



Abbotsholme

CEDARHOLME ST. V's BOARDING HOUSE

Boarding accommodation for Junior Boys (Years 5 to 8) and
Senior Boys (Years 9 to 13)



A Guide for Pupils and Parents 2016/2017

*This handbook is designed to be a source of information for both pupil and parent.
Please do not hesitate to contact us at any time should you require further details.*

Welcome to Cedarholme St V's House

We are Iain Coyne and Ruth Miller and we will be your son's Houseparent's while he is here at Abbotsholme. This will be our second year at Abbotsholme and we both have over 10 years' experience of working and supporting young people in various settings including running the upper school boarding house for the Royal Ballet and setting up and running the boarding house at a school in Cardiff. We live with our children, Reuben aged 7 and Nellie aged 3 in the house adjoining the boarding house, which is situated at the end of the junior boys' corridor. Both our children attend Abbotsholme, Reuben is in Year 3 and Nellie attends Pre Prep.

Contact details:

House landline – 01889 594288

House Mobile – 07895 641738

Email: ruth.miller@abbotsholme.co.uk or iain.coyne@abbotsholme.co.uk

Cedarholme St V's Mission Statement:

- Develop the whole person, with a desire for truth and a respect for others.
- Safeguard and promote the welfare of each boarder.
- Maintain clear expectations of behavior and personal organization.
- Provide training for junior boarders and structure and support to senior boarders to foster and develop independence and competence.
- Nurture trust and respect so that the boarders in out care feel encouraged to seek our support and counsel regarding any issue confronting them.
- Provide the conditions for boarders to develop their intellectual talents through well-structured assignment times and liaison with academic tutors.
- Encourage an open, honest and caring environment, developing the concept of living together in harmony, enjoying a diverse and dynamic boarding community.

PASTORAL CARE

Cedarholme St V's Team:

Resident Houseparents: Mr Iain Coyne and Mrs Ruth Miller

Assistant Houseparent: Mrs Kate Diamond

Assistant House Staff: Mr Ralph Calvert, Mrs Louise Newbitt, Mr Sam Ritchie and Miss Heather Flemming

Assignment Staff:

Mr Gary Pike

Mr Gareth Pardoe

Mr Jamie Taylor

Mr Paul Jones

Mr Ralph Calvert

Mr Jeremy Wilford

Miss Natalie Sanderson

Mr Mark Calthrop-Owen

During the term, Cedarholme St V's is your home and we want you to feel happy and secure. It is important that you make your room feel like your home away from home with posters, maybe of your favourite sport team, photos of your family and friends and bright bedding. Younger boys may like to bring some toys and a special teddy bear but we request that no toy weapons are brought with them.

We run a happy house where we encourage all the boys to look out for each other and everyone shares the responsibilities for the duties in the house. The most important qualities we expect from our boarders is to be truthful, trustworthy and respectful. We meet at least once a week to discuss the running of the house, boarders have the opportunity to discuss concerns and make suggestions. Of course duty staff can be found about the house whenever you have a problem or want a chat. Boys room together with others from their own year group in either twos or threes, with single rooms for Sixth Form boys.

We expect all our boarders to treat each other as they would like to be treated and the school has a zero tolerance approach to bullying with all reports of bullying being taken very seriously. The school's Code of Bullying is included in this document, additionally, the Childline number is displayed throughout the boarding house.

Tutor:

Each boy is assigned to a personal academic tutor, who is a member of Abbotsholme staff and looks after a tutor group of about 8 pupils. The tutor oversees academic progress and with the Houseparent, shares responsibility for your son's well-being and pastoral care. At the end of the term, the tutor collates your son's school report,

reviews it with him on an individual basis, helping to assess personal achievements and set targets for the next term.

Cedarholme St V's Daily Routine

Juniors Routines and times:

Weekdays

7.00am	Wake up call
7.30am	Breakfast
5.00 – 5.15pm	Sign in to the house
5.15 – 6.15/6.30pm	Evening Activities
6.15pm	Supper for Year 8 and below
6.30pm	Supper for Year 9 and above
6.40pm	Year 8 and below sign back on house
6.45-7.45pm	Assignments for Years 6-8
7.00pm	Year 9 and above sign back on house
7.15-8.45pm	Assignments for Year 9 and above
8.00pm	Year 7&8 sign in and get ready for bed
8.30pm	Year 9 sign in and get ready for bed
8.45pm	Year 5 and 6 bed time
9.00pm	Year 7 bed time and Year 10&11 sign in
9.15pm	Year 8 bed time
9.30pm	Year 9 bed time
10.00pm	Year 10 bed time and Sixth Form sign in
10.15pm	Year 11 bed time
10.30pm	Sixth Form in rooms

Mornings:

Boys will be woken up at 7.00am, giving them plenty of time to get ready for school and be down for breakfast at 7.30am. We expect boys to keep their rooms tidy and make their beds before school. Registration is at 8.20am, we expect boys to leave for school by 8.15am.

