

BOARDERS' INFORMATION BOOKLET



Edwards

HOUSE

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Housemaster's WELCOME



Hello! I'm Mr Sutcliffe and I'm the new Housemaster at Edwards House. We are thrilled to have you join our community. I also teach Sport and Learning for Life at Culford, so it's likely I'll teach many of you too. I'm always here for a chat, whether you're feeling a bit overwhelmed, have questions about boarding life, or just want to talk about your day. I look forward to meeting you soon, it's going to be a brilliant year!

I would like to introduce Mrs Sarah Shoesmith as your Deputy Housemistress. She teaches biology and is an integral part of our House.

Our wonderful Matron, Emma O'Brien, helps take care of our community. She moved to Norfolk about 20 years ago and lives in Thetford with her husband, two grown up daughters and their rescue dog Hugo.

In her spare time, Emma loves to bake cookies and enjoys long forest walks with Hugo. She will be in the House from 8:30-17:00 Monday to Friday and alternating Saturdays.

As Housemaster, a team of tutors join me to ensure the welfare of you and your friends. Tutors are the big link between home and school, so if you are ever struggling with your academics or anything else, please reach out to us. As well as this, we also have a team of CulfordVI Prefects, led by the Head of House, Max C, who is always available to give you support. If you would like to bring any items to make your space more personable such as bedding or posters, feel free to do so.

House staff have offices situated near the common room, so feel free to pop in at any time if you need anything. My email address is GSutcliffe@culford.co.uk and I can be contacted by your parents or guardians on 01284 385453 during term time. I hope this booklet will provide you with some information to help you navigate boarding life at Culford.

Gideon Sutcliffe
Edwards Housemaster

BOARDING Accommodation

Edwards House is full of energy! It's the perfect space for you to grow, learn, and make memories that will stay with you forever.

Boarders

Boarders live on the ground and first floor of the building. Fourth Form to Lower Sixth boarders have shared rooms, while Upper Sixth boarders have single rooms. Each room has a desk, bed, lockable storage and space for clothes and luggage. If you don't manage to fit all your luggage in your room, we have a loft where we can safely store it.

Kitchens

There is a kitchen to cook delicious meals and make drinks with your friends. Please keep the kitchen tidy and make sure the equipment is returned to its original home after use. We will always have basic food items such as bread, cereal and milk stocked in the kitchen in case you get hungry between school meals.

Common Room

Our Common Room is a fantastic space for relaxation. Here, you can unwind after the school day and socialise. We also use the Common Room as a meeting point.

Your Address at Culford

Edwards House
Culford School
Culford
IP28 6TX
UK

Any parcels or post sent to you will come to the House.

Duty Office: 01284 385453

SCHOOL Day

Registration

Registration is necessary by legal regulations in all British Schools and helps us create a safe environment. We have two registration times each day, at 08:30 and 14:00 in tutor groups. At Culford, we place a high value on punctuality, and lateness is not considered acceptable. If you are late, we kindly ask that you notify us in advance through email or by calling the Duty Office. Upon arrival, pupils must sign in at Reception.

Timetable

Monday to Friday

- 07:00** Wake up - alarm clocks help!
- 07:30** Breakfast in Ashby
- 08:30** Registration with tutors
- 08:45** Lessons 1-3
- 10:45** Morning break in Houses or outside on the field when the weather is dry
- 11:10** Lessons 4-6
- 13:10** Lunch
- 14:00** Afternoon registration with tutors
- 14:10** Lessons 7-8
- 16:00** Activities
- 17:20** Buses depart for day pupils, or your parents can collect you
- 18:00** Supper – please go to Ashby at 18:00
- 19:00** Supper for those that have had sports academy sessions
- 19:30** Roll Call in House
- 19:40** Prep begins for all year groups. If available, Upper Fifth and CulfordVI can go to the library to do their prep

Saturdays

- 07:30** Breakfast is served in Ashby
- 08:40** Registration with tutors
- 08:50** Lessons 1-3 begin
- 10:35** Morning break in houses or outside on the field if the weather is dry
- 10:55** Lessons 4-5
- 12:05** Lunch: times may vary depending on sports fixtures. If you have been selected to participate in a fixture, you should check the timings on that day
- 18:00** Supper
- 19:30** Roll Call in House



Bedtimes

You should be back in your House 30 minutes before lights out.

