



BOARDING HANDBOOK FOR PUPILS

Cundall Manor School, Cundall, York. YO61 2RW

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Welcome

Allow us to introduce ourselves... we are Mr & Mrs Reece, the Houseparents at Cundall Manor School. We would like to welcome you to boarding at Cundall. This handbook aims to help you settle in and get to know our routines and what to expect. If after reading this you still have questions, then please do not hesitate to ask any of the more experienced boarders or the Boarding House Staff. We are all here to help you.

Boarding at Cundall Manor School is very flexible. You may stay all week, or just for one night, or any number of nights in between. That means that each night will be slightly different, but what doesn't change is that you become part of our boarding family.



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

Our Aims

We aim to provide you with everything

you need: We want everyone to have a great experience in boarding, which includes comfortable accommodation, satisfying meals and enjoyable activities in a warm, happy and caring family environment. Because we want you to do the very best that you can in all your academic, sporting and extra-curricular endeavours, it is also our responsibility to make sure you get enough prep time, sleep, and any other support you need.

We aim to work with your parents and

guardians: We like to let the people who care for you know what is going on in the Boarding House, by putting pictures on the school's social media, and publishing occasional newsletters. We like to hear from them as well, and there is a specific email address, boarding@cundallmanor.org.uk, that they can use to contact us. They can also ring the Boarding House on (01423) 360914 during evening hours.

We aim to live like a family: We live in the Boarding House with our own two children and all the other boarders. We share meals together,

go on outings, do activities, and enjoy a hot chocolate at the end of each evening. There is a large Boarders' Common Room with a TV, Xbox and computers, and a smaller one on the upstairs landing, also with an Xbox. You are always welcome into our flat (except when we are trying to get a small child to bed!) to come and play with the dogs, watch TV, or just have a chat.

We aim to support your interests: We always want to know if you have particular academic, sporting, musical or other interests, and we will try to support you in all your endeavours.

We aim to have an atmosphere of mutual

respect: It helps everybody if we are all respectful towards one another, and remember others' needs as well as our own. This could mean, for example, staying quiet when we know others are trying to work, or making sure that we are always speak kindly to each other.

We aim to treat you fairly: As far as we can, we want to make sure that you have the same comfort, great food and opportunities to participate in activities as everyone else.

Who's Who?



Very soon, you will get to know everyone, but here's a little introduction...

Houseparents: Mr & Mrs Reece, who live in the Boarding House with our children, Joshua and Ellie, as well as Anya and Roly, our 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.

Housekeeper: Debbie looks after the Boarding House, cleaning for us every day, doing the laundry and reuniting everyone with their lost items!

Weekly Boarders: These are pupils who stay at school every night of the week and go home at weekends. They are the best people to ask if you are confused, as they know everything!

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: You can find Matron in or around her office near the dining room during the day.

Office Staff: Mrs Jay works in the office, and will be pleased to help you with anything.

Independent Listener: Reverend Alison is always happy to hear from you if you want to discuss anything with someone from outside school. Her contact details are displayed on the noticeboard in the Boarding House.

What you need to bring



Every pupil will need:

- A duvet and pillow with bedlinen (undersheets are provided by school)
- Pyjamas
- Wash kit
- 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.

Please make sure that all your clothes, bags, and other belongings have your name on so that they can be returned to you easily if mislaid.

We have lockers where you 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. 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.

Living in the boarding house



As a Boarder, you 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. You 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, you may go and play on the school playing fields.

Where will I sleep?

You will be allocated a bed and somewhere to keep your belongings in a room with others of similar age. Older Boarders will be assigned beds with their own individual work spaces wherever possible.

Notice boards are securely fastened to the wall beside many beds and we would love you to personalise your space with posters, photos and fairy lights if desired, but remember that you may be sharing this space with somebody else, so try not to take over completely!