The School Day:

Morning Break	11.05 – 11.25am
Lunch	12.40 – 13.30pm
Afternoon Break	3.25 – 3.45pm
End of School Day	5.00pm

Evenings:

Monday to Thursday boarders sign in back onto the house at 5.00pm. From 5.15pm until 6.15pm there is a time table of activities such as climbing, young farmers, Lego and gaming club as well as sports such as rugby, basketball, football and hockey to choose from. Alternatively boarders' can use this time to relax and socialise. Supper is between 6.15-7.00pm after which students complete their assignments in the boarding house with duty staff supervising. After assignments boarders have some spare time, we organise activities in the boarding house, such as baking cakes or film and pizza night. We celebrate each boy's birthday in the evening's free time.

We now have the addition of the Wainwright Loft which is located at the very top of the boarding house. It is a space to be enjoyed by all boarders within the school and we plan to run film nights and other social events for the boys and girls to be able to socialise together in a fun and safe environment.

All boys must sign in and out whenever they leave the house, making sure they state where they are going. Bed times vary depending on which year you are in but all times are published on the notice boards which are around the house.

For Year 9 and below all mobiles, laptops and iPads are to be handed into the duty staff at bed time each night and will be put on charge, ready for the next day. Electrical equipment may not be used by any year group after lights out and will be confiscated if it is.

Responsibilities:

All boys will have responsibilities throughout the week. One night a week they will be responsible for cleaning the kitchen at the end of the evening ready for the next day. Twice a week Cedarholme St V's boys are responsible for dining hall clean-up after breakfast and supper, a chore akin to what they might have to do at home. Each boy is responsible for keeping their own bedroom tidy and regular checks by staff will make sure they keep on top of this.

Contacting Parents:

Please feel free to contact your son during the evening, we only ask that you avoid assignment and supper time. Most boys will have mobile phones but if for any reason they wish to use the house phone then they are very welcome to, up to 8.30pm. Parents are also free to use this number, either to speak with us or your son.

Laundry:

Boys will be provided with a named laundry box and net washing bag for their laundry, all items of clothing must be clearly named. Cedarholme St Vs has two laundry days, Monday and Tuesday, each boy will be assigned one of these as their day and they will be expected to take their box and bag down to the Laundry the evening before or first

thing in the morning before breakfast. It will be washed and beautifully ironed ready to be picked up the same evening and put away.

Take Away Meals:

Take away meals may be ordered with permission of the Duty staff by 8.30pm on **Tuesday, Fridays and Saturdays only.**

Sixth Form students are able to order takeaways any evening but they must be delivered before 9.30pm.

Midweek Exeats/Additional Nights:

If for any reason you wish to take your son off house within the week we request 24 hours' notice by an email or phone call. If they are to stay at somewhere other than you home, a friends for instance, then we would also require confirmation from their host that they are staying with them. Any request for boarding extra nights should be made by the parent/guardian to either Mr Coyne or Mrs Miller by phone, email or letter. Messages from boys cannot be accepted as official requests.

Weekend Leavers:

Weekly boarders may leave with their parents for the weekend at 5.00pm on Friday, this can be a good opportunity for parents to catch up with the Houseparent's. Students must sign out before they leave and sign back in on the same sheet when they return, be that Sunday evening between 6.00pm and 8.00pm or Monday morning in time for registration.

Weekend Routines:

The weekend is time to relax and have fun, as long as all homework is completed, boys are free to take part in any of the activities that are laid on. The school offers a variety of day or weekend trips and full boarders are encouraged to make the most of these opportunities: different kinds of OEd excursions, city breaks, theatre trips, sports matches, bowling, cinema etc. On Saturdays there is also buses to either Uttoxeter or Derby for those who wish to go shopping. Year 10 and above can take advantage of either bus, with Year 9 allowed to go to Uttoxeter, lower years would have a member of staff go with them. All boarders must stay in groups of three at all times.

There are special treats in the supper box for the weekend and there is more time and opportunity for boarders to cook for themselves. There is also opportunities to take advantage of our new Synthetic Pitch, swimming pool, sports hall and other fantastic school facilities, supervised by the boarding staff on duty.

Weekend Exeats:

If any of the full boarders require weekend leave to visit family or friends, permission must be forwarded to the houseparent no later than the Thursday evening. A letter or phone call is also required from the host family or friend.

