



BOARDING HANDBOOK FOR PARENTS

Cundall Manor School, Cundall, York. YO61 2RW

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Our Aims



Cundall Manor School are proud to be members of the Boarding Schools' Association.

We aim to provide accommodation, sustenance and care for all of our Boarders, working in partnership with Parents and Guardians to provide a boarding experience that will be complementary to the home experience. We encourage a warm, happy and caring family environment, where all feel safe and valued, where there is an atmosphere of tolerance, trust and mutual respect, and where equality of opportunity exists.

Who's Who?



Houseparents: Tony and Sarah Reece, who live in the Boarding House with their two children and their dogs.

Assistant Houseparents: Miss Stroud and Mr Conyngham are on duty on Tuesday mornings and evenings, and they sleep in their accommodation in school on several nights a week.

Weekly Boarders: These are pupils who stay at school every night of the week and go home at weekends.

Flexi-Boarders: These are pupils who stay on one, two, three or four nights a week.

Occasional Boarders: These are Boarders who might just stay in the Boarding House as a one-off, or a couple of times a term.

Matron: Our friendly Matron is on duty during the school day to assist with any medical issue.

Office Staff: Mrs Gordon, School Secretary, and Mrs Jay, the Heads' PA, are always pleased to help the Boarders with anything.

Accommodation

Living in the Boarding House:

The Boarders are lucky enough to be housed in the main building, where there is a large Boarders' Common Room, with kitchenette and computer work room. There is a TV, games console, DVDs and a selection of board games. A second common room also has a games console.

There are additional work and social spaces on the landings. Boarders can use the library and the music practice rooms in the evening, as long as these are used responsibly. Having access to the whole house makes for some fantastic games of hide and seek!

Upper School Boarders may sign out of the main building and go to the IT Room or the gym. When

light allows, Boarders may go and play on the school playing fields.

Where will my son/daughter sleep?

The accommodation is arranged on two floors. The first floor houses the four girls' rooms and the main Common Room. On the second floor there are four boys' rooms and the second Common Room.

All Boarders are provided with a bed and dedicated storage facilities in a room with others of similar age. Boys and girls are accommodated separately. Rooms and beds are assigned depending on the number of requests that are received at the beginning of each term, and older Boarders will be assigned beds with their own individual work spaces wherever possible.



Noticeboards are securely fastened to the wall beside many beds and we encourage Boarders to personalise their spaces with posters, photos and fairy lights if desired.

When pupils arrive they will be allocated a room, in the vast majority of cases sharing with others. Every effort is made to keep friendship groups together. However, this is not always possible, and we hope to encourage new friendships as well as promote existing ones. Any proposed room changes can be discussed with Houseparents and we will do what we can.

Privacy of Accommodation

To ensure that pupils' privacy and belongings are respected, the boarding bedrooms are out of bounds during the day, unless permission is sought from the Houseparents. Pupils may return

to the Boarding House after 5.00pm, or 4.10pm on games afternoons.

While we understand that parents like to see the rooms in which their children will be sleeping, they should not be in bedrooms without the permission and supervision of a Houseparent.

Cleaning and maintenance

The boarding accommodation is cleaned daily, and any maintenance issues noticed by Boarders, the Housekeeper or the Houseparents will be reported to the maintenance team. We also encourage pupils to notify us of any damage immediately.

If Boarders bring in any electrical equipment this will be checked for safety, and PAT tested if over 12 months old.

Routines

Beginning and End of Term Arrangements

The dates and times for Boarders to return to the house after holidays are published in the School Calendar.

Leaving before the end of term can be arranged in the same way as any other absence, by parents seeking permission for absence from the Head, and informing the Houseparents in writing.

Weekly Routines

The Boarding House is open from 8:00am on Monday mornings until 9:30am on Saturday mornings. There is no boarding on Saturday or Sunday nights.

Exeat Weekends

The timings of exeat weekends are published in the School Calendar. Usually the Boarding House closes at 4:20pm on the Friday of an exeat weekend, and reopens at 8:00am on Monday.

Daily Routine

- | | |
|-------------|-------------------------------------|
| 7:30 | Wake-up |
| 8:00 | Breakfast in the school dining room |
| 8:20 | Room check |
| 8:25 | Leave for registration |



5:00 End of school (4:10 on games afternoons). Change and get ready for tea.

5:30 Tea in the school dining room

5:55 House notices

6:00 Prep

7:00 Activities for F1-6. Upper School may join activities or continue prep

8:00 Return to house. Shower for F1-F2

8:15 Supper: toast, fruit, cereal and hot chocolate is always available

On one night a week, on a rotational basis, pupils may also have tuck. The cost of this (50p) will be added to the school bill so that no cash is required.

