



Jocelyn HOUSE

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Housemistress **WELCOME**



Hello, lovely pupils of Jocelyn House! I'm Kirsty Varley, your new Housemistress and art teacher here at Culford. I'm pretty new here, but I have received the warmest welcome, which I want to ensure you have. If you're ever finding things overwhelming or want a friendly chat, I am always here. I'm confident this year will be filled with many amazing moments, and I look forward to seeing you all grow as individuals.

I would like to introduce Mrs Harriet Walachowski as your Deputy Housemistress. Mrs Beth Masterman is Culford's new Head of Psychology and she is the Resident Tutor in Jocelyn. The House Matron is Alison Kirkham who has worked in Jocelyn for many years. You will see them around, and they are always on hand to chat with you and offer any support needed.

As Housemistress, 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, Olivia C, who is always available to give you support.

If you would like to bring any items to make your space more personable, feel free to do so! Many pupils have fairy lights (but please do not bring the LED ones on a strip) and photos as there are big notice boards in your rooms which can be decorated. If you would like to bring your own duvet cover that is fine too.

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 KVarley@culford.co.uk and I can be contacted by your parents or guardians on 01284 385473 during term time. I hope this booklet will provide you with some information to help you navigate boarding life at Culford.

Kirsty Varley

Jocelyn Housemistress

BOARDING Accommodation

In Jocelyn House, we believe in being caring, supportive and empowering. This is a space for you to grow and make friends with young women from around the world.

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 of 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

Jocelyn House
Culford School
Culford
IP28 6TX
UK

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

Duty Office: 01284 385473

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.

A-Z

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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

Beneficents are awarded to pupils who show a good attitude to learning and excellent class work or prep. In the House, you can receive a beneficent 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 Housemistress, tutor, Head of Department, Deputy Head and the School Office will be aware of these.

A-Z

continued...



C

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A-Z

continued...



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 Housemistress. 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 continued...



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 continued...



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 Housemistress 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

continued...



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

continued...



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 continued...



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.





Jocelyn has helped me discover who I am and where my passions lie.

SCHOOL Uniform

Fourth Form & Fifth Form

Uniform List

- School blazer
- Blue shirt with revere collar
- Jumper, navy V-neck, long sleeved
- Culford trousers
- Culford tartan skirt
- Culford School scarf
- Shoes Black/Polished leather, classic style, two inch heel maximum
- Navy tights or socks

Jewellery

- 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 or bracelets may be worn by pupils in Fourth Form and Fifth Form.
- No nail polish is allowed to be worn by pupils in Fourth Form and Fifth Form.



Coats

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

Hair

- All pupils should have tidy, neatly brushed hair, which should be a natural colour.

Headgear

- 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 and blouses are mandatory, requiring collars
- Smart shoes are required; suede allowed, no thick-soled trainers or boots
- Jewellery should be kept to a minimum of one bracelet and one pair of earrings

Informal Attire (Occasional)

- Separate skirts or trousers allowed with jackets/blazers of different colour or plain design
- Sober colouring for skirts/trousers
- Chinos or smart trousers allowed, must be ankle length and professionally cut
- No denim or informal fabrics permitted
- Smart shoes are required; suede allowed, no thick-soled trainers or boots



Headgear

- No hats or headgear should be worn with school uniform, except by 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 and Make Up

- All pupils should have tidy, neatly brushed hair, which should be a natural colour



Meet OUR TEAM



Kirsty Varley

Housemistress

Hello! I am Mrs Varley, the new Housemistress of Jocelyn, joining from Yorkshire. As an experienced art teacher, I bring creativity and passion to my new role. My two children will also be attending the school, making this transition a family affair. Jocelyn is a supportive, inspiring and welcoming environment, and I look forward to welcoming you into our home.

KVarley@culford.co.uk



Harriet Walachowski

Deputy Housemistress

Welcome! I have been teaching at Culford for four years. I am a teacher within the chemistry department as well as Head of Learning for Life. I live in Jocelyn with my husband Jason and my little girl Lily. We also have four rabbits Percy, Barney, Oscar and Albus who live on site with us. I am a huge advocate for women's involvement in sport and I currently sit on the management committee for Ipswich Rugby Club, Suffolk Rugby Union and Eastern Counties Rugby Union.

HWalachowski @culford.co.uk



Beth Masterman

Resident Tutor

Hi there, I am joining Jocelyn after moving here from Durham. I'm the Head of Psychology at Culford, so I hope to bring a nurturing approach to my role. I bring expertise and a nurturing approach to my role. Your wellbeing is incredibly important to me, so come and have a chat whenever you like!

BMasterman@culford.co.uk



Alison Kirkham

Matron

I live with my family in Thetford and have worked in Jocelyn for two years. I enjoy reading, walking my dog, going to the theatre and the cinema. I also like to travel and have worked all over the world. My favourite countries so far are Japan and Canada.

AKirkham@culford.co.uk



Freddie Clyne

Evening Tutor

I have been at Culford for two years as a PRE teacher and am looking forward to starting in Jocelyn this year with such a lovely group of people. In my spare time I enjoy reading, skiing, hiking and cooking. I have spent a lot of time abroad and I was lucky enough to spend two years living in Japan. I always love hearing about people's experiences around the world so feel free to come and have a chat!

FClyne@culford.co.uk



Useful CONTACTS

Mrs Kirsty Varley - Housemistress - KVarley@culford.co.uk

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

Mrs Harriet Walachowski - Deputy Housemistress - HWalachowski@culford.co.uk

Mrs Alison Kirkham - Matron - AKirkham@culford.co.uk

Mrs Beth Masterman - Resident Tutor - BMasterman@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