

Whitaker 2015

# Culford Prep School Cadogan House

## Handbook for Boarders



## Welcome to Cadogan House

This booklet will hopefully answer all the questions you might have about life in Cadogan 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.

### Cadogan House People:

**Housemaster: Mr Brown**

Matrons

Resident House Staff

Non-resident Tutors

Cadogan Captains

Cadogan HouseCrew

### Cadogan House Pupils:

On arrival you will be greeted by Mr Brown 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

Housemasters Office Tel:

01284 385494

House mobile: 07598 748811

General house email:

[Cadogan@culford.co.uk](mailto:Cadogan@culford.co.uk)

Housemasters email:

[Stuart.Brown@culford.co.uk](mailto:Stuart.Brown@culford.co.uk)

### Pupil incoming call phone:

01284 385498 please note: 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 do I bring?

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

In addition to this, you need four or 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!

Other personal items that you need to bring are towels, toiletries, a shoe cleaning kit and your favourite books.

You may bring posters and calendars to help decorate your dorm and your own duvet cover and pillow case to help make your bed feel more homely – teddy bears are welcome! You can also bring technology and any other personal items – it is up to you.

Please be aware that we do not encourage extended use of electronics.

**PLEASE NOTE: EVERYTHING, INCLUDING PHONES, LAPTOPS & CHARGING CABLES, MUST BE NAMED AND CADOGAN HOUSE CANNOT TAKE RESPONSIBILITY FOR LOSS OR DAMAGE TO 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.

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

You can talk to any of the following people: Dorm friend, Cadogan Captain, Housemaster, Matron, Residential Staff, Independent Listener, Form Teacher, Head, 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. Mr Brown and the residential staff will help you to sort out the problem. There are also posters in the house with contact details of organisations who can offer further support.



## A to Z of Boarding Life

### A

#### Activities

You are expected to join in at least two activities after school during the week, plus participating in boarders' 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 on the online calendar 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 a cost for these activities which will be added to the end of term bill. Look at our calendar to see what kind of activities take place.

#### 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 pupils will be listened to in order to sort out the problem.

If you are a bully you must expect there to be consequences, 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, brush hair and get dressed
- 7.25am Breakfast
- 7.50am Brush teeth and tidy dorm
- 8.15am Go to School

### Bedtimes Lower Prep

- Before 7.45pm Shower
- 8.15pm "FOG" time  
(Feet off Ground,  
reading quietly)
- 8.30pm Lights out

### Upper Prep

- From 7.45pm Shower
- 9.00pm FOG time
- 9.15pm Lights out

All electrical items must be handed in before 8pm (Lower Prep) and 8.30pm (Upper Prep).

## Birthdays

A birthday cake can be arranged for you. Your parents can email Cadogan directly if they would like a Cadogan member of staff to purchase a cake for you to share with your friends.

## Boarding Crew

There are third form pupils who take on extra responsibility in the house. They are Captains of the house and heads of the house families supporting the Housemaster in the running of the house. They are also able to support the new and younger boarders and will help to organise the house families.

## Breakfast

We go to breakfast in Ashby at 7.25/7.30am on weekdays and 8.30am on Saturdays. On Sundays, toast and drinks are available in Cadogan House until we go to brunch at around 9.30am.



# C

## Calendar

A Culford School calendar is online and can be accessed by parents and pupils. This gives details of all School events on a daily basis as well as our weekend activities

## Church Services

There are Church services in St Mary's Church in the school grounds.

## Common Rooms

There are two Common Rooms in Cadogan where you can watch the television or a film, play games, 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

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/Gmail is not allowed. You will be given a school email account: [firstinitialsurname@culford.suffolk.sch.uk](mailto: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.

There is an on-call bell for you to ring in the night. The medical centre is always open. If you need to see a doctor an appointment will be made for you. Matron or another member of staff will attend these appointments with you if necessary.



## 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/ PSP Games

Boarders are welcome to bring in their own DVDs or PSP games. Please ensure that they are clearly named and age appropriate. DVD 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:

House Office: 01284 385494

Cadogan mobile: 07589 748811

Prep Office in School Hours: 01284 385383

## F

### Footwear

All footwear should be clearly named and kept tidily in your rooms. You should clean your shoes regularly.

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

### FOG Time

This means “Feet off Ground” time and is a quiet time when you start to settle for the night and those who are tired can fall asleep. After you are ready for bed you are expected to read quietly in bed for fifteen minutes.

## G

### Games Kit

Games kit may be purchased from the School outfitters Schoolblazer  
[www.schoolblazer.com](http://www.schoolblazer.com)

You will need to set up an account and add measurements for the pupil. Uniform will be sent to you or to the boardinghouse. If additional kit is required, matron can order for you and the cost added to the end of term bill. However, permission must be given first prior to any uniform being ordered.

Each individual item should be fully named, preferably with sew-on nametapes. Games kit is kept in the dorm and needs to be washed regularly. It is important that all boarders have swimming kit available for any wet weather games days and weekends.



### 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 or black hair-ties or ‘scrunchies’.



## Homely

We try to make the house as homely as possible with comfortable furniture and excellent leisure facilities. They need to be looked after.

You can bring your own pillow and duvet covers, although school do provide them. You are also encouraged to decorate your own notice board near your bed. Most pupils also have soft toys and other personal items but they must be kept tidily in your area.

We encourage pupils to identify a resident member of staff that they are most comfortable talking with regarding any problems. In addition, there are house families within the boarding community. The house families work as a team in the house and support each other. There are also opportunities to earn points as a family and there is a reward at the end of each term.

