



Welcome to St Margaret's House

# CONTENTS

Welcome to St Margaret's House	1
Boarding Aims	2
Boarding Staff	3
Arrival Information	4
Boarders Personal Items	6
Security	9
House Routine	10
Catering	11
Freetime & Bounds	12
Sports & Leisure	12
Activities & Compulsory Events	13
Leave of Absence	14
End of Term Arrangements	15
Pastoral Care	16
Education Guardianship	19
House Duties	20
Rewards & Sanctions	22
Personal Pupil Records	23
Fire	24
Contact Information	25

# WELCOME TO ST MARGARET'S HOUSE

We look forward to welcoming you to St Margaret's House – the girls' boarding house at King's Rochester. There are up to 24 girls aged between 11 and 18 living here at any one time from many different nationalities. With numbers like these, everyone gets to know each other and make friends very quickly. It also means that we get to know you well and can help you settle in quickly. Soon you will feel as though you have been at King's for ages!

The aim of both the girls' and the boys' Boarding Houses is to ensure that all boarders grow up in a secure, caring environment where each child receives the necessary care, attention and opportunities to develop and mature educationally, socially, physically and spiritually.

We do our utmost to foster a family atmosphere in which problems may be shared and resolved. Mutual trust, respect and reliability are valued highly, and the golden rule is to 'treat others as you would expect to be treated'.

Whilst we accept that the House cannot and should not be a substitute for home, we believe that boarders should feel confident and comfortable at St Margaret's House. Consequently we welcome close liaison with parents and guardians and are happy to discuss details of boarders' development and well-being at any time.

King's Rochester, like other schools, is bound by the Independent Schools Inspectorate and Boarding Schools Associations National Minimum Standards, which ensures that pupils can live comfortably in a caring environment.

Our pupils tell us that boarding at King's feels like living in a big family and we hope that you will soon feel the same way!

I look forward to welcoming you very soon.

**Miss Catlett**

Housemistress, St Margaret's House and  
Senior School Deputy Head

# BOARDING AIMS

In our Boarding Houses we aim to:

- Develop the whole person, communicate Christian values and instill a desire for truth and respect for others.
- Nurture an open and trusting ethos in which each boarder feels able to approach any member of the School community (staff or pupil), confident in the knowledge that he or she, regardless of ethnicity, culture, gender or disability, will be treated fairly, be respected as an individual and remain free from intimidation, bullying or rejection.
- Provide the conditions for boarders to develop their intellectual talents through well-structured prep conditions, through access to staff and other pupils, through participation in diverse activities and in all, an atmosphere which values effort.
- Safeguard and promote the welfare of each boarder, by providing an environment that is, as far as possible, free from physical hazards and dangers.
- Provide boarding accommodation that is comfortable and suited to the needs of pupils, according to age and maturity, and which also provides adequate levels of support, supervision and privacy and which will encourage the boarder to grow both socially and emotionally.
- Develop boarders' skills in leadership and ability to work as a team member so that boarders live co-operatively with others and see their own needs within the context of the needs of the boarding community.
- Provide a caring ethos in which boarders will feel able to turn to members of House staff to share the good things in their lives, as well as seeking advice, counsel and support during times of difficulty.

# BOARDING STAFF

The House is run by me, your resident Housemistress (HsM) and the House Tutors. We also have a House Parent who will be here every weekday evening and a domestic team consisting of laundry assistants and housekeepers.

The tutors in the house are on duty on various nights in the week and weekend, but are also assigned to specific year groups to act as academic tutors. The house staff are here to support the girls for any and all Pastoral and Academic needs.

<b>Housemistress</b>	Miss Catlett
<b>House Tutor</b>	Miss Costelloe
<b>House Tutor</b>	Mrs Hanson
<b>House Tutor</b>	Frau Waizenegger
<b>House Tutor</b>	Miss Pembroke
<b>House Parent</b>	Mrs Buckley
<b>House Dog</b>	Blake

# ARRIVAL INFORMATION

All new boarders should arrive on Saturday 2nd September 2017 between 9.30am and 12.30pm.

Please ring the doorbell on the black gate labelled St Margaret's Yard, just to the left of the house on St Margaret's Street. You will be warmly welcomed by House staff and helped to your room, where you will be able to unpack your bags and begin to settle in.

Your valuables, especially your passport, visas and pocket money will be stored in the Housemistress's safe, from where they can be easily retrieved when needed.

