



Culford
Preparatory School

CADOGAN HOUSE HANDBOOK FOR BOARDERS

2015-2016



Welcome to Cadogan House

This booklet will hopefully answer all the questions you might have about life in a boarding House. By the time you have finished reading it I hope you will be looking forward to the adventure ahead of you.

Everyone in Cadogan aims to provide a homely and friendly environment in which you will live and work.

Housemaster

Assistant Housemaster

Houseparent

Resident Tutors

Matron

Non resident Tutors

Head of House

House Prefects

Cadogan House Pupils

On arrival you will be greeted by Mr and Mrs Herd and other resident staff members.

Contact details

Your parents can contact the boarding house by sending letters, phoning or emailing.

Cadogan House address is:

**Cadogan House
Culford School
Culford
Suffolk
IP28 6TX**

**Housemaster's Office Tel:
01284 385490**

**Matron's room:
01284 385494**

**Housemaster's Email
jherd@culford.co.uk cadogan@culford.co.uk**

Pupil incoming call phone

01284 385498 (This number will only be answered if the children are in the House)

You may bring your own mobile, but it is only allowed to be used in the house at specific times, the rest of the time it is kept in a secure room along with any other valuable items.

What to bring:

You need to bring all the items that appear on the school clothing list.

In addition to this, you need at least five shirts (one for every day of the week) and some casual clothes – you might get muddy during some of the activities so don't bring all your favourite clothes!

Personal items you also need to bring are towels, toiletries, shoe cleaning kit and favourite books.

You may bring posters and calendars to help decorate your dorm and your own duvet cover and pillow slip helps to make your bed feel more homely – teddy bears are often seen tucked under duvets! You can also bring iPods, handheld computer consoles and any other personal items – it is up to you. You may bring an iPad or laptop if you wish, but please be aware that we do not provide wifi and we do not encourage 3G use.

PLEASE NOTE EVERYTHING MUST BE NAMED AND CADOGAN HOUSE CANNOT TAKE RESPONSIBILITY FOR LOSS OR DAMAGE TO THESE ITEMS – YOU MUST LOOK AFTER THEM WELL.



Worries procedure for pupils

There are posters around the boarding House and at school which tell you who to turn to if you need help. You may be worried about something at school or at home or you may feel you are being treated badly by someone.

REMEMBER

- You may wish to talk to someone about something fairly minor
- You may wish to complain about something, which you feel is seriously wrong

You can talk to any of the following people:

Dorm friend, class friend, prefect, Head of House, House Tutor, Housemaster, Assistant Housemaster, Matron, House parent, Form Teacher, Headmaster, Deputy Head, Chaplain, School Counsellor, Parent, Grandparent, Other adult, Relation, Guardian, Brother or Sister.

Worries Box

There is a worries box in the House into which you can place any concerns you have in writing. All these will be treated in the strictest confidence by Mr Herd who will then try to help sort out the problem for you.

CHILDLINE: this is a free national helpline for children and young people in trouble or danger. This is a free call. Tel: 0800 1111



A to Z of Boarding Life

A

Activities

You are expected to join in activities after school during the week, plus participating in prep (homework) sessions each evening.

Activities take place between 4.00pm and 5.20pm every night except Wednesday which is match night. There is also an activity slot on Friday evenings between 6.00pm and 7.00pm where pupils usually play in the Sports Centre. Friday night is special and we do not insist that prep is done on Fridays.

Activities: weekend

A full programme of activities is published at the end of each term in preparation for the next term. If you do not normally board at weekends and would like to stay over you need to tick a form to show which weekends you will be 'in' for at the beginning of term.

These activities include a variety of out of school trips which last all day as well as closer to home outings which may last for half a day and activities in school. There is sometimes a small cost for these activities which will be added to the end of term bill. Recent examples include a trip to The Sea Life Centre and tobogganing in Ipswich.

Assembly

Assembly usually takes place on Tuesday, Wednesday, Thursday and Friday mornings and involves the whole school. It is a moment for reflection on the achievements of the past week and for certificates, colours, badges etc. to be presented.

Anti-bullying Policy

The basic House rule is that everyone has the right to be happy and that no-one has the right to make anyone else unhappy. We all need to work actively together to make school life happy and secure for all children.

If you are being bullied it is important to tell someone you can trust about it. Follow the 'Worries procedure' for suggestions of people to talk to. The House will support you and treat it as a crucial and sensitive issue. All parties will be listened to in order to sort out the problem.

If you are a bully you must expect to be disciplined, in line with the rewards and sanctions policy of the school.

