



CUNDALL MANOR SCHOOL

## **BOARDING AT CUNDALL MANOR SCHOOL A HANDBOOK FOR PUPILS**

We would like to welcome you to Boarding at Cundall Manor. This handbook aims to set out some of the routines, rules and principles of the Cundall Manor Boarding House and its structure. If after reading this you still have questions; then please do not hesitate to get in touch with a member of the Boarding House staff.

Boarding at Cundall Manor School is very flexible. Some of you will be full time and some will be weekly. Many of you will arrive on Monday morning and stay until Saturday morning. You will pack for the week and sleep here on Monday, Tuesday, Wednesday, Thursday and Friday nights. You may be a flexi boarder where you stay on an occasional night.

Sound scary?

**Read on** and see if you feel the same at the end of this handbook designed especially for **you!**



## **CUNDALL MANOR SCHOOL BOARDING PRINCIPLES:**

- ❖ To safeguard and promote the welfare of each boarder by trying to meet your intellectual, emotional, social and physical needs.
- ❖ To provide an environment in which you feel valued and where equality of opportunity exists.
- ❖ To provide a boarding experience that will be complementary to the home experience and wherever possible to nurture a warm, caring, family environment.
- ❖ To promote an atmosphere of tolerance, trust and mutual respect.
- ❖ To provide opportunities for responsibility and leadership.
- ❖ To provide a standard of accommodation that is comfortable and suited to the needs of boarders, according to age and maturity.
- ❖ To establish and maintain supportive links with your parents and guardians.
- ❖ To encourage all boarders to achieve a healthy lifestyle.
- ❖ To acknowledge the right to privacy of boarders and staff within the Boarding House.
- ❖ To ensure there is equality of opportunity and respect for all boarders, regardless of ethnicity, culture, gender or disability.

## **WHAT IS BOARDING?**

As a **Boarder** you're entering a new and exciting world and at first many things will feel strange. You'll have plenty of time for work, games, music and fun, but sometimes you will feel that there is just too much to do! Very soon, you will get to know everyone, and before you realise it, you'll be happy and full of things to talk about when you go home. There are many people here that can help you when you first begin and right through your time here at Cundall Manor School.

### **Other Boarders**

When you arrive, you will have a "guardian" for the first few weeks or first few times you stay. A guardian is a friend who knows how everything at Cundall Manor works. Your guardian's job is to make sure you never feel lost, confused or left out. You will also have the support of a regular boarder who will listen to you and give you advice if you need it.

### **House Family**

Mr Coates and Mrs Conway are the House Parents. They live in a flat on the first floor of the Boarding House. Mrs Conway is also the School Nurse.

Miss Stroud and Miss Whalley are assistant House Parents and live in the two staff flats on the second floor of the Boarding House

### **School Nurse:**

You can find the Nurse in or around the Sickbay. If she is not there, then ask at the School Office and they will be able to contact her for you.

## WHAT DOES MY WEEK LOOK LIKE?

### The Boarding Day

#### Weekday routine

Monday to Friday:

Between 07:00 and 07:40

08:00 onwards

08:25

08:30

17:00

17:30

18:00

18:15-19:15

Wake up calls

Breakfast in the Dining Hall

Breakfast ends

Registration

Return from School.

Change out of uniform and relax.

Dinner in the Dining Hall

– compulsory for all students

House Meeting

Supervised Prep.

#### Activities

See Noticeboard in common room

#### Bedtimes

20:45

21:15

21:30

22:00

Form 1/Form 4

Form 5/Form 6

Prefects (Form 6)

Leckby/Eldmire/Thornton

#### Weekend routine

##### Saturday:

08:45-09:15

09:30-12:30

12:30-13:00

13:00

17:30-18:00

18:15

Breakfast in the Dining Hall

Activities.

Lunch in the Dining Hall

Matches and afternoon activities

Dinner in the Dining Hall

House Meeting

Evening activities organised trips/visits.

##### Sunday:

09:00-10:15

12:00-12:30

13:00

17:30

18:15

18:30-19:30

Breakfast in the Dining Room

Lunch in the Dining Hall

Afternoon outings (as listed; see below)

Dinner in the Dining Hall

House Meeting

Supervised Prep

Weekly boarders are asked to return to the house before 08:30 on Monday morning.

