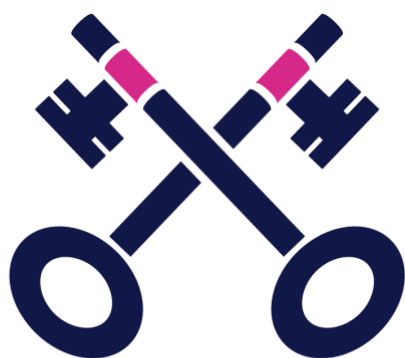




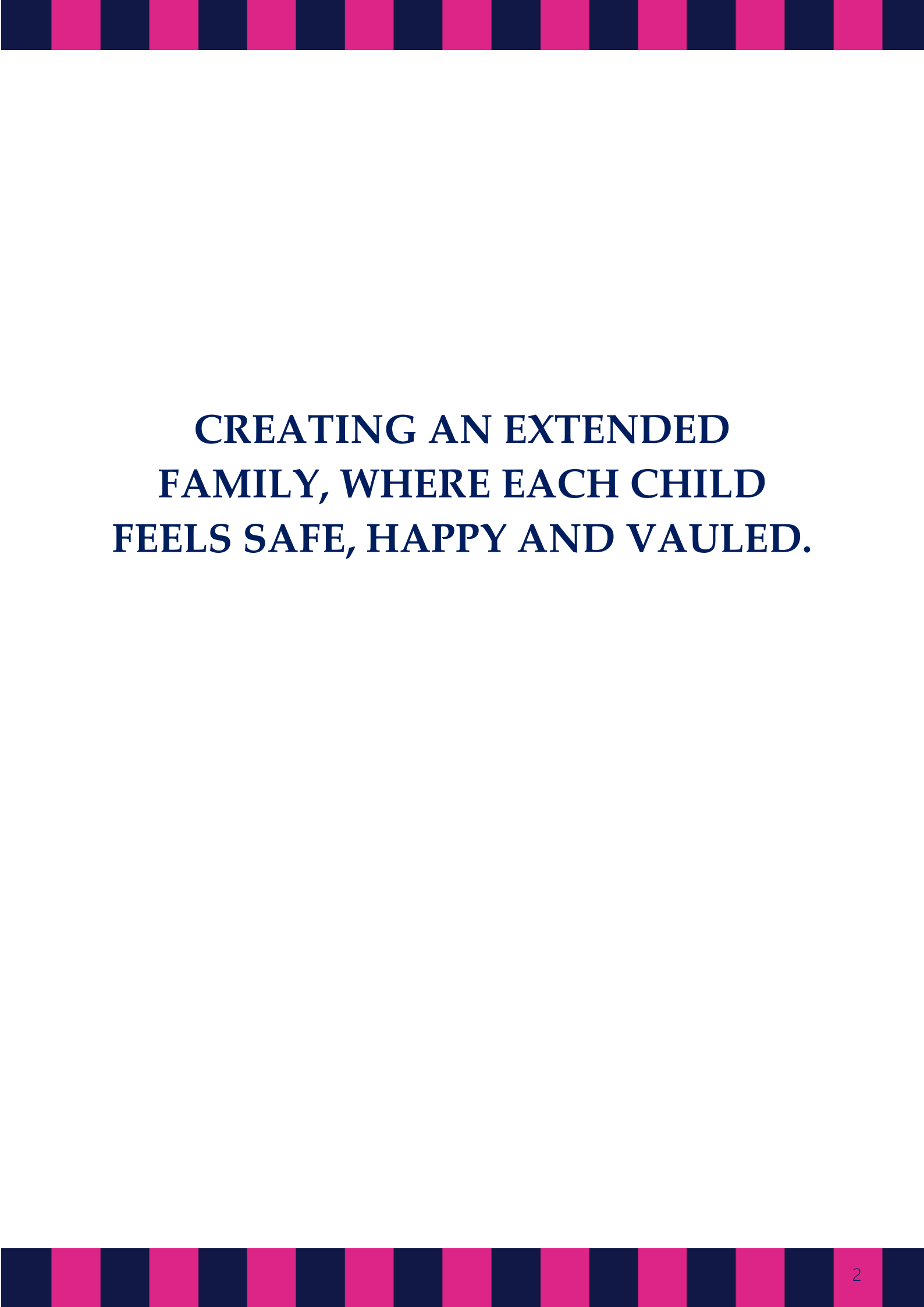
CADE HOUSE

Boarding
Staff

Handbook

2022-23





**CREATING AN EXTENDED
FAMILY, WHERE EACH CHILD
FEELS SAFE, HAPPY AND VAUED.**



Dear Staff,

This handbook is intended as an up-to-date guide for both new and existing staff members on the school's boarding policies and procedures. It outlines how boarding at Cade House operates.

The handbook covers our approach to boarding and how we safeguard and promote the boarders' welfare. It also fully describes the daily routine of a boarder as well as the organisation aspects related to boarding. It is essential all staff are fully aware of these procedures and policies, and we are all consistent and fair in our approach.

We hope that it will help you to be more informed of your responsibility and role when caring for the boarders in Cade House. We fully recognise and promote that for boarding to work properly it is a team effort between Houseparent's, Matrons, Sport Professionals, Graduates, Gap students, pupils and parents. Please talk to us about anything you are unsure of, not comfortable with or make suggestions to improve the boarding provision at the school. Ultimately, we are all aiming to provide a positive, secure and enriching experience for the pupils while they are entrusted in our care, whilst offering professional development opportunities for our staff.

We thank you in advance for all that you do to make boarding at Cade House a success.

Jack and Jessica Avery
Houseparent's



Our Team

Houseparent's:

Mr Jack Avery & Mrs Jessica Avery

Assistant Houseparent's:

Mr Andrew Theedom & Mrs Leanda Theedom

Matrons

Mrs Gill Neal

Mrs Catherine Herbert

Mrs Amy Keen

Mrs Yesim Cetin

Senior Leadership Team Boarding Assistants

Mr Duncan Simpson

Mr Tom O'Sullivan

Mr Noll Jenkins

Mrs Rachel Hamlyn