B

Bedtimes & Getting Up Times

Getting Up

L1 – U3	7.00am	Wake up, Wash face and get dressed
	7.30am	Breakfast
	7.50am	Brush Teeth and tidy dorm
	8.15am	Off to School

Bedtimes

U1 – U2	7.50pm	Shower
	8.15pm	Silent Reading
	8.30pm	Lights Out

L3 and U3	From 8.15pm	Shower
	9.00pm	Silent Reading
	9.15pm	Lights Out

No telephone calls after shower time please.

Birthdays

A birthday cake and party table for up to 10 children can be arranged through the school for you. In addition to the evening meal, your parents/guardians may provide children with a few sweets and some fizzy drinks. To arrange a party table, or to clarify what you may bring in, please speak to Matron. Mrs Herd is also happy to make birthday cakes for pupils. Please give her a week's notice if you'd like to take her up on this offer. There is a small charge added to the bill for the ingredients.



Boundaries

The bounds for where you can play are displayed on the notice board in the hallway. The limit includes all areas visible from the front of Cadogan.

In small groups (for over 8s only) you may like to go the Sports Centre or other areas of the School site. If this is the case you should ask permission from a member of staff and sign out on the board – signing back in when you return.

Breakfast

On Sundays breakfast is served in Cadogan house from 8 am. Pupils may rise between 8.00am and 8.45am in a more relaxed manner before heading over to Ashby for brunch.

C

Calendar

A Culford School calendar is sent to every parent and pupil in time for the start of each term. This gives details of all School events on a daily basis as well as lots of other helpful information such as holiday dates, staff lists and pupil lists.

Church Services

There are Church services on Sundays in St Mary's Church in the school grounds. Occasionally there are services just for Cadogan boarders and these take place in Cadogan Hall. We all attend. Times of services may vary, but are usually either at 10am or 6.30pm.

Please check the calendar for details.

You will be expected to wear 'smart casuals' for these services.

If your parents would like to attend a service they are more than welcome.

Cloakrooms

These are strictly for overnight storage of equipment and will be locked during the school day. We re-open them at 4.00pm. Any sports equipment needed during the school day must be stored in the Games shed at Prep School.

Common Rooms

There are three Common Rooms in Cadogan where you can watch the television or a film, play on computers, play pool or table football. The Library is always available for quiet reading and there are library racks which are regularly stocked with nature, computer, general and special interest magazines and newspapers.

Computers

There are six computers linked to the school system for you to use. These can be found in the Games room on the top floor. They may also be used for Internet access and emailing.



A contract of usage should be signed by you and your parents, which you will receive from the School at the time of joining. Emails should only be through the school address and Hotmail/Yahoo is not allowed. You will be given a school email account.

firstinitialsurname@culford.suffolk.sch.uk

D

Dentist

You should continue to see your Dentist regularly.

Appointments need to be made during school holidays. In the case of an emergency, appointments may be arranged on a private basis. It is recommended that your parents arrange for a private dental insurance policy.

Doctors

If you do not feel well at any time of the day or night there is always a member of staff on duty. The medical centre is always open. If you need to see a doctor an appointment will be made for you. Matron will attend these appointments with you.

Dormitories

The dormitories are situated on the first and second floor of Cadogan House: boys on the first floor and girls on the second floor. You will usually share a dorm with people in the same year as you.



DVDs/Videos/PSP Games

Boarders are welcome to bring in their own DVDs, videos or PSP games. Please ensure that they are clearly named and age appropriate. Videos and PSP games brought into the school must be shown to the House staff.

E

Equipment and Personal Belongings

All equipment and personal belongings should be clearly marked with your name.

Electrical items should be PAT tested. We will sort this out for you in the House if it has not already been done.

Insurance cover for items brought into school is not the responsibility of the school and should be covered by parental insurance policies.

Emergency

In the case of an emergency we can be contacted on the following numbers:

Housemaster's Office:	01284 385490
Matron:	01284 385494
Prep Office in School Hours:	01284 385383

F

Forms

There are six years at Culford Prep.

Form	Age
Lower 1 (Year 3)	7-8
Upper 1 (Year 4)	8-9
Lower 2 (Year 5)	9-10
Upper 2 (Year 6)	10-11
Lower 3 (Year 7)	11-12
Upper 3 (Year 8)	12-13

Fatigues

These are jobs to be completed in the evening after juice and biscuits. They are done on a rota and they help to keep our house neat and tidy.

Footwear

All footwear should be clearly named and kept tidily in the lockers and shelving in the cloakrooms.

You should not go barefoot and may wear clean shoes or slippers upstairs.