## **WHAT CONTACT IS THERE BETWEEN HOME AND SCHOOL?**

### **Phone**

It's free! There are two mobile phones and the school phone for all boarders to use. Some children like to phone home once a week, others find that they're just too busy having fun! What you might want to do is get your parents to phone you, just in case you forget. Remember, you're only away from home for up to five nights a week and the time flies by.

We only have one request when you use the phone and that is to be considerate and don't stay on the phone too long.

Please note that your parents can also phone in on the Boarding House phones too.

## **HOW WILL I KNOW WHAT IS GOING ON IN THE SCHOOL?**

### **School newsletter**

On Friday, when you go home, you should have the school's weekly newsletter, plus any other letters about events, matches, concerts and so on. This is especially important for Boarders as it is a way of letting your parents know what is coming up in the next week – don't forget you have to pack for the whole week!

### **School Calendar**

This is issued on the first day of every term and should be kept for reference. It contains details of matches, concerts, parents' evenings and other events. Boarders can collect a calendar from the House Parents when arriving at school. Each pupil also has their own calendar.

## **WILL MY PARENTS BE TOLD HOW I AM DOING?**

Yes! We like to keep in touch with your parents as much as possible. We will write to them each term, informing them what is going on in the Boarding House. The House Parents write a brief report on each Boarder at the end of the Autumn and Summer Terms, commenting on their overall contribution to the Boarding House.

One of the House Parents will always try to be in and around the Boarding House on Monday mornings and Saturday mornings to meet everyone's parents. It is a great opportunity for all us adults to pass on any useful information to each other to make your stay as pleasant and problem-free as possible.

## **WHAT DO I DO IF I FEEL HOMESICK, WORRIED OR LONELY?**

### **Homesick**

You may want to talk to your Mum or Dad. If you are missing them, it might help if you have a photograph of them. The best thing to do is talk to another Boarder – try one of your friends. Everyone has felt homesick at some time or another, so there's bound to be someone who can help. Even the oldest boarders (no matter how grown up they seem) can feel homesick.

### **Worried**

Think about what the problem might be:

- ❖ Is somebody hurting or upsetting you?
- ❖ Are they doing something you do not like?
- ❖ Are you frightened to talk to anyone about it?

You must not worry. If you talk to a member of the House Family, or one of your teachers, we can help you and often we can deal with the problem without the other children knowing you have spoken to us.

### **Lonely**

Everybody feels lonely sometimes. There are lots of reasons why:

- ❖ You might be a new boarder who is still making friends
- ❖ Your best friend might be off school sick or on holiday
- ❖ You might have had an argument with someone and friends might be angry with you
- ❖ Your Mum or Dad might be away from home.

**Always remember** that you can:

- ❖ Talk about how you are feeling – chat to somebody!
- ❖ Be helpful to others – it will make you happy
- ❖ Read a letter from home again
- ❖ If there has been an argument – you could say sorry, even if it wasn't entirely your fault!

## **WILL EVERYBODY BE NICE TO ME?**

We have a very friendly Boarding House and within a few days you will feel as if you know everyone really well. New boarders get looked after very well and often comment on how nice the other boarders are. Remember everyone in the house has had a first day and first evening as a boarder and they remember how it felt. They will naturally be nice to you.

## **AM I ALLOWED TO BRING IN THINGS FROM HOME?**

Most of the boarders bring in something from home. Whether this be photographs, teddy bears or other mementos to remind them of home. You can display them around the room or keep them by your bed.

You will need to pack the following:

- ❖ School uniform (Blazer, tie, trousers/skirts, socks, underwear, etc)
- ❖ Games kit
- ❖ Swimming kit
- ❖ Pencil case and stationary
- ❖ Letter writing equipment (envelopes, paper and stamps)
- ❖ Casual clothes for the evenings (keep an eye open if any activity needs anything different or special e.g. fancy dress)
- ❖ Mementos from home
- ❖ Ipods, handheld games etc. (These must be given to the Housemaster at the start of the week for safe keeping in locked cupboard)

## **WHAT IF I AM POORLY WHILST AT THE BOARDING HOUSE?**

If you are poorly during the school day or evening, you will need to see the School Nurse or one of the house family in Sickbay. If you feel poorly during the night then you should go to whoever is on duty's bedroom door and knock.

