Culford

Senior Boarding
Pupil Handbook

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Mission Statement

It is our mission to unlock the potential of every child and to develop lifelong values and a love of learning within a community that strives for excellence and nurtures compassion and resilience.

Vision

The School aims to be an internationally recognised independent boarding school that stands out as a leader in innovation placing a focus on nurturing the individual to fulfil their unique ambitions as global citizens contributing to a strong and sustainable future.

Engendering Confidence and Independence Through Boarding

Culford believes that a full boarding ethos offers the best environment within which every young person can realise their ambition as we provide the scope and the time to offer extraordinary opportunities. We are committed to providing children with outstanding boarding provision and facilities encouraging boarders to develop their independence in a secure and supportive environment. Boarders from the United Kingdom and around the world make our diverse boarding houses exciting places to grow and learn, offering the chance to appreciate, comprehend and contribute to the world and infinite opportunity that lies beyond the school gates.

1. Statement of Boarding Principle

The following are the nine principles upon which boarding at Culford is based;

1. Boarding Houses create homely communities led by experienced teachers; Boarding is an integral part of Culford school life.
2. The development of the whole person and the communication of our schools' values are vital.
3. Being an open and trusting school, boarding is based upon mutual respect for all its members.
4. Each pupil has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying.
5. There is equality of opportunity and respect for all Boarders, regardless of ethnicity, religion, culture, gender, sexuality or disability.
6. Although living together, Staff and Boarders acknowledge the right of each other's privacy, whilst promoting a safe, secure and nurturing community.
7. Each Boarder has the right to extend his or her intellectual growth in an atmosphere of positive encouragement and in conditions that are conducive to learning.
8. All Boarders should be able to develop physically, spiritually, intellectually, morally and socially.
9. Despite the possible distance separating Boarders from their families, links with parents are seen as an indispensable part of the support and development of Boarders.

2. Boarding Aims

Pupils and Staff aim to have:

- Respect for ourselves, others, belongings and the environment in which we live
- Understanding of the responsibilities and pressures of others within the Culford community and beyond
- A foundation of trust in positive values
- Have courage in our approach to honesty
- Display gratitude for acts of kindness by others
- Be proactive and positive about our lives
- Challenge unhelpful thinking

3. Management and Development of Boarding

The Head has overall responsibility for boarding with the support of the Deputy Head, Pastoral and Boarding, the Bursar and the Assistant Head (Safeguarding and Wellbeing)

Deputy Head, Pastoral and Boarding

The Deputy Head, Pastoral and Boarding is responsible for the overall management of boarding working with the support of the Bursar, the Assistant Head (Safeguarding and Wellbeing), the Housemasters/Mistresses (HsMs) the Senior Matron and the Head of Facilities.

The Bursar is responsible for the buildings, furnishings and equipment as well as the management of the ancillary staff who provide domestic help with cleaning, catering and laundry as well as a team of maintenance staff.

Day to day management of the houses is the responsibility of the HsMs, Matrons and the Deputy Head, Pastoral and Boarding and the Assistant Head (Safeguarding and Wellbeing). Senior boarding staff are knowledgeable and experienced and have undertaken regular training in the management and practice of boarding. They use this to ensure that Boarders' welfare is safeguarded and promoted.

Matron

The Matron plays a very significant role in the management of the House. They work closely alongside the HsM and Deputy HsM to ensure that we provide a positive experience for all boarders and that the House runs smoothly in terms of maintenance and cleanliness. The matron should be the first point of contact for boarders.

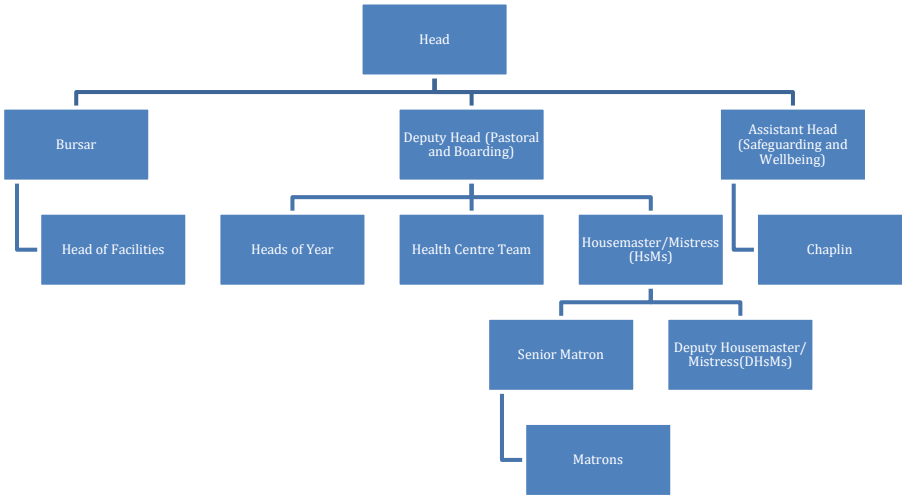
Their hours are from 08:30 to 17:30.

The matron is responsible for liaising with the Health Centre over the health of the pupils' house and for coordinating the work of the housekeeping staff.

Assemblies

There will be a 15 minute House Assembly between 16:05 and 16:25 each Friday. This is an important time as your HsM or Head of House will have important information to share with you. If there is no House Assembly, for example if there are examinations taking place, then this will be communicated to staff.

Boarding Management Structure



4. Inclusion, Equality and Diversity

Culford boarding community recognises the benefit of having a diverse community in which individuals value one another and appreciate each other's contributions. Every member the boarding community

and indeed the school community are of equal value and Culford is committed to equality of opportunity for all and with regard to the protected characteristics set out in the Equality Act 2010; or an individual's cultural background, race, religion or belief, linguistic background, educational needs, gender reassignment, disabilities, academic or sporting ability. These factors are taken into account whilst caring for our Boarders and day pupils so that staff can ensure care is sensitive to different needs and an inclusive culture is promoted within the school.

5. Boarding Accommodation

Culford has a thriving Senior Boarding Community which is made up of four Houses. Jocelyn and Fitzgerald are for girls and Edwards and Cornwallis are for boys. Each House is run by a HsMs, with a pastoral team that includes a Deputy HsMs (Cornwallis and Edwards), Matron, Tutors and visiting tutors and Cleaners. The extended boarding team include the Health Centre Team, Chaplin, Assistant Head (Safeguarding and Wellbeing), Heads of Year and Deputy Head, Pastoral and Boarding.

Rooms are allocated and Boarders are able to express a preference with whom they share a room. HsMs will discuss with parents, the child, other Boarders and their parents who may need to be consulted where any special requirements are identified. The school will do its utmost to support these requirements where it is able.

Food is prepared, by an external catering company, and eaten in Ashby Dining Hall. Boarders' religious, cultural and dietary needs are catered for by the catering company.

