



BOARDING HANDBOOK

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Approved by:	Fergus Llewellyn (Headmaster, DDSL)
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Reviewed annually or with government change.	

Our Boarding Statement

To benefit from boarding, we accept that this is a community, with all that this implies. Sometimes things will go your way; sometimes they may not. It is important to appreciate that we are all (both staff and pupils) here to make the most of each other's company, and all of us have individual and unique talents to bring to the boarding experience. We, as Houseparents, are both determined that all of you should leave Cumnor House Sussex with a feeling of achievement, but also with a group of friends which, in many cases, will stay with you long after you leave. We want to know if there is anything we can do to make boarding here even better - so please do let us know. Enjoy yourselves!

Boarding Aims and Principles

Our aim is to create a happy community that ensures the safety and welfare of its pupils in an environment where they can develop personally, socially and creatively.

Our principles are in line with the 'Five C's in Cumnor' and the School Motto 'Aim High, Be Kind and Dare to be Different'.

1. **Children First:** The happiness and well-being of each child is of paramount importance; in all decision-making, the impact upon children is considered first. We are ambitious for every child in our care. Children are offered a fully-rounded education within a community that values the concept of childhood.
2. **Care is Widespread:** Cumnor is non-selective and both embraces and supports a diversity of interest, ability, background and outcome. We aim to be sympathetic, empathetic and professional in our relationship with children, staff and parents.
3. **Community Values:** We act in partnership with other school communities – both state and independent. We keep in mind our local community as well as wider environmental issues and encourage children in similar thinking. Old Cumnorians are a valued part of our community.
4. **Communication Matters:** We seek to communicate clearly and without favour, respecting and valuing the opinion of others.
5. **Core Strength:** We aim for the highest standards of professional performance and behaviour supported by these principles. We seek to develop ourselves through appraisal and CPD to be excellent teachers.

AIM HIGH

We encourage all boarders to be the best that they can be at all times. We always ask you to make yourselves proud.

BE KIND

We strive to create a caring community where we all look out for, and support, each other.

DARE TO BE DIFFERENT

We recognise that all of us have individual and unique talents to bring to the boarding experience.

DAILY ROUTINE

Morning

7.00 am	All children up, get dressed & make beds.
7.20 am	Breakfast starts (musicians can leave early to practise)
7.50 am	Tidy dorms, brush teeth and collect what you need for the day.
8.00 am	Morning duties such as 'Kiss and Fly' or 'Flags'

Evening

5.15 pm	Prep
6.15 pm	Supper.
7.00 pm	Activities (usually a choice of an active or a creative activity)
8.00 pm	Hot drink/snack, then up to dorms by 8.30 p.m.
8.30 pm	Quiet time/bedtime routine/reading
9.00 pm	Lights out

By 8.50 p.m., everyone must be in their own dorms and on their own bed.

The quiet time is for reading (or, if necessary, revising) in bed. You should always have a suitable reading book in the dorms. Dorms should be tidy and floors clear by lights out, and your uniform for tomorrow should be ready.

We have a formal 'Staff Supper' every few weeks to which all boarders are welcome.

Prep and Activities

Boarders will have prep before supper from 5.15 - 6.00 pm. There is no prep on a Wednesday but you may find that after matches and before supper is an excellent time to catch up on work or practise instruments.

Activities are supervised by Houseparents and Gappers and include games in the sports hall and outside, as well as activities time in the House and Boarders' Common Room.

We are always open to suggestions from pupils about activities you would like to be arranged. Please let us know and we can help organise any equipment you might need. By all means be competitive in your games, but be friendly and considerate too. Respect each other and the equipment that you use.

Boarding Weekends

We aim to run a few boarding weekends per term, some of which may be open to some of the younger pupils in the Prep school. The dates will be publicised in the School Calendar. This gives you

the opportunity to experience being away from home over a weekend. A typical weekend will look like this:

WEEKENDS

Saturday

8.15 a.m.	Wake Up
8.30 a.m.	Breakfast
10.00 a.m. – 12.00 p.m.	Matches for those boarders selected to play, and a morning activity for those not supervised by Duty staff.
12.00 p.m. – 1.00 p.m.	Free time
1.00 p.m.	Lunch
1.45 – 5.30 p.m.	Activity (This will either be on site, or away from school and will be supervised by the Duty Staff.)
5.30 p.m.	Supper
6.30 p.m.	Changing and dorm tidying
7.15 p.m.	Entertainment/film/games/activities
8.45 p.m.	Up to dorms.
8.55 – 9.15 p.m.	Quiet time
9.15 p.m.	Lights out

