



CHEL TENHAM

PREP SCHOOL



Boarding Handbook *for Pupils*

**“We are always around for a
chat and you can always speak
to us.”**





Hello!

Welcome to boarding at The Prep. We are delighted you have decided to board at Cade House and we hope you have a lot of fun, make many memories and build special friendships.

This booklet is a brief introduction to what life is like as a boarder at The Prep. It tells you about the staff involved, the daily routine and what you can expect as a boarder.

Remember, if there is anything bothering you, however big or small, please talk to someone. There will always be someone willing to listen and help. If you have a worry, but are finding it difficult to talk about it directly to someone, you could send an email instead. Sometimes, it just helps to write things down.

Mr Avery & Mrs Avery: prep.boarding@cheltenhamcollege.org

Mr Theedom: a.theedom@cheltenhamcollege.org

Mrs Theedom: l.theedom@cheltenhamcollege.org

Matrons: prep.matrons@cheltenhamcollege.org

We look forward to welcoming you to our boarding house family.

Mr and Mrs Avery

Boarding Houseparents at Cheltenham Prep



CADE HOUSE

Our Team

We (Mr and Mrs Avery) are the Houseparents, and we live in the Prep Boarding house, which is called Cade House. We live with our two daughters Olive and Fleur and our friendly dog, Mazzi. Mr Avery teaches PE and Mrs Avery is the Pre-Prep Wellbeing teacher and Mummy to Olive, Fleur and Mazzi. We are always around for a chat and you can always speak to us. We are around Cade House from 17:00. We oversee the running of Cade House, making sure all the boarders are looked after.

Deputy Houseparents

Mr and Mrs Theedom are the Assistant Houseparents, taking charge of Cade House and looking after you when Mr and Mrs Avery are not there. Mr Theedom is Head of Lower School and shares a Year 4 class with Mrs Theedom. They live in Cade House with their two sons, William and Charlie. Mr Theedom loves Cricket and Rugby, you will often find him watching live sport! As well as playing Netball, Mrs Theedom loves reading bedtime stories to her own sons and discovering more stories to share with the Boarders!

Graduates and Gap Students

At The Prep we are very lucky to have great Graduates and Gap Students who will help to entertain you in the evenings. They are here to help you and are never far away as they also live on site.

The Matrons

Matrons are wonderful people who are there to help in lots of different ways. They help to look after you if you feel unwell or upset, help you to organise your belongings, wash your clothes and games kit, look after you in the evenings, and at the weekends arrange visits to the doctor or dentist. If you need them they are friendly faces to turn to if you need to ask for help. We are very lucky to have a team of magical matrons; Mrs Cetin, Mrs Herbert, Mrs Keen and Mrs Neale.



A Typical Day in Cade House

7.00am - Wake Up and Get Ready for the Day

The Houseparents, Matrons and Grad/ Gaps will wake you up, open the curtains and help you to get ready for your day ahead. When you are dressed, have brushed your teeth and your dorm is ready you are welcome to come down to the flat before breakfast.

7.30am - Breakfast

All our chefs are amazing; we are very lucky! You always have a choice of cereals, toast, juice and tea. Normally there is a cooked option such as eggs, bacon, sausages, hash browns and beans or a continental option of pain au chocolate or waffles!

8.00am - School Day Begins

At 8.00am you head to your Form Rooms for morning registration at 8.20am.

5.00 pm - End of the School Day/Clubs Begin

At 5.00pm you either go to an after-school club you have signed up for or you check in to Cade House and have some free time.

6.00pm - Tea

We meet in the Dining Room and we will take a register and you can enjoy a yummy tea with your friends.

6.45/7.30pm - Activities/Free Time

After your supper finishes you have free time before you go up to bed. During this time there are activities in the Sports Hall, IT or Art room or you can relax with your friends in the common room / Mr & Mrs Avery's flat, or do some baking. In the summer you could play Tennis or play on the fields with your friends. If you want to do something specific, then just let one of the staff know and we will do our best to accommodate it for you or plan and prepare for your next night of boarding.