Fourth Form 21:30

Lower Fifth 21:45

Upper Fifth 22:00

Sixth Form 22:30

Lights Out Times (Weekdays)

Sundays

- 10:00** Brunch
- 11:00** Roll Call in House
- 14:00** Lunch
- 18:00** Supper
- 19:30** Roll Call in House
- 19:45** Quiet time in rooms

If there is an activity on the Sunday which requires transportation, then please be at the North Front for 11:15.

A-Z



A

Activities and Free Time

You can choose different extra-curricular activities each term to develop your skills. Fourth Form and Lower Fifth sign up for an activity every day, while Upper Fifth have one afternoon off each week. CulfordVI sign up for two activities a week. On a Friday, we have House Activities and House Assemblies.

Alcohol

Alcohol is allowed only for CulfordVI on special occasions, supervised by staff. At all other times alcohol is not permitted on the school site including the Boarding House. It will be taken very seriously if you are found to have alcohol in your possession or to be associated with it.

Ashby

Ashby is the dining room where you will have all your meals. There is a vast selection of delicious foods from around the world on offer.

B

Borrowing

Please do not borrow or lend clothing, money or other possessions.

Bullying

The Houses are a community where you should feel safe and happy. Bullying will not be tolerated and will be treated very seriously by the House staff.

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C

Cars

If you pass your driving test during CulfordVI you can get a permit to have your car at school. Please see Mr Rackowe, Head of Sixth Form, who can explain how to register your car at school.

Clothing

Laundry is sent off Monday to Friday and returns usually within a couple of days. Your clean laundry goes on your shelf in the Matron's Room.

Please change your bedding every week, Matron will let you know when to do this. All garments must be suitable for machine-washing and tumble-drying. All your clothing and bedding needs to be clearly marked with your name. If you have any more questions on this, just ask your Matron.



Cleaning

Your rooms are cleaned Monday to Friday. Please keep your room and bathroom tidy so that they can be hoovered and cleaned. There are rewards for tidy rooms!

Commendations and Sanctions

Benefecits are awarded to pupils who show a good attitude to learning and excellent class work or prep. In the House, you can receive a benefecit for helping Matron, having a really tidy room, or helping others.

A non-satis may be issued if there is dissatisfaction with work, behaviour, dress, attendance or punctuality. A non-satis could also be issued in the Boarding House for a number of reasons, including an untidy room, being late to Roll call, not attending meals or rudeness to House staff.

Everything is recorded on the school system and your Housemaster, tutor, Head of Department, Deputy Head and the School Office will be aware of these.



A-Z

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D Damages

In a busy school environment, incidents of damage are likely to happen at times. If you come across any damage, please inform the house staff. Any damages resulting from poor behaviour will incur charges.

Duties

As a boarder, it is important that you help to keep the House tidy and clean so it is nice for everyone. This includes being part of House rotas, keeping your room tidy and completing the weekly tasks that help our cleaners.



E Electronics

From Sunday night until Friday night, all pupils except CulfordVI give in their electronic devices before bed and are able to collect them from 07.30 the next morning. You can keep your devices on a Saturday night.

Emails

You will be given a username, password and school email address when you arrive. This helps you to communicate with parents, guardians, other pupils, staff and friends both inside and outside school.



F Fire Alarm

If you hear the fire alarm you must leave the building immediately. At night make sure you are wearing shoes and do not take your duvet. Please wait outside until a member of staff tells you it is safe to go back in.

A-Z

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G

Going Out

Signing in and out is very important - if there is ever an emergency we will need to know where you are. We have a signing out system that we will explain to you in person. You can also sign in and out using the tablet in Reception.

Boarders can go off-site with friends or family if they have the written permission of their parents and Housemaster. Please organise this at least four days in advance.



Google Classroom

There will be a House Google Classroom and a boarders Google Classroom for you to join. Important and useful information will be posted there, so please utilise this!

H

House Security

The House is locked every night. You will be made aware of the code when necessary and it is important this is not shared. Please remember to turn off the lights and close windows in your studies when you are leaving. Please ensure expensive items are safely stored away.



Health Centre

If you feel unwell during the day, you should go to the Health Centre where our fantastic team will take care of you. It is open 08:00-18:00 Monday - Friday, and 08:30-12:30 on Saturday. If you feel unwell after school, on the weekend or at night, there are staff members living in the House who can help you. Any medicine you bring from home should be shown to your Matron as soon as you arrive.