A buffet will be available for parents and guardians between 12 noon and 1.00pm on arrival day, after which all of the new boarders will start induction and parents/guardians depart.

The induction is designed to help you to understand boarding and School routines and to start settling in before School. It will include a tour of the School and local area, meeting the medical staff, being shown the fire exits and meeting points, checking you have the correct uniform and stationery to start School, meeting the Educational Needs staff to discuss requirements and of course, getting to know the boarding staff and fellow boarders as they start to arrive on the Sunday.

Sunday is the time to start making new friends with as many fellow boarders as you can, so do not be afraid to chat to people and to ask for guidance from your new friends. They will quickly put you in the picture about House routines and will be happy to make sure that you are in the right place at the right time. On the Sunday evening we will remind you what you need to have ready for your first full day in School, so that you can pack your bag before you go to bed.

Your new friends will take you to breakfast after a good night's sleep and, once in School, the first day will be dedicated to basic administration. You will have a specially selected day pupil to help you to get to know the routines and lessons usually start after mid-morning break.

Do not worry if you do not have all the necessary items of uniform, sports kit etc on your first morning. You will receive help to get any missing items during the first week and staff will be understanding if you do not have everything immediately. Remember to have all your property clearly NAMED.

Younger boarders and those boarding for the first time receive the extra help they need to help them to settle very quickly into King's boarding routines. House Prefects and the Upper Sixth girls are like older sisters, providing support and advice needed. Myself, the Tutors and the House Parents are on hand to oversee personal organisation and hygiene, making sure that clothes are changed regularly and sent to the laundry, that showers are taken, hair washed and that you change your bed linen once a week.

It really is amazing how quickly boarders of all ages feel at home!

Welcome to our boarding family where we hope you enjoy the experience and gain much from it!



# BOARDERS PERSONAL ITEMS

All girls have one wardrobe, a desk with drawers for School work and drawers and storage under their bed for clothes. Please do not overpack as there is not the space and all items have to be tidied away to comply with fire regulations. We cannot have belongings spread about the rooms.

## **The following items are recommendations and suggestions for boarders:**

- 2 Large bath towels (not white)
- Face flannels and hand towels
- Pair of slippers
- Dressing gown
- Pyjamas
- Underwear
- Large suitcase
- Weekend case/holdall for weekend and half-term use
- Toothpaste (2 large packets) and Toothbrushes (2)
- Shampoo/conditioner (1 large of each)
- Hair brush & comb and hairdryer
- Shoe cleaning kit (1 black shoe polish)

## **Suggested Non-Uniform Clothing**

- Sets of casual clothes
- Sets of smart clothes
- Pair of boots or shoes
- A warm coat, scarf, hat and umbrella
- Pair of casual shoes and/or trainers
- Swimming costume
- Formal dress and shoes - we have a formal dinner at Christmas which is a black tie event. There is also an Easter dinner each year which is themed and the Upper Sixth decide on this after Christmas.



**Optional Items** – Most girls like to personalise their bedroom and make it feel more homely by having their own bed linen. We therefore recommend two sets (covers and pillow cases) to ensure they have a spare for the days when we change our linen.

Names and initials must be clearly marked on ALL articles including boots, shoes and shoulder bags.

## **Laundry**

In addition to washing, laundry etc, a dry cleaning service is available through the School laundry and anybody requiring this service will be charged on the School bill. Clothing may be left at the end of term for dry cleaning over the holidays at discount rates. This is particularly useful for suits etc as they do not have to be carried home and are available, ready-cleaned, on the pupils' return.

It is essential that all items of property are clearly named by tapes, tags or permanent marker.

## **Electrical Items**

It is recommended that all girls have a laptop/ipad, hairdryer, phone and charger. All electrical items will be tested by the School electrician for safety and must be fitted with a British Standard three pin plug with a 3 amp fuse. Desktop computers, kettles, percolators, other cooking equipment and heaters/fans are not allowed.

## **For Overseas Boarders**

In addition to the above, please remember to bring travel documents, medical documents and medical card, passports, tickets. Boarders must have all items as specified on the School clothing list. This includes all sportswear and PE kit.



# SECURITY

St Margaret's is protected electronically and entry is by a proximity card system. Each pupil is given a card which will give access to the pupil entrance to the House between certain hours. Pupils must ensure that gates and doors are properly locked after using them. Cards for the pupils will be charged at cost if lost.