Boarding Houses organise special evenings and celebrations throughout the year. These include a House Formal, Holiday celebrations, BBQs, themed meals, Sixth Form social activities and many more.

Common Rooms

Each House has a common room. It is where Boarders meet for roll call. Pupils should take plenty of care of their common room. It is a place for them to relax with their friends and it is important that it is left clean and tidy at the end of each day.

These rooms are used by all pupils, Boarders and Day, during break times, lunch and after the end of school. Boys and girls are allowed in each other's Houses at lunch times and only from 16.15 onwards weekdays and 12.15 onwards on Saturdays and from 11.00 on Sundays.

Bounds

The following areas are out of bounds to all Senior School pupils from 8 am until 5:30 pm:

- Any area beyond the North Front car park heading west, past the cricket fields
- Beyond the Church
- All woods
- Prep School, including playing fields
- The estate's yard
- The churchyard
- The cellars in Main School

Swimming, or entering the water, is not permitted in the river or lake.

Bounds are at all times limited to the school grounds. Day pupils may not go off-site during the School day. If a pupil has an appointment, they must sign out at reception.

Boarders

If boarders want to follow the footpaths beyond the Iron Bridge, they must receive express permission from their HSMS, stating how long they expect to be and who they will be with.

Boarders may not leave the site at any time without the relevant HSMS permission. After evening roll call boarders are allowed access around the quad area, to the Sports and Tennis Centre and on the main field, light permitting. Once darkness has fallen, pupils are only allowed to be near the boarding houses on the main field, and they must be visible from the road. Pupils are not permitted near the golf driving range when it is dark.

All boarding pupils are registered as present at bed time by the member of staff on duty and are expected to remain in the Boarding House overnight.

Any pupil breaking bounds can expect to receive either a School Detention or a House sanction depending on the nature of the incident. If a pupil breaks bounds overnight they should expect a suspension, with any repeat likely to lead to a removal from boarding.

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.

Showers / bathrooms/ toilets

The aim is to allocate specific shower areas to pupils within the corridor. This means that it is the responsibility of pupils to keep their own shower areas tidy and easy for the cleaners to clean regularly. Everyone must only use their own shower area. Pupils should not leave toiletries or towels in the bathroom; they should be taken back to their rooms after use.

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

Laundry

Boarders' personal laundry is washed, cleaned and ironed by the School Laundry Department which is located in Main School. In each of the Boarding Houses collection points are clearly labelled for day-to-day laundry. Boarders are asked to label their personal items and uniform clearly, so that the laundry staff can ensure that all items are returned to the correct House. Laundry is collected daily and is typically returned in 48 hours.

Each Boarding House has a designated night in the week for changing bed linen. Boarders are very welcome to use bed linen provided by the House, including pillow, duvet, sheet, pillowcase and duvet cover. Many Boarders prefer to bring their own linen, as it personalises their space.

Washing facilities are provided in each House for small loads, when necessary, pupils are asked to speak to Matron before using the washing machine and are available to staff should any accident occur in the House that may require immediate laundry facilities.

Loft area and 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. These items will be removed at the end of the school year.

Rooms and Room inspection

- Pupils in the main share a twin room.
- In the Upper Sixth pupils have a single room where available.
- Pupils in Fourth Form or Lower Fifth may be in a triple or a dorm.

All pupils are responsible for keeping their rooms as tidy as possible. All litter should be placed in the bins provided. We have a wonderful housekeeping team who keep the House clean. However, it is the responsibility of the pupil to keep their room tidy. The matron will be responsible for monitoring this.

There will be times in the week when pupils will be asked to clear their sink area, so that the cleaners can clean that area. Pupils should also keep the floors clear, so that cleaners can easily hoover the rooms. There is a kitchen rota in each House. Pupils will be given a time and day when they are expected to clean the kitchen area in the evening. The Head of House will explain what they will need to do. There are occasions when we do a 'House tidy', which involves the boarders vacuuming areas of the House.

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

Most pupils will be sharing rooms. It is therefore vital that they respect the space and property of their roommate.

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

Matrons conduct room inspections on a daily basis. We would expect that the vast majority of pupil's rooms are excellent and are naturally tidy. However, for those few who need a little help and encouragement Matron can issue a warning to the pupil to ensure that their rooms are acceptable the following day. If pupils persist in having an untidy room, then this will result in a Non-Satis being awarded and possibly further sanctions, which will be determined by the matron.

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.

Bed Linen

Bed Linen is provided but you are also welcome to bring your own labelled 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 bedding is collected once a week by each pupil and pupils make their own beds.

Carpets

Pupils are asked to ensure that their outdoor shoes are clean before entering the House. Pupils must remove all studded footwear, such as rugby and football boots, prior to entering the House.

If anything is spilt on the carpet, please clean it up and then inform the matron.

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.

CCTV

The school site uses CCTV throughout the site for security of property, safeguarding of pupils and staff and for evidence in the event of an insurance claim. Positioning of the cameras inside and outside the building has been planned to support individual's rights to privacy and that any areas where individuals would have a heightened expectation of privacy, including changing rooms, bedrooms, bathroom facilities, corridors and offices have been avoided.

Daily Routines

Monday-Friday:

7:00 – 7:30 every morning: Fourth Form/Lower Fifth/Upper Fifth to get up and get ready for school.

The expectation is that pupils bring an alarm clock to manage themselves in the morning.

Day (Monday, Tuesday, Thursday and Friday)

7:30-8:00: Breakfast
7:30-8:15: Fourth Form/Lower Fifth/Upper Fifth boarders can retrieve their phones from the storage area in their House.
8:15: Roll call in houses - Leave the House for Registration with Tutors.
8:25 Registration with Tutors
8:40-10:40: Lessons 1 - 2
10:40-11:05: Morning Break in Houses or outside on the field when good weather.
11:05-13:05: Lessons 3 - 4
13:05 – 14:05: Lunch break
14:05 - 16:05: Lessons 5 - 6 - Afternoon registration in P5
16:05 – 16: 25: Break
16.25: 17.25: Activities
17:25: Buses depart for day pupils, or parents can collect you.

Day (Wednesday)

7:30-8:00: Breakfast
7:30-8:15: Fourth Form/Lower Fifth/Upper Fifth boarders can retrieve their phones from the storage area in their House.
8:15: Roll call in houses - Leave the House for Registration with Tutors.
8:25 Registration with Tutors
8:40-10:40: Lessons 1 - 2
10:40-11:00: Morning Break in Houses or outside on the field when good weather.
11:00-13:00: Lessons 3 - 4
13:00 – 13:50: Lunch break
13.50 -14.20: Collective Worship
14:20 - 16:05: Lessons 5 - 6 - Afternoon registration in P5
16:05 – 16: 25: Break
16.25: 17.25: Activities

17:25: Buses depart for day pupils, or parents can collect you.