7.45pm - Snacks

If you are still feeling hungry then you can come and have a snack from the boarders' kitchen before going up to bed. These include toast, cereal, fruit and sometimes hot chocolate!

8.00-9.15pm Bedtime Routine

Depending on your age, you will go to bed and have a shower at a certain time of the evening. Just before lights out, you will have some time reading a book of your choice.

When your lights are out YOU MUST NOT TALK. If we feel you have not stopped talking, then you may receive a boarding consequence. It is important that when you go to bed you try and go to sleep, as you need all your energy to be on top form the next day.

If you cannot sleep straight away, stay quiet and calm because if you talk you might disturb others who can sleep.

During the night

If you feel unwell during the night, then you may ring the Red Phone and one of the boarding team will come and see you. Do not worry about doing this, as we are there to help you through the night.



Frequently Asked Questions

When you first join Cade House, you will probably have a lot of questions to ask! Here are some of the questions that we have been asked before, with brief answers. Remember, if your question isn't answered below, you can ask any member of the Boarding Team to help you – or you may prefer to ask a Dorm Mentor or a friend!

Q. Will I be the only new Boarder?

A. Pupils join The Prep throughout the year so it is unlikely that you will be the only new boarder. Even if you are, then somebody else will soon join and you will feel like an expert!

Q. What is the food like?

A. The food is fantastic and there is always a choice. We're good friends with our Head Chef so boarders can make menu suggestions and express their food likes and dislikes.

Q. Can I bring my mobile phone?

A. If you are a full boarder, yes, many children have mobile phones, which are to be used to keep in touch with family.

Make sure you complete a mobile phone contract on arrival to ensure phones are used responsibly. Mobile phones are handed in each evening and kept in your tech locker. They are available again after Tea the following day. If you are a Flexi boarder or occasional this must be approved by Mr and Mrs Avery and your parents.

Q. What if I feel homesick?

A. Most boarders feel homesick at some point, so remember that this is entirely natural. All the staff are here to help, although the best advice will often come from friends in your dorm. You will soon have lots of new friends and be so busy that you will feel completely at home!



Q. How many people will I share a room with?

A. Dorms have between six and nine beds. Boarders in Years 3 – 7 have bunk beds and some Year 7 and Year 8 boarders have single beds in their cubicles.

Q. Who will I share dorms with?

A. Depending on the number of boarders in each Year group you might be sharing with pupils a year older or younger.

Q. Can I bring photos?

A. Yes please! There are pin boards for photos of family and friends or cards you may receive.

Q. Do I have to wash my own clothes?

A. No. The matrons work very hard, washing clothes and getting all sports kit ready on time – you just have to hand your laundry in each day! There will be plenty of reminders to help you to remember until you get used to the routine.

Q. What is 'Tuck'?

A. At The Prep and in Cade House, you will always enjoy a wide choice of delicious food! Boarders are not allowed to bring any food or drink with them to Cade House, but Tuck (chocolate and sweets) is given out at different times during the week and there's even popcorn for movie nights at the weekend!

Q. How often will I shower?

A. Every night! The bathrooms are recently decorated and all showers have doors for privacy, so wash time is a joy.

Q. What activities can I do at night and at the weekends?

A. We are very lucky to have so many facilities at school. Every evening, completing prep (homework) is the priority as you may have been involved in an activity before Tea. Teachers with lots of experience supervise all evening prep sessions.

Q. What happens if I am sick and can't go to school?

A. There is a Health Centre at school, which is open during the day, and Matron will arrange for you to see a nurse or the school Doctor, Dr Ropner. Don't worry – we will let your parents or guardians know, and Matron will take excellent care of you!

Q. What do I do if I wake up at night?

A. If you have woken up to go to the toilet or just been disturbed by a noise then please try to go back to sleep. If you are poorly at night, there is always somebody on duty to help you – use the red night call phone to get hold of a member of staff.