G

Games Kit

Games kit may be purchased from the School outfitters:
Aubyn Davies, 81 St John's Street, Bury St. Edmunds
Tel: 01284 754276.

Each individual item should be fully named, preferably with sew-on nametapes.

Games kit is kept in the downstairs cloakroom and hung up on named pegs.

There is a Nearly New Shop available to parents. It is located in Old Hall next to the Music School. For opening times, please contact Carolyn Scott by emailing nearlynewshop@culford.co.uk or call 01284 385359.

Growing up

At certain times during the year staff will discuss 'growing up' and how it makes you feel. This topic is tackled sensitively and allows you to ask questions you may have.

H

Hair

Your hair must be of a respectable length and style. An easy to remember guideline for boys' hair is that it should be off the eyebrows, ears and collar. Girls should wear long hair tied back with blue hair-ties or 'scrunchies'.

Homely

We try to make the House as homely as possible with comfortable furniture and excellent leisure facilities.

You are encouraged to bring your own pillow and duvet covers, although school do provide them. You are also encouraged to decorate your own poster board near your bed. Most pupils also have soft toys and other personal items.

We encourage pupils to identify a resident member of staff that they are most comfortable talking with regarding any problems. In addition there is a Cadogan House Council with a representative from each dormitory. The role of the House Council is to discuss ways of making your time in Cadogan as homely and productive as possible.

I

Instruments and music practice

Instruments and cases should be clearly named and you are encouraged to look after your instruments.

There is an opportunity for you to practise your instrument each evening after prep.

J

Journeys: permission for...

You might be invited to spend a weekend with a friend. If this happens we need written permission from your parents and from the parents of the friend you will be going with.

Journeys: late returns from...

In the event of a delay in collection or return from weekend / holidays please contact Cadogan Office (01284 385490) or Matron (01284 385494) with details.

Journeys: end of term travel...

At the end of term you should arrange with your parents or guardians to collect you as close to the end of the school day as possible.

It is possible to arrange, through the Housemaster, a taxi to and from airports for holidays. Please have all flight details when asking. Requests should be made at least one week before you travel.

K

Keep in touch

It is expected that your parents or guardians will see a member of staff when collecting and returning you at weekends and before and after holidays. This gives staff and parents a chance to discuss any matters of concern.

It is also important to keep in touch with people at home. You might ring or email but it is nice sometimes to bring letter writing equipment with you and send letters home. Don't forget your stamps!

L

Laundry

All items of clothing should be clearly marked, preferably with sew-in nametapes.

All of your washing is done for you. It is taken down to the school laundry or Matron does some things in the house for you. It is all placed in your own personal box in Matron's room for you to put away in your dorms.

Lost Property

Any item of lost property that cannot immediately be traced to its owner is stored in matron's room. Pupils are advised to check the property regularly and to be responsible for their own belongings. They are also encouraged to hand in any stray items. ALL PERSONAL ITEMS MUST BE CLEARLY NAMED.

M

Make Up

You are not allowed to wear make up for school. Older girls may keep make up only for special occasions.

Meals

You have breakfast every morning. Biscuits and drinks are provided every break time. Tea is served after school which consists of a cake and drink. Dinner is at 5:30pm and you can have a snack, fruit and drink in the evening before you go to bed.



Medicine

Matron deals with all medical issues and we have a medical centre on site as well. Some basic medicines are kept in Matron's room and can be given by the member of staff on duty.

All medicine should be handed into Matron so it can be logged.

Medical Centre

There is a medical centre on site that is always manned.

Mobile Phones

You are allowed mobile phones but may not take them into school or use them in the dining room or during prep.

Phones should be placed in Matron's room in the evenings at bedtime in an allocated lockable space. They can be charged after school, but not overnight.

Calls may not be made or taken during the school day, during prep or during silent reading.

N

Naming

All clothes and belongings should be clearly named with the owner's full name, not just initials. Matron should be given an additional supply of sew in name tapes.

O

Openness

In Cadogan we have a policy of openness. If we have a problem in the House, staff will speak to your parents or guardians as soon as possible. This may be by phone or in person at collection time.

Equally, parents and guardians should raise any concerns with House Staff and inform them of problems or worries as they occur.

P

Privileges

There are a series of rewards and privileges.

Each week the resident staff decide which children deserve to be named Boarders of the week – these names appear on a board and once your name has appeared three times you receive a prize.

Silver stars are given to all for tidiness, politeness, helpfulness and doing as asked. Once you have gained 10 silver stars you receive a prize, such as sweets, stationery or a toy).

Extra treats are available to all at various times when staff agree that boarders have deserved them!