Evening

18:00-19:00: Supper – please do not go to Ashby earlier than 18:00
19:00-19:30: Supper for those who have training session between 18:00 and 19:00
19.30 Roll Call in House

Supper is from 18:00. The Prep school is in the Dining Hall (Ashby) before this, and it is important to be respectful of them. Boarders 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 pupils would like to join the Food Committee, they should talk to one of the prefects.

Roll call is a very important part of the day. It is when the HsM will take the evening register, as well as give out any notices for the day and week ahead. If the HsM or Deputy HsM are not on duty, then one of the evening tutors will be on duty. If Boarders have any issues when a tutor is on duty, then they should speak to them. Non-resident duty staff will leave the House at approximately 22:30. If pupils need to see a member of staff after this time, then they should knock on the door or ring the doorbell of their HsM/ Deputy HsM office. If pupils are not able to attend roll call, then they should have signed out of the House and informed a friend that they will not be there, so that they can pass on any notices. Other notices will be placed on notice boards around the House.

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. They will just need to check with the member of staff on duty that evening in the House that this is okay.

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

19:40-20:40: Prep for Fourth Form, Lower Fifth to Sixth Form

If available, Upper Fifth and Sixth Form can go to the library to do their Prep.

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 Houses.

Night

Year Group	Back in House and getting ready for bed	Lights out
Fourth Form	21:15	21:30
Lower Fifth	21:30	21:45
Upper Fifth	21:45	22:00
Sixth Form	22:15	22:30

Getting ready for bed

The expectation is that pupils will hand in their mobile devices / laptops, as well as have a shower if required. They should be ready for bed at the time when it says lights out.

Evening tutors may award a sanction if pupils are not in their room at the allocated lights out time.

Weekend

Saturday:

Day

8.00 - 8.40 Breakfast
8.45 Roll call in houses
8.50 - 10.20 Ace programme session one
10.20 - 10.35 Break
10.35 - 12.10 Ace Programme session two
12.10 - 12.40 Lunch
12. 30 - on Sports fixture

Lunch times may vary depending on sports fixtures. If pupils have been selected to represent the school in a fixture, then they should ensure they know the timings of the day.

Evening

18:00-19:00	Supper
19:30	Roll Call in House

Night

Year Group	Back in House and getting ready for bed	Lights out
Forth Form	**21:45**	**22:00**
Lower Fifth	**22:00**	**22:15**
Upper Fifth	**22:15**	**22:30**
Sixth Form	**22:45**	**23:00**

Sunday:

10:00-11:00 Brunch will be available
11:00 Roll call

If there is an activity on the Sunday which will require transportation, then pupils will need to be at North Front for 11:15 with everything they require for the trip.

18:00-19:00 Supper
19:00 Roll call
19.10-20:00 Quiet time in rooms. Preparing for the week ahead.

Night

Year Group	Back in House and getting ready for bed	Lights out
Forth Form	**21:15**	**21:30**
Lower Fifth	**21:30**	**21:45**
Upper Fifth	**21:45**	**22:00**
Sixth Form	**22:15**	**22:30**

Activities and Free Time

Weekday Activity sessions run from 16:00-17:20 Monday-Friday, all year round, and offer a range of different sporting, performing arts, academic or volunteering options.

Pupils can choose different activities each term. 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.

Tutors will help you if assistance is needed with choices of activity.

There is also a full and engaging activity programme at the weekends.

Fourth Form pupils are required to select CCF for the autumn term and all pupils are required to attend activities on a Friday as part of our house activity evening. The parameters of the activity programme will be made clear when communicated before the start of each term.

Sign-up for activities is done through SOCS our online platform. All enquiries regarding activities should be sent through to sportsadmin@culford.co.uk

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.

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.

Leaving the School Site

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.

Sixth Formers can also book taxis after school using the I-GTM system To book a taxi for after school or the weekend Boarders book using the I-GTM system by Thursday of each week this is to allow time for authorisation from the house staff and parents. No taxis will be booked after that point and **Boarders may not book taxis independently.**

The school will always use the A1 Taxi Company. This is a Bury St Edmunds company and all of their drivers have an Enhanced Disclosure and Barring Service Check.

Boarders must take responsibility if they are leaving the school site or if there are changes from their usual routine. It is the pupils' responsibility to inform the HsMs of their movements, seeking permission where appropriate. This should be via a parental email and must reach the HsMs by Thursday before the weekend. All Boarders must return to school by 18:00 on Sunday.

Sixth Form boarders should email HsMs directly by Thursday before the weekend.

It is assumed that pupils who go out for the weekends are staying with their parent or designated guardian unless alternative arrangements have been made with their HsMs. Permission to visit houses of other pupils will only be given if the HsM has received an invitation from the host parents and permission from the visitor's parents. HsMs will also require the address of the house where they will be staying. Boarders leaving the school site should be sensibly dressed and look respectable.

For those Boarders who stay on site for the whole weekend there is a programme of activities which runs throughout the year. The cost of such trips will be put on the School bill although personal expenses should be provided by the Boarders. Most events are voluntary, although some attract the majority of pupils. Trips are supervised by members of the Common Room who can attend not only to help but also to enjoy them.

6. Boarders' Possessions

Security and storage

Pupil's bedrooms have built-in cupboards and storage for their possessions. Each boarder has their own lockable storage in their room. Each bedroom is only accessible by using a Salto key which is coded to each room.

Pupils will be responsible for their keys and need to ensure they do not give them to anyone else. Pupils will be charged if they require a new set of keys due to loss or damage.

Borrowing

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

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 fire exit 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.

Many of the external doors are also monitored by CCTV. They are viewed when there is good reason to do so.

All pupils have their own keys to their study bedrooms. The responsibility therefore for personal 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. The cost of the replacement will be sent on the school bill.

Money

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 Senior Matron or local guardian will help with setting up a bank account at one of the local banks for international pupils.

If pupils are to keep money in their rooms, then they should place it in their lockable storage.

Pupils do require some pocket money. There are school activities and trips. They may also wish to buy minor items such as stationary, birthday cards etc. from Bury St Edmunds. They may also wish to spend money when on a planned trip.

Parents of UK boarders 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.

Passports, visas and travel documents

Boarders must deposit all such documents with their HsM for safekeeping as soon as they arrive back in school. These documents will be held in a secure, lockable, dedicated space with restricted access. Safe keeping of the passports is the responsibility of the HsMs who will keep a record of holding these documents. The Admissions Team will track the expiration of passports and visas and will alert parents six months in advance of the expiration dates.

Labelling of clothes

All items of clothing must either have a nametape in them or a written name. Your matron will have a spare laundry pen if required. It is important that pupils label all their clothes. If you can, you should also mark your other property with your name so it can be easily identified.

