooms, and a new Dining Hall and Kitchens. Looking back now, one wonders how we managed without these and many more facilities that now exist.

I am sure that all 8 of us would have been glad to know that, in 1972, the standards we were then trying to set in discipline, in personal appearance, in physical fitness, in manners, in morals and in human relationships would be more than lived up to.

Visitors to the College, of whom we have very many, admire the magnificence of the setting and the splendid facilities. Almost every visitor remarks upon the friendly, open, happy atmosphere that exists here and this to me is the most important thing of all. May this warm, healthy, delightful atmosphere endure for what I hope will be the very long life of Welbeck College.

D.A.R.