A-Z

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K

Kitchen

In the evenings you can make toast and get a warm drink, or use the microwave in the kitchen. You are welcome to cook food at weekends with the permission of House staff.

L

The Library

The library is open:

Monday - Thursday until 21:00

Friday until 17:00

Saturday until 12:15

In the evening, please let the member of staff on duty know if you are going to the library.



The Loft

This is on the top floor, for storing your suitcases. Please try not to bring lots of new items to school after the holidays as the storage is limited. Everything in the loft should be in a closed bag, box or suitcase and clearly named.

Lost Property

Please look for any lost items in the lost property areas, there is one in the House kept by Matron. There is also another lost property area in the Sports Centre and one in Main School.



M

Money and Passports

Please do not bring large amounts of money to school. If you do keep money in your room, please put it in your lockable cupboard. Passports should be given to House staff to keep safe.

A-Z

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P

Paddy & Scott's

The CulfordVI café is open during the week at lunchtime and on a Friday night for pupils to visit with their friends.

Performance Sport

Lots of pupils do extra sports sessions outside of lesson time. Please speak to House staff if you need extra support with food, organisation or anything else.



Prefects

Prefects are a group of Upper Sixth pupils who organise activities and help out within the house. They are chosen by their Housemaster because they are helpful, caring and trustworthy people who want everyone to feel as comfortable and happy in their house and at Culford as they can.

Prep (Homework)

After the evening roll call you will have time to do your prep in your room. Pupils in Upper Fifth or above can go to the library.



S

Security

Your bedroom has built in cupboards and lockable storage to keep your belongings safe. Each bedroom has a Salto key which you are responsible for. There is a fee for lost keys, so please take good care of them.

A-Z

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Smoking and Vaping

Culford is a non-smoking site. Pupils, staff and visitors are not allowed to smoke or vape on site. If you have cigarettes or a vape in your possession and you are discovered smoking on the premises, please expect a punishment.

Snacks

Fruit and biscuits are provided in the House during the day. If you would like to bring your own snacks, please keep them in a food container in your room.



Sports Centre

You are welcome to use the sports centre after school, including the swimming pool and gym. For more details, please talk to the House staff or visit the sports centre to discuss.

Social Events

Throughout the course of the year, different year groups will be invited to attend social events in the House and school. A list of these can be found in the online calendar. Make sure you bring some party clothes to school for these events!



SOCS

This is the programme you will use to look at your timetable, view activity lists and check the details of sports fixtures and teams.

A-Z

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T

Takeaways

If House staff give permission, you are allowed to order a takeaway on Saturday nights. Takeaways should not be ordered at any other time.

Taxis

Taxis can only be booked by house staff and all trips off-site must be authorised by them with a minimum of 48 hours notice.

Tutor

Your tutor will be available during morning and afternoon registration to help you with any problems you may have. You will also have regular meetings with them to talk about your progress, which is a really beneficial time to ask any questions or raise queries.

U

Uniform

All pupils must look smart, be appropriately dressed at all times and wear the correct school uniform during the day. Please talk to your Matron if you have any problems with your uniform.

A-Z

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V

Visitors - Pupils

You are allowed to visit all boarding houses, and day pupils are also allowed to visit you. Only those of the same gender are allowed in bedroom areas, and it should be by invitation.

Visitors - Adults

All visitors must report to the person on duty in the House, where they will be escorted to their destination. This includes friends and relatives of boarders.



W

Washing Machine

The washing machine is available for CulfordVI boarders to use. All other boarders should speak to Matron if they need to use it.

Wifi

You will be able to access the wifi after your IT induction. Your tutor will be able to tell you more about this. If you need to use the House phone, just ask the House staff.





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I will always have the
fondest memories of my
time in Edwards.

SCHOOL Uniform

Fourth Form & Fifth Form

Uniform List

- School blazer
- Trousers, charcoal, classic cut
- School jumper
- Cotton chambray shirts
- School tie
- School scarf
- Polishable black leather shoes (not boots, suede or buckled)
- Charcoal grey socks

Coats

- Only Culford branded coats are permitted please. These can be purchased from the same site as your school uniform: My School Blazer.