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 sports in School should ensure they

have sufficient kit to allow for cleaning etc. No one should borrow a kit from other pupils at any time.

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.
You will not need to bring an iron. There are ironing facilities available in each House.

Equipment is Portable Appliance tested for safety. All rooms are fitted with 230 volt electrical sockets.

Computers

All pupils will use their own laptops during Prep and Classroom work. 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.

Google Classroom

There will be a House Google Classroom and a Boarders Google Classroom for pupils to join. Important information will be posted on these classrooms, so pupils need to ensure they join them.

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.

Dry cleaning

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

School Equipment

Boarders can purchase stationary, personal items and treats along with sportswear and equipment.

All school clothing is brought online form the school suppliers, this is the responsibility of the parents to order, however the house matrons will assist in returns and replacement equipment.

The pupils are encouraged to use Google Classroom and Google drive in order to keep work on and this means less need for files and stationery, if still needed then there is opportunity to purchase from Bury St Edmunds or using online stores such as Amazon.

Lost Property

Any property mislaid should find its way to the Lost Property area. There is one in the House kept by Matron. There are 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.

Thefts Inside School

If a pupil believes that their property has been stolen, then they should report it to their HsM (or matron, if you cannot locate your HsM), who will record the details.

The HsM may then take further action: advertise for lost items in House; help search their room; search other rooms for identifiable property with the occupants present; contact parents asking for help in finding an item.

Parents of the victim should normally be informed as a matter of course.

If a large sum of money or valuable property is taken or if there is a series of thefts, the HsMs should consult the Deputy Head or Deputy Head, Pastoral and Boarding with a view to calling the police. The police should also be informed if parents wish to make an insurance claim for a missing item.

Searches

Where it is necessary to search pupils' rooms, pupil permission will normally be sought and the pupil will normally be present during such a search. The School does, however, reserve the right to search a pupil's room in their absence should circumstances suggest that this is the best course of action. A written record will be kept of any such searches and the reasons for them.

7. Provision and Preparation of Food and Drinks

Senior School House Kitchens and Food Preparation Areas

Senior School boarding house kitchens and food preparation areas are available for use by pupils under the supervision and monitoring of House staff and Matrons. Their use forms part of the pupils' wider preparation for independent living and general life education.
House staff and Matrons provide guidance and training to pupils in basic food hygiene, safe food preparation, cleaning and appropriate use of kitchen equipment. Pupils are expected to follow the instructions and hygiene standards established by the school and to leave preparation areas clean and ready for subsequent use.
To reduce the risk of foodborne illness and cross-contamination:

- Pupils are instructed to wash their hands thoroughly before handling food and after handling raw ingredients.
- Separate preparation areas, utensils and equipment should be used for raw and ready-to-eat foods where appropriate.
- Raw meat, poultry and other high-risk foods must be stored separately from cooked and ready-to-eat foods and kept appropriately refrigerated.
- Food must be stored in suitable, covered containers and labelled where appropriate, with pupils encouraged to check use-by dates before consumption.
- Refrigerators and food storage areas are monitored by House staff and Matrons and should be kept clean and organised.
- Pupils are taught the importance of cleaning and disinfecting work surfaces, utensils and equipment after use, particularly following the preparation of raw foods.
- Any spills, contamination or concerns regarding food safety must be reported to House staff or the Matron immediately.
- Pupils should not consume food that appears spoiled, has been incorrectly stored or is beyond its use-by date.
- Particular care is taken to manage food allergens, with pupils expected to follow any specific instructions provided by House staff in relation to known allergies or dietary requirements.

House staff and Matrons provide ongoing supervision and reinforcement of these practices. The aim is to ensure that pupils develop appropriate knowledge and habits around food hygiene while maintaining a safe environment for all pupils using the boarding house kitchens.

Our School Dining Hall is called Ashby. Boarders are required to attend breakfast, lunch and supper Monday-Saturday. On Sunday, brunch is served from 10-11am, light lunch at 2.00pm and supper is served from 6pm-7pm.

Breakfast
Breakfast for Fourth Form/Lower Fifth/Upper Fifth is served between 7:30-7:45.

Breakfast for Sixth Form is served between 7:30- 8:00.

All boarders are expected to attend a tutorial session at 8.25am every weekday morning. They will be registered by their tutor along with day pupils.

If a boarder continually misses breakfast, then this will result in a sanction, but not before advice given to the individual regarding the importance of breakfast.

If boarders have an early morning training session, then they will be able to attend breakfast from 7:00. If boarders do attend early breakfast, they will be responsible for ensuring they register at the sports centre or with their coach, if they are unable to make it for morning registration.

Supper
Supper is served between 18:00-19:30. Boarders must attend supper.

If boarders have a training session between 18:00 and 19:00, then they will need to be in Ashby for 19:05 to get supper. Ashby closes at 19:30.

Snacks
Fruit and biscuits are provided during the day. There is also a healthy snack vending machine in Ashby Dining Hall.

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.

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

After Prep, pupils will have access to their kitchen to prepare light meals and snacks in addition to food served at Ashby.

Kitchens will be closed from 22:00 in each House.

During religious festivals, such as Ramadan, boarders are able to prepare meals outside of normal mealtimes in boarding house kitchens to support their fasting times or food will be provided by Harrisons to the house.

Drinking water
All water from any tap throughout the school site is drinkable and readily available in the houses.

8. Boarders' Health and Well-being

Medical care

All full time Boarders are registered with the school doctor on joining the boarding community. The doctor from Victoria Surgery visits the school each week and West Suffolk Hospital in Bury St Edmunds is used for emergency treatment. Pupils that need medical care are looked after by the medical team in the Health Centre which provides 24 hour care during term time. The Health Centre is equipped with a five bed sanatorium, treatment room and a counselling room.

Emergency dental care and optician appointments can be arranged through the Health Centre but parents should arrange routine check-ups and all orthodontic treatment during the school holidays to minimise the disruption to academic lessons. Matron will escort pupils under 16 years old to medical appointments made by the School.

Health Centre Opening times

Monday – Friday	0800 – 18:00hrs on call service overnight
Saturday	08:30 – 12:30hrs on call service over the weekend
Health Centre office hours	01284 385501

Matron will escort Boarders to medical appointments.

Appointments with the doctor are made by the Health Centre Team for pupils who need them.

Not feeling well

If a pupil is not feeling well, then they can go straight to the Health Centre, **but this is restricted** to the following times:

Before school (from 08.00 to 08.20, 08.30 on Saturdays)
Break-time
Lunch time or
After school.

During and between lessons no pupil should refer him/herself to the Health Centre. If illness or an emergency occurs during lesson time the matron, HsMs or teacher will telephone or send the sick or injured pupil to the Health Centre accompanied by a responsible companion. In an emergency the pupil should not be moved unless in danger.