Mr Kit Perona-Wright

Sports Professionals

Mr Dan Crook

Miss Bethan Jackman

Boarding Graduates & GAP Students

Mr Jack Banks (Graduate)

Mr Sam Matthews (Graduate)

Mr Oliver Khan (Gap Student)

Miss Caty Stirling-Lee (Graduate)

Miss Izzy Boddington (Graduate)

Miss Saskia Horseman Sewell (Gap Student)



Aims and Ethos of Boarding at Cheltenham Prep

Cade House aims to provide a safe and secure environment in which each pupil can flourish and grow in all spheres of their school life. The relationship between pupil, parent and House will be fundamental to this and frequent and open communication is encouraged.

Cade House is a 'home from home' where all pupils can study, play and rest. Boarders develop responsibility for themselves and for others, and have the opportunity to express their individuality, whilst learning respect and consideration towards the immediate and wider community in which they live.

We create a family atmosphere in which each child feels safe, happy and valued whilst staying away from home. However, we cannot and should not replace the child's parents and we hope that parents feel part of the boarding at Cade House. We strongly believe that the children should be at the centre of the boarding process. Under the guidance of our boarding team, we believe boarders will enjoy boarding at The Prep and will have the opportunity to fulfil their potential and build lasting friendships.

Whole School Policies

All staff must be fully aware and apply the whole school welfare policies and procedures that we adhere to. With respect to boarding these include.

1. Child Protection and Safeguarding
2. Anti-bullying Policy
3. Missing Child Policy
4. Adults living in the Boarding House
5. Key Behaviour Policy
6. Complaints Procedure
7. Staff Social Media Policy
8. E-Safety Policy

It is advised that you familiarise yourself with all school policies.

