



# **PUPIL HANDBOOK**

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## **ETHOS AND AIMS**

It is our aim to promote a House environment in which you are helped to become well-mannered and happy young people. We aim to support and encourage you to become independent and reliable, well prepared to take your place in the community both in and out of School.

We expect all pupils to have high expectations of themselves, other pupils and the School.

### **House Aims**

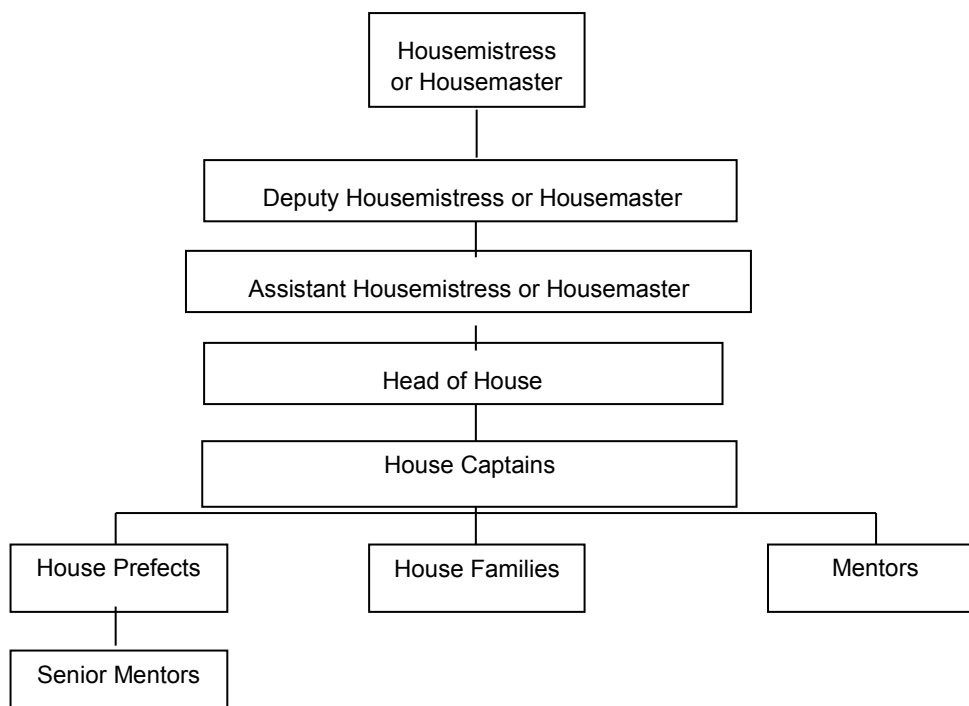
We aim to:

- Promote responsibility, honesty and a respect for others and their property.
- Produce a caring environment based upon trust and confidence.
- Promote both a healthy academic and relaxed lifestyle.
- Create an environment that is respected and homely for all pupils.
- Safeguard and promote the welfare and safety of all House members.
- Encourage a respect for privacy.
- Develop pupil ability to lead, manage and organise both themselves and others.
- Encourage pupils to use the support mechanisms within the School and House in times of worry or crisis.

You are expected to set yourself high standards in all areas of your life in School. You will need to acknowledge the importance of the positive relationships that are required to create for an enjoyable school experience for yourself and others. This enables every pupil to flourish and be happy whilst at Culford School.

At times you will find being a boarder a challenge. It will be fun living with friends. There is time available in each day to play sport, practise an instrument, take up a new interest from the amazing range of activities on offer and be with your friends. Your life will be enriched by the many opportunities there are for you and others to enjoy. In addition to all of this the members of staff in the House are there to help, guide and support you at all times.

## HOUSE STRUCTURE



Your Housemaster or Mistress has full responsibility for running all aspects of the House, including academic, pastoral and domestic issues. All houses have matrons.

## HOUSE A – Z

### Access

Entry to the House is by keypad code or Salto key. Codes are changed regularly to improve security. Under no circumstances are the fire doors to be used, except in the case of an emergency.

### Activities: Weekday

There are a wide range of activities available for pupils to choose from during the week. These happen between 16:00 and 17:20 Monday to Friday. They include all sports, team and individual, art, drama, dance and music activities. There are also other activities such as, scuba diving, archery, karate and wall climbing. There is also the CCF and the Duke of Edinburgh Award Scheme and Community Service. There are academic societies including debating, forensics, world cinema and genealogy. There is also the Scholars Programme with its activities and lectures. The expectation is that pupils should get involved. These activities are educational and fun. They enrich the lives of pupils and they offer a challenge to everyone to try something new. They also add depth to interests already established and develop leadership potential and teamwork abilities in young people which are essential in the world of work in the 21<sup>st</sup> century. Fourth Form and Lower Fifth sign up for an activity every day, while Upper Fifth pupils have one afternoon off each week. The Sixth Form sign up for two activities a week.

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## **Activities: Weekend**

Every weekend there are activities on offer for different year groups. These are for boarders and day pupils. Most of these are optional but we encourage involvement at all times. There is time to “chill out” and relax but there is also time for friends to enjoy a visit out – cinema and theatre trips, Alton Towers, the Clothes Show, London to see a musical, ice skating, hill walking in Snowdonia, camping out for beginners, bowling, punting in Cambridge, trips to local events and places in East Anglia, indoor skiing and dry ski slope visits and lots more. There are also activities in School using our excellent facilities for Sport, Art, Drama and Music. These include our own popular annual music festival organised by pupils themselves.

## **Ashby Area and Dining Room**

This is the dining room area used for all meals. Boarders are required to attend breakfast, lunch and supper Monday-Saturday. On Sunday brunch is served from 09:30 to 11:00 and supper is served from 17:00 to 18:00.

Breakfast for Fourth Form/Lower Fifth/Upper Fifth is served between 07:30 to 07:45. Breakfast for Sixth Form is served between 7:30- 8:00.

Matron will be sitting in Ashby in order to register your attendance at breakfast. If you miss breakfast you may be required to get up early the next day in order to attend. Repeated absences will result in sanctions, given at the discretion of the Housemistress or Housemaster.

Lunch is served from 12:30 for the Sixth Form. Sixth Form may choose to eat lunch at either Ashby or Paddy and Scott's, the cafe located in the Sports Centre.

Lunch is served between 13:10 and 13:45 for Fourth Form and Fifth Form, on a rota that is published at the start of each term.

