



CUNDALL MANOR SCHOOL

BOARDING HANDBOOK

2025

Cundall Manor School, Cundall, York. YO61 2RW

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Welcome

I would like to introduce you to boarding at Cundall. This handbook aims to help your children settle in and get to know our routines and what to expect.

Boarding at Cundall Manor School is very flexible. You may stay all term, all week or just for one night. Activities each night will be slightly different, but what doesn't change is that your children become part of our boarding family.

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. Please contact us by emailing boarding@cundallmanor.org.uk.

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

We look forward to welcoming your son/daughter into the boarding house.



Clarisse Bale
House Parent

Our Aims

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.



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

Who's Who?



Houseparents: Clarisse Bale, who lives in the Boarding House with her partner Alex and their dog Winnie.

Assistant Houseparent: Mr Conyngham is on duty on Tuesday mornings and evenings, and sleeps in accommodation adjacent to the Headmasters house in school on several nights a week.

Boarding Staff: Duty staff are on rotation different evenings of the 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.

International Boarders: These are Boarders who stay in school all week and go home/to guardians during weekends and out of term time.

School Nurse: Mrs Lee has a surgery just off the Boarders Common Room on the first floor of the Boarding House.

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

Accommodation

Living in the Boarding House:

The Boarders are housed in the main house, where there is a large Boarders' Common Room with kitchenette. There is a TV, games consoles, a selection of board games, pool table.

There are additional work and social spaces on the landings. Boarders can use the library and the music practice rooms in the evening. Whenever weather allows, we make use of the outdoor spaces in the evening, we have 28 acres of land with views over the Yorkshire countryside. The swimming pool is a popular asset that our boarders love to use.

Where will my son/daughter sleep?

Our accommodation is across the first floor of the Manor House. Consisting of two girls dorms and two boys dorms. You will be 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 week.

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

When pupils arrive they will be allocated a room. 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.

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.

Privacy of Accommodation

To ensure pupils privacy and belongings are respected, the boarding bedrooms are out of bounds during the day, unless permission is sought from the Houseparent. Pupils may return to the Boarding House after enrichment at 5.00pm.

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 if your child is staying for the week we can assist with laundry.

If Boarders bring in any electrical equipment this will be checked for safety. Please ensure they have been PAT tested if over 12 months old.

What to bring



Boarders will need:

- A duvet and pillow with bedlinen and undersheets are provided by school, but pupils may bring their own if preferred
- Pyjamas
- Wash kit including shampoo/towel
- Casual clothes and footwear 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.

Boarders may also bring:

- Photos, small posters etc. to personalise their space
- Comfort toys
- Books, magazines, cards or other small games
- Electronics if in Years 9-11

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.

Occasional boarders

On arrival at school, occasional boarders should go directly to the Manor House, where Miss Bale will provide their room allocation. Bags can be left on the landing before the start of the school day. After enrichment activities, pupils will return to the boarding house at 5:00 p.m.

For pupils going home on Saturday mornings, collection is from the boarding house at 9:30 am, or at 12:30 pm. following Saturday school. (Thornton Revision)

Weekly Routines

Weekly boarders may arrive on Sunday nights or Monday mornings.

For those going home on Saturday mornings, they are collected from the boarding house at 9:30, or after Saturday school at 12:30pm (Thornton Revision)

Exeat Weekends

The timings of exeat weekends are published in the School Calendar. Usually the Boarding House closes at 4:10pm on the Friday of an exeat weekend, and reopens on Sunday night for Weekly Boarders or Monday morning for flexi- and occasional boarders.

Daily Routine

- 7:30am Wake-up
- 8:00am Breakfast in the school dining room
- 8:20am Room check
- 8:25am Leave for registration
- 5:00pm Boarding House
- 5:30pm Tea
- 6:00pm Prep in House
- 7:00pm Activities in house for Yrs 3-9. Prep for Yrs 10-11
- 8:00pm Supper: toast, fruit, cereal and hot chocolate is always available

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:

- Years 3-4: In rooms 8:30pm, lights out 8:45pm, quiet 9:00pm
- Years 5-6: In rooms 9:00pm, lights out 9:15pm, quiet 9:30pm
- Years 7-8: In rooms 9:30pm, lights out 9:45pm, quiet 10:00pm
- Years 9-11: In rooms 10:00pm, lights out 10:15pm, quiet 10:30pm