All School policies can be found via this link (rather than on the server) on SharePoint:

<https://cheltenhamcollege.sharepoint.com/sites/Business/College%20Policies/SitePages/Policy%20Portal.aspx>

Staff Induction & Staffing

All new staff will shadow one of the Houseparent's or Deputy Houseparent's for two nights. All staff will have a meeting to discuss the relevant policies and procedures within the boarding house and this is usually included in the inset schedule. After two week you will asked to complete a short form that will highlight any areas that may still need to be covered.

Each night will be led by either the Houseparent's or the Assistant Houseparent's. Please check the Boarding OneNote (*see boarding register paragraph*) to check any house, pastoral or medical notes. You will also find an outline of the evening and staffing on OneNote.

Tutor System

All Boarders can approach any member of the boarding staff at any time to share the good things, as well as seeking advice, counselling or support during times of difficulty. All full boarders will have a member of staff who acts as their personal boarding tutor. Pupils can list the names of three preferred staff and the Housemaster allocates one of these staff as their boarding tutor for the year.

Regular meetings with the personal tutors help to develop the pupils from all perspectives, socially, academically and personally. Problems can be shared; targets can be set/reviewed, and guidance constructed. It is important to feedback any concern to the Houseparent's so that there is always clear communication.

Boarders Duties & Boarding Leadership Team

All boarders are responsible for ensuring communal areas and dorms are kept tidy. Those children that show leadership qualities in the boarding house will have the opportunity to be part of the Boarding Leadership Team (BLT). This group meets once each half of term and discuss all aspects of boarding. This usually consists of one boarder from each year group.

Boarding Register

At the start of the term, the Houseparent's produce a OneNote document with the term ahead boarding lists. All full boarders and regular flexi-boarders are placed in this document in order that there is a general overview of the space taken and available throughout the term. Occasional boarders are added to this register on request. This overview is constantly updated and changed as requests and cancellations occur throughout the term. The register can be accessed by any boarding staff. This OneNote will also include pastoral, medial and house notes.

All requests to board or not to board on any given day must be, and can only be, authorised by the Houseparent's or when on Assistant Houseparent's.

Boarding AM/PM registers are taken on Orah, and this will be outlined during the September boarding inset.

As with all administrative systems, people can upset the process by leaving verbal messages that they are taking pupils out of school early, etc. **It is vital that if a boarding pupil is not boarding or is off site, that the Houseparent's authorise this**



so that records can be amended, and that the Boarder signs out following the correct signing out procedures below.

It is important that up to date and accurate records of those pupils who are boarding are kept for the following reasons:

1. The number of pupils staying overnight changes from day to day.
2. In the event of an evacuation of the main school due to a fire an accurate register of pupils is essential to safeguard lives.
3. The catering staff need to be informed daily of the number of pupils boarding to prepare supper and breakfast.
4. The school bursar needs to be issued with the names of those who have boarded so that accounts can be debited.

The boarders' register is taken twice in an evening using Orah; at the end of day at supper (18:00) and as the children arrive at the dorms for their bedtime. Boarders are expected to sign into the Boarding House when they first arrive from school using the Orah iPad on the landing. During one of your shadow nights or during inset you will be shown how to use this.

Any pupil due to be boarding but needs to leave site (*for example birthday supper, appointments*) must **sign out** with the Houseparent's, Assistant Houseparent's, Sports Professionals or Matrons before leaving school. Only the Houseparent's, Assistant Houseparent's, Sports Professionals or Matron can authorise this. On return they **must** sign back in. No child should be allowed to leave the school premises with anyone other than their parents or designated carer unless consent has been communicated to the Houseparent's.

