



CHEL TENHAM COLLEGE
PREPARATORY
SCHOOL



Boarding Handbook *for Parents*

“Creating an extended family
where each child feels safe,
happy and valued.”





Welcome to the Boarding Family

Dear Parents,

This handbook is designed to help you gain a better understanding of boarding at Cheltenham Prep. It outlines our aims and ethos within the Boarding House, and includes some of the key information that we believe parents and children will find useful prior to joining the Boarding House.

We aim to create a family atmosphere where your children feel safe, happy and valued. We look forward to welcoming you and your children to the Cheltenham Prep boarding family.

We hope that the information in this handbook will help to answer some of the questions you may have about the Boarding House however we understand and appreciate that you may have many more. Please do not hesitate to contact us if you have further questions.

Mr and Mrs Avery

Boarding Houseparents at Cheltenham Prep

Our Team

Head of Cheltenham Prep

Mr Tom O'Sullivan

Houseparents

Mr Jack Avery and Mrs Jessica Avery

Assistant Houseparents

Mr Andrew Theedom and Mrs Leanda Theedom

Matrons

Mrs Gill Neal

Mrs Catherine Herbert

Mrs Amy Keen

Mrs Yesim Cetin

Senior Leadership Team

Mr Tom O'Sullivan

Boarding Assistants

Mr Noll Jenkins

Mrs Rachel Hamlyn

Mr Kit Perona-Wright

Mr Duncan Simpson

We also have a team of **Boarding Graduates** and **Sports Professionals** who assist in the Boarding House during the week and at weekends.

Keep in Touch...

School Office (daytime)

01242 522 697

Houseparents

01242 265 617 or 07747 620 287

prep.boarding@cheltenhamcollege.org

Matrons Office

01242 265 640 or 07766 221 733

prep.matrons@cheltenhamcollege.org

Our happy, caring home away from home is based upon establishing and nurturing the closest partnerships between children, home and Houseparents. We consider our relationship with you to be extremely valuable; Please do not hesitate to call, email or arrange a meeting with the Houseparents. We will always let you know if we have any concerns over your child, and we ask you to please keep us informed of any information that could effect your child, e.g. if a pet is unwell.

Aims and Ethos of Boarding at Cheltenham Prep

The Boarding 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.

The Boarding 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.

Within boarding at Cheltenham Prep, 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 Cheltenham Prep. We strongly believe that the children should be at the centre of the boarding process. Under our guidance as Houseparents and with the support of parents, and our boarding team, we believe your child will enjoy boarding at Cheltenham Prep and have the opportunity to fulfil their potential and build lasting friendships.

Settling in to Boarding Life...

All new boarders will be helped to settle quickly into the Boarding House by means of induction sessions organised by the Houseparents. Where possible children new to boarding will be invited to the Houseparents' Flat prior to their boarding night to talk about boarding procedures and what they can expect. Boarding House procedures will be explained, support systems will be detailed and new children will be introduced to their 'buddy' who will show them the ropes and help to support them with settling in to boarding life.

Supporting Boarders

All boarders can approach any member of the boarding staff at any time for support or advice. In addition to the boarding team, all full boarders have a member of the boarding staff who are assigned as their personal Boarding Tutor and will meet with them each half term.

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	Bun and Drink	
8.30pm	Sleep	Quiet Time	Showers	Bun and Drink
8.50pm		Sleep	Quiet Time	Showers
9.10pm			Sleep	Quiet Time
9.30pm				Sleep

Weekends

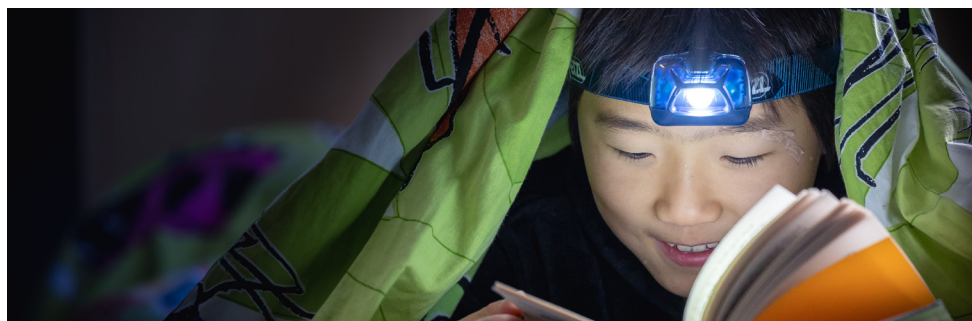
On Saturday morning the boarders get changed into their sports kit and have breakfast before heading off to fixtures. On Sundays, boarders can enjoy a lie in rather than their usual 7.00am wake up time. On a Sunday boarders enjoy breakfast in their pyjamas before enjoying a variety of different activities. Recent Saturday 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/The Family Room, fields, Swimming, whole school hide and seek, 'Spotlight' (tag with torches), Movie Club, Squash, PlayStation, or simply just relaxing.