## **Money and Valuables**

We expect pupils to have a cash facility with a bank for obtaining pocket money (this must be set up before the pupil starts at the School). Lloyds TSB has a branch in the High Street with a cash dispenser. There are branches of HSBC, Barclays and other High Street banks in nearby Strood and Chatham.

Important documents such as passports and travel documents will be stored in the Housemistress's safe, from where they can be easily retrieved when needed. Other valuables, such as mobile telephones and money should not be left around on display but deposited in the small personal lockable cuboard provided in each pupil's room.

Any personal items of significant value should be covered by parents' individual house contents insurance.

# HOUSE ROUTINE

It is each boarder's responsibility to ensure that she is awake, washed and dressed before breakfast. All pupils are expected to eat breakfast and all of the other meals provided. It is also expected that pupils will leave their rooms tidy when they depart for School each day.

## Monday - Friday

07.40 - 08.10	Breakfast
08.20	Registration
08.30	Chapel/Assembly/Cathedral
08.50	School Day Starts
13.15	Registration and Lunch
14.15	Afternoon School
16.15	School Ends
16.20	Tea
17.15	Registration/1st Prep
18.30	Dinner
19.15 - 20.30	House Registration/2nd Prep for 5th and 6th Form
19.15	Free Time/Activities

## Saturday

09.00	Breakfast & Registration EAL Sessions/School Fixtures/On-site Activities
12.30	Lunch Afternoon Fixtures/Activities
18.30	Dinner

## Sunday

Free time for prep and activities

09:00	Breakfast
12.30	Lunch
18.30	Dinner

### **Sunday to Thursday Bedtimes**

20.45	Year 7 bedtime
21:00	Year 8 bedtime
21.30	Remove bedtime
21.45	Lower Fifth bedtime
22.00	Upper Fifth bedtime
22.30	Sixth Formers in rooms and ready for bedtime by 23.00

### **Friday & Saturday Bedtimes**

21.15	Year 7 bedtime
21.30	Year 8 bedtime
22.00	Remove bedtime
22:30	Lower Fifth bedtime
22.30	Upper Fifth bedtime
23.00	Sixth Form bedtime

# CATERING

All meals are cooked on the premises by the School's Catering Department who provide cooked breakfast, school lunch, tea and dinner each day. There is always a choice of two hot dishes or salad at Dinner. Meals are served on a cafeteria basis in the Conference Centre Dining Room next door to St Margaret's, with the exception of Sunday lunch which is a more formal occasion when the boys and girls Houses sit down together. Vegetarian meals or other special dietary requirements can be easily arranged with the Catering Department.

Although meals are relatively informal, we expect boarders to be appropriately dressed and behave in an appropriate manner, teaching table etiquette and encouraging conversation with us and their peers as they eat.

The boarders have access to a fridge, kettle, toaster and microwave to enable them to make their own snacks if they wish.

# FREETIME & BOUNDS

Free time during the School day is covered by the School Rules. Other free time is determined by the timetable of the House day. We encourage boarders to use this time in a constructive manner as we appreciate that everyone needs time for quiet relaxation.

All pupils are required to complete the signing out book when they leave and return to the House. When a Sixth Form Pupil goes out they must be back in the House by 22.45 or arrange alternative, appropriate sleeping arrangements.

The House Bounds incorporate the School Campus, Crow Lane and the High Street between the Esplanade and Star Hill. Boarders may seek permission of the Duty Tutor to go outside bounds on occasions, for example to Chatham High Street, Strood, or the cinema.

As in accordance with School Rules, no boarder is permitted to visit public houses or bars, or to drink alcohol. Prep boarders should only leave the House vicinity with a Senior pupil. Remove and Lower Fifth should be with at least one other pupil and in a group if going out of or in to Rochester.

During the School Day, pupils are not allowed to return to the House other than at lunch time.

# SPORTS & LEISURE

Activities and outings are organised at the weekend for boarders. These include sporting activities on-site, expeditions to historical and other places of interest, adventure outings to various destinations, shopping, cinema and theatre. Occasionally, these will include a charge but we try to keep charges to a minimum and consult with pupils about the activities programme.

The House itself has a computer room and wifi throughout. There is a small library of both reference and fiction books for pupil use together with a number of board games. There is also a small kitchen area and television lounges – downstairs for all to use and upstairs for Sixth Form boarders only.

