

Culford

Cadogan House Boarders Handbook

Prep School



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Welcome to Cadogan House

This booklet will hopefully answer all the questions you might have about life in Cadogan House.
By the time you have finished reading it I hope you will be looking forward to the adventure ahead of you

Everyone in Cadogan aims to provide a homely and friendly environment in which you will live and work.

Cadogan House People:
Head of Boarding: Mr Sutcliffe
Houseparent: Mrs Sutcliffe
Deputy Head of Boarding: Mr Venables
Matron: Mrs Talbot
Resident House Staff: Mr Gifford, Mr Williams, Ms Skinner
Cadogan Pupil Heads of House

Cadogan House Pupils:
On arrival you will be greeted by Mr and Mrs Sutcliffe and other residential staff members.

Contact details:
Your parents can contact the boarding house by phoning or emailing.

Cadogan House address:
Cadogan House
Culford School, Culford
Suffolk IP28 6TX

Housemasters Office:
01284 385498

General house email:
joanne.talbot@culford.co.uk

Head of Boarding email:
gsutcliffe@culford.co.uk

Pupil incoming call phone:
01284 385494
Please note: this number will only be answered if the children are in the House.

Mobile Phones
You may bring your own mobile, but it is only allowed to be used in the house at specific times.
The rest of the time it is kept in a secure room along with any other valuable items.

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Useful Information

What kit do I bring?

You need to bring your usual school uniform and sports kit. In addition to this you will need some casual clothes for the weekend and day evenings – you might get muddy during some of the activities so don't bring all your favourite clothes!

Other personal items that you need to bring are your phone, laptop, towels, toiletries, and your favourite books.

You may bring posters and calendars to help decorate your dorm and your own duvet cover and pillow case to help make your bed feel more homely – teddy bears are welcome.

PLEASE NOTE: EVERYTHING, INCLUDING PHONES, LAPTOPS & CHARGING CABLES, MUST BE NAMED AND CADOGAN HOUSE CANNOT TAKE RESPONSIBILITY FOR LOSS OR DAMAGE TO ITEMS – YOU MUST LOOK AFTER THEM WELL.

Worries procedure for pupils

There are posters around the boarding house and at school which tell you who to turn to if you need help. You may be worried about something at school or at home, or you may feel you are being treated badly by someone.

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

You can talk to any of the following people:

- Dorm friend
- Cadogan Head of House
- Housemaster
- Matron
- Residential Staff
- Independent Listener
- Form Teacher
- Head
- Deputy Head
- Chaplain
- School Counsellor
- Parent
- Grandparent
- Other adult
- Relation
- Guardian
- Brother or Sister

A to Z of Boarding Life

A

Activities

You are expected to join in with after school activities during the week, plus participating in boarders' prep (homework) sessions each evening.

Activities take place between 4.30 and 5.15/5.30pm every night, except Wednesday which is match day and the Boarders BBQ. There is also an activity slot on Friday evenings between 6.00pm and 7.00pm where pupils usually play in the Sports Centre.

Activities: weekend

A full programme of activities is published on the online calendar in preparation for the next term.

These activities include a variety of out-of- school trips which last all day as well as closer to home outings which may last for half a day and activities in school. There is a cost for these activities which will be added to the end of term bill. Look at our calendar to see what kind of activities take place.

Anti-bullying Policy

The basic House rule is that everyone has the right to be happy and that no-one has the right to make anyone else unhappy. We all need to work actively together to make school life happy and secure for all children.

If you are being bullied it is important to tell someone you can trust about it. Follow the 'Worries procedure' for suggestions of people to talk to. The House will support you and treat it as a crucial and sensitive issue. All pupils will be listened to in order to sort out the problem.

If you are unkind you must expect there to be consequences, in line with the rewards and sanctions policy of the school.