If pupils visit the Health Centre they will be given a slip stating the time they arrived and left; the pupil should show this to the teacher of the class to which they return. Day pupils should also give this slip to their parents on returning home. Boarders should give the slip to their Matron. If necessary, the Nursing Sister will make arrangements for parents to collect their child from school. Pupils should not make their own arrangements to go home if they are unwell. The nurse will inform the school reception if a pupil is sent home. Day pupils require notification from home if they are to be put off games and activities. The Health Centre does not issue off games chits to day pupils.

The Health Centre will be locked from 18.00hrs. After this time emergency or serious illnesses should be reported to the boarding staff on duty who will inform the Health Centre.

There are Doctors who attend school each week. Appointments with the doctors are made by the Health Centre nurses for pupils who need them. During the school day there is no need to attend the

Health 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 Health 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 Health 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.

Help and support

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 pupil 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 Head, Deputy Head and Chaplain are also available to talk to as are the staff in the Health Centre.

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

During the school day, matron will also be available for pupils to talk to and discuss any matters which may be concerning them.

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 their academic and personal welfare. Tutors are available in their tutor group bases at least twice a day at registration times – 08.25 and 14.10. 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. 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 - details of who are located on the House noticeboard.

Supporting Pupils with Medical Conditions

The school nurses are responsible for overseeing the health care management of pupils with medical conditions at school. Consultation between the pupils, parents, the medical team, house staff and tutors will help to support the arrangements and protocols that will be put into place to care for each pupil. Care plans are written by the nurses in collaboration with parents and are an agreement of care.

The school will not administer any medication without written consent from parents/guardians. For over the counter medicines this consent is given/declined on the medical form completed by parents/guardians for all pupils on admission to the school.

House staff that administer prescribed medicines will be given specific guidance from the nursing staff

for that particular medicine, including controlled drugs. Nursing staff will support and liaise with the pupil regarding repeat prescriptions.

9. Safeguarding

The school has a robust Child Protection and Safeguarding training programme, starting at induction, with regular training for all those working or volunteering at the school.

The DSL or DPSL will be suitably experienced members of staff with leadership responsibility who will be given training and time to fulfil their roles. The DSL and DPSL have a job description outlining their role. All members of staff and volunteers, who are closely involved with children, are made alert to signs of abuse and how to respond appropriately to allegations or suspicion of abuse. The programme for the induction of new staff and volunteers includes training in child protection procedures, including online safety, and the Prevent Duty. Staff will receive suitable training every three years; temporary, part-time and voluntary staff will also attend these sessions. All staff will receive annual updates and measures are in place to check understanding. DSL or DPSL's will receive additional training in multi-agency working, and training for their roles as Child Protection Officers at least every two years. Employees and volunteers are also given guidelines on what is and what is not appropriate behaviour in relation to children, particularly in a boarding context, and are made aware of the DfE guidelines on the appropriate use of force. There is clear policy on who is responsible when the DSL is off site.

Training will also be provided on this Child Protection Policy, the Staff Code of Conduct, Behaviour policy including prevention measures for bullying and cyberbullying, missing children policy, filtering and monitoring systems, and the identity of the DSL and DPSLs; and all staff and volunteers must be given, read and be aware of Part One or Annex A of Keeping Children Safe in Education. Employees and volunteers are made aware of how they should respond to the range of child protection issues that might arise when they are on duty in the Houses. The training of Prefects will include a briefing on appropriate action to take should they receive any allegations or have suspicions of abuse.

The Governing body ensures the school has appropriate filtering and monitoring systems in place and reviews their effectiveness annually. The leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified

Public Footpaths

The school is situated in approximately 480 acres of parkland and has access along the public footpaths to members of the general public. The school must balance its responsibility as a significant local landowner, its role within the local community and with regard to environmental issues with its legal responsibility to safeguard its own pupils.

Colleagues have an integral part to play in the schools safeguarding responsibilities and should challenge any individuals who stray from the public footpaths. Any unusual or suspicious behaviour should be reported to a member of the Executive immediately.

10. Safety of Boarders

The first aim of the house staff is to provide a good "home" environment for the Boarders, that will support and encourage their life in school, stressing the development of good manners (in the widest sense) and respect for others.

Housestaff are responsible for organising all domestic matters:

- clothing (storage, naming, laundry, replacement)
- appearance and tidiness of Boarders
- money and secure storage of tickets and passports
- arrangements and recording of flexi-Boarders
- by liaising with the parents or guardians on all these matters

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.

Security of Boarding Houses

Senior boarding houses are locked at all times using key codes and Salto systems. Each boarder is issued with their own salto key, which will open the external doors to their house and their bedroom only.

Day pupils can access their common rooms using the key code.

Staff and visitors cannot enter the boarding houses without a Salto key which is restricted to residential staff, tutors with boarding duties, admissions and operations teams.

Staff should make the house staff aware of their presence in the house, such as the maintenance team or cleaners or before tours or visits are held. During the day the person to communicate with is the Matron. Where possible inform the house staff of your intentions to visit the house.

Monitoring the location of the Boarders

HsMs are expected to monitor the attendance of their Boarders at breakfast and roll call. HsMs are also expected to take a roll call of the Boarders who are in the house overnight; this is to be prepared in the event of a fire but is also to check all Boarders are accounted for at the end of the day.

During free time after school and at weekends Boarders should keep their HsMs informed about their whereabouts; this is recorded in the Google Drive Register.

Signing in and out

All boarders are expected to sign in and out of their boarding House outside of school hours.

There is an iPad in each House for pupils to use to sign in and out. There is a drop down menu for you to select the location you will be going, so we can easily find you if required.

Pupils must remember to sign back in when re-entering the House.

Pupils who regularly forget to sign in and out will be given a sanction.

If boarders are planning to leave the school site over the weekend, then we will require an email from parents/carers or guardians to inform us exactly where they will be. If boarders are intending on staying over at a friend's house, then we will also require an email from their friend's parents to acknowledge that they are staying over, as well as informing us of their address.

Privacy

We know how important privacy is to individuals. In boarding we respect the need for pupil's privacy and as such, boarding staff will adhere to the following guidelines:

- Always knock before entering a pupil's room.
- Announce your presence before entering the communal bathrooms
- Allow pupils to shower / take a bath in private.
- Allow pupils to make private phone calls.
- Do not open / read a pupil's personal correspondence.
- Allow pupils to have their own personal space.

Accidents, Incidents or Near Misses

If pupils have a minor accident, then they will be attended to by a first aider in the first instance using a first aid kit. In the event of further medical attention being required, the Health Centre will be contacted. The Health Centre will communicate with parents to inform them of how their child is doing.