We will try to keep you with your friends whenever we can. However, this is not always possible, and we hope to encourage new friendships as well. Any proposed room changes can be discussed with Houseparents and we will do what we can.

Cleanliness and Safety

The rooms are cleaned daily, so your floor must be clear when you go to school in the mornings. If you notice any damage or anything you think might be dangerous, please let us know immediately. If you have damaged something we would much rather know about it straight away. We also need to maintain any electrical equipment in the house, so please let us know if you bring in hair-dryers, radios etc., so that these can be checked for safety.

Routines



7:30 Wake-up

Make your bed, or strip off the undersheet and put your bedding away if you are not staying the following night. Get dressed, washed, tidy your things and have your bag ready for school.

8:00 Breakfast

Please come down to breakfast promptly when you hear the bell. When you have finished, you will need to clear your own breakfast things away to the Butler's Pantry. On some days you may be asked to wipe the tables.

8:20 Room check

8:30 Registration at school

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## **5:00 End of school (or 4:10 on games afternoons)**

Put your school things away, make your bed if necessary and get changed for tea.

## **5.30 Tea**

Please come down to tea promptly when you hear the bell. When you have finished, you will need to clear your own breakfast things away to the Butler's Pantry. On some days you may be asked to wipe the tables.

## **5.55 House meeting**

## **6.00 Prep**

Main School pupils will have one hour of supervised prep with members of the academic staff in their classrooms. From 6:30 a member of





staff will be available in the IT Room, if you need to use it.

Upper School have at least one hour of supervised prep in a classroom. You then can go to the IT Room at 7:00 to complete any further work. In the run up to exams the second hour of prep will be compulsory.

### **7.00 Activities**

If you are in Main School you will participate in the wide range of activities offered by the staff – everything from airsoft shooting to baking to Xbox tournaments.

If you are in Upper School, you have the option to take part as long as your prep has been completed, but not usually in the run up to a school exam period.

### **8:15 Supper and check-in (also tuck on one night a week)**

After check-in, Upper School boarders may sign out to go to the IT Room, Gym etc., but you must be back in the house by 9:30.

### **8:30 Bedtimes**

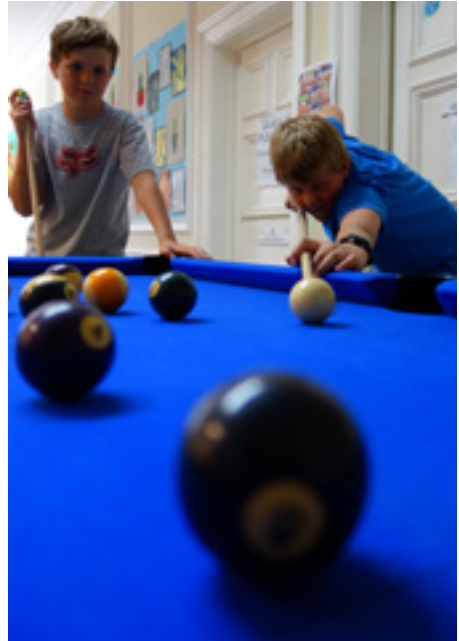
**Form 1-2:** In rooms 8:30 Lights out 8:45  
Quiet 9:00

**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

# Activities, Trips & Free Time



Activities take place each night, organised either by a Houseparent or a member of the duty staff. Some activities provide pure relaxation and fun, in other cases they will push you out of your comfort zone and engage you in new experiences. All Main School pupils are expected to participate in activities. Upper School pupils may choose to do so if their prep is finished, although not in the lead up to exams.

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

During your free time you could:

- Play outside if it is light
- Play in the gym
- Use the computers in the Common Room or the IT Suite
- Watch TV
- Play games on our consoles
- Play board games
- Read
- Do some music practice

# Boundaries



In the evenings we have the whole school to ourselves, but it is really important that you sign out so that we know where you are, and that you come back if you hear the bell go.