## **DO I NEED ANY MONEY?**

You should not need any money for the school week. If there are any events on during the school day e.g. a cake stall, or boarding activities where you are allowed to take spending money e.g. beach trip, then you will be told the week before it happens.

Some families choose to leave an appropriate amount of money with the Housemaster for tuck. He will keep a diary of your spending and any money left at the end of the term will be returned or kept for the following term.

## **WHERE WILL I SLEEP?**

### **Dormitories**

All boarders have shared sleeping accommodation. Your clothes should be kept in the drawers and wardrobes provided; beds should be left tidy each morning. All pupils are responsible for their room/area and its contents. It should be kept in a clean and tidy state. Your personal photographs/posters can be hung on the poster space in each dorm.

### **Discipline procedures in dorms**

It is vital that there is considerate and disciplined behaviour displayed by each and every pupil to ensure the happiness and efficiency of the Boarding House environment, so that each pupil gains a good night's sleep. All discipline procedures implemented will be recorded in the boarding diary by the House Parents.

## **WHERE WILL I EAT?**

All meals are eaten in the school dining room which is downstairs in the Boarding House. If you have any special dietary needs (including food allergies) then these can be catered for. A termly Catering Committee which includes pupils will meet to discuss the catering arrangements and to make suggestions and requests. House staff will also hold a weekly meeting with the Catering Manager.

A ready supply of fresh fruit is available at all times.

## **WHAT WILL I DO AFTER PREP?**

Each evening after prep we will have a short meeting to find out how your day has been and to give you information for the next day. This is followed by an activity organised by a member of the house staff or the duty staff. Each night will be different and may include indoor soccer, tennis, craft, a reading group, swimming, bowling on the Wii and many other fun activities. The full timetable will be on display on the common room notice board and around the Boarding House.

## **WHAT WILL I DO AT THE WEEKEND?**

If you stay for the weekend then you will spend Saturday doing a morning of activities followed by matches in the afternoon. Saturday evening we will have, for example, trips to the theatre or cinema, bowling, theme nights in the Boarding House.

Sunday morning will be relaxing and may include a visit to church. After lunch we will visit local towns, parks, the beach, museums, etc. All of these activities will be posted on the noticeboard in the common room and around the house.



## **WHAT IS EXPECTED OF ME?**

It is very easy to work out what is expected of you:

- ❖ Common Sense
- ❖ Courtesy
- ❖ Consideration

## **BOARDING HOUSE RULES:**

The following rules contribute to the community and welfare of all pupils:

- ❖ No running in the House (Health & Safety)
- ❖ No going downstairs after bedtime (Intruder Alarm)
  - ❖ Permission is needed to use the IT Room (Computer Security)
- ❖ Listen carefully when instructions are given by a member of staff
- ❖ Try to avoid arguments
- ❖ Be tidy
- ❖ Lend a helping hand.

## **DO I GET RECOGNISED FOR GOOD BEHAVIOUR?**

On a day to day basis, good citizenship and manners are expected and as such are not rewarded. However, Boarders who show particular progress or improvement are mentioned and thanked in the House Meetings. An award will be given every half term for boarders who have shown outstanding attitude and behaviour in the house.

## **WHAT IF I GET INTO TROUBLE?**

If you behave badly then a member of the House staff will talk to you and help you to understand what you have done wrong. Most children realise what they have done wrong very quickly: they say sorry and then everything is okay. But if you still behave badly after this the Housemaster will speak to you and reiterate the Boarding House principles. If the poor behaviour continues then further sanctions may be imposed.

A sanction is a punishment. Sanctions in the Boarding House can include:

- ❖ “Time Out” from an activity
- ❖ “Time Out” from the dormitory
- ❖ Extra jobs or duties
- ❖ Early to bed
- ❖ No film
- ❖ Exclusion from an activity or outing

A Boarder who has had one of these sanctions usually improves a lot, not wanting it to happen again. But if a Boarder carries on behaving badly after sanctions and talks with Mr Coates then there will be a meeting with the Boarder’s parents to decide what to do.

Remember to have fun and enjoy your stay at Cundall Manor’s Boarding House!