B

Bedtimes & Getting Up Times

Getting Up

7.00am: Wake up, wash face, brush hair, brush teeth and get dressed

7.20am : Roll call

7.50am: Get ready and tidy dorms

8.00am-8.15am: Go to school

Bed times

7.00pm-7.30pm: Shower

8.45 pm: Teeth and wash of face

9.00pm: In dorms

9.15pm: Lights out

Birthdays

A birthday cake can be arranged for you. Your parents can email Mrs Talbot directly if you would like her to purchase a cake for you to share with your friends.

Boarding Head of House

There are third form pupils who take on extra responsibility in the house. They are the heads of the house. They are able to support the new and younger boarders to settle into boarding life.

Breakfast

We go to breakfast in Ashby at 7.25/7:30am on weekdays and 8.30am on Saturdays. On Sunday there is a beautiful brunch served at 930am.

Boarders BBQ

There is a Boarders BBQ every Wednesday in the first half of term and the Summer term. This starts after the fixtures have been completed. It is a great time for the boarders to relax with the residential staff and enjoy the amazing grounds at the school.

Big Friday Night In

During the year special events are organised on a Friday night. Day pupils are invited to join our boarding community for a night of fun and entertainment. The day pupils stay for an evening meal and breakfast and is by invite only.

C

Calendar

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

Church Services

There are occasional Church services in St Mary's Church which is situated on the school grounds.

Common Rooms

There are two Common Rooms in Cadogan where you can watch the television or a film, play games or pool. We have a stocked, age appropriate book case which is always available for quiet reading. There are a selection of fiction books from a range of authors as well as non fiction books covering topics such as nature, geography and religion.

D

Dentist

You should continue to see your Dentist regularly. Appointments need to be made during school holidays. In the case of an emergency, appointments may be arranged on a private basis. It is recommended that your parents arrange for a private dental insurance policy.

Doctors

If you do not feel well at any time of the day or night there is always a member of staff on duty.

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

Dormitories

The dormitories are situated on the first and second floor of Cadogan House: boys on the first floor and girls on the second floor. You will usually share a dorm with people in the same year as you.

Devices

Devices can only be used during the week for 15/20 minutes. The devices can be used to phone home or connect with friends and family, Laptops and phones are charged overnight in the IT cupboard. Devices are not to be used in the dorms at any stage. The Wifi is switched off at 10pm. Pupils should take individual responsibility to ensure that their devices are fully charged. The land line can also be used to phone home. If borders wish to speak to parents outside of these hours then they should gain permission from residential staff.

E

Equipment and Personal Belongings

All equipment and personal belongings should be clearly marked with your name.

Insurance cover for items brought into school is not the responsibility of the school and should be covered by parental insurance policies.

Emergency

In the case of an emergency we can be contacted on the following numbers:

House Office: 01284 385494

Prep Office in School Hours: 01284 385383

F

Footwear

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

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

G

Games Kit

Games kit may be purchased from the School outfitters Schoolblazer www.schoolblazer.com

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

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

Growing up

At certain times during the year staff will discuss 'growing up' and how it makes you feel. This topic is tackled sensitively and allows you to ask questions you may have.

H

Homely

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

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

We encourage pupils to identify a resident member of staff that they are most comfortable talking with regarding any problems.

I

IGTM

This is the system which is used to book your transport to and from school. This includes flights and taxis. You will sent details of how to use this from the school. All information should be added to this system. **https://culford.i-gtm.com/app**

Instruments and music practice

Instruments and cases should be clearly named and you are encouraged to look after your instruments.

There is an opportunity for you to practice your instrument either before tea or after prep.

K

Keep in touch

It is expected that your parents or guardians will see a member of staff when collecting and returning you at weekends and before and after holidays. This gives staff and parents a chance to discuss any matters of concern.

It is also important to keep in touch with people at home. This can be done during tech time at 7:35pm every evening.

L

Laundry

All items of clothing should be clearly marked, preferably with sew-in name tapes.

All of your washing is done for you. It is taken down to the school laundry or Matron will wash some items in the house for you. It is all placed in your own personal box in the laundry room for you to put away in your dorms. You must use a named, zipped net bag for socks and underwear.