Blue – in bounds during darkness

Yellow – in bounds during daylight hours

# Fire Safety

Always make sure that floors and doorways are clear, so that everyone can escape as quickly as possible if the fire alarm should sound.

If you hear the fire alarm sound during boarding hours, exit the building by the nearest available escape route, closing all doors behind you. Make your way to the muster point in the sheltered area next to the IT Room.

If you discover a fire, close the door to the room where the fire is, sound the fire alarm as quickly as you can, and call the fire brigade once you are out of the building.

Fire safety is the most important reason for letting the House Staff know where you are at all times. You **MUST** sign out if leaving the building during boarding hours, and we must be able to find you promptly.

# Phones & Internet



You are able to contact your parents whenever you wish. That said, we hope that you will feel settled and happy enough that you don't feel that you need to phone on a very frequent basis. Your parents will love to hear if you have had a particular success, and likewise will want to help you talk through things if you have had a difficult day.

Upper School boarders are permitted to have their own mobile phones and 4G access to the internet. It is recognised that phones can be used for help during prep, for quickly looking something up or for listening to music, but use of phones during prep is at the discretion of the duty staff and they will be removed if they are seen to be a distraction. All mobile phones, laptops, tablets etc. are to be handed in to the Houseparents at bedtime and are returned the next morning.

If you are a pupil in Forms 1 to 6, you are not allowed to have your own phone in school, but you have access to a cordless phone which can be taken to an area to talk in private if necessary. We just ask that you are considerate with the phone and don't stay on it too long when others might be waiting to use it.

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

# Having your say

We always want you to feel that you can talk to us about any issue at any time, but there are several times which are specifically put aside to let you know what is going on, or to get your views.

## **House Meetings**

After tea each day we have a quick chat with you about anything that is going on in the house, as well as the plan that evening for prep and activities.

## **Supper**

A good opportunity each evening for an informal chat with your friends and with the Houseparents.

## **Boarders' Committee**

Once per half term, some boarders are asked to be at a boarders' committee meeting, and to represent the views of all the boarders. Any requests or complaints will be answered by the Houseparents, or taken to the Heads or the Bursar if necessary.

## **The Boarders' Annual Survey**

Once a year, usually in the second half of the Lent term, we will give you a survey to fill in so that you can present your views on how things have been going in the house. These surveys are anonymous, so you can say anything without being worried that we will know it is you!

# If something is wrong or if you're feeling unwell

We really want you to tell someone if you are unhappy about anything, or if you feel that something is not quite right. There are many people who will be happy to help you:

- Your parents
- Your Houseparents
- Your Form Teacher
- Any other member of staff you trust
- An older pupil
- Reverend Alison (you can phone her on **01423 326 284**)
- Childline (phone **0800 1111**)

If you feel that you have asked for help with your problem, but that it hasn't been sorted out, you can formally make a complaint by writing to Mr Sample or Mrs Kirby. One of the Heads, or another senior member of staff, will talk through the problem with you. You can always have a friend with you at one of these talks.

All medicines must be handed in to the school office, School Matron or Houseparents whenever they are brought into school. They must be kept locked away in the metal medicine cabinet in Matron's office. This is to make sure that you don't have too much, and that no-one else can get access to your medicine. The staff will make sure that you have your medicine when you need it.

If you wish to report sick, either report to the School Matron OR inform a Houseparent that you do not feel well enough to go to the School Matron. The Houseparent will then advise the School Matron and let your Form Teacher know so that the reason for absence can be recorded on the school register.

If you are unwell in the night we may move you into the Boarders' Sick Room so that we can keep a closer eye on you.

If you have a long-term medical condition then we will do all we can to support you. Just talk to us about what would be of help.

## **Enjoy & Achieve: the Boarders' Code of Conduct**

We don't have long lists of rules, but basically we just expect you to be considerate towards everyone in the house. Here are the four points of our code of conduct:

- 1)** We expect our boarders 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'.