Supper is served between 17:45-18:30. Boarders must attend supper.

No food can be cooked in the House during the day, as all meals and snacks are provided by the School.

## **Assemblies**

There is a House Assembly Monday or Tuesday at 08.30. There are two School Collective Worship assemblies on Wednesday and Friday at 08.30 and a Prefects' Assembly every other Tuesday.

## **Assessments**

These are grades given for academic work – achievement and effort to all pupils by subject teachers. They are given out approximately twice a term along with annual reports. Individual discussions are held with tutors about these grades and if necessary an academic action/welfare plan is put in place to support and therefore improve academic performance. You can of course contact tutors or subject teachers at any time if you have questions or concerns

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## Bedtimes

Monday to Sunday (excluding Saturday)

- |                                  |          |             |       |
|----------------------------------|----------|-------------|-------|
| • F4: Upstairs:                  | 21.15    | Lights out: | 21.30 |
| • L5: Upstairs:                  | 21.30    | Lights out: | 21.45 |
| • U5: Upstairs:                  | 21.45    | Lights out: | 22.00 |
| • 6 <sup>th</sup> Form: In rooms | by 22.30 |             |       |

Saturday:

- |                                  |          |             |       |
|----------------------------------|----------|-------------|-------|
| • F4 :Upstairs:                  | 21.45    | Lights out: | 22.00 |
| • L5 : Upstairs:                 | 22.00    | Lights out: | 22.15 |
| • U5: Upstairs :                 | 22.15    | Lights out: | 22.30 |
| • 6 <sup>th</sup> Form: In rooms | by 23.00 |             |       |

## Bed Linen

Bed Linen is provided but you are also welcome to bring your own duvet covers and other bedding. There is a bed linen change once a week. Beds are stripped and the linen put into the special laundry bags distributed in the House. Clean linen is collected once a week by each pupil and pupils make their own beds.

## Beginnings and Ends of Terms

The dates for these are published well in advance. Parents are expected to arrange for their children to arrive and leave school on the correct dates. Parents must contact the Headmaster to request permission for any late arrival or early leaving. Permission is only given in exceptional circumstances.

It is the responsibility of parents and guardians to make all the necessary arrangements for travel home at half term and the end of term at least three weeks in advance. We are very happy to book taxis to the airport and train stations, but this must be done via Boardingware, and a reminder will always be sent out via Culford Post. There is a £25 charge for late arrangements for taxi's, so it is important that the published deadline is met.

If for any reason a pupil needs to leave early at the end of term, or return late at the beginning of term, then parents or guardians must write to the Housemistress or Housemaster to request permission. Pupils should also return to the boarding Houses before 21:00 at the start of term or end of half terms. In the event of parents being unable to meet the published times of arrival, they should communicate with the Housemistress or Housemaster. Please be aware that they may be required to stay with their guardians rather than returning to House after the arrival times.

Please be aware that if you have a study visa, any unauthorised absences from School will be reported to the UKVI under their requirements. Early departures and late arrivals without permission are considered unauthorised absences.

## Borrowing

Pupils should not borrow or lend clothing, money or other possessions.



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## **Brunch**

Brunch runs from 09.30 to 11.00 every Sunday. This allows boarders a chance for a relaxed morning.

## **Calendar**

Every pupil and parent has access to the school calendar via the website. It includes all the information about School events and activities.

## **Carpets**

Outdoor shoes must be wiped clean at the entrances to the House. Any spillages should be wiped up immediately. Stains should be reported to matron as soon as possible.

## **Casual wear**

Casual clothes may be worn after the end of school which is 17.30 weekdays and 12.15 Saturday. Sixth Form pupils, who have permission to go to town at 15.30, can wear casual clothes from that time.

Casual clothing must at all times be clean, discreet and in good repair. It must be reasonable, unprovocative and not cause offence. The Assistant Head's ruling on what is reasonable is final. Dirty, torn jeans or cut-offs are forbidden, as is military or paramilitary uniform, studded leather jackets, T shirts with offensive or suggestive lettering, see-through or scanty tops, miniskirts and shorts. Elements of official CCF uniform should not be worn as casual clothing, with the exception of Schoolbranded t-shirts, hooded tops and fleeces. Responsibility for appropriate dress for trips and visits lies with the member of Common Room concerned.

Day pupils should wear school uniform to when travelling to and from school unless special exemption is given.

## **Church**

On alternate Sunday Evenings, all boarders that are in the boarding House are expected to attend church for a 30 minute service, held in St Mary's. On Sundays before church we have roll call at 18:15 in the House and then walk to church together. Twice a term each Boarding House is in charge of all the readings, prayers and hymn selections. If you want to get involved in Chaplaincy then talk to Mrs Stammers, who is the Chaplain.

## **Cleaning**

All pupils in the House are responsible for keeping the areas that they use clean and tidy. There is a rota of pupils on duty for each day to help ensure the House common room areas are kept in an excellent condition.

## **Common Rooms**

There are common rooms in the house available. They contain soft furnishings and television/DVD equipment. There is also one major General Common Room (GCR) used by all. This is next to the pantry area.

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## **Computers**

All pupils have their own laptops to use during Prep times. Day pupils also have access points for laptop use if they wish to use them. There is a code of practice for the use of the School network which all pupils must sign.

On arrival pupils are expected to see a member of the ICT Department. They will reconfigure a pupil's laptop so it can be used on the school system.

## **Contact Home**

We encourage all pupils to contact home on a regular basis. Email is the preferred method although a House telephone is available and mobile phones are allowed to be used at specific times during the day and evening.

We will make a note of the number so that we can contact pupils if we need to. Mobile phones must be switched off during lessons, House meetings, during Prep, and at bedtime. Fourth Form and Lower Fifth pupils are expected to hand their phones in to Matron by 08:20, as they are not allowed to have them during the academic day.

In all years other than Sixth Form all mobile phones and devices are put in overnight storage at bedtime. This will always be in a lockable area for security.

Parents and friends should not phone you between 08:15 and 15:30, and 18:50-20.45 Monday - Friday or after lights out (which varies depending on year group).

Everyone has a school email address, which you will receive from the IT department. There is also a land-line telephone in the House. Letters and parcels are delivered to the House each day. For prompt delivery, the pupil's boarding house must be added to the school address.