Hair and Headgear

- All pupils should have tidy, neatly brushed hair, which should be a natural colour.
- No hats or headgear should be worn with school uniform, except by special permission from the Assistant Head Pastoral on religious grounds.



CulfordVI

To better prepare Sixth Form students for the modern workplace in the 23/24 academic year, we've updated clothing guidance. A full formal suit, in line with the main uniform, remains mandatory, reflecting Culford's professional environment. Occasionally, students can opt for separates to emulate a more informal work setting. This offers flexibility while upholding our school's values and culture.

Main Uniform

- All students are required to wear a full formal suit as per main uniform guidelines
- Shirts; you can wear white or plain coloured shirts, formal design suitable to be worn with a jacket and tie
- V-neck fine knit jumper, plain colour
- Smart shoes; a pair of black or brown, polishable, leather, classic style and optional suede or leather loafer

Informal Attire (Occasional)

- Separate trousers allowed with jackets/blazers of different colour or plain design
- Sober colouring for trousers
- Chinos or smart trousers allowed, must be ankle length and professionally cut
- No denim or informal fabrics permitted
- Male students are expected to wear ties, colour and style can be chosen within professional boundaries



Headgear

- No hats or headgear to be worn with normal school uniform, except with special permission from the Deputy Head Pastoral on religious grounds.

Jewellery

- One plain ring on the hand
- No necklaces (except a plain single-stranded necklace), bracelets, festival or friendship bangles are allowed
- No facial studs/rings are permitted

Hair

- All pupils should have tidy hair with a natural colour
- Hair clippers are not allowed in school



Meet OUR TEAM



Gideon Sutcliffe

Housemaster

Hello! I'm the new Housemaster of Edwards House. With one child at university and another in the Sixth Form, I hope to bring a wealth of personal and professional experience to this role. I teach Learning for Life and Sport, and you'll often find me out on the sports field. I want Edwards to feel like a supportive and dynamic environment for all pupils, where you can grow academically and personally.

GSutcliffe@culford.co.uk



Sarah Shoesmith

Deputy Housemistress

I live at Culford with my family and two dogs. I'm married to Mr Shoesmith, the Head of Outdoor Education at Culford. We moved here from Zimbabwe just over two years ago and received the warmest welcome. Our main passion is outdoor activities like hiking, mountaineering, biking, sailing and kayaking.

SShoesmith@culford.co.uk



Emma O'Brien

Matron

I moved to Norfolk about 20 years ago and now live in Thetford with my husband, two grown up daughters and our rescue dog Hugo. In my spare time, I enjoy baking cookies and taking Hugo for long walks around the beautiful Suffolk forests.

Edwards.matron@culford.co.uk



Andrew Bechmanis

Resident Tutor

Welcome! I am one of the English teachers and the resident tutor of Edwards, despite living in Fitzgerald House. I will be on duty each Tuesday and the occasional Sunday. I like climbing and caving, especially in the flatness of East Anglia, and play classical guitar.

ABechmanis@culford.co.uk



Andrew Nunn

Tutor

I am starting my fourth year in Edwards and look forward to welcoming the new and old faces into the House this year. I also teach geography to those of you lucky enough to have me as your teacher too. I am a keen football fan, supporting Tottenham and I play a lot of golf in my spare time - mastering the trick of hitting the balls in every lake on the course.

ANunn@culford.co.uk



Steven Hirst

Evening Tutor

Hi! I'm the Head of EAL here at Culford. Having lived and worked in a few different countries, I know how difficult it can be sometimes moving and integrating into a new environment so I'm always available for a chat. My hobbies include running and travelling, and I often try to combine these two hobbies. So far I've run half-marathons in five different countries and hope to do more!

SHirst@culford.co.uk



Useful CONTACTS

Mr Gideon Sutcliffe - Housemaster - GSutcliffe@culford.co.uk

Mr Dom Ford - Head of Boarding - DFord@culford.co.uk

Mrs Sarah Shoesmith - Deputy Housemistress - SShoesmith@culford.co.uk

Mrs Emma O'Brien - Matron - Edwards.matron@culford.co.uk

Miss Becky Davison - Head's PA - hmpa@culford.co.uk

Health Centre - medical@culford.co.uk

Ms Ruth Radlett - Mental Health Lead - RRadlett@culford.co.uk



Let's stay in touch

Culford School
Bury St Edmunds
Suffolk
IP28 6TX
Main Reception: 01284 728615