Emergency Procedures

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

Suspicions of drug taking or sexual misconduct of Boarders

Internal investigations would be undertaken by the Deputy Head, Pastoral and Boarding with the help of the HsMs. In consultation with the Head, the police would be informed and involved at a time where appropriate. For each of these, and other, potential crises the following elements of planning for and management of are important, the staff carrying out the investigation will:

- obtain accurate information and brief key staff as an immediate response
- make notes and keep records for possible subsequent enquiries
- provide anxious parents with brief but accurate information

Sexual Behaviour and Relationships

The school is a working environment and as such there are to be no overt displays of affection during the school day between pupils. No pupil may enter the bedroom of a pupil of the opposite sex without the permission of their Housemaster/mistress. No pupil is to indulge in sexual relations with another person on the School site. All cases will be dealt with on an individual basis. Any pupil found to be involved in sexual relations with another person on the School site, or anywhere else whilst under the care of the school, must expect to be required to leave the school.

Boarders need to recognise that overt displays of affection while living in a boarding community causes embarrassment to others and as such boarding pupils are required to be mindful of this. Boarding staff recognise that relationships, built on trust and respect, are entirely appropriate for developing adolescents.

Fire Precautions and Practice Evacuations

HsMs are responsible for fire safety in their boarding house. They will ensure that house staff, Boarders and pupils are fully aware of fire precautions, action to be taken in the event of discovering a fire or on hearing a fire alarm.

HsMs will arrange termly fire evacuation in their boarding house. Practice evacuations will be arranged at different times of the day or night to support staff and pupil training.

House staff are trained as fire marshals in order to manage the sweep of the buildings.

- When the fire alarm sounds all pupils evacuate the building immediately via the fire exit routes indicated.
- Pupils meet in their designated assembly area allocated for each House.
- 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 pupils should take the fire alarm practices very seriously.
- All fire exits are alarmed and must only be used when the fire alarm sounds.

- Pupils **must not** stay in the boarding block when the fire alarm is sounded. All pupils must immediately go their fire assembly area.
- 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.
- Pupils are only permitted to re-enter the boarding block when told to by a member of staff.

Assembly points are:

Cornwallis	Grass to the west of road next to the building
Edwards	Grass to the south of the House
Fitzgerald/Jocelyn	Grass to the west of road next to the building
Ashby Dinning	Grass to the north of Cadogan House

Health and Safety Issues

The Head is responsible for the School's Health and Safety. Regular risk assessments will be made by Heads of Department and HsMs for their areas of responsibility. Pupils' attention is drawn to specific hazards within the grounds, including the lake.

11. Boarders Induction and Support

Support for Boarders

The Deputy Head, Pastoral and Boarding oversees the Houses working with the Housemasters/Mistresses (HsMs) along with the rest of the house team are there to support Boarders and provide someone they can turn to for personal guidance or help. Other staff including deputy HsMs, Matrons, Tutors, the Assistant Head (Safeguarding and Wellbeing), the Chaplin, Medical Team or any other adult that Boarders feel comfortable with are also available. The Boarders have access to an independent listener that they can contact directly. The independent listener is not part of the schools management structure.

Tutors

Even though all teachers and support staff are friendly and approachable, the tutor is the main contact during the school day.

The tutor will be available during morning and afternoon registration. Pupils can see their tutor during these times. However, if pupils require more time to speak to their tutor, then they may wish to arrange this with them.

Tutors will meet with pupils on a one to one basis regularly. During these one to one meetings, they can discuss a number of issues, including pastoral welfare, extra-curricular involvement and academic progress.

Tutors are there to support our pupils. They will also contact home to let parents know how your child has settled in.

House Structure

Useful telephone Numbers

Health Centre (08:00 to 18:00)	EXT 5501
Health Centre Nurse on Call Hours Monday - Friday (18:00 to 08:00)	07902 236897
Health Centre Nurse on Call Hours Saturday from 12:30	07902 236897

Independent Listener	
Tootoot (confidential software for pupils to speak up and report concerns)	https://tootoot.co.uk/
Multi Agency Service Hub (MASH Advice Line	0345 6061499
The Office of the Children's Commissioner (www.childrenscommissioner.gov.uk)	0800 528 0731
ChildLine	0800 1111
NSPCC Child Protection Helpline	0808 800 5000
Nacoa (National Association for Children of Alcoholics)	0800 358 3456
The Samaritans	116 123
OFSTED	0300 123 1231
Independent School Inspectorate	020 7600 0110

Commented [1]: Once confirmed this needs to be amended

Contact with parents/carers

Parents/carers and guardians should 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.

Pupils contacting home

Mobile phones are allowed to be used at specific times during the day and evening.
Parents and friends should not phone between 08:15 and 16:15, and 17:30-20.45 Monday - Friday or after lights out (which varies depending on year group).

Everyone has a school email address, which they will receive from the IT department.

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.

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.

Mobile Phones and Devices

Fourth Form, Lower Fifth and Upper Fifth Boarders are required to hand their mobile phones and devices in for overnight storage, in a lockable cupboard at their allotted bedtime. This is managed by the staff on duty.

Boarders may collect their phones before breakfast and then the pouch rules apply.

All boarders and pupils have individual Wi-Fi logins for day pupils and boarders in houses so they can be monitored. The Wi-Fi is turned off at 23:30 in boarding houses. Boarders are made aware that they should ensure no inappropriate material is stored on their phone and not to use 3G, 4G, 5G or a VPN to access such material. This is detailed in the acceptable use policy that all pupils are required to agree to.

Sixth Form are permitted their mobile phones in the boarding houses at all times as part of their development. However, they are encouraged to maintain good habits, including not having their phone out in Ashby.

The school does not accept any responsibility for personal possessions that are damaged or stolen during term time and it is important that parents organise suitable insurance for any valuable possessions. The school recommends that such possessions should be kept to a minimum and where possible left at home.

Email

E-mail is a very good way to communicate with pupils, parents and guardians. Parents and guardians will also be able to contact pupils via their School email address.

Pupils are 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 everyone's 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 contact IT Services via the portal.

Parent Portal and Culford Post

Parents are invited to register with Parent Portal and create a secure password. This is where key information is posted and distributed. Culford Post allows the school to communicate messages to parents via email.

Post and Parcels

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 by the Caretakers.

Internet

Wireless Internet connection is available to all students, and they will be made aware of the username

and password for this when they arrive. Pupils will be able to use their Culford email address and password to access Google Classroom and Google Drive, which are platforms used by the school to set classwork and Prep.

The Wi-Fi is turned off in the Houses, from 11.30pm to 5.00am – the Wi-Fi is also monitored using Smoothwall.

Social Media

Access to social media 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.

Term dates and Calendar

A digital calendar is sent to parents via email and can be accessed from the school website.

Sports Communications

All sports information is available on the SOCS platform; this includes match fixtures and team sheets. This is password protected and parents will be issued the password at the beginning of the academic year.