Other facilities include the indoor swimming pool in St Margaret’s Garden which is available most evenings through School swimming clubs and at weekends when a tutor who has a lifeguard qualification is able to supervise, The Paddock, the School’s main playing field and our Sports Centre, just five minutes drive from School.

## ACTIVITIES & COMPULSORY EVENTS

September	Barbecue at the Principal’s house Games in St Margaret’s Garden
November	Fireworks with barbecue
December	Local pantomime theatre trip Ice skating in London Christmas dinner and revue
January / February	Chinese New Year celebrations
March / April	Easter Dinner
May / June	Games in St Margaret’s Garden Leavers’ dinner

The joint Boarding Houses also take part in regular House competitions against other School Houses. Many of the boarders participate in School Sports teams, Duke of Edinburgh Award Scheme, the Choirs and Orchestras and Pupils are encouraged to learn a musical instrument and to practice regularly.

# LEAVE OF ABSENCE

Full boarders are allowed to visit parents or guardians after school commitments such as school matches have been fulfilled. Leave of absence for full boarders is, however, not permitted on the first or last weekend of term, when the King's Sunday Service is held at 10.30am in the Cathedral on the Sunday.

To be granted leave by the Housemistress, the pupils must complete an "Application of Leave" form to be handed to the Housemistress by the Wednesday before the requested weekend leave. The parent/guardian must confirm the arrangements preferably by email, no later than the Thursday evening prior to any weekend leave. If boarders are staying with anyone other than their parents/guardians then an additional email is required from their host's parents. It should be noted that, if for any reason the Housemistress has concerns then she may refuse permission for the leave.

All weekend leave ends at 18.00 on Sunday evening when pupils in both houses have supper together.

Weekly boarders who have made permanent arrangements to stay with parents or guardians each weekend do not need to follow these procedures for weekend leave. If, however, a weekly boarder wishes to stay in the House for the weekend, his/her parent should inform the Housemistress by 21.30 on the Thursday evening prior to the weekend.

It is expected, as a matter of courtesy, that boarders will inform the Duty Tutor of their departure and return to the House for weekend leave, and to sign the appropriate section of the Signing Out book.

Please note the ISI standards require that the Housemistress knows the whereabouts of boarding pupils at all times so any sudden change of arrangements must be notified immediately by telephone to the Housemistress or Duty Tutor. Such last-minute changes are only permissible in situations of emergency.



# END OF TERM ARRANGEMENTS

End of term arrangements should be confirmed by the parent/guardian at least two weeks before the end of each term.

Parents/guardians are encouraged to collect pupils, in person, from the House. If this is not the case then the guardian/parents should make the relevant travel arrangements and inform the Housemistress of the details.

Parents should make clear to Housemistress the arrangements that they have made for their child for the half term break, again at least a week before the holiday begins.

Term dates are published well in advance on the School website - [www.kings-rochester.co.uk/Term-Dates-](http://www.kings-rochester.co.uk/Term-Dates-) and in the termly Calendars. You must ensure that your holiday travel is booked in accordance with them.

Pupils are not expected to arrive late at the start of term or leave early at the end of term.



# PASTORAL CARE

## The Tutorial Team

The pastoral care of pupils is the responsibility of the Housemistress. There are resident House Tutors and a House Parent to help with the care of the pupils. Tutors are on hand to give advice on personal and pastoral matters as required.

For administrative reasons pupils are specifically assigned to a House Tutor. The Tutors follow the pastoral and academic progress of their boarders and give advice about good use of prep time and good work practices.

Tutors are also on hand to give advice, guidance and help at critical times such as option choices and University entrance, when positive help is given with the selection of Universities, form filling and personal statements. They also offer support for pupils with personal concerns/issues.



The Chaplain visits the House regularly for pupil consultation. A designated Governor, who is responsible for Boarding, takes an active interest in the House and calls in for dinner each term to talk with pupils.

Within the House there is a formal Committee which meets half-termly and comprises the Head of House, a pupil from each year and is chaired by the Chaplain who provides feedback to the Housemistresses. These meetings alternate between the boys' and girls' Houses and on occasion all meet together.

In addition to the tutorial team, each House has dedicated staff to maintain, clean and look after the boarders' laundry. Rooms are cleaned daily.

All boarders are expected to dress appropriately, especially when leaving the House grounds and are not allowed any contact that might be deemed to be of a sexual nature with anyone, either within the House, on any of the School properties or outside School.