Sunday

8.30 a.m.	All children up, get dressed, make beds and brush hair. (Note that you have a lie-in, so <u>use it for sleeping if you can!</u>)
8.45 a.m.	Full English Breakfast
9.30 a.m.	Tidy dorms/Shoe-cleaning
9.45 a.m.	Hymn practice
10.00 a.m.	Matins, followed by a drink with parents and visitors in the Bistro.
11.00a.m.	Change in dorms and free time until Lunch
1.00 p.m.	Lunch
1.45 – 5.30 p.m.	Activity (This will often be away from school and will be supervised by the duty staff.)
5.30 p.m.	Supper: Sunday roast.
6.30 p.m.	Changing and tidying dorms
7.15 p.m.	Entertainment/film/games/activities
8.30 p.m.	Up to dorms.
8.50 – 9.00 p.m.	Quiet time
9.00 p.m.	Lights out

Rules

We are keen that your boarding experience should be as enjoyable as possible. However, there are a certain number of things ('rules', if you like), that we ask you to observe, so as to make the boarding environment both safe and happy for everyone:

Boundaries

The Duty Staff need to know where you are at any given time. Between October and March children should not wander beyond lit areas after dark. From April to September you should remain within the area of the terrace pitches and cricket nets.

Within the building, do not go into the laundry room without permission. The Gappers, Houseparents, Duty Staff, or Housekeeper will help, if there is a problem.

The Dorms

- One of the most important principles of boarding life is that everyone is equal. So, everyone should have the same amount of space in the dorm and the same entitlement to the facilities. In boarding life, it is important to be tolerant, friendly and flexible.
- Remember that you all need as much sleep as you can get - life at Cumnor is busy. You cannot make the most of your day without adequate sleep. It is essential that you respect others' need for sleep too, otherwise we will all suffer!
- Beds will be assigned by the Houseparents before the beginning of each term. In each dorm you will find your own drawer/s for home clothes under the bed.
- You may bring in reading books, photos of friends, family/pets etc., favourite soft toys and posters: use Blu-Tac to put them up and please do not bring in anything that may offend.
- Laptops do not come up to dorms; they can be charged in your classroom, or outside the IT office overnight. They can also be handed in to the Houseparents for looking after overnight.
- If you are out of bed and waking others after 10 o'clock without good reason, you can expect to be sent home from boarding.
- Boarders must never take photos or film in the dormitory area or changing rooms. Personal electronic devices are not permitted at school at any time.

You will be encouraged to be tidy through daily checks of the dorm. It is good to get into the routine of making your bed, folding your clothes, putting your things away etc. - then you won't be called back from your free time in order to have another go.

Equal Opportunities

This school prides itself on promoting British values and providing equal opportunities for all staff and children regardless of disability, sex, religion, culture, ethnic origin or class.

Staff and children are expected to treat each other with respect as individuals and will not tolerate racist or sexist remarks, and will attempt to dispel the development of stereotypical images of people with disabilities, or of people from other ethnic groups, faiths and cultures.

Examples of racist or sexist remarks and other forms of intolerance will be dealt with immediately and severely.

Boarders are not discriminated against. The school has regard for protected characteristics as set out by the Equalities Act 2010, pupil's cultural background, linguistic background, special educational needs, sexual orientation, gender reassignment and academic and sporting ability. All of the above factors are considered in the care of boarders, so that care is sensitive to different needs. These expectations are upheld in all we do at Cumnor, but particularly reinforced through the Wellbeing, PSHE and RSE curricula.

Each individual's needs at Cumnor will always be addressed and supported.

Personal Appearance & Hygiene

A side benefit of boarding is becoming more independent when it comes to washing, cleaning your teeth, putting your clothes in for washing, etc. You will be expected to appear for breakfast and supper wearing the correct uniform and looking smart. Take pride in your appearance at all times.

- It is expected that you will shower daily
- Underarm deodorant sprays are not permitted – they can set off the smoke detectors! – use a roll-on please. Similarly, other sprays are not allowed; creams are preferred
- Razor blades are not to be brought into school
- We can only provide you with the clothes you need if you follow the routine and put dirty clothes in the baskets provided at the appropriate times!
- Laundry lists for clothes and bedding are put up in every corridor. There will be clearly marked instructions on what goes where and when
- All items of clothing and bed linen must be named. Home clothes and spare uniform are kept in your dorms; make sure that any clothes you bring in to school during the term are clearly named too

Medical Matters

A member of the medical team, Houseparents, Duty Staff, or a First-Aider (the list of First-Aiders is available on the Surgery door) will be available if you have a problem or if you need anything from Surgery. There is a morning (8.00 a.m.), and evening surgery time (8.30 p.m.). You must never sit and suffer - always come and knock on the door of the Flat (or ring the special doorbell in the dorms) if you need attention 'out of hours'. If you are ill during the night or during the day you will be cared for in the Sickbay or Surgery by a member of the medical team, a First-Aider or the Houseparents. The Sickbay and Surgery are situated next to the Houseparents' flat and there is an allocated loo across the corridor for your use. You will have the use of a telephone to contact the Houseparents during the night, or the Office during the day if you are considered well enough to be left on your own. If you are unwell, your parents will be contacted as soon as possible.