Study Leave and Exams Guidance

Boarders may take study leave by arrangement with their HsMs; normal procedures apply. Whilst in school, Upper Fifth boarders register in uniform as normal, unless they have an examination. Sixth Form boarders will register by House arrangement, at breakfast and during lunch time. All pupils must arrive in good time for examinations – we strongly recommend 8.30am for the morning session and 1.00pm for the afternoon session. There are very important meetings held each day for examination candidates before each session at 9.00am and 1.30pm respectively on the North Front. Pupils are not expected to attend Assemblies in their study leave period.

The Houses should be areas where pupils can relax but they should be fully aware of the quiet areas in them, such as the computer rooms, the Library and boarder accommodation. Music should be played through headphones during normal school lesson times, allocated study times for boarders on Sundays and in prep sessions in the evening. Pupils should respect the right to privacy. House common rooms should not be used outside the normal break times. Study in Edward's Courtyard is not appropriate. School Uniform is required for all examinations and during the school day, including lunchtimes.

The exception to this is for Sixth Form Boarders on study leave. Such pupils may remain in casuals when on study leave, eating breakfast and then lunch at 12:30 in the Sixth Form Centre. However, if boarders are using Culford Hall or visiting the teaching blocks, uniform should be worn. Study leave means a commitment to study.

Pupils should respect the fact that the school is still teaching and only use the park and sports facilities during afternoon games periods or after 3.30pm. They should always be properly kitted out and check the Sports Centre for permission and availability of facilities.

12. Securing Boarders' Views

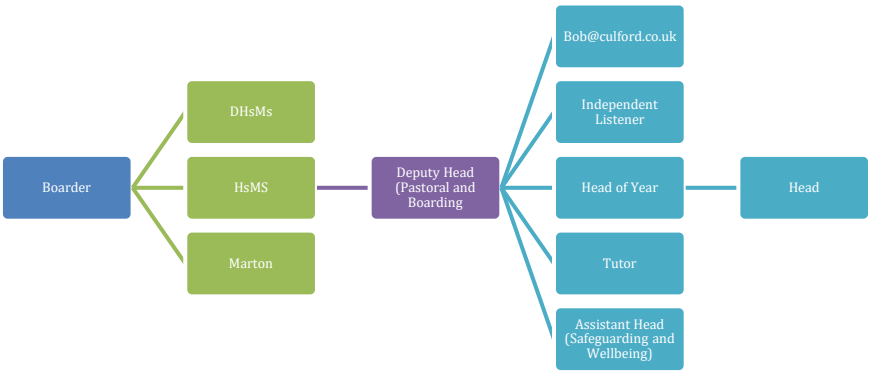
Each boarder has the right to voice complaints regarding house infrastructure, peer interactions, or staff conduct, free from fear of reprisal. It's imperative that they feel assured their concerns will be listened

to attentively and addressed promptly. Encouraging an environment where grievances are heard without consequence fosters trust and a sense of safety within the boarding community, promoting open communication and mutual respect among students and staff.

Boarders are encouraged to first report concerns to their House staff; HsMs, Deputy HsMs, or Matron. If unsatisfied, they can escalate the complaint to the Deputy Head, Pastoral and Boarding. All complaints are logged in the Boarders Complaint Log for pattern identification, assuring students that their feedback won't be used against them. This procedure ensures transparency, accountability, and a supportive environment where grievances are addressed effectively, fostering trust and confidence within the boarding community.

Boarders Complaints

If a boarder would like to make a complaint about any aspect of boarding, they have the option of moving along the line if they feel it is inappropriate or they feel that their complaint has not been resolved.



Councils

Each Head of House (an Upper Sixth Prefect) will organise termly Boarding Council Meetings. This is an opportunity to discuss any ideas of concerns which pupils may have. These views will then be taken to the School Council meeting, where each House is represented by the 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.

13. Promoting Positive Behaviour and Relationships

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 Matron for this purpose.

The wearing of jewellery is limited to: a simple chain with a discrete 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 Head 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.

Casual wear

Casual clothes may be worn after the end of school which is 17.30 weekdays and 12.15 Saturday.

Casual clothing must at all times be clean, discrete and in good repair. It must be reasonable, unprovocative and not cause offence. The Assistant Head's ruling on what is reasonable is final. Elements of official CCF uniform should not be worn as casual clothing, with the exception of School branded t-shirts, hooded tops and fleeces. Responsibility for appropriate dress for trips and visits lies with the members of the Common Room concerned.

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

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.

Library

Upper fifth and Sixth Form boarders will have access to the library in the evenings from 7.00pm to 9.00pm to do their Prep every Monday to Thursday.

Rewards and Sanctions

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 HsMs, Tutor or classroom teacher.

Minor issues of discipline will be dealt with on the spot. This will be through discussion of restorative measures and pupils recognising their mistakes and methods of resolving those mistakes.

Sanctions such as making pupils stay behind, report in break, or do extra academic work will be used as appropriate.

A Non-Satis may be issued if there is dissatisfaction with work, behaviour, dress, attendance or punctuality.

A Non-Satis could also be awarded in the boarding House for a number of reasons, including an untidy room, late to roll call, not attending meals, and rudeness to House staff.

Benefecits are awarded to pupils with very good work ethic, attitude to learning, excellent class work / Prep, etc. In the House, a pupil could receive a Benefecit for helping the matron, having a really tidy room, and helping others in the House.

Non-Satis and Benefecits are recorded on the school system and a pupil's HsMs, tutor, Head of Department, Deputy Head and the School Office are informed.

The Senior Deputy Head and Deputy Head, Pastoral and Boarding are 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 provided with training and clear guidelines as to what sanctions they may impose.

Academic and Pastoral Detentions are daily from 15.30-16:00 when the pupil does work for the subject which has requested detention. Parents will be informed by the Deputy Head.

Boarding pupils may receive 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 HsMs, unless they have direct permission.

Deputy Head Detentions are held on a Friday, usually from 17:25 to 18:25, 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.

Head's Detention are held on a Saturday morning, usually from 10.35 til 12.10, 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

In the case of a suspension a pupil will be required to go home immediately upon being suspended. Parents usually receive a communication from the HsMs at the time and an appointment will be arranged to see the Head 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 Head judges it to be in the best interests of the School and/or the child.

Fortunately for the vast majority of the pupils in the House none of these are needed and corporal punishment is never used.

Where pupils are in positions of authority over others, they will be provided with training and clear guidelines as to what sanctions they may impose.

As a boarding community we strive to achieve the boarding aims:

- Respect for ourselves, others, belongings and the environment in which we live
- Understanding of the responsibilities and pressures of others within the Culford community and beyond
- A foundation of trust in positive values
- Have courage in our approach to honesty
- Display gratitude for acts of kindness by others
- Be proactive and positive about our lives
- Challenge unhelpful thinking

14. Staff Recruitment and Checks on Other Adults

Guardianship Arrangements

An Educational Guardian must be appointed for pupils whose parents live outside the UK, either as expatriates or as overseas nationals, prior to the child entering Culford.