Prefects

There is a team of prefects from Upper 3 who work together. They are additional eyes and ears to staff. They assist at roll call, help Matron at snack time, check and close classrooms after prep and ring bells. Prefects help with the younger pupils at bedtimes and act as mentors, guides and role models for the younger pupils. Prefect meetings take place regularly. Such meetings give them the opportunity to feed in their ideas to the Housemaster.

Prefects are not allowed to punish but they are allowed to recommend silver stars for good behaviour.

Pocket money

You are only allowed a few pounds change in your possession. All other money should be given to the Housemaster to be kept in the House bank.

Full boarders need to cover spending at weekends and £7 per weekend may be used as a rough guide.

Prep (Homework)

Prep is set every night of the school week and is usually expected to be handed in the next day.

Lower 1, Upper 1 and Lower 2 have one prep per night of 30 minutes. Upper 2, Lower 3 and Upper 3 have two or three 30 minute preps per night.

Prep is supervised by day and boarding members of staff. Our youngest pupils sit around a big desk in our prep room with Matron. This provides them with the extra support that they need. This prep room also acts as a resource library for all to use.



Questions

If you or your parents have any questions, please contact a member of staff. You can contact Mr Herd at Cadogan Office **01284 385490** where the answer machine is always on or by email jherd@culford.co.uk. Mr Herd will return calls or emails as soon as possible.

Quiet Time

After you are ready for bed you are expected to read in bed for fifteen minutes. This is a quiet time and no phone calls should be made or received during or after this time so that you start to settle for the night.

At other times, especially at the weekends after a very hectic trip or busy time, you may have a quiet half an hour where you can be in dormitories either reading, quietly playing board games or taking part in model making or crafts.

R

Returning

Returning at the beginning of term is normally between 6pm and 8pm of the night before school starts.

After weekends and half term holidays you may also return by 8am on Monday mornings.

If, due to travel from abroad, it is necessary to arrive before the allocated time, please contact the Housemaster where every effort will be made to accommodate early requests.

If you are going to be late (due to traffic or other problems) please contact the House as early as possible

Office	01284 385490
Matron	01284 385494

Responsibilities

You are responsible for your own belongings and clothing.
Each item should be clearly named.

Matron is responsible for: Welfare and cleanliness of pupils.
 Medical requirements of pupils.
 Tidiness and cleanliness of house.

Master / Mistress on Duty: For safety and care of all pupils whilst on duty.

Housemaster: Overall responsibility for welfare, happiness and safety of all pupils.

S

Slippers

Slippers help to create a more relaxed homely environment so find some comfy slippers to bring with you as we will encourage you to wear them. No one should have dirty shoes on upstairs in the house.

Shoes

All school shoes are to be black, leather, and able to be polished. For girls they should be comfortable and functional and not a fashion statement.

You are responsible for cleaning your own shoes once a week. There is usually a spare kit in the Housemaster's office, but you should have your own.

Sweets and treats

We have sweets and treats on one weekday evening each week and at weekends. You may keep a small selection of sweets in the tuck cupboard in a clearly named box. Upper 3rd pupils may visit the tuck shop once a week. Fruit is always available but food may not be taken to the dormitories.

Signing in/out

When leaving for weekends or holidays you must sign out on the 'Today' board.

On returning after weekends or holidays you need to sign in on the 'Today' board.

T

TV

There is very limited time for watching TV. You may ask to put the television on after 4:00pm and again after prep. The programmes that you watch are monitored.

DVDs and videos may also be watched. These will be age appropriate.

We sometimes allow pupils to watch important Sports fixtures which may carry on after normal bedtimes.

U

Uniform

Uniform lists are issued at the beginning of every year, and items should be bought from the School Outfitter – Aubyn Davies, 81 St John Street, Bury St. Edmunds or The Nearly New Shop (Tel: 01284 385359)

V

Videos/DVDs

Videos may be brought into the House and watched with permission. These should be age appropriate.

W

Weekend Leave

You may leave for the weekend after 4.00pm on Fridays and return either on Sunday between 6-8pm or Monday by 8am.

We aim to be as flexible as possible and to support your weekend requests. You may be invited, for example, to a friend's house until Saturday lunch time. As a rule of thumb we like to know everyone's weekend plans by Tuesday evening so that necessary arrangements can be made.

Happy Boarding!





Culford

Preparatory School

Culford
Bury St Edmunds
Suffolk
IP28 6TX

Housemaster's Office:
01284 385490

Matron's room:
01284 385494

jherd@culford.co.uk
cadogan@culford.co.uk