Pocket Money:

Pocket money for full boarders is given out by the school on a Friday lunchtime, students are to collect their pocket money from Mrs Sally Marren, the School Administrator.

Holiday Travel Arrangements:

All Travel arrangements should be forwarded well in advance of half term or holidays, with detailed travel requirements. Including contact details of who boys are staying with, i.e. host families/guardians. We can arrange a taxi to your required destination, this will be added to your school bill.

If a pupil is required to leave school before the last day of the term it is essential that he gets permission from the Head of Year. It is recommended that no flights be booked until this permission is granted.

No boarder can return to school earlier than the evening before the start of the school term. Any boarder who returns during the school holidays will be sent to a listed guardian / host family of the school's choice and will be billed accordingly.

Returning on Sunday and after holidays:

We request that all weekly boarders return between 6 and 8pm on the Sunday evening or in time for registration on Monday morning if you prefer. When returning after holidays please return between 6 and 8pm unless travel arrangements preclude this, in which case an alternative arrival time will need to be agreed with the houseparent's in advance.

Cedarholme St V's House Ethos

By choosing boarding you are choosing to be part of the Abbotshome community and The Abbotsholme Behaviour Charter expects its whole community to demonstrate values of Honesty, Courage, Humility, Integrity, Respect and Responsibility.

Honesty:

Always tell the truth, it is far better to own up than to get found out, remember one small lie can lead to much bigger ones.

Courage:

In every area of school and boarding life you will be challenged, to see the world differently and to try new things. Have the courage to challenge yourself and courage to make mistakes, pick yourself up and try again.

Humility:

Have the humility to know that every boy in the house is as important as the next and celebrate the differences each boy brings to our community.

Respect:

We expect respect from all our boys, not only for staff but for each other and their surroundings.

Responsibility:

Take responsibility for your actions as well as your belongings.

Integrity:

For our boarding house this value is perhaps the most important as to have integrity is to have all five other values. Integrity is doing the right thing.....even when no-one is watching!

In addition to the values above Cedarholme St V's has a house motto which is:

LIVE ABOVE THE LINE

Ownership
Accountability
Respect

Blame
Excuses
Denial

Rewards and Sanctions:

Every week we present one boy the “Stag of the week” award, this is in recognition of individuals who do more than is expected in the house. Maybe for organising an evening event or being particularly helpful or kind to a house mate. At the end of the month all stags and boys who have had birthdays in that month enjoy a special meal together. Once a week boys choose a new movie and have something special to eat – this is sometimes enjoyed in the school theatre when the drama timetable allows. There is a yearly timetable of boarding events such as pancake races, Halloween parties, Guy building and bonfires where all the boarding houses get together and have fun.

Sanctions take the form of gating’s, having computers, iPads and phones confiscated or doing a household chore. Sanctions are decided on depending on the nature of the misdemeanour. Parents are not always contacted on an occasion of inappropriate behaviour, however Houseparent’s will contact them when they feel it is a serious breach of House ethos or if the boarders’ behaviour is continuously inappropriate.

Emotional Well Being and Homesickness:

Homesickness may or may not affect your child and it may not simply be the result of missing parents and family but also the change of routine that living away from home entails. We work with parents/guardians to encourage your son to become involved in his new environment to gain the confidence he needs to feel happy and secure within our boarding community.

Where possible we provide boarders with “taster” days so that they may experience boarding life before entering into it. All new boarders are given a buddy, a boy who is already boarding with us, to help them settle in, make friends and find their way around the boarding house and school in the first few days.

Things parents can do to help:

- Prepare well for leaving home by talking about the move, let your son help pack his case so he knows what he is bringing, make sure you include possessions that will be a comfort and link to home.
- Be clear about arrangements for visits and phone calls.
- Encourage friends and family to send postcards and letters, it’s always nice to receive something through the mail.
- Encourage participation in the new activities.
- Keep us informed of any problems and encourage your son to let us know how he is feeling.

Things pupils will be helped by:

- Understanding what homesickness is and knowing it's a natural feeling
- Knowing who to talk to – friends, staff, school health advisor
- Being clear about times to contact home
- Being active

We appreciate that it can be extraordinarily difficult to be at the end of a phone listening to your child pour his heart out, however if such a situation arises, speak to the Houseparent's or member of house staff as quickly as possible, we can then deal with it immediately. We, as parents ourselves, know how hard it can be for parents but please be assured that a child will overcome their homesickness once they have a routine and feels settled.

Keeping safe

Fire Protocol:

The fire exits are clearly marked and all boys will be told about the escape procedure and have both announced and unannounced drills.