Overview of the Boarding Routine Weekdays

	Year 3 and 4	Year 5 and 6	Year 7	Year 8
5.00pm	Prep/Free Time	Free Time	Free Time	Free Time
6.00pm	Supper	Supper	Supper	Supper
6.30pm	Music/ Activities	Music/ Activities	Music/ Activities	Music/ Activities
7.30pm	Bun and Drink	Free Time/ Activities	Free Time/ Activities	Free Time/ Activities
7.50pm	Showers	Bun and Drink		
8.10pm	Quiet Time	Showers		
8.30pm	Sleep	Quiet Time	Showers	Bun and Drink
8.50pm		Sleep	Quiet Time	Showers
9.10pm			Sleep	Quiet Time
9.30pm				Sleep

Weekends

On Saturday morning the boarders get changed into their sports kit and have breakfast before heading off to fixtures. On Sundays, boarders can enjoy a lie in (09:30) rather than their usual 7.00am wake up time. On a Sunday boarders enjoy breakfast in their pyjamas before enjoying a variety of different activities. Recent Sunday adventures include paddle boarding, Go Ape, theatre trips, bowling, outdoor cinema, inflatables, strawberry picking, escape rooms, trips to the beach, great boarders' bake-off, laser tag and much more.

Evening Activities/Free Time

Following supper, boarders have free time which is supervised by the boarding team. There are a variety of options available to boarders; Activities in the Barn, Table Tennis, Table Football, Tennis, Astro games, ICT and Art, board games, baking, Common Room/Houseparent's Flat, fields, Swimming, whole school hide and seek, 'Spotlight' (tag with torches), Movie Club, Squash, PlayStation, or simply just relaxing.

Boarders Kitchen and snacks

Boarders at Cade House have the exclusive use of a boarder's kitchen within the boarding house. Drinking water and fresh fruit is always available. As part of the boarder's snack cereal, toast and fruit is available, between 7.30pm - 8.30pm. Children are allowed to eat their snack at the breakfast bar, kitchen table or in the family room. Year 8 boarders are allowed to make tea as part of their snack. Children will be expected to keep the kitchen tidy at the end of every evening, and a rota of responsibilities is in place. It is important that the kitchen is



treated with respect as the privilege of using it may be restricted if it is abused.

Bedtimes

Boarders' bedtimes differ depending on their age. The simple principle being that the older the pupil, the later the bedtime. Consideration must be given, however, to dormitories where there might be more than one age group. In this situation, one bedtime will be applied to minimise disturbance caused by other pupils entering the dorm as one group is settling down.

All the dorms have a time when their main light is turned out and children have 15 minutes reading time using their individual nightlights. After that time House staff will insist on silence. Bedtime routines and lights out times have been carefully planned to allow children as much free time as possible, balanced with appropriate rest. A member of staff remains in the main corridors of the Boarding House for at least 30 minutes after the last dorm have been asked to be silent.

Bedding

All Full Boarders are encouraged to bring their own duvet covers and pillowcases. This helps to develop the feeling of home and personal their space. Those pupils who do not bring their own duvet cover and pillowcase have them provided by the school. Flexi boarders will strip the sheet off their bed on the morning they are leaving the Boarding House and replace it with a clean sheet ready for the next boarder. We hope this will help develop a strong sense of community within the Boarding House.

Rewards and Consequences

In the boarding house, there are rewards/ privileges in the form of **boarding bonuses**. These may be awarded by any member of the boarding team.

A boarder's bonuses may be awarded to an individual who has shown any form of positive behaviour in line with the school or boarding values. Boarders' bonuses may also be awarded to a dorm for similar exemplary behaviour.

During boarding time "school" sanctions will not be applied. Boarding staff will use their discretion to apply "home-style" consequences to children. If appropriate a boarder might lose their free time and give back to the boarding community by doing some house chores. For example, if a child has taken something away from the sense of community, then they should spend some time doing good for the community. In Year 8 child may be 'house gated' and this involves meeting with the duty staff and losing all free time (period to be decided depending on the severity of their actions). Any continuing or serious problems will, of course, be discussed with parents. Any poor behaviour is monitored closely by all members of the boarding team and any recurring issues with pupils will be discussed in the weekly staff meetings (if necessary) and Houseparent's will take appropriate action. Boarder's bonuses will be recorded electronically on Class Dojo and consequences will be recorded on pastoral notes.