Equally, it is very important that parents and guardians know that they can contact us at any time if they need information or have any concerns regarding boarding arrangements or the welfare of their children. Please consider the Boarding staff as the first line of communication. We like to establish communication with parents and guardians as soon as pupils arrive at the School. It is very important that we have accurate contact information for parents and guardians so that we can check on important things like travel arrangements and permissions, medical questions and other concerns that we may have regarding the welfare of the pupils whilst in our care.

If any contact details change, please give the new telephone numbers, email addresses and postal addresses to us as soon as possible.

E-mail is a very good way to communicate, and you will find the relevant emails for all House staff in the contacts section of this handbook. Parents and guardians will also be able to contact pupils via their School email address.

Pupils will each be provided with a username, password and School email address when they arrive. This allows pupils to communicate with parents, guardians, other students, staff and friends both inside and outside of school. For your protection and the protection of the School network, access to some sites is filtered. If you wish to gain access to a site that is blocked, please do feel free to contact IT Services.

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Pupils will be able to use their Culford email address and password to access Google Classroom, which is a platform used by many teachers to set and receive work.

Wireless Internet connection is available to all students, and they will be made aware of the username and password for this when they arrive. Skye is available in each House on request.

Access to Facebook is permitted in the Boarding Houses but its usage is limited. The School insists that social media sites are used properly. Offensive and or bullying messages and conversations will be dealt with according to school policies. Each pupil will be asked to read and sign the Acceptable ICT Use Policy when they arrive.

Family and friends should address postal items to:

Name of Pupil  
Name of Boarding House  
Culford School  
Culford  
Bury St Edmunds  
IP28 6TX

The post is brought to the Boarding Houses daily.

### **Cooking**

Food is provided by the School. Any other cooking of food should only be for snacks. All boarder pupils can use the pantry area for cooking snacks and drinks in the evenings at particular times.

### **Councils**

Each Head of House (an Upper Sixth Prefect) will organise termly House Council Meetings. This is an opportunity to discuss any ideas or concerns which you may have. These views will then be taken to the School Council meeting, where each House is represented by your Head of House and elected members of the different year groups. A member, or members, of the Senior Management Team will be in attendance at the school Council meeting to discuss issues as well.

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## Daily Routines

Monday-Friday:

**7:00 every morning (except Sunday):** Fourth Form/Lower Fifth/Upper Fifth are woken up by Matron

**7:30-7:45:** Breakfast for Fourth Form/Lower Fifth/Upper Fifth

**7:30- 8:00:** Breakfast for Sixth Form

**8:00:** Fourth Form/Lower Fifth/Upper Fifth boarders can retrieve their phones from the cupboard

**8:00-8:20:** Day Pupils arrive and organise their books for the day

**8:20:** Leave the House for Registration with Tutors; Fourth Form/Lower Fifth/Upper Fifth hand in their phones to Matron for the day.

**8:30** Registration with Tutors

**8:45- 10:45:** Lessons 1-3

**10:45-11:10:** Morning Break in House or outside on the field when good weather.

**11:00-13:10:** Lessons 4-6

**13:10-14:00:** Lunch break

**14:10-15:30:** Lessons 7-8

**16:00-17:20:** Activities

**17:20:** Busses depart for day pupils, or parents can collect you; Phones can be collected from Matron

**17:45-18:30:** Supper

**18:50:** Roll Call in House

**19:00-20:45** Prep time in Houses on in the Library for Sixth Form

**21:15:** Fourth Form should be back in House and getting ready for lights out

**21:30:** Lights out for Fourth Form, Lower Fifth should be back in House and getting ready for lights out

**21:45:** Lights out for Lower Fifth, Upper Fifth should be back in House and getting ready for lights out

**22:00:** Lights out for Upper Fifth

**22:15:** Sixth Form should be back in House and getting ready for bed

**Extended Day:** Day pupils are very welcome to take advantage of our extended day, by staying for supper and participating in evening activities or completing their prep in House.

### Evening:

Supper is from 17:45, not before! The Prep school is in the Dining Hall (Ashby) before this, and it's important to be respectful of them. You do need to attend all meals. We also have a Food Committee which meets with the catering staff every half term to talk about what they like, and what changes they would like to see. If you would like to join the Food Committee talk to one of your Prefects.

Prep lasts from 19:00-20:45, and ends at different times depending on what year you are in. If you do not have prep you can always read.

For Fourth Form your prep ends at 8:30pm.

For Lower Fifth, Upper Fifth and Sixth Form your prep ends at 8:45pm.

After evening roll call, everyone should go to their dorms where they should use their time productively doing prep. Sometimes pupils can go to another House to work on a group project, or see a Tutor on duty for subject specific help. You will just need to check with the member of staff

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on duty that evening in the House to check this is okay.

There will usually be a Sixth Former on duty during Prep time to help with different subjects.

During Prep time you need to be focused on your work, so that you can get the most out of this time. Showers, phone calls, cooking and so on must all wait until after Prep.

## **Damage**

If any damage occurs usually by accident it must be reported to the Housemistress or Matron. A charge may be made for the cost of this damage.

## **Day Passes**

### **Weekdays:**

No pupil can go into town during the School day (08.30 – 17.30) without permission. No Boarder pupil can go off the School site without the knowledge of the Housemistress or Housemaster.

Any pupil wishing to go to Bury St. Edmunds must use the boarder's minibus facility or use a booked taxi via the Housemistress. The boarders' bus goes at 15.30 and returns at 17.15 on Mondays, Wednesdays and Fridays and at 13.30 on Saturdays. In order to use this facility, the student must have a ticket from the School Receptionist.

An alternative means of going into town which is available is to use a booked taxi. This can only be done via the Housemistress/master but must be arranged the evening before by 19.00.

### **Weekends:**

No Students can go into town or off site without the permission of the Housemistress or Housemaster.

Pupils can go into Bury St. Edmunds in a group on a Saturday afternoon for an agreed length of time having arranged transport both in and out of town via the Housemistress/master. Day passes for older pupils have the same guidelines but the time in town can be longer. The latest return to the House for Day passes for all pupils is 6.00pm in time for supper and the 7.00pm roll call and House meeting. Day passes on a Sunday afternoon are allowed but only special arrangement with the Housemistress/master.

## **Discipline**

There are house guidelines and a house code. There are also School rules. Pupils and their parents are expected to be aware of these. Sanctions are used if required.

We must know where pupils are at all times and that they are safe; we also ask pupils to behave in a respectful, appropriate and safe manner towards others. If they do something which goes against these expectations they can expect sanctions to be applied at the discretion of the Housemistress or Housemaster, Tutor or classroom teacher.