## 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 practice your instrument either before tea or after prep.



## J

### Journeys: permission for...

You might be invited to spend a weekend with a friend. If this happens we need written permission by email 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 the House Office on 01284 385494 or message the mobile: 07589 748811.

### 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 school, a taxi to and from airports for holidays. Please have all flight details when asking. An email will be sent out outlining the dates when this information is required.

## 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.

## 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 will wash some items in the house for you. It is all placed in your own personal box in the laundry 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 the Laundry room. Pupils are advised to check their property regularly and to be responsible for their own belongings. They are also encouraged to hand in any stray items and check lost property regularly. 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 or biscuits 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 & Medical Centre

The Housemaster and House staff deal with all initial medical issues. There is a medical centre on-site and we have 24 hour access to a Nurse if needed.

Some basic medicines are kept in the office and can be given by the member of staff on duty. All medicine must be handed in to the Housemaster/Matron so it can be logged.



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## 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 the office before 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. To respect the privacy of all, video calls should not be made in bedrooms or bathrooms

## 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. It is very important that you also share any worries or problems you have at an early stage so we can help you to deal with them before they grow!

# P

## Privileges

There are a series of rewards and privileges.

Housefamily points are given to all for tidiness, politeness and helpfulness

Privileges will be taken away as a consequence of poor 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 safe. £7 per week is a rough guide for full boarders' pocket money, although on shopping trips or when buying food more may be taken. Should your parents wish you to take out more then they must give permission in writing to us.





## Prep (Homework)

Prep is set every night of the school week and is often 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.

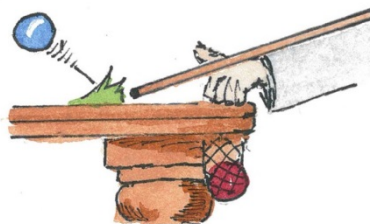
Prep is supervised by day and boarding members of staff.



## Q

### Questions

If you have any questions, please talk to a member of staff, a buddy or an older pupil.



### Quiet Time

It can feel like a busy place with little time for you to be alone. Some children don't like being alone but others need to and we respect everyone's individual needs.

Bedrooms should be quiet places generally but we can always find you somewhere quieter to go if you need some time alone or some quiet time.

# 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 ~~any~~ requests.

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

Mobile: 07598 748811

## Responsibilities

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

**Matron will help you with laundry and finding lost belongings. She also helps with welfare and cleanliness of pupils and the house. She runs a dorm and personal area competition and gives rewards for clean and tidy areas.**

**Resident Staff on Duty** are responsible for the safety and care of all pupils whilst on duty. They carry out their duties as requested by the Housemaster.

**Housemaster:** Mr Brown has overall responsibility for welfare, happiness, safety, and supervision of all children in the house.

**Deputy Housemaster:** will have

responsibility of the house in the absence of the Housemaster parent as well as monitoring the academic progress of boarders.

# S

## Slippers

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

## Shoes

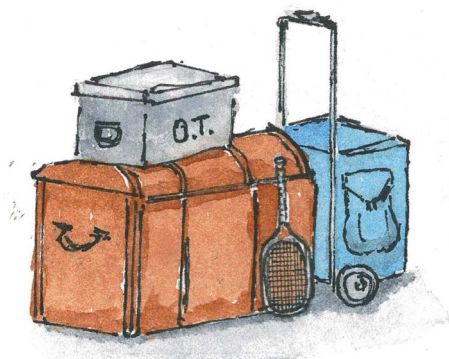
All school shoes are to be black, leather, and able to be polished. For girls they should be comfortable and functional and not a fashion statement.

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



## Sweets and treats

We have sweets and treats (Tuck) on weekends only. You may keep a SMALL selection of sweets in the tuck cupboard in ONE clearly named box provided by Cadogan. Fruit is always available but food may not be taken to the dormitories.



## T

### Television

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.

If you are watching something on your laptop it should also be age appropriate. You may be asked to show what you are watching.

## U

### Uniform

Uniform lists are issued at the beginning of every year, and items should be bought from the School Outfitter Schoolblazer. [www.schoolblazer.com](http://www.schoolblazer.com)

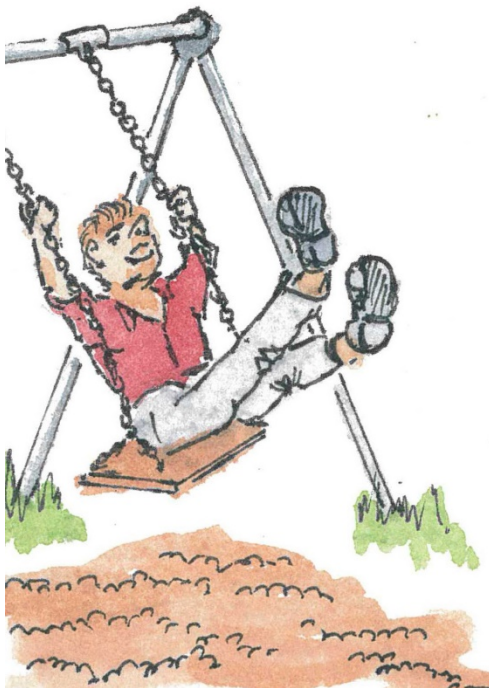
## V

## 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 mid-week so that necessary arrangements can be made.

**Happy Boarding!**

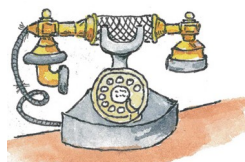




# Culford

Preparatory School

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The fun illustrations in this booklet about life in Cadogan House were created by William Hotchkiss, father of former Matron, Odette Tattersall.