Lights Out

Lights are turned out by a member of staff on duty.

It should be noted that male members of staff should not access the girls' corridor at any time unless it is an emergency. If it is necessary for a male to go on to the floor, then they should ideally be accompanied by a female member of staff.

After lights out, pupils should remain silent and try to sleep making sure they are mindful and respect each other. Please remind the boarders the following: *have you brushed your teeth, have you been to the toilet, have you got some water, have you got your fobs on.*

Overnight Problems

Should there be any overnight problems with boarders they can ring the 'Red Phone' located on each landing to gain the attention of the overnight member of staff. Certain member of staff will be allocated the responsibility of the overnight phone. Head of Boarding will inform you of this.

Missing Pupils

It is almost always the case that there is a simple explanation for such a situation, and it is important for all staff to avoid conveying panic/excitement to other pupils. Although we cannot and should not be complacent, absconding has not been experienced here for very many years. Vigilant supervision remains essential, however, including alertness to any strangers on or near the school site.

Missing Child Policy:

<https://cheltenhamcollege.sharepoint.com/sites/Business/College%20Policies/SitePages/Policy%20Portal.aspx>

Boarders' Common Rooms

Boarders have exclusive use of communal areas. There are three common rooms located on boarding landing. In addition to this there is a boarder's kitchen.

The common room areas may only be used after 17:00 and is open to all ages. It is important that it is treated with respect and the privilege of using it may be restricted if it is abused. In addition to the common room, pupils also have access to the sports hall, art room, Fields, Astro, Lake House, balcony and computer room with permission from the member of staff on duty, although internet access must be supervised.

As aforementioned, boarders may also enjoy quiet time in their dormitories.

Fire Drills

It is a requirement that a fire drill is carried out at least once every term. Pupils are briefed on the course of action that they should take in case of an evacuation and have a practice walk through at the start of the year. The walk through is followed up with an unannounced drill during the week. The drill times are varied, sometimes being before waking up in the morning or during the evening.

With the changing population who board during the week, fire drills are arranged on different days each term to ensure that as

many pupils as possible experience the drill. (Houseparents to arrange.)

It is a requirement to log details of all drills:

- The number of pupils on roll.
- The number of the staff (inc. family members and residential guests) who evacuated.
- The time it takes to evacuate the building/ all accounted for.
- Any difficulties encountered during the evacuation should be noted and passed on to the Houseparent's.

Electronic Devices

Full boarders can bring in electronic devices. Please note that mobile phones are not permitted for Flexi or Occasional Boarders unless authorised by Houseparent's. This includes iPads, laptops, mobile phones, or any other electronic device. These must be handed to the Matrons or Houseparent's and will be kept in their Tech lockers in the common room.

Children have access to their devices for an hour each day (typically 7.00pm – 8.00pm) and should be used to contact family and friends. All devices must be used in line with a boarding appropriate use policy. Social media is not permitted, and devices must be signed into the school WIFI.

Pocket Money

It is important that boarders have the opportunity to learn to manage their own money, but that it is kept safe, and some guidance is given. There is no set amount of Pocket Money for Boarders. This will vary depending on age. All Pocket Money

must be handed to the Houseparent's on arrival, unless in Year 8 when the boarders can choose to keep their pocket money or hand it in. Boarders are encouraged to have a 'Go Henry' card or similar.

We hope you have found the information in this document helpful. Although this contains lots of the information you will need, there may be areas that you require clarification. If this is the case, please do not hesitate to speak to either Jessica or I, or equally a member of the boarding team. Most importantly we hope you will enjoy being part of Cade House and we look forward to working closely with you.

Jack & Jessica Avery
Houseparent's



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