Minor issues of discipline will be dealt with on the spot. Sanctions such as making pupils stay behind, report in break, or do extra work will be used as appropriate, being reported on the Non-Satis report in due course.

The Deputy Head and Assistant Head Pastoral is responsible for ensuring that rewards and sanctions in each House are consistent with the School's policy and that there are no significant discrepancies between Houses. Where pupils are in positions of authority over others, they will be

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provided with training and clear guidelines as to what sanctions they may impose.

A Non-Satis Report records dissatisfaction with work, behaviour, dress, attendance or punctuality. The form goes to a pupil's Housemistress or Housemaster, tutor, Head of Department, Deputy Head and the School Office, and tutors keep a record.

A Punctuality Report is for a pupil who is late on two occasions to school, lessons or activities and they will be required to report to their tutor at break for two mornings. Three Punctuality Reports will usually lead to a School Detention. Parents are not contacted about individual Punctuality Reports.

Academic Catch-up is held daily in the Library from 16:10-17:00 when the pupil does work for the subject which has requested this. Parents will be informed by the Deputy Head.

Academic and Pastoral Detentions are daily from 16:00-17:00 when the pupil does work for the subject which has requested detention. Parents will be informed by the Deputy Head.

A Satisfecit Report is a report card give for one or two weeks by the Housemistress or Housemaster. This is often in consultation with the pupil's tutor, following poor Reports or Grades or other major academic problems.

Gating is a House sanction, where a pupil is not allowed to leave the School site, including Boarding Houses and grounds, for a period of time specified by their Housemistress or Housemaster, unless they have direct permission. Parents may be contacted by Boarding staff about the gating.

Deputy Head Detention are held on a Saturday, usually from 12:30 to 13:30, when the pupil will write an essay reflecting on the behaviour that leads to the Detention. Pupils will have up to a week's notice and parents receive written notice from the Deputy Head. Permission will not be granted to postpone except for a School commitment.

In the case of a suspension a pupil will be required to go home immediately upon being suspended. Parents usually receive a telephone call from the Housemistress or Housemaster at the time and an appointment will be arranged to see the Headmaster or the Deputy Head.

In the event of a single act of gross misconduct or a repeated series of breaches of discipline, parents may be asked to withdraw a pupil from the School if the Headmaster judges it to be in the best interests of the School or the child.

If not quiet at bedtimes there is extra work to be done (L.T. work) and for any persistent behaviour problems there is EW (early wake up) and if needed School Sanctions come into play.

Fortunately for the vast majority of the pupils in the House none of these are needed.

## **Doors**

### **Internal:**

All internal doors are fire doors and must not be propped open. It is essential that all internal doors are closed completely at all times.

### **External:**

External doors should be kept closed for security reasons. All doors are alarmed after 10.30 pm. If an alarmed door is opened by mistake, the pupil must stay where they are until contacted by a member of staff.

All pupils have their own keys to their study bedrooms. The responsibility therefore for personal

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property security is the pupils at all times. These keys also open the main entrance doors to the House which are kept locked at all times. If this key is lost it is important that pupils tell Matron as soon as possible so that it can be replaced.

### **Dry cleaning**

School uniform items are sent away for dry cleaning at the end of terms. Parents are billed for this facility. Matron should be contacted for further details.

### **Early Lunch Pass**

If a pupil has a lunch time activity to attend then the member of staff will give out an early lunch pass which will allow a pupil to go into lunch at 1.15pm.

### **Electrical items**

Audio equipment, hairdryers, computers and lamps can be brought to School. However other electrical equipment should not be brought into the house without permission. Items such as fan heaters, fans, electric blankets, rice cookers, kettles, lava lamps, “decorative fairy lights” of any type and cooking equipment are not allowed for fire prevention reasons.

All equipment must be PAT tested for safety. All rooms are fitted with 230 volt electrical sockets.

### **Emergencies**

If an emergency occurs you should immediately contact an adult - Housemistress, Matron, or House Tutor, and if required, dial 999.

### **Evening Activities and Weekends**

#### **Weekdays and Sundays:**

Permission will only be given to leave the House in the evenings for official school activities. You must ask the permission of the House Tutor or Housemaster before signing out using Boardingware.

#### **Weekends:**

All of the rules about being away from School are made for the pupil’s safety and wellbeing. Pupils must always sign out when leaving the Boarding House and sign in when they return. The more pupils understand and respect these rules, the more freedom and trust they will be given. If pupils wish to go out during the day or at the weekend, other than on an organised activity, they must ensure that they have all of the permissions in place.

All boarding Houses use Boardingware. If Boarders are not going home or to guardians and they are staying with another pupil, a Boardingware request is required from the pupil’s parent or guardian, as well as the host family. The deadline for this is Wednesday at 22:00 to confirm arrangements, giving a contact telephone number in case of emergency.

At the weekend many pupils wish to go to Bury St Edmunds, our local town. Anyone can book taxis for Saturday afternoon (after lessons and matches), or for Sundays (although you will need to be back for supper at 17:00). Going into Bury St Edmunds with friends for lunch, to see a movie or even a bit of shopping is a nice way to spend some time.

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You can also get a taxi to the train station and catch a train to Cambridge, although if you are in the Fourth Form or Lower Fifth your parents will need to submit a request via Boardingware to let her know that they are happy for you to go that far afield. If you are in the Sixth Form, you can also book taxis after school now and then. You must sign out when you leave at all times.

To book a taxi for the weekend you must use Boardingware. The deadline for booking a taxi is Wednesday evening at 22:00, and no taxis will be booked after that point. Pupils may not book taxi's independently.

The school will always use the A1 Taxi Company. This is a Bury St Edmunds company and all of their drivers have a Criminal Background Check.

### **Fire Regulations**

When the fire alarm sounds all pupils evacuate the building immediately via the fire exit routes indicated. Pupils meet in the Medical Centre car park. Pupils line up in silence in year groups and a roll call is taken. Evacuation should take place within two minutes and to ensure this time scale is achieved safely there are a number of fire alarm practices each term. All fire exits are alarmed and must only be used when the fire alarm sounds. Pupils are made familiar with the location of all fire exits, fire procedures and assembly points as outlined on the fire notices and in first day meetings each term. There will be planned evacuation each term.

### **Fitness Suite**

There is a fitness suite in the Sports Centre. Pupils over the age of sixteen can use this facility when given an instruction session by a trained member of staff.