Lost Property

Any item of lost property that cannot immediately be traced to its owner is stored in the Laundry room. Pupils are advised to check their property regularly and to be responsible for their own belongings. They are also encouraged to hand in any stray items and check lost property regularly. ALL PERSONAL ITEMS MUST BE CLEARLY NAMED.

M

Make Up

You are not allowed to wear make up for school. Older girls may keep make up only for special occasions.

Meals

You have breakfast every morning. Biscuits and drinks are provided every break time. Sandwiches are served after school at 4.15 pm. Dinner is at 5.30pm and you can have a snack, fruit and drink in the evening before you go to bed.

Manners

Good manners are important in a boarding house. We expect our boarders to be respectful of each other and the staff. Holding doors open and saying good morning are just 2 examples of good manners. We always appreciate a smile.

Mornings

Mornings are important and a good start to the day is crucial for a successful day. At 0720 there is a roll call and everyone should be in uniform, with clean shoes and hair looking presentable. No coats to breakfast unless very wet (which is rarer than you think!). Return to rooms to tidy up and ensure that you have everything for the day before going to your form room. Say goodbye to staff and wish them well for the day.

Medicine & Medical Centre

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

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

Mobile Phones

You are allowed mobile phones but may not take them into school or use them in the dining room or during prep.

Phones should be placed in the office before bedtime in an allocated lockable space. They can be charged overnight in the tech cupboard. Calls may not be made or taken during the school day, during prep or during silent reading. To respect the privacy of all, video calls should not be made in bedrooms or bathrooms.

N

Naming

All clothes and belongings should be clearly named with the owner's full name, not just initials. Matron should be given an additional supply of sew-in name tapes.

O

Openness

In Cadogan we have a policy of openness. If we have a problem in the house, staff will speak to your parents or guardians as soon as possible. This may be by phone or in person at collection time.

Equally, parents and guardians should raise any concerns with house staff and inform them of problems or worries as they occur.

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

P

Passports

Upon arrival at the boarding house please hand your passport in to duty staff. Your passport will be signed into our valuables log to say we have received it and kept in the safe in the matron's office. Upon departure, matron will log your passport out and hand over any other paperwork required for flying home.

Pocket money

If you wish to have pocket money then this is allowed. Cash cards are allowed to be kept by boarders and this is preferential to Apple pay as boarders do not have access to phones all of the time. Cash can be handed into Matron on arrival at the start of term.

Prep (Homework)

Prep is set every night of the school week and is often expected to be handed in the next day.

Prep is supervised by day and boarding members of staff. There are prep sessions on Monday, Tuesday and Thursday. In addition, there will be prep on Saturday and Sundays.

Q

Questions

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

Quiet Time

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

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

R

Returning

Returning at the beginning of term is normally between 6pm and 8pm of the night before school starts.

After weekends and half term holidays you may also return by 8am on Monday mornings.

If, due to travel from abroad, it is necessary to arrive before the allocated time, please contact the Housemaster where every effort will be made to accommodate early requests.

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

Responsibilities

You are responsible for your own belongings and clothing.

Each item should be clearly named.

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

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

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

Deputy Housemaster: will have responsibility of the house in the absence of the Housemaster parent as well as monitoring the academic progress of boarders.

S

Slippers

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

Shoes

All school shoes are to be black, leather, and able to be polished. For girls they should be comfortable and functional.

Sweets and treats

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

T

Television (Smart TV)

You can watch TV on weekdays between 8pm and 9pm.

We allow pupils to watch important Sports fixtures in the week as well.