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. Staff remain in the main corridors of the Boarding House for at least 30 minutes after the last dorm have been asked to be silent.

Years 3 and 4: Upstairs at 7.30pm lights out at 8.30pm

Years 5 and 6: Upstairs at 7.50pm lights out at 8.50pm

Year 7: Upstairs at 8.10pm lights out at 9.10pm

Year 8: Upstairs at 8.30pm lights out at 9.30pm

Bedding

All Weekly Boarders are encouraged to bring their own duvet covers and pillowcases. This again helps to develop the feeling of home and personal 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.

Our 'Dorms'

All the boarding accommodation is contained within the main prep building. This building also contains the Houseparents' flat and Assistant Houseparents' flat. The boys and girls have dormitories on separate floors - the girls on the first floor and the boys on the second floor. Dormitories are arranged by age as far as is possible and practical.

Making 'Dorms' Feel Like Home

All Full boarders are encouraged to bring their own duvet covers and pillowcases and pictures and posters from home. This helps to develop the feeling of home and personal space. Those pupils who do not bring their own duvet cover and pillowcase have them provided by the school.

Overnight Care

If a child feels unwell during the night, then they may ring the night phone that contacts the overnight duty member of staff.

Who's on Call?

Mr and Mrs Avery - Monday, Saturday, Sunday

Mr and Mrs Theedom - Tuesday, Saturday

Mrs Neale - Wednesday, Thursday, Friday





Boarders - Medical Care

Medical problems of boarders are dealt with in a sensitive and caring way. During the school day all medical concerns are treated by the Health Centre and details are passed onto the Boarding House. Out of Health Centre hours, all minor injuries are referred to the Matron or Houseparents to assess the seriousness of the injury and treat or seek further medical assistance, as required. If there is an element of doubt your child will be taken to Cheltenham General Hospital or Gloucester Royal Hospital, Accident and Emergency. If there are any cases of illness in the Boarding House, boarders are moved to our Rest & Recovery rooms.



Going Out with Family or Friends

It is important that the Full Boarders are able to develop normal relationships with their peers, both day children and boarders. This inevitably involves spending time together outside of the school day. It is also important that the Boarding House remains a fun and vibrant place to be during the weekends. We allow children to spend time with friends from day school at weekends but also encourage Boarders to invite friends from within day school to join Boarders' activities.

Boarding Bonuses' and Making the Right Choice

In the Boarding House, there are rewards for making the right choices in the form of 'boarding bonuses'. These may be awarded by any member of the boarding team.

A boarding bonus may be awarded to an individual who has shown any form of positive behaviour. Boarding 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 may be given a consequence or if in Year 8 'house gated'. This involves a child losing their free time and giving back to the boarding community by doing some house chores. Continuing or serious problems will, of course, be discussed with parents. Any behaviour

not in line with our expectations is monitored closely by all members of the boarding team and any recurring issues with pupils will be appropriately handled by Houseparents.

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 Houseparents on arrival.

Boarders are encouraged to have a 'Go Henry' card or similar.

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 Houseparents. This includes iPads, laptops, mobile phones or any other electronic device. These must be handed to the Matrons or Houseparents.

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.

Missing Home

Boarding will be fun, challenging and fulfilling, although staying at school will always differ from living at home.

Everyone feels a little homesick at some stage, no matter how old or brave they are or how many nights they are boarding for. It is totally natural to miss home; some boarders settle quickly, others take longer.

The House staff are very experienced in dealing with home sickness and will help and support your child through it. We do recommend, after years of experience, that during your child's first night/ nights/week of boarding, communication between the child and parents is kept to a minimum. This can be hard but, in our experience, it allows the children to establish valuable relationships with others rather than being tied to a phone. Also, by the end of their first night/ nights/ week they will have lots more to talk about.

Please see below a couple of recommendations:

- Please do not arrange a 'pick up deal' ('I'll come and get you if you start missing home'). In our experience this is counterproductive to your child's boarding experience.
- Talk to your child before their boarding night about things they can do to counter the feeling of homesickness; keep busy, take part in the activity, rather than feeling sad, feel excited about the next time they will be home, talk to one of the boarding team.

If you would like more information on dealing with homesickness please contact or see Mr & Mrs Avery.

The Adventure Starts Here...

Boarding at The Prep is such a special experience. Your child will have so many exciting opportunities and will have so many stories to tell you each time they come back home. The friendships formed through boarding really do last a lifetime, and through the support given to each other, and jointly lived experiences, our boarders develop a truly magical bond.

We can't wait to welcome you and your family to Cheltenham Prep and begin this journey. If you have any questions or need to discuss anything further, our door is always open and we are more than happy to make time to speak with you whenever you need.

We recommend that you follow us on social media by searching Instagram for 'CheltPrepBoard', to see updates on all of our boarding adventures.





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