All medicines, creams etc, must be handed into the medical team, or the Houseparents. This includes vitamins and homeopathic remedies.

Food and Drink

Please do not bring food or drink back from home. Turning up for meals dressed correctly and on time is good manners. Be friendly to staff, saying 'please' and 'thank you' at all times. If you have a comment about food, be constructive. **Mrs Mileham (Head of Catering)** will be happy to discuss things with you and, as you will know, the food at Cumnor is good! There is also a Food Committee to whom you can offer suggestions. Each year group has pupil representatives on this.

Birthdays

If a child has a birthday whilst boarding, they are allowed to go home for the night to celebrate with their family, but we find that many children want to stay and celebrate with their peers! With at least a week's notice, **Mrs Mileham** can help to organise a cake to be had at Supper. Birthday cards and presents can be delivered to school to be given at breakfast time.

Contacting home

House staff have access to school phones which you can use to call home in your free time between supper and bedtime; parents can also call the main school number to speak to you after 6.30 p.m. and before 8.30 p.m. All boarders also have access to a landline phone in the privacy of the boarders' telephone box at the bottom of the main stairs. The door has a code for access which is the same number as the dorm code. **Mobile phones are not allowed.**

Fire Drills

We will have regular fire drills. The normal rules apply:

- Do not assume an alarm means a practice
- Make sure every member of your dorm is awake!
- Walk, don't talk, and wear some sort of shoes or hard-soled slippers.
- Go to the nearest safe exit
- Meet on the terrace
- Line up in your dorms
- Only go back inside when told to do so by the Houseparents

Security at Night

The building is locked and checked by the Houseparents after lights out and alarms are set, so please do not open any outside doors after lights out. If you need help at night, ring the doorbell situated INSIDE the dormitory doors. The Houseparents will come to you. The bell does not ring in the dorms so wait a moment or two for the Houseparents to reach you. You can also wake the gappers, if you need help. Don't open the dorm doors unless there is an emergency - they are alarmed. Obviously, you are not allowed outside the building, except in an emergency.

Anti - Bullying

Everyone in the boarding environment should be working together to make sure that no-one feels unhappy because of the actions of someone else. Do not be a bully or someone who turns a blind eye to bullying. If you suffer bullying or you see/hear bullying, you must speak to someone: a friend, Gapper, Tutor, member of staff, Mr Matthews (Deputy Head Pastoral and Designated Safeguarding Lead (DSL)), Houseparent, or Headmaster; they will be sympathetic. Sometimes, simply talking

about a problem can really help. (Be careful about labelling everything as bullying – definitions are on notices around the school). If you feel you need to talk to someone outside school, you can talk to Cumnor's Independent Listener or, as a last resort, Childline (0800 1111). There are posters in the dormitory areas and by the phones for you to find more information about who to ask for help.

Ups and Downs

Everyone feels homesick at some time or other. It can often strike when you are upset about something else and feeling vulnerable. The sympathy and understanding of staff and of your fellow boarders will help (please remember this when your dorm mates are feeling sad.) There are lots of people you can talk to: Houseparents, Medical team, Gappers and Duty Staff. Joining in with activities will help – look for things to do, and throw yourself into them – you may find that occupying your mind with something else really can make a difference. Also, remember that you will be seeing your family very soon.

Complaints

The boarding house is your 'home from home'. Should you have a complaint about any aspect of boarding life, we would encourage you to let us know. Complaints are best made to Mr or Mrs Park as they are normally the people who can take swift action to make improvements. However, there are plenty of members of staff in and out of the boarding house, as well as Boarding Reps and your parents, whom you are encouraged to share your complaints with so that they can be directed to the most appropriate staff member. We are here to listen and make your experience of boarding the very best it can be and your voice is really important to us. You should not have any fear of negative repercussions coming out of making a complaint.

Further Information

The Child Protection policy, Health and Safety policy, alongside other behavioural and pastoral policies are all available for you to read via the Parent Portal.

You can always talk to:

Your Boarding Representatives / Your Head Boy or Head Girl / House Captains

Or Your School Independent Listener (Carolyn Mole) 07841 534195

(telephone numbers by school phones and on posters in dorms)

Or your Designated Safeguarding Lead (Mr Michael Matthews)

OR

Outside Freephone Helplines such as:



Commissioner of Children's Rights: 0800 528 0731



Kidscape 08451 205 204

Cyberbullying helpline 08451 205 204

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