******Our fire assembly point is in the Tennis Courts******

Medical information:

Please refer to the handbook for parents for full detail about medical regulations.

Boarders who are on prescribed medication should inform their Houseparent's and the School Health Advisor. Please bring medicines in their original box to help avoid confusion. **Pupils should not manage their own medication.** Pupils do not need to bring painkillers to school, these can be administered by the Houseparent's and the School Health Advisor. Pupils are not allowed to bring Ibuprofen into the House as it is dangerous for asthmatics.

The school has a nut-free policy for the safety of those who may be allergic to nut products. Please ensure that your child does not bring into school any product that may contain nuts.

Parking:

Cedarholme St V's is situated very close to the main car park yet there is a limited amount of space outside the side door to the boarding house. This can be used when dropping off/picking up pupil's belongings at the beginning and end of term. Cars should however not cause an obstruction as access may be required by service and emergency vehicles at any time.

Student Vehicles:

All boarding pupils that bring a car to school are to hand their keys into their Houseparent on arrival on school site. Permission will be given in the evening for occasional shopping trips or meals out at the discretion of the Houseparent. No permission will be given for pupils to leave the school site during the day unless in exceptional circumstances.

Security:

Cedarholme St V's is secured each night. The main doors are accessed by key pads. The code should not be given to any other pupils outside of Cedarholme St V's and the door should be kept locked at all times. Day pupils **MUST NOT** be invited back to the boarding house.

In the evening we have an open door policy for the dorms, boys can leave valuables in the safe in the duty office or in a lockable drawer or wardrobe in their rooms.

Personal Safety/Privacy:

Most of the dorms in the house are shared. In order to respect the privacy of all the boys and to comply with boarding standard regulations, we respectfully request that all parents and guardians knock before entering their child's room and request permission from the houseparent before going onto the corridors. Each boarder will have a lockable space in their room, be it a wardrobe or drawer. Keys for these will be issued on arrival at the beginning of term, we ask for a £5 deposit for the key/padlock, which will be returned at the end of the year.

Electrical Safety:

Boys are allowed to use the electrical equipment in the kitchens. There are ovens in the senior boy's kitchens and the junior kitchen has a microwave and a toaster. Additional care should be taken with using knives and when making hot food/drinks. ALL electrical equipment in dorms should be unplugged with not in use.

Emergency Cover:

There is always two members of staff on duty in Cedarholme St V's. In the unlikely event that there is an emergency that requires further staff to cover the running of the house then the following procedure would be put into action.

1. The resident house parent would be contacted to cover the house or deal with the emergency
2. The assistant houseparent would be contacted to cover the house or deal with the emergency
3. Reciprocal arrangements are in place with both Orchard and Barnfield for emergency cover

4. The headmaster is also on call in the event of an emergency

Complaints Procedure

Complaints Procedure for Parents:

The complaints procedure is available to all parents in the Handbook for parents.

Complaints Procedure for Boarders:

- Every pupil at Abbotsholme has a right to enjoy his or her learning and leisure time free from intimidation, fear or harassment.
- All pupils should learn to live with each other and show tolerance towards each other.
- We want our pupils to build up relationships of trust and it is hoped that any problems or anxieties can be resolved readily.
- If you feel that the difficulty cannot be settled in this way there are a number of things you can do:
 - Talk to a close friend, or a senior pupil who you feel you can trust
 - Discuss the matter with any member of staff. You are always welcome to raise an issue with the Health Advisor or your Houseparent
 - Contact your parents or a family member
 - Contact someone from outside the school community. Any one of the following will gladly help:

Childline www.childline.org 0800 1111 NSPCC help@nspcc.org.uk 0808 800 5000
Samaritans jo@samaritans.org 0845 790 9090 Derbyshire Social Services 01629 580000

If you wish to make a complaint:

- This can be by talking about it or by writing it down, whichever you find the easier. You can make a complaint by yourself or as part of a group or through your parents.
- The complaint can be made to any member of staff
- The issue can be a big problem or a small one. By discussing it, you may come up with some positive ideas.
- If possible, the member of staff will deal with the problem. If not, the member of staff will seek the help of a colleague (for example, a Tutor, Head of Year, House Parent, Health Advisor or Assistant Head).

- If you are worried about confidentiality, tell the staff: they will understand. Even if you find the issue hurtful or embarrassing, do not worry: the matter will only be
- Discussed by staff that need to know and who can help you. You will be consulted and kept informed about any action to be taken.

If a matter remains unresolved, or you wish to make a formal complaint see Mr Boud-Self, Assistant Head, he will, discuss the complaint; make a note in a book. He will investigate your complaint and report back to you. You may be accompanied, if you wish.