### **Bereavement & Family Illness**

In the event of a bereavement or illness in the family, please can a family member or Guardian contact the Housemistress before informing the boarder. This allows the House Pastoral team time to prepare and offer support and guidance to the boarder in the first instance.

### **Medical Matters**

If a boarder is feeling ill or has an injury they should, in the first instance, see the Duty Tutor, who is qualified to deal with minor ailments. A stock of non-prescription medical supplies is kept for this purpose.

The 8.00am Monday to Friday Surgery is reserved for boarding pupils.

If the problem is more serious then the Duty Tutor will advise the pupil to see Sister who is available in School between 8.00am and 4.30pm each day. In an emergency, outside these hours, the Duty Tutor will contact Sister and arrange an appointment for the pupil.

The School Doctor may be seen on Tuesdays at 08.00. It is normal to make an appointment through Sister beforehand but if there is an urgent need. Sister will usually do her best to arrange an appointment at short notice. It is important that Boarders notify Sister and the Housemistress of any long term medication they are taking. No medication will be kept in pupils' rooms without the permission of the Housemistress (this includes paracetamol, disprins, nurofen etc.).

If a Boarder is ill and requires time away from School for a minor ailment then they will spend the day at Sisters. Any longer than this then they are expected to go to the Guardian/Parents house. If their illness is one that could be spread i.e. sickness and diarrhoea, chicken pox...etc, then they will be expected to go straight to the guardian/parents house to contain the illness and avoid others becoming ill.

## **Religion**

King's Rochester is a Cathedral School; all boarders attend services as required. Boarders of other faiths are encouraged to worship in their own faith and arrangements can be made for them to attend appropriate services should they wish.

Boarders are expected to attend all School services regardless of their faith. If they do object to the nature of the service then they are not compelled to take part in the worship but attendance is compulsory as a sign of their full membership of the King's community, as is attendance at King's Sundays.

# EDUCATION GUARDIANSHIP

All pupils whose parents reside overseas are required to have an Education Guardian who must be resident in the UK and live at a suitable proximity to the School, speak English and be capable of providing care for the child in a happy home environment as would a reasonable and responsible parent, as per the terms of the Education Guardianship Policy and Agreement.

## **The guardian will be responsible for:**

- ensuring arrival at the School at the correct time
- ensuring departure at the correct time
- ensuring the pupil has opened a current bank account in this country prior to joining the school
- assisting the pupil with the purchase of a UK mobile / SIM card
- notifying travel and holiday arrangements by email at least two weeks before the commencement of the holidays
- travel to and from school for holidays
- all holiday and half term break accommodation
- providing written authorisation for any weekends to be spent out of School
- providing accommodation and care in the event of a pupil having to leave the School temporarily during term time
- visiting the pupil at the School within each half term and attending parents' evenings and events relevant to that child
- liaising with the School regarding academic and sporting progress and achievement
- supporting the pupil with any visa issues whilst in the UK
- registering and organising visa and fingerprint registration with the police.

# HOUSE DUTIES

All pupils in the House will be responsible for certain duties on a rota basis. Examples of these, depending on age, may include supervising prep, tidying the common rooms, cleaning the pupil kitchen, etc. Details of the duties are found displayed on the notice boards and are arranged by the pupils Head of House.

## **The Sixth Form/Prefects**

Sixth Form Boarders have a number of privileges in the House.

There are no formal “lights out” times for Upper Sixth formers. Normally they are expected to be in their own room by 10.30pm and, providing they are not disturbing other members of the House, may relax or work in the comfort of their own rooms. Lower Sixth Form pupils in particular are encouraged to settle and sleep by 11pm.

The Sixth Form have their own common room and, subject to parental permission and the permission of the Housemistress, may go out on Friday and Saturday evenings in groups and appropriately dressed.

It is expected that all Sixth Form boarders will act as House Prefects and thus play an important role in the leadership function of the House. The Prefects help the boarding staff in the management of the House by taking informal registrations at different times during the day, clearing the common rooms for prep and checking that the duties of younger boarders are being carried out. They are also expected to give advice and assistance to the younger members of the House.

Prefects have a duty to ensure that their behaviour and that of other members of the House is consistent with the House Rules and Philosophy. They are expected to report transgressions to the staff although they have no direct powers of sanction.