U

Uniform

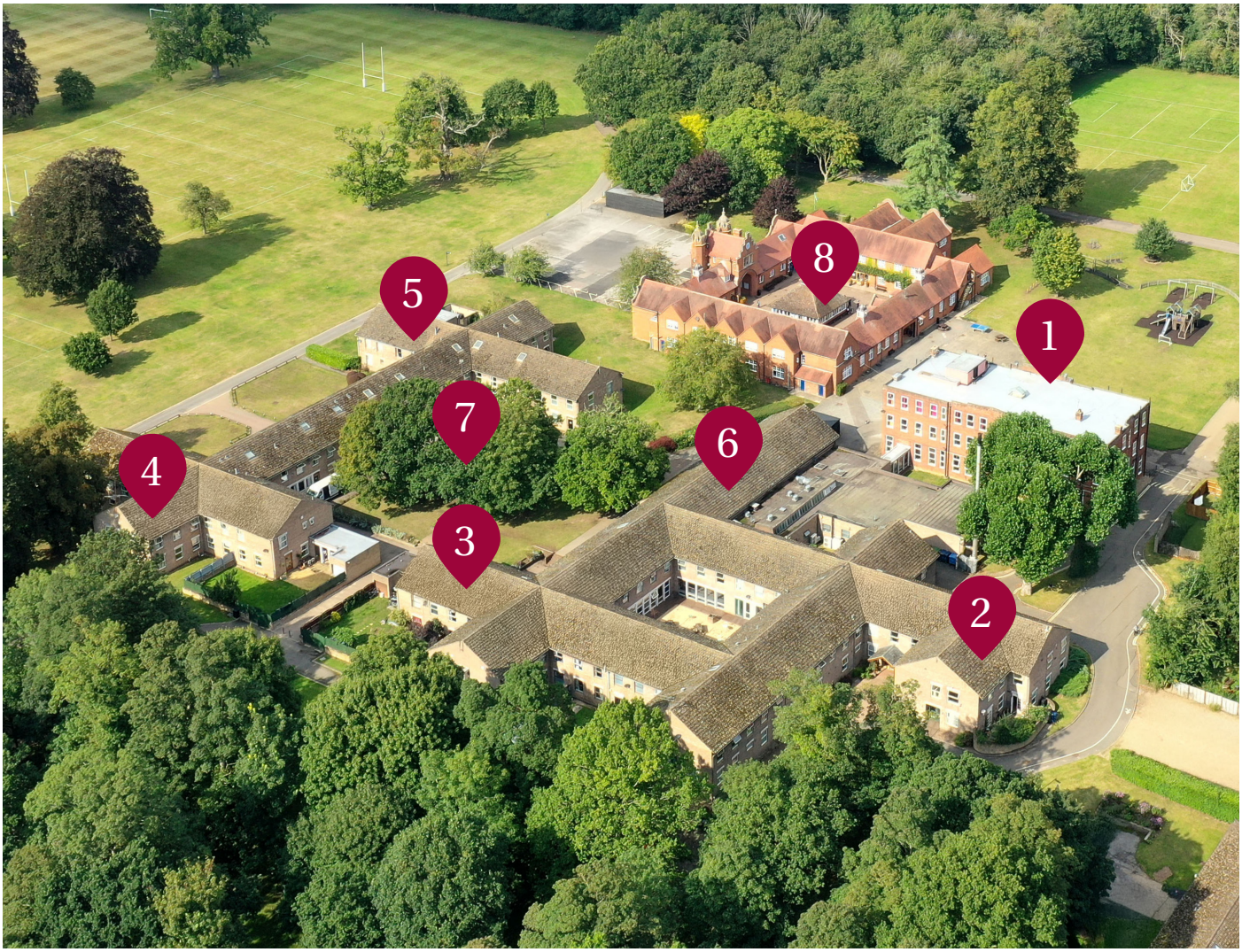
Uniform lists are issued at the beginning of every year, and items should be bought from the School Outfitter Schoolblazer. **www.schoolblazer.com**

W

Weekend

You may leave for the weekend after 4.00pm on Fridays and return either on Sunday between 6-8pm or Monday by 8am. We aim to be as flexible as possible regarding weekends - it is important that all information regarding weekend trips with friends etc. is communicated with the Head of Boarding and Matron. Mr Sutcliffe has to provide permission.

Map



1 Cadogan House

2 Jocelyn House

3 Edwards House

4 Cornwallis House

5 Fitzgerald House

6 Ashby Dining Hall

7 The Quad

8 Prep School



Get in touch

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Culford School
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Suffolk IP28 6TX

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