### **Food**

Food should not be removed from the Dining Room. Tuck should be kept in suitable locked containers in study bedrooms.

### **Food Committee**

This is a committee made up of representatives from all the Houses. The Committee meets regularly with the Catering Manager to discuss ideas for meals.

### **Games/CCF kit**

All sports gear kept in rooms should always be clean and all items which are wet or dirty should be put into the laundry immediately. Pupils who are involved in a lot of sport in School should ensure they have sufficient kit to allow for cleaning etc. No one should borrow kit from other pupils at any time. There is a CCF/Sports Kit store in the House for such equipment.



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## **Gating**

Gating is a house punishment that may be incurred for breaking certain rules. A gating card which has to be signed at regular intervals may be issued.

## **GCR**

This is the General Common Room. This room is used by all pupils Boarders and Day in the House at all times. Visitors – pupils are welcome into this area. Boys and girls are allowed in each other's houses at lunch times and only from 15.30 onwards weekdays and 12.15 onwards on Saturdays and over the weekend.

## **Hair**

Hair must be kept clean and tidy at all times. Hairstyles must be appropriate to school regulations and should not be **obviously** dyed or coloured. Any plans to change its colour look must be discussed with the Housemistress/master and parents must give permission. Long hair must be tied back for Sport and some activity sessions for safety reasons.

## **Head of House**

The Head of House is a School Prefect and He/she is the senior pupil in the House and their opinion should be respected. They are the Chairperson of the House Council. They will organise the election of year group representatives and organise House Council meetings. He/she is there to help other pupils of any age with any problems and queries.

## **Help**

One of the advantages of boarding school is the number of people you can turn to for help. There is always someone available to help. It is important that any practical issues, queries and problems are sorted out as soon as possible. A Boy/Girl can discuss or raise an issue with any of the following people; Tutor, Housemistress/master, any members of staff on duty, Matron, the Head of House or any of the House prefects. We also have a counsellor available for boarders.

The Headmaster, Deputy Head and Chaplain are also available to talk to as are the staff in the Medical Centre.

The Housemistress/master is available at any time if there is an urgent matter to discuss. She can be contacted privately via email by pupils at any time to arrange a meeting.

Tutors are responsible for monitoring the progress of their tutees and for giving advice and encouragement. They are very helpful and can give excellent professional guidance. It is however a pupil's responsibility to keep their tutor informed at all times of all things related to their life in School which may affect his/her academic and personal welfare. Tutors are available in their tutor group bases at least twice a day at registration times –08.30 and 14.00. Tutors will arrange an individual tutorial with the pupil at least once every three weeks to discuss progress in depth. Tutors can also be contacted by Email.

House Prefects and School Prefects have a pastoral role, helping new pupils settle in and advising on any problems or difficulties they might have with regard to School/House routines.

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These pupils have an important role to fulfil. It is important that they are given respect and cooperation from all members of the House. They can be immensely supportive and are excellent to talk to.

There is also an independent listener

### **House Assembly**

This is a meeting of all the pupils and pupils in a particular Boarding House. It happens Monday or Tuesday at 8.30am.

### **House Code**

The ethos of the House is governed by the House Code which simply states that a pupil must respect themselves and others – fellow pupils or adults. He/She must take responsibility for his/her own actions and take up responsibilities for others as they grow older and go through the House. They must also do the right thing in all situations and expect and encourage others to also do the right thing.

### **House Colours**

These are given to pupils in the House who have achieved particular excellence in various school or house related activities. Half Colours can be achieved by any members of the House. Full Colours are given to members of the Sixth Form who will have first have gained Half Colours. Colours are given out at the beginning or end of term in House Assembly time or in the annual House Presentations Evening at the end of the Spring Term.

### **House Duties**

As a community of people all pupils must complete the house duties allocated to them as indicated on the appropriate duty rota.

### **Housekeeping Staff**

These members of staff are responsible for cleaning the house. They are not meant to clear up mess and muddle left by thoughtless pupils. They are to be helped in their work by all pupils being tidy and considerate.

### **House Moving Out**

House Moving Out is when a bell is rung in House to ensure all pupils leave the House in time for registration before school sessions begin. The times are 08.20 and 13.50. (Monday to Friday) and 08.35 on Saturdays.

### **House Formal Meal**

This is an event held in the Autumn term each year to celebrate the achievements of the pupils of each boarding House. It is a formal meal to which all day and boarder pupils are invited at 19:00. A guest speaker is invited and pupils are awarded certificates, colours and prizes during the evening.

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## **House Tutor**

This is the member of staff on duty in the House at any given time. Their name is indicated on the TODAY board. There is a Staff Room which is her base.

The House Tutor is responsible for the House and any problems or queries should be referred to the duty tutor in the first instance.

## **ICT**

There are guidelines for the use of all ICT equipment in the School. Every pupil is expected to have read and signed an agreement to ensure there is no abuse of the system.

## **Illness**

If a boy or girl feels unwell they must see a member of staff or matron and then report to the Medical Centre. No one should take themselves to bed during the day or evening or remain in bed in the morning without informing a member of staff first. The Medical Centre staff are the only people who can give permission for a pupil to be off School at any time. If a pupil is injured in Games the sports staff should ensure that they attend the Medical Centre for treatment.

## **In Bounds**

There are certain areas of the school grounds which are out of bounds for all pupils for reasons of health and safety. These are designated by a map which is on display in the GCR at all times. No one should be out in any area of the park/school on their own in the evenings.

## **Iron/Ironing**

Facilities for occasional ironing are available from the matron's room.

## **Keys**

Pupils are provided with room keys. Rooms are always locked and can only be opened using a key. Room doors should not be kept opened by propping doors open for reasons of security and fire safety.

## **Laundry**

All major uniform items, sports kit, towels and casual wear are cleaned in the School laundry. Clothes are deposited in the laundry bins daily and they are returned, cleaned and ironed, within two days. They are collected by a pupil directly from the laundry cupboard. Underwear and small items can be put into the House laundry. Nine mesh bags are given to each student – three white for whites; three blue for coloured items; and three orange for delicate non-dark colours. These bags can be left in the laundry basket in the Matron's station. All items of clothing must be named except underwear and socks and tights.

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## **Leave Out**

School activities always take priority at weekends. Permission for leave out at weekends (day or overnight stay with parents or a relative over 21 years old) is obtained by emails to the Housemistress. This should be done by the preceding Thursday evening. Parents should via email give exact details of timings, places and people involved.