Q. How can I keep in touch with my friends and family?

A. You will have a school email address, which you can check daily. Many pupils use mobile phones for making phone calls. Cade House also has Skype and Facetime accounts that you can use. Most Boarders love to get real 'snailmail' (or post, letters and parcels), which is delivered to the House for you!

Q. What should I bring?

A. There is a packing list that covers all the uniform and sports kit you will need as well as a list of extra clothes to bring for boarding. Ask your parents to help you go through the list, and make sure you bring everything listed. Do not bring too many clothes, and remember to pack some clothes that you do not mind getting dirty when pond dipping or mountain boarding.

Q. Can I bring my own duvet?

A. Yes! Most boarders bring their own duvets and duvet covers although we have lots if you would rather leave your own at home.

Q. What are the dorms called?

A. The boys' dorms are called Lions, Leopards, Tigers and Wolves; the girls' dorms are called Corals, Seahorses, Dolphins and Shells.

Q. Who will put me to bed at night?

A. Mr Avery, Mrs Avery or Mr Theedom are always in the House, alongside two Matrons and two members of staff on the floors during the evening. The Boarding Tutors normally read to you before lights out.

Q. Do I need to bring my own water bottle for drinking?

A. Most boarders have their own water bottles. It is a good idea to have one for in class and on the sports field and one for in Cade House.

Q. Do I need to bring pocket money?

A. Only a small amount is needed for going on school trips or Boarding House outings at the weekends. Sometimes, you may be allowed to go shopping with a member of Cade House team. Houseparents look after and keep a record of all pocket money.

Q. How will I make friends?

A. The quickest way to make friends is to join in. There are lots of activities after school, in the evenings and at weekends too. Most people make friends very quickly and, because we all live under the same roof, they are often friendships that last for life. Try not to spend too much time on your mobile phone in the evenings and spend lots of time playing with, talking to and meeting new people!

Q. If I play a musical instrument, when do I practise?

A. Boarders Music Practice takes place in our Music School, Lake House, for 30 minutes each evening, as well as on Saturday and Sunday. These sessions are supervised by members of Boarding Staff.

Q. Do Day Pupils ever come into Cade House?

A. There is room in Cade House for some day pupils who are known as 'Flexi Boarders'. They are normally pupils who board every week on the samenight or nights so that they get used to boarding life.

Q. Will my personal possessions be safe?

A. All Full boarders are given a lockable 'Tech Locker' and these can be used to keep valuables in. Full boarders are also welcome to bring in a 'Tuck Box' that they can keep in their dorms (most Full boarders use them but very few actually lock them – Cade House is a safe place, just like your own home!)

Q. Can I bring my teddy bear?

A. Most children, including some of our Year 8 boarders, have teddy bears and soft toys that come to board with them. They quickly become part of the family and some teddies have been boarding with us for several years.

Q. Can I bring my own sports equipment?

A. Yes. Some boarders bring their own Hockey sticks, cricket bats and tennis rackets. Please make sure you have your name on them, as the Summer Term gets particularly busy with cricket bags arriving.

Q. I'm allowed to watch lots of movies at home, what can I do at The Prep?

A. We enjoy lots of films. In line with suitable age certificate films, Year 7 and 8 boarders who are 12 or older are allowed to watch 12s on a Saturday night. There is always a choice of two or three screens on Movie Night, so there is always something to suit all tastes.



The Boarding Code

The Boarding Code has been written in conjunction with children who board at The Prep. It is a set of rules that we all aim to live by, to help make boarding a safe and enjoyable experience for all.

1. We respect the privacy of everyone in Cade House. We do not touch other people's property and do not disturb people while they are sleeping.
2. Boys do not enter the girls' dorm floor.
3. Girls do not enter the boys' dorm floor.
4. We do not enter Matron or Gap Student accommodation.
5. We do not go in to the dorms between 8.30am and 7.00pm unless we have asked the duty Matron or House Parent first.
6. We do not take food or drink into the dormitory.
7. We respect our dorm mates' right to a good night's sleep and we do not talk after lights out.
8. We avoid getting out of bed after lights out unless in an emergency or a real toilet visit.
9. Reading book: We all have a proper reading book in the dorm to read before lights out. Comics, annuals and magazines do not count but may be read at other times in the House.
10. We can have a named personal mobile phone and electrical equipment, but must keep to the rules of our 'tech' contract and hand them in on time.
11. We do not take 'tech' into the dorms and never take photos or video of each other. We always use the House WiFi for Internet – use of 3G, 4G and 5G is not allowed.