Bedtime can vary depending on age, how tired pupils seem and how long they usually take to get to sleep! Based on NHS recommended sleep times, this is an approximate guide:

Form 1-2: In rooms 8:30, lights out 8:45, quiet 9:00

Form 3-4: In rooms 9:00, lights out 9:15, quiet 9:30

Form 5-6: In rooms 9:30, lights out 9:45, quiet 10:00

Upper School: In rooms 10:00, lights out 10:15, quiet 10:30

Food & Drinks

Breakfast and dinner, catering to pupils' individual dietary requirements, are supplied each day. All breakfasts have a cooked element as part of the choice available. Food is provided for those arriving late and missing meals due to activities.

A ready supply of fresh fruit, snacks, toast, hot/cold drinks are available during each evening, and water is available at all times.

Phones & Internet

Boarders are able to contact their parents whenever they wish, but we hope that they will feel settled and happy enough that they don't always feel the need to be in contact frequently. We encourage them to ring if we know they have had particular successes or difficulties that day.

Upper School Boarders are permitted to have their own mobile phones and 4G access to the internet. Ordinarily these are not allowed during prep, but it is recognised that phones can be used for help by quickly looking something up on the internet, and permission for this may be given at the discretion of the duty staff. All mobile phones, laptops, tablets etc. are to be handed in to the Houseparents at bedtime and are returned the next morning.

Pupils in Forms 1 to 6 are not allowed to have their own phones in school, but they have access to a cordless phone which can be taken to an area to talk in private if necessary.

Parents can ring the Boarding House during evening hours, on **(01423) 360 914**. In addition to this there are computers available for pupils to use, and the school provides daily newspapers to help Boarders stay in contact with events in the outside world.

Boarders' Possessions

Clothing and personal possessions

All clothing brought to school is pupils' personal responsibility, and should be clearly marked with name tapes, and footwear named with an indelible marker. Other items should also be clearly named, especially calculators etc. Pupils should not borrow things from other pupils as this can easily lead to misplacement.

Protection for Boarders' personal possessions

We have lockers where Boarders can keep valuables, and anything particularly valuable should be handed over to House Staff to be kept in the safe.

Laundry

Weekly Boarders have their laundry done at school. All clothes should be named. Usually flexi- and occasional Boarders have their laundry done at home, but if items need washing urgently (e.g. for a sports match), the Housekeeper or Houseparents are happy to help.

Activities & Free Time



Activities take place each night, organised either by a Houseparent or a member of the duty staff. The activity programme is planned to be balanced, appealing to different skill sets; some providing pure relaxation and fun, in other cases pushing pupils out of their comfort zones and engaging them in new experiences. All pupils in Forms 1-6 are expected to participate in activities, unless a member of staff deems it appropriate for them to do something else (e.g. finish prep). Upper School pupils may choose to do so if their prep is finished, although not in the lead up to exams, when revision is expected.

Trips often take place on Friday evenings, and occasionally at other times in the week. These may include visits to the local cinema, bowling, trampolining, the beach or a playground.

It is recognised that Cundall is a busy school and that “down time” is essential. The School has 28 acres of grounds, a sports hall, tennis court and pitches for games. All are available for the use of the Boarders during free time, though some are only available when supervised by a member of staff. Boarders have access to computer facilities – including filtered access to the internet - in the IT Suite and the Boarders’ Common Room. A TV with DVD player, two video game consoles and a selection of board games are available.

A wide range of books are also available in the School Library, to which the Boarders have access when it is free. In addition, the Boarders are welcome to use the music practice rooms.

Boarders' Health & Well-Being

Promotion of physical health and emotional well-being

The school promotes a healthy lifestyle which includes regular participation in sport and the provision of balanced nutrition, as well as the encouragement to make healthy eating choices.

Encouraging positive social relationships, giving support with academic work and engaging pupils in stimulating activities are ways in which the Boarding House promotes good mental health. Houseparents encourage regular communication and the discussion of issues, and operate an open-door policy.

Care of Boarders who are unwell

During the school day, Boarders who are unwell will be cared for by the School Matron, and at

night by the Houseparents. If an individual room is required, there is a dedicated Boarders' Infirmary which is next to the Houseparents' flat so that the pupil can be monitored without disturbing the other Boarders. However, parents are of course welcome to take Boarders home if they are unwell.

Care of those with chronic conditions and disabilities

House Staff will make every effort to accommodate pupils with existing medical conditions, and to help pupils manage them when necessary.

First Aid

At all times, at least one member of the House Staff on duty will be first aid qualified. Expert medical advice will of course be sought if necessary.



Medicine

The Houseparents keep a supply of home remedies for minor ailments. Medication such as paracetamol is kept in a secure cabinet in the School Matron's office. Before giving any such medication to pupils, their school medical record will be checked to ensure that parental permission has been given, and that no known allergies exist. Records are always kept of medication administered.