## **Library**

There is a comfortable quiet library area which is available to all members of any house. It should be kept tidy and books should be signed out on the chits provided. Returned books should be placed in the box by the window. The books include a reference section, popular fiction, classical fiction and university reference material. As a new House, Jocelyn are currently building it up gradually from donations given to the House from generous parents and pupils.

## **Lights**

Pupils provide their own bedside/desk lamp.

The House has a green policy of saving energy as much as possible. Pupils are actively encouraged to turn out the lights when leaving a room.

## **Litter**

The House is a home and as such the expectation is that litter must not be left anywhere other than in the bins which are provided. Part of the duty rota for Fourth Form pupils includes a regular litter check and pick up routine on Saturday mornings. Our boarding houses have a designated area of the park which is our responsibility to look after and keep clean at all times. There is a recycling policy in the House; bins are provided for this purpose.

## **Lockers for Day Pupils**

These are available to everyone in the House and are lockable. A small padlock and key is issued at the beginning of term. Loss of this item or a failure to return it at the end of the year will incur a fine of £15. Boarders have lockers in their rooms. Pupils can bring their own padlocks to school but we recommend that a second key is left with matron just in case of loss.

## **Loft Access**

The House has a loft area for storage. All items must be in trunks or lockable suitcases. No unlocked boxes or open bags can be left in the loft areas for reasons of security and fire safety.

## **Lost Property**

Any property mislaid should find its way to the Lost Property area. There is one in the House kept by Matron. There is also other lost property areas in the Sports Centre and one in Main School. All property must be named. There is no guarantee that property will be found. Pupils are expected to take full responsibility for their possessions at all times.

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## **Matron**

The matron is responsible for liaising with the Medical Centre over the health of the pupils' house and for coordinating the work of the housekeeping staff. Matron is responsible for keeping the House running smoothly in terms of maintenance and cleanliness.

## **Medical Centre**

Monday – Friday	0800 – 0820 Morning break Lunch break
Saturday	0800 – 0840 1215 - 1245
Sunday	0900 – 0930 1215 – 1245
Every Day	1600-1800

Matron will escort pupils under 16 years old to medical appointments made by the School.

There are Doctors who attend school each week. Appointments with the doctors are made by the Medical Centre nurses for pupils who need them. During the school day there is no need to attend the Medical Centre during lessons unless a pupil has the permission of a member of staff. An attendance chit will be given to a pupil. It will state the time of arrival and time of departure from the Medical Centre. This chit must be shown to a subject teacher if part of a lesson has been missed. It must also be handed to your tutor the next time they are seen. It is an important record of attendance.

If there is a specific reason for not being able to take part in sport or a physical activity the Medical Centre staff are the only people who can give a "Games Excuse" note for boarder pupils. This must be handed in directly to games staff and they will usually expect you to attend the lesson and watch on the side lines. Day pupils must bring a note of explanation from parents if there is any reason for not being able to do Games etc.

## **Mentors**

All pupils arriving in the house as new pupils will have a senior pupil as a mentor. This senior pupil has the responsibility of making sure that the new pupil is happy and that they settle in well into life at Culford School.

## **Music Equipment**

Personal music equipment may only be used at times other than lessons and prep. It must only be used with headphones and not disturb other people.

## **Music Practice**

There is keyboard equipment in the house for pupils to use for practice and recreational purposes.

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## **Nametapes**

All items of clothing must have nametapes. Spare nametapes should be given to the Matron.

## **Night Cover**

During the night (22.00 – 07.00) the Housemaster or Mistress is the person on duty in the case of illness. If required they will contact the Medical Centre.

## **Notices**

Notices are read out in the House Meeting at 7.00pm each day and in the Monday House Assembly at 08.30. A copy of any general notices is put up on the TODAY board. Other specific notices are placed on the appropriate notice boards – examination information, sport teams, activities, House competitions etc.

## **Packed meal/late supper**

If a pupil requires a packed meal or late supper because they are involved in a School activity they must order this through Matron at least 48 hours in advance. Matron will liaise with the Kitchens. Packed meals for away matches are usually ordered centrally. Remember to sign out of the appropriate meals in the weekend book.

## **Pantry**

This is the kitchen area of the House next to the GCR and is open only to make drinks and for cooking it can be used only at the weekends or after 19:00 in the evenings by boarders.

## **Personal Possessions**

These are the responsibility of individual pupils – day or boarder. Parents must insure all their child's possessions. An inventory/list of boarders' possessions, and any serial numbers, is taken early in September. This is called personal property registration. Any additional items brought into the House in later months, e.g. after Christmas, must be added to the pupil's list. Pupils are encouraged to name all items or put a security code on their valued possessions. All pupils have lockable areas. In the very rare cases of loss or suspected theft little sympathy will be given to any pupil who has not named the item or who has not indicated prior personal possession of the item on their registration list. Any money should be given to the Housemaster/mistress to keep secure in their office.

All your possessions should have a home and there is no excuse for leaving things around the House. Items left around the House will be confiscated and kept by the Matron and returned after a small community service e.g. litter pick up, errand for matron etc

## **Planners**

All pupils keep Planners. They are similar to a diary. Information about preps set and appointments to keep are written into the Planner. Tutors, the Housemasters/mistresses may ask to see these planners on a regular basis. They help a pupil to become self disciplined and well organised in their academic work.

## **Pocket Money**

Pupils do require some pocket money. There are school activities and trips. They may also wish to buy minor items such as stationery, birthday cards etc. from the school shop or tuck shop. They may also wish to go to the cinema or have an occasional meal out with friends at the weekend.

The amount of pocket money depends on age. The recommendation for the younger year groups is about £25 per month. They should have an emergency fund available. This can be an amount of money which can be left with the Housemaster/mistress if required. Pupils can sign out for amounts from this deposited money during the term. Parents are encouraged to open a bank account in the name of their child. We would recommend that this account is one which has a cash limit and that there is an element of parental control if your child is not in the Sixth Form.

## **POD**

This is the Prefect on Duty for the day.

They are responsible for the smooth running of the house on a particular day. All House Prefects take their turn to do duty. There is a specific routine and list of responsibilities and a rota which is drawn up by the Head of House for this purpose. All pupils are expected to show respect to the POD and cooperate and help them to complete their responsibilities whilst they are on duty.