Food & Drink

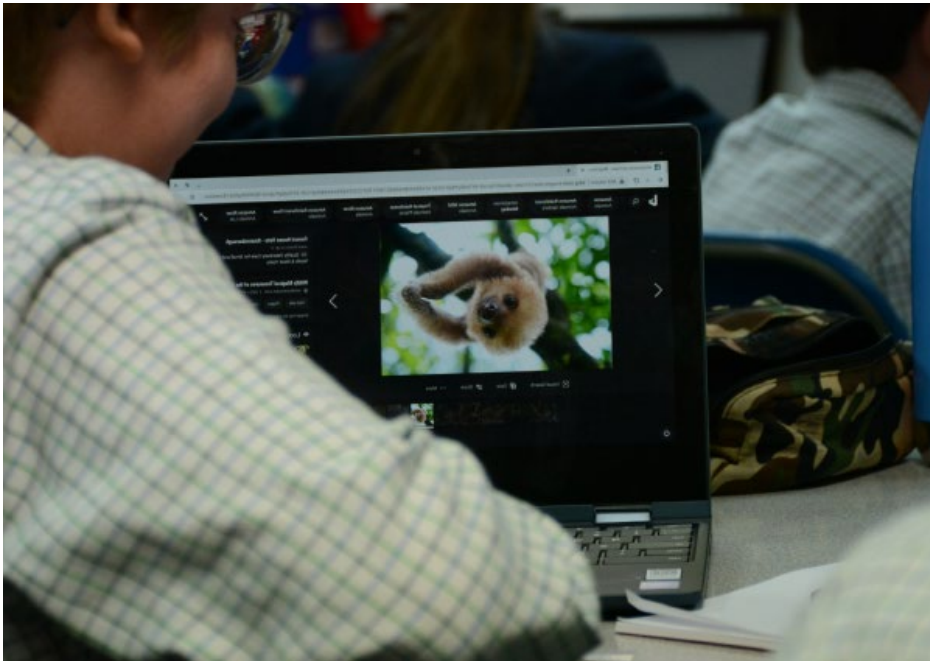


Breakfast and dinner, catering to pupils' individual dietary requirements, are supplied each day. All breakfasts have a cooked element as part of the choice available. Food is provided for those arriving late and missing meals due to activities.

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

Please ensure on the booking form you indicate if you child has dietary requirements.

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.

Senior 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 Years 3 to 8, 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 mobile during evening hour. In addition to this you may use your Chromebook during your free time, using the school's filtered Wi-fi connection.

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.

Laundry

Termly and 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 Houseparents are happy to help.

Protection for Boarders' personal possessions

We have lockers where Boarders can keep valuables which are secured in the house office.

Activities & Free Time



Cundall is a busy school and “down time” is essential. The School has 28 acres of grounds, a gym, 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 filtered access to the internet using their Chromebooks over the school’s WiFi. A TV, games consoles and a selection of board games are available as well as pool table and table football.

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

Activities take place each night, organised either by a Houseparent or a member of the duty staff, or chosen and led by students. 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 Years 3-9 are expected to participate in activities, unless a member of staff deems it appropriate for them to do something else (e.g. finish prep). Senior 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 take place on Friday evenings, and occasionally at other times in the week. These may include visits to the local cinema, bowling, trampolining, climbing, the beach or a playground.

Support

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 hope you will see that you can depend on our support, and that this in turn will help you 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 are here to support and problem-solve with you.

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. 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. Boarders are routinely involved in decisions and kept informed about developments having a bearing on the house.

Dealing with Boarders' worries & concerns

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
- Our Independent Listener,
Rev Bob Sidgewick (01845523378)
- Childline (phone 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.

childrenscommissioner.gov.uk/help-at-hand
T: 0800 528 0731

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

If you feel that you have asked for help with your problem, but it hasn't been sorted out, you can formally make a complaint by writing to Mr Simon Weale, Our Headmaster, or another senior member of staff, will talk through the problem with you. You can always have a friend or trusted adult (an advocate) with you at one of these talks.

Our complaints policy can be found at www.cundallmanorschool.com/policies



Boundaries

In the evenings we have the whole school to ourselves, but it is really important that pupils let us know where they are at all times.

Blue – in bounds during hours of darkness

Yellow – in bounds during daylight



Fire Safety

All new boarders will receive a briefing on fire safety, escape routes and what to do if the alarm sounds, but the main points are below:

- 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 on the front lawn.
- 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.

Sharing Views and Feedback

Boarders are always encouraged to talk to staff about any issue at any time. In addition, there are specific times set aside to share information and to provide boarders with opportunities to express their views:

House Meetings

After tea each day, boarders are told about anything happening in the house, as well as the plans for prep and activities that evening.

Supper

Each evening, supper provides a relaxed opportunity for informal conversation with friends and Houseparents.

Pupil Committee Meetings

Boarders can raise any issues related to boarding by asking their form representative to bring these to the regular pupil committee meetings.

The Boarders' Annual Survey

Once a year, usually in the second half of the Lent term, boarders are invited to complete a survey to share their views on life in the house. This survey is anonymous and provides valuable feedback to help improve the boarding experience.



Our Code of Behaviour



What do we expect of our Boarders?

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 is unacceptable.

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.

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

No boys are allowed in girls' rooms, and girls are not allowed in boys' 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

If you feel unwell, either report to the School Nurse or inform a Houseparent that you do not feel well enough to go to the School Nurse. The Houseparent will then advise the School Nurse 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 Nurse's Room so that

we can keep a closer eye on you and you will be monitored without disturbing the other Boarders. However, parents are of course welcome to take Boarders home if they are unwell.

Medicines

The Houseparents keep a supply of home remedies for minor ailments.

Medication such as paracetamol is kept in a secure cabinet in the School Nurse's surgery. 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.

All medicines brought into school must be handed in to the school office, School Nurse or Houseparents. They must be kept locked away in the metal medicine cabinet in Nurse's surgery. 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.



Courses of prescribed medicines must be in their original packaging with prescription instructions. They will only be issued according to the prescribing doctor's prescription.

Usually we do not advise that boarders keep their own medicine. However, when dealing with a long-term health condition we will make a decision on a case-by-case basis on whether pupils may keep possession and selfadminister, in discussion with parents. In all cases, medicines must be kept locked away from other pupils.

Care of those with chronic conditions and disabilities

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

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.

First Aid

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

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.



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