## Head and Vice-Heads of House

The pupil officers of the Houses are announced at the Final assembly of the Midsummer Term having been elected by members of the House and confirmed by the Housemistresses in consultation with the Tutors. It is expected that the appointees will be pupils who have shown and taken responsibility during their stay in the House, are good examples to the younger boarders and act in sympathy with the House Philosophy, as well as playing an active role in the School.



# REWARDS & SANCTIONS

When boarders do occasionally ignore/bend the House guidelines, the disciplinary approach by the House sets out to be sympathetic and shrewd. All misdemeanors will be dealt with by the Duty Tutor as and when the need arises. A range of sanctions may be used depending on the nature of the offence and can range from community service to the loss of privileges during free time. Parents and guardians will be informed of any serious misdemeanors.

## **Possible rewards will be:**

- verbal commendation privately between tutor and pupil
- verbal commendation in public, such as at Registration or at a House meeting
- congratulatory letters to parents
- asking School Deputies or Heads to see pupils
- a treat e.g. taking to an event, later bedtime to watch a film with other pupils

## **If a sanction is necessary, these will be:**

- verbal reprimand
- written imposition
- gating; confinement to the House for differing periods of time such as missing an outing or activity
- referral to Tutor, Housemaster or a Deputy
- formal contact with parents
- Headmaster's detention (imposed only by a Deputy)
- Exclusion: informal (e.g. Sending a pupil home to 'cool off'), or formal by suspension (temporary exclusion), or expulsion (permanent exclusion).  
Informal exclusion is imposed only by a Deputy Head.  
Formal suspension or expulsions are imposed only by the Principal.



We are legally obliged under ISI standards to keep a record of any of the above and the reward/sanctions given.

**The possession or consumption of tobacco, alcoholic drink and controlled drug substances is prohibited and lighters, matches and fireworks are not permitted. Any such breaking of these rules will be dealt with by the Principal.**

# PERSONAL PUPIL RECORDS

We are required by law to keep certain personal records of the boarders. If any of the details change it is important to inform the Boarding Staff.

## **Details required:**

- Name, address, telephone number and email address of parents
- Name, address, telephone number and email address of guardians
- Medical complaints/history
- Allergies Special dietary requirements
- For Tier 4 sponsored international students:
  - Passport information
  - BRP information

# FIRE

If a pupil discovers a fire then (s)he will operate the nearest fire alarm and then leave via the nearest exit to report at the assembly point. Once safe the pupil should ensure that the fire service is telephoned by dialling 999 and asking for the fire service. (S)He should clearly state either:

- School House, Crow Lane, Rochester ME1 1RQ or
- St Margaret's House St Margaret's Street, Rochester ME1 1TU

On hearing the fire alarm, a continuous bell, pupils must leave the building by the nearest fire exit. At night they put on a dressing gown and shoes, ensure that others in their room are awake and go to the assembly point. During the day they go directly to the assembly point.

At all times act quietly, do not stop to collect personal effects and do not run, push or try to pass others on your way to the assembly point as indicated on all the notice boards.

Fire practices are held each half term. The assembly points are:

- For School House – The tennis court
- For St Margaret's House – The lower lawn near the swimming pool

# CONTACT INFORMATION

**Address** St Margaret's House  
King's Rochester  
St Margaret's Street  
Rochester  
Kent

**Tel:** 00 44 (0)1634 88 85 33  
(There is a message facility on this telephone)

**Email:** [hcatlett@kings-rochester.co.uk](mailto:hcatlett@kings-rochester.co.uk)

## **Parcels and Packages**

All parcels and packages should be sent to the main School address:  
King's Rochester, Satis House, Boley Hill, Rochester, Kent, ME1 1TE.

## **Mobile Phones**

Boarders may be contacted on their mobile telephones during free time.

Please note, however, that it is expected that mobile telephones will be turned off during School time (08.15 - 16.15), during prep time (17.15– 18.30, 19.15 – 20.30) and after lights out or by 22.00, whichever is earlier.

King's Rochester  
Satis House  
Boley Hill  
Rochester Kent  
ME1 1TE  
United Kingdom  
T: (+44) 0 1634 888555  
F: (+44) 0 1634 888505  
E: [admissions@kings-rochester.co.uk](mailto:admissions@kings-rochester.co.uk)  
[www.kings-rochester.co.uk](http://www.kings-rochester.co.uk)

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