## **Posters/Room Decorations**

Posters and decorations may be placed in study bedrooms on the pin boards provided. If posters are attached to the walls they must be with whitetac/ blutac and not be excessive. Damaged paintwork will be charged onto parents' bill. The suitability of material to go on the wall is at the discretion of House Staff but a guiding principle is whether your Housemistress/Master would feel awkward showing their mother your room. If posters of naked or semi naked people were on display they would feel awkward, if tasteful posters of people in swimwear were, they would not.

No items are to be attached to the furniture of the rooms, ceilings or window areas. No drapes or items can be hung from the ceilings of rooms. These are a potential fire hazard.

## **Prefects**

The primary function of the Prefect Body is to support the running of the House and apply the agreed 'code of conduct' so that all Prefects are working towards strengthening the culture and ethos of the House.

Prefects revisit their 'code' annually and expand and endorse it through discussion. The outgoing Prefects hand on the mantle expecting it to be modified to suit the dynamics of the new body. There are however certain common themes that remain constant e.g. functional responsibilities (see code below).

## **Code of Conduct**

- Set a good example
- Be consistent
- Discuss problems

Reviewed May 2018

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- Treat everyone equally
- Be sensitive
- Earn respect
- Appreciate your position
- Be adaptable

### **Becoming a Prefect**

This is a three/four year process for most pupils. Performance from the Fourth Form onwards can contribute towards later successes. Applications for positions will be by letter and interview with the Housemaster/mistress, the Assistant Housemaster/mistress and one of the Senior House Prefects.

Currently, results are announced in the second half of the Spring term and the posts taken up, with colours awarded to the Head of House and House Captain after the Easter break. All other selected Prefects will 'act' for the Summer term, having shadowed the outgoing body for up to three weeks. Colours will be awarded from September. Pupils not selected may appeal through the Head of House and make an appointment to see the Housemaster/Housemistress. It is expected that all Upper Sixth pupils will have a role to play.

### **Prep**

Preparation is a time in the evenings (19.10 to 21.00) when private work is done by all pupils. Members of staff set this work on specific evenings. The time allowed for the work depends on age. In order to achieve excellent results at GCSE, AS or A2 level pupils must use this important time wisely and with determination and self-discipline. The Fourth Form pupils are closely checked and supervised in their Prep work. In the older years our expectation is that all pupils should be self-motivated and have no problems with their individual concentration and therefore the quality of their work should be excellent at all times. If there appears to be a problem with an individual girl or boy for instance they achieve poor assessment grades, then remedial action such as closer supervision can result as part of an academic action plan.

### **Private Study**

All pupils are responsible for signing in when in the Library. If they fail to sign in they are deemed not to have been there. Absences are reported on a daily basis to tutors via Reception. It is the tutor's responsibility to follow up and deal with any absences. Absences should be treated in the same way as for any other lesson and pupils should expect to be placed in Academic or School Detention.

For the Sixth Form private study takes place in House or the Library or in departments with the prior express permission of the Head of Department. Pupils with Private Study scheduled for period 6 may take an early lunch at 12.30.

Pupils taking fewer than four subjects at AS must report to the Library for their extra private study periods. During these periods pupils are expected to work quietly and attendance is treated the same as attendance at taught lessons.



### **Quad Area**

This is the area in the middle of the Boarding Houses where all boarders can meet during the day or evening.

### **Quiet Hour**

This is a time on Sunday evening when Prep can be done or be a time for pupils to organise themselves for the following week. It is 7.00pm to 8.00pm. Pupils are expected to be in their study bedrooms at this time. The Housemistress or House Tutor will use this time to see pupils about specific issues concerning the forthcoming week both of an academic and activity nature.

### **Records of Achievement and Student Profiles**

These are personal records which are kept by tutors about individual pupils. Pupils fill in their own records of their achievements and activities each term in consultation with their tutors.

### **Roll Call**

We try to keep these to the minimum but we do have a legal requirement to check your whereabouts at specific times during the day. Matron or the staff on duty check presence at breakfast each morning. During the school day tutors register in both the morning and the afternoon at 08.30 and 14.00. Each school activity also has a registering process. There is a formal house roll call at 19.00 each evening before Prep begins in the GCR. The final check is made at lights out. The procedures for Saturday afternoons and Sundays are different. There are specific times when roll calls are taken. Pupils are expected to be on time in the GCR for roll calls.

### **Room Satis and Inspection**

We have a wonderful housekeeping team who keep the house clean. It is your job to keep it tidy. However it is the responsibility of every resident to keep their own area tidy enough to enable the team to do their job. A tidy room is also the sign of a well organised person. It is also important as it is easier to operate each day with all the books, possessions etc that are necessary to succeed at school if everything is easy to find.

To assist the cleaners, on a weekly basis all items stored under the bed must be on the bed and all desks must be completely clear. This will enable thorough hoovering and dusting to be completed.

If there is anything not functioning correctly in your room you should report it to the matron or teacher on duty as soon as possible.

Matron conducts room inspections on a daily basis. The vast majority of pupils are excellent and are naturally tidy. However for those few who need a little help and encouragement Matron can issue a room satis which means a room is inspected more regularly with the pupil having to be present each time. In the worst case scenario a girl/boy will have to hand in her room key and will only be allowed to go into their room when it is opened by the Matron at certain times during the day or the room will be locked. This is a sanction we have never as yet had to use!

Day pupils' lockers are also regularly inspected and checked by Tutors for the same reason as stated above.

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**Showers / bathrooms/ toilets**

The aim is to allocate specific shower areas to named pupils. This means that it is the responsibility of pupils to keep their own shower areas tidy and easy for the cleaners to clean regularly. Towels and toiletries can be left in these designated areas. Everyone must only use their own shower area.

There is a designated toilet area for day pupils. There is also a toilet which is for Parents, Visitors and staff only in the Reception / Entrance area of the House.

**Signing Out and In**

All of the rules about being away from School are made for the pupil's safety and wellbeing. Pupils must always sign out when leaving the Boarding House and sign in when they return. The more pupils understand and respect these rules, the more freedom and trust they will be given. If pupils wish to go out during the day or at the weekend, other than on an organised activity, they must ensure that they have all of the permissions in place.