If You Need Anything...

If you have read this Handbook and still have questions, we are here to help! Come and find Mr and Mrs Avery, or any of Cade House Team and we will be happy to speak to you and help you with anything you need. This is the beginning of an exciting adventure

More useful information

The next section of this handbook contains lots of useful information about day-to-day life in Cade House. If you can, take a few minutes to read through it and think about when you might use it during your time in Cade House.

Don't worry if there is anything that you do not understand right now. one of the boarding team will talk you through everything that you need to know when you arrive at Cade House.



CADE HOUSE

THERE'S ALWAYS SOMEONE TO TALK TO

SOMETIMES SPEAKING ABOUT YOUR PROBLEMS IS THE HARDEST THING TO DO BUT YOU NEED TO TALK TO SOMEONE. AT THE PREP THERE ARE LOTS OF PEOPLE YOU CAN TALK TO. ANY TEACHER WILL BE AVAILABLE FOR A CHAT AND THEY ARE OPEN TO YOUR WORRIES AND PROBLEMS.

IF IT'S EASIER TO WRITE,
YOU CAN EMAIL:

SAFE@CHELTENHAMCOLLEGE.ORG

PHONE THE CHILDREN'S
COMMISSIONER

0800 528 0731

INDEPENDENT LISTENER,
PATRICK WHEATON

07557105634

SAFEGUARDING CHILDREN IN
GLOUCESTERSHIRE

01452 426565

YOU MAY FIND THESE
WEBSITES USEFUL:

WWW.CHILDLINE.ORG.UK

WWW.GETCONNECTED.ORG.UK

WWW.RIDSCAPE.ORG.UK

Showers

- Make sure that you go into the showers in your clothes (there is space to change in the showers)
- Bring your towel and pyjamas with you
- You should only get unclothed in the shower cubicle
- Your shower should last for 5 minutes, be considerate of others and the environment
- You should use soap or shower gel every time. You don't need to wash your hair every shower but probably every other day (definitely on Sundays!)
- You should leave the shower cubicle changed and in your pyjamas
- There are lots of people who want showers, once you are done you should head back to your dorm
- Please be sensible and respect the privacy of others, try to keep the noise level down



CADE HOUSE

Evenings

Make sure that...

- You are ready for the next day... Have you got sports tomorrow? Is your uniform ready?
- You have put out your washing... Check the laundry list!
- You have checked the Hot Cupboard (and emptied your box)
- You have a book
- Your Dorm and area are tidy - is your bag in the bag rack? Are your shoes on the shoe rack?
- You ask before coming into someone's private space, we do not touch other people's possessions
- You are respectful of boarders and staff, the evenings are for 'winding down' - try to be calm and keep noise levels low. When lights are off there is no talking

Before lights out, have you...

- Brushed your teeth
- Been to the loo
- Filled your water bottle





CADE HOUSE

Evening Routine

Time	Year 3 and 4	Year 5 and 6	Year 7	Year 8
17.00	Prep/ Free Time	Free Time	Free Time	Free Time
18.00	Supper	Supper	Supper	Supper
18.30	Music/ Activities	Music/ Activities	Music/ Activities	Music/ Activities
19.30	Bun and Drink	Free Time/ Activities	Free Time/ Activities	Free Time/ Activities
19.50	Showers	Bun and Drink		
20.10	Quiet Time	Showers	Bun and Drink	
20.30	Sleep	Quiet Time	Showers	Bun and Drink
20.50		Sleep	Quiet Time	Showers
21.10			Sleep	Quiet Time
21.30				Sleep



CADE HOUSE

Tech Expectations In Cade House

When?