Courses of prescribed medicines must be handed to the School Matron by parents and must be in their original packaging with prescription instructions. These will be kept in the secure medicine cabinet, and only issued according to the prescribing doctor's prescription.

Upper School Boarders may self-medicate, as long as they are deemed competent to do so by their parents and by the school, and may bring a lockable container/bag to store their medication in their dormitory.

Access to local medical services

Most Boarders live locally and choose to see their own GPs and dentists, accompanied by their parents. It is also possible, in exceptional circumstances, for a Houseparent to take a pupil to see his/her own GP if deemed necessary. In the case of a Boarder who does not live locally, Topcliffe Surgery can provide temporary emergency GP treatment.

Support for Boarders

Our family system

We aim to live like a family and to encourage happy relationships between Boarders as well as building trust between Boarders and members of staff. We work hard to help the children see that they can depend on our support, and this in turn helps them to develop security and independence.

The Houseparents look for opportunities, and are always available, to chat to individuals and small groups of Boarders on their return from school, over supper and during free time in the evening. We try to get involved with every Boarder individually – working, worrying and problem-solving with them.

Where it is seen to be appropriate, an older Boarder may be asked to support a younger Boarder in some way, such as might be the case with an older sibling. School Prefects have no special authority within the house, but older Boarders are expected to behave as responsible

older siblings would, setting a good example and reporting concerns as they arise.

Everything is flexible and open for discussion – the children are routinely involved in decisions and kept informed about developments having a bearing on the house.

Dealing with Boarders' worries & concerns

We understand that, if a Boarder is concerned or anxious about anything then he/she will be unable to enjoy life in the house and will be very unlikely to achieve his/her full potential, either academically or personally. As in the rest of Cundall life, pupils are likely to turn to their parents or their close friends first, but older pupils, the Houseparents and any other member of staff will always be happy to help.

There may be times when they feel they would prefer to discuss issues with someone outside school. In such circumstances they can talk, telephone or write to any of the following:

The school's "Independent Listener", Rev Alison Askew of 13 The Croft, Kirby Hill

T: 01423 326 284

Childline **T: 0800 1111**

The Office of the Children's Commissioner runs an organisation called Help at Hand which gives free support, advice and information to children living away from home. They can visit www.childrenscommissioner.gov.uk/help-at-hand or freephone **T: 0800 528 0731**.

Details of these people who may be approached are displayed in every bedroom.

Formal complaints

If issues have not been settled to everyone's satisfaction through the above channels then a pupil can make a formal complaint. This can be done in writing, addressing the letter to the Head, or orally by telling the member of staff they have spoken to about the problem.

The pupil will get a note from the Head saying that he is aware of the complaint and that it will be attended to within two school days. Then he/she will be asked to talk the matter through with the Head or a member of the Senior Management Team, and they can have a friend with them who may be another pupil, a member of the House Staff, their form tutor or any other member of staff. If, within two more days, they have not had the matter satisfactorily sorted out, they may contact any of the people whose names are listed above.

Whoever they contact will speak to them at the school – again they can have a friend with them – and will advise them about what course seems sensible. At this stage, it will be up to them to make a decision acting on the advice they have been given.

Our Code of Behaviour

1) We expect our pupils to be well-mannered, responsible, and to consider the needs of others in the boarding family. Any behaviour which might be reasonably considered ill-mannered or antisocial will not be deemed acceptable.

2) Pupils must carry out the instructions given to them by members of staff and older Boarders acting with the knowledge and consent of members of staff.

3) Younger pupils should be supported by older Boarders who must set a good example in regard to manners, attitude and behaviour.

4) No boys are allowed in girls' rooms, nor girls in boys'.

There is no fixed discipline policy or list of set sanctions, as every individual is different and needs to be dealt with accordingly, but breaches of the above code of conduct may be dealt with through discussion, guidance or light sanctions. Any "serious" crimes - e.g. stealing, smoking, bullying, malicious damage – will be acted upon promptly and referred to the Joint Heads.

Equipment needed



Every pupil will need:

- A duvet and pillow with bedlinen (undersheets are provided by school)
- Pyjamas
- Wash kit including shampoo/towel
- Casual clothes for the evening
- Uniform and clean underwear for as many days as needed

It is presumed that pupils will have games/ swimming kit and waterproof coats in school, should these be needed.

Pupils may also bring:

- Photos, small posters etc.
- Comfort toys
- Books & magazines

Electronic games are not permitted for pupils in Main School.

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We hope you have found the answers to any questions you may have within this booklet, but if not, we are very happy to discuss things further.

Contact us by emailing boarding@cundallmanor.org.uk,
or ringing the school.

The school has a large number of other policies to guide its educational and care procedures. Information about these can be found at www.cundallmanor.com/policies

The School Governor with responsibility for boarding is Mr Charles Foulds, who can be contacted through school.

We look forward to welcoming your son/daughter into our boarding family!

Tony and Sarah Reece

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