All boarding pupils whose parents do not live in the UK are required to have an Educational Guardian. Parents are required to sign an agreement with the school that requires them to collect their child within 24 hours, in the event of exceptional circumstances when a child cannot remain at school.

Note that an Educational Guardian is not a child's legal guardian in the sense of a 'parent or guardian

The school require the following obligations to be met by the guardian:

- To provide a 24hr point of contact throughout the School year.
- To be ready to accommodate and take responsibility for the pupil at short notice in case of emergency or crisis.
- To provide safe and suitable accommodation for the pupil with an appropriate degree of care and supervision when they cannot be accommodated at School, and to liaise with the Housemaster/mistress regarding these arrangements. Occasions are likely to include, but are not restricted to:
    - Home Weekends
    - Half Term breaks and longer holidays
    - Days at the start and end of term when a pupil's flight does not coincide with term dates
    - If a pupil is ill or injured and needs to recuperate away from School
    - If the School requires a pupil to leave for disciplinary reasons or because the School determines it to be in the pupil's best interests

Any other occasion when the pupil is released from the School

- To make suitable alternative arrangements if they are unable to accommodate the pupil themselves, and to inform both Housemaster/mistress and parents of the arrangements.
- To liaise with the School over all matters relating to the pupil's welfare, including pastoral, academic and medical care.
- To act with delegated parental authority in the case of an emergency or crisis and to make appropriate arrangements for medical care.
- To attend important parent and teacher meetings or any other important meetings at the School on behalf of the parents.
- Guardians should be familiar with the School Rules, regulations, and policies, and support the School's aims and values.
- Guardians must be familiar with the School's Child Protection (Safeguarding) Policy
- If the Guardian is going to be away from their UK home, for however short a time, they must notify the Housemaster/mistress. They must give full contact details for their period of absence and the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf.
- Guardians must ensure that legal documents such as visas and registration documents are kept up to date and renewed/updated as necessary.
- A change of Guardian must be communicated promptly to the School in writing, providing all necessary details in order to facilitate continuous care.

The school is responsible for the children under their care, Housemasters/mistresses should:

- treat the routine handover of care to the Educational Guardian no differently to that of a child with domicile parents/guardians.
- ensure, within 5 days of the start of the academic year, that they are satisfied that an appropriate Educational Guardian has been appointed.
- provide feedback to the Deputy Head (Pastoral and Boarding) should they have cause for concern.
- ensure that the current Educational Guardians' details are continuously updated when changes occur.
- ensure that each child is aware of who their Educational Guardian is and what their Guardian's responsibilities are.

The School carries out spot checks on educational guardianship arrangements and Boarders staying in the UK with an Educational Guardian are given the contact information of the Designated Safeguarding Lead, Deputy Head (Pastoral and Boarding) should they have any issue regarding welfare, physical wellbeing and emotional wellbeing.

Short Term Parent/Guardian Absence Abroad

Should a boarding child's parent/guardian go abroad for any duration longer than 24 hours, the parent/guardian must ensure that suitable guardianship arrangements are in place to cover their

absence, and that these details are known by the School. These arrangements need not be as formal as those of an appointed educational guardian, but telephone and address details of the selected temporary guardian must be known by the School prior to the commencement of the absence.

Visitors to Boarding Houses

All visitors to boarding houses should report to the HsMs, matron or member of staff on duty on arrival at the house. House staff should escort the visitor to their child's room. Visitors are to remain under the supervision of House Staff in one of the common areas, if their child has yet to return to the House. It is not expected that visitors remain within the house for an extended period of time.

15. Prefects

The Prefects are a group of U6 who organise and help coordinate things within the House. They are chosen by their HsMs 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.

If Boarders don't feel comfortable talking to House Staff about problems then Prefects are a valuable member of the boarding community who can support their fellow Boarders.

Prefects' Code of conduct

The Prefects have devised for themselves the following code of conduct:

- Be approachable role models for the rest of the school;
- Encourage greater integration between year groups, e.g. through activities;
- Make time for the concerns and problems of individual pupils and personal relationships in order not to be too distant from the school;
- Effectively liaise with staff in order to succeed in leadership areas;
- Act with assertiveness and confidence in all roles as a Prefect;
- Don't be afraid to ask for help if out of your depth;
- Work together effectively as a team, supporting each other in our roles;
- Consult and include all members of the prefect team in decision making processes;
- Ensure that tasks and the work load are evenly distributed among the prefect team;
- Remember that being a prefect is a responsibility and not a reward, and as a consequence approach the role seriously and with appropriate humility.

Boarding Prefects

Boarding Prefects are chosen based on certain leadership skills and qualities with the potential to develop them further. Many of these skills and qualities are common with leadership, such as: confidence, decisiveness and the ability to communicate effectively.

Head of House

The Head of House is a School Prefect and they are 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. They are there to help other pupils of any age with any problems and queries.

Boarding Prefects' Responsibilities

The role of House Prefect is a position of responsibility within the school community with guidelines to help understand the role:

- To be a role model for the boarding community;
- To follow the boarding guidelines, laid down in the boarding handbook and to encourage others to follow these guidelines;
- To represent the views of the other Boarders;
- To have a supportive, caring and fair attitude. Boarding Prefects should be able to listen to any worries or concerns of members of the boarding community and;
- Be able to ask for help from your HsM if needed.

House Prefects are vital in ensuring the smooth running of the Boarding House. They organise rotas, help with Prep and bedtimes and are available to support the HsM. In the first few weeks it will be particularly important to help the new Boarders integrate into the community.

16. Travel Arrangements

Beginning and end of term arrangements

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. The school utilises the I-GTM system, enabling individuals to book taxis and specify pick-up times. Parents and guardians will receive reminders to complete this process three weeks before the holidays. This system is essential for those picking up students themselves, as it helps us maintain a record of when pupils have left the school premises. The process is only finalised once both the house staff and the parent have provided authorisation via an automatic email. Access to the system is available through the Parent Portal under the "Transport and Taxis" tab.

If for any reason a boarder 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 HsMs to request permission. Boarders should also return to the boarding houses before 9pm 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 HsMs. Please be aware that they may be required to stay with their guardians rather than returning to House after the arrival times.

It is important to note that if pupils 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.

UKVI sponsor guidance states that a sponsored student's attendance must not drop below 80% or miss 10 consecutive days of unauthorised absence. If any of the above occurs the school will assess the reasons behind this and if necessary, the school will report this on the SMS as per the sponsor guidance.

Early departures and late arrivals without permission are considered unauthorised absences. Action will be taken in accordance with the school missing child and child protection (safeguarding) policy if any absence of a pupil from school gives rise to a concern about welfare.

See the school's attendance policy for further details.