Monday – Friday 7pm-8pm

Saturday – Sunday 4pm-5pm

Think about if you want to contact home - if you choose to do another activity, you shouldn't expect to be allowed to phone after Tech Time



Weekdays

Communicate with friends and family at home

NO GAMES

No Social Media (except WhatsApp)

Weekend

Communicate with friends and family

No Social Media (except Whatsapp)

You may listen to music or play games



CADE HOUSE



BOARDERS' BONUSES (AND CONSEQUENCES)

BONUSES

Good behaviour,
readiness and great
manners earn you or your
dorm points

CONSEQUENCES

Behaviour not in line with
the expectations of the
House may warrant
consequences or a House
Gating (Year 8)

INDIVIDUAL BONUSES

50 - 50p Extra Tuck
100 - Grad's Surprise
150 - You choose the Menu
200 - House Stash
250 - £25 / £25 donation to
a charity of your choice

DORM BONUSES

25 - later bedtime
50 - Grad's Surprise
75 - £25 to spend on the dorm
100 - Dorm Breakfast in bed
125 - Dorm supper out /
activity



"RED" PHONE - DIAL 120

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Miss Boddington	Mr and Mrs Theodon	Miss Horseman- Sewell	Miss Sirling-Lee	Mr and Mrs Avery	Mr & Mrs Avery/ Mr & Mrs Theodon	Mr & Mrs Avery/ Mr & Mrs Theodon

IF YOU WAKE UP IN THE NIGHT, PLEASE TRY TO GET BACK TO SLEEP.

IF YOU CAN'T SLEEP, TRY HAVING A DRINK OF WATER OR GOING TO THE LOO, THEN GOING BACK TO BED.

IF YOU ARE ILL AT NIGHT AND NEED TO CONTACT AN ADULT, THEN YOU CAN USE THE 'RED PHONE'.

DIAL 120



CADE HOUSE

BOARDING PRINCIPLES

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

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



CADE HOUSE

JRA August 2022
Review: August 2023





BOARDING CODE



CADE HOUSE

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2. Boys do not enter the Girls' Floor.
3. Girls do not enter the Boys' Floor.
4. We do not enter Houseparent's, Assistant Houseparent's or Grad/Gap accommodation.
5. We do not go into the Dorms between 08:30 and 17:00 unless we have asked a Matron or Houseparent first.
6. We do not take food or drink into the Dorms. Any leftover tuck is to be handed in for later.
7. We respect our Dorms' right to a good night's sleep and we do not talk after lights out.
8. We avoid getting out of bed after lights out unless in an emergency or a real toilet visit.
9. Reading Book: We all have a proper reading book in the Dorm to read before lights out.
10. We can have personal mobile phone and 'Tech' but must keep to the rules of our 'Tech Contract' and hand them in on time.
11. We do not take 'Tech' into the Dorms and never take photos or video of each other. We always use the Pupil WiFi for internet – use of 3G/4G/5G is not allowed.

JRA August 2022
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CADÉ HOUSE



LAUNDRY

MONDAY

AM

☐ Pyjamas

PM

☐ Pants/Tights/Socks/Vests

☐ Shirts

WEDNESDAY

PM

☐ Pants/Tights/Socks/Vests

☐ Shirts

☐ (Dirty!) Sports Kit

☐ Skirts/Trousers/Shorts

THURSDAY

PM

☐ Pants/Tights/Socks/Vests

☐ Shirts

FRIDAY

**DIRTY MATCH KIT
BEFORE SUPPER
PM**

☐ Pants/Tights/Socks/Vests

☐ Shirts

☐ Skirts/Trousers/Shorts

SATURDAY

PM

☐ Pants/Tights/Socks/Vests

☐ Sports Kit

SUNDAY

AM

☐ Towels

PM

☐ Pants/Tights/Socks/Vests

MUFT:

Whenever - but think of the plane!!

EXEAT:

Pjs and Towels on Friday

FLEXIS:

Bedding if not staying tonight



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