**Shoe polishing**

Culford School is in a beautiful, large rural park. There is a lot of walking to be done between buildings! Shoes will get dirty and will wear down quickly. As part of the keeping of their school uniform tidy and smart pupils are expected to keep their shoes clean and tidy. Matron will regularly inspect shoes. Cleaning equipment is available in the Matron's station downstairs if and when needed. Matron will insist that shoes which are damaged or worn out should be replaced. The cost will be added to the school bill.

**Sixth Form Centre**

This is an area near the boarding houses which is designated for Sixth Form use only. It is a common room/ coffee bar area with other facilities. It is open from 09.00 to 17.00 each day and in the evening from 19.00 to 22.20.

**Sports Centre**

This is open for use by pupils in the evenings at specific times. It is also used by pupils extensively at the weekends.

**Storage**

The House has a loft area. At the end of half terms or end of terms pupils can store items in the loft. All items must be in locked cases or a trunk. No boxes or open bags or unpacked articles can be left in the loft areas because of the risk of security or fire.

**Study Leave**

There are designated times in the year when external examinations are in progress when the Upper Fifth, Lower Sixth and Upper Sixth are allowed to take study leave. At all times the school provides structured revision sessions and places for quiet study so there is no compulsory examination leave. It is always optional. Permission from parents is necessary for examination leave. Pupils must fill in the necessary information form and they must adhere to the published rules and regulations concerning examination leave at all times

**Study bedrooms**

Pupils in the main share a twin room. In the Upper Sixth pupils have a single room. In the Fourth Form pupils may be in a triple or a quad dorm.

**Television/DVD**

Pupils are allowed to use House TV/DVD/ at social times. Only age appropriate entertainment can be viewed.

**Tour Guides**

All pupils in the Sixth Form enjoy taking visitors to the school on a school tour. This is organised on a rota basis and does not impinge on school academic studies.

**Tuck Shop**

The school tuck shop sells stationery, sports clothing, equipment and certain refreshments. It is located in Top Tennis in Main School.

**Tutor Group**

Every pupil belongs to a tutor group. The group meets at least twice each day. Registration is at 08.30 and 14.00. The tutor group is usually about 12 pupils from the same year group. On transfer to the Sixth Form pupils join a new tutor group of about 12 pupils. Every pupil has an individual tutorial with her tutor at least once every three weeks. Academic progress is discussed and in consultation specific targets or goals are set for the following three weeks.

## **Uniform**

The School's dress code must be followed and full details may be downloaded from the School's website. All regulation uniform and sports kit are supplied through Schoolblazer. When you join Culford you will be given the contact information and uniform requirements so that you can order online and have the uniform delivered directly to your home or your Boarding House. There is some flexibility in the first two weeks of school, as we understand that sometimes uniform items arrive late or do not quite fit as expected. In these cases your Matron or Housemistress/master will help you to borrow uniform while this is sorted out.

All pupils must look smart, be appropriately turned out at all times and wear the correct School uniform during the School day. The style of all pupils' hair must be moderate enough to avoid attracting undue attention. In addition, no pupil must colour his/her hair so as to attract undue attention.

All boys must be cleanly shaven each day. Boys who arrive unshaven will be sent to their Housemaster to shave. Shaving materials will be kept by Housemasters for this purpose.

Girls may wear discrete make-up and nail varnish is not allowed except in the Sixth Form. Nail varnish removal materials will be kept by Housemistresses for this purpose.

The wearing of jewellery is limited to: a simple chain with a discreet pendant suitable for a traditional office environment worn around the neck; a single pair of earrings suitable for a traditional office environment worn by girls, one in each ear through the lowest part of the earlobe. No rings may be worn. No bracelets may be worn. Sixth Form girls are allowed to wear a bracelet, a ring and also subtle nail polish.

Shirt Sleeve Order operates in the summer term when the Headmaster authorises. Permission to go to Shirt Sleeve Order is sought by the Senior Prefects. Only uniform items may be worn and the aim should be to remain smart. Shirts should be tucked in and sleeves either fastened at the cuff or rolled neatly above the elbow. Shirts should be opened at the collar, unless a tie is worn. If the shirt is open at the collar, no t-shirt or undershirt should be visible at the neckline. A tie must be worn if a boy wears a blazer. No jumpers may be worn. Full uniform should still be worn for official school occasions and visits, including games fixtures.

## **University Visit Forms**

In the Lower Sixth Form pupils are encouraged to arrange to visit up to three universities. This is with the permission of parents. Requests for absence of this type should be processed through Boardingware.

## **Valuable items**

All pupils are advised not to bring valuable items to School. Any items of value that you do have at school such as audio equipment or musical instruments should be insured. Whilst pupils are encouraged to manage their own finances and budget for themselves, large sums of money should not be kept in rooms and the Boarding Staff will help with setting up a bank account at one of the local banks.

## **Visitors - Pupils**

Pupils are allowed to visit all boarding houses. Only those of the same gender are allowed in bedroom areas, and it should be by invite.

## **Visitors- Adults**

All visitors must report to the person on duty in the House who will escort them to their destination. The person on duty may be a matron, a tutor, or one of the residents.

Reviewed May 2018

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## **Welcome/Induction Programme**

Every September we welcome our new pupils into Culford School. Arrangements for our welcome programme are published and sent to new parents and pupils. This “induction process” begins on registration with our Admissions Office and is “completed” by the beginning of the Half Term in the October of the first term after arrival. The process involves all the staff who are part of the team looking after a girl as she starts her career at Culford. It also involves fellow pupils as mentors. There are also specific organised social events and activities which are there to help all new pupils become settled and happy as quickly as possible.

## **What to bring to school**

The school clothing list describes all the essentials. In addition to this we encourage pupils to limit the amount of items because storage space is limited. All items must be named. Bedding is provided but we do encourage you to bring your own duvet covers and pillowcases. You may bring your own bedside lamp.

Pupils’ laptops are locked away at bedtime, except for sixth form. All electrical appliances should be PAT tested before they are brought to school. Standard 13 amp sockets are fitted in all rooms. No one should use extension leads in their rooms. Hairdryers must not be left plugged in when not in use. Storage in the House loft is limited to one trunk or two large suitcases per student and three overnight bags. No boxes are allowed in the loft space for fire safety reasons. All items must be labelled and secure (small padlocks to be used).

We do not store personal belongings of U6 pupils from overseas following their final A2 examinations prior to going to university.

## **Windows**

As part of security and energy saving pupils are asked to make sure that the windows are closed and locked if they are the last person to leave a common room. All windows can only be opened by a certain amount for security reasons. It is forbidden to climb in or out of windows

