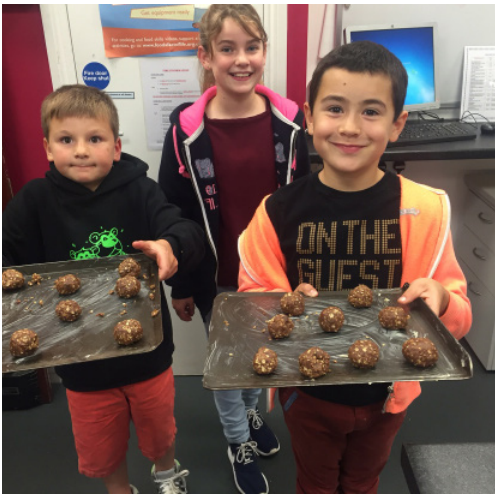
# COPTHORNE
## PREPARATORY SCHOOL



# Boarding Handbook
# 2018-2019

Copthorne Prep School, Effingham Lane, Copthorne RH10 3HR
Main Office: 01342 712311  Pre-Prep Office: 01342 712365  www.copthorneprep.co.uk






*Boarding is so much fun and the activities are really creative!*

*(Year 5)*

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Enquiries and bookings: mansboro@copthorneprep.co.uk
Phone: 01342 712311
Off Duty Phone: 07714 255324

# Introduction



We would like to extend a very warm welcome to anyone boarding at Copthorne Prep School. Our Boarding House is a small, flexible boarding house with lots to offer children who stay with us either for the whole week (Monday to Friday) or just for one or two nights.

The Boarding House has a lovely, family feel about it and the children feel relaxed and at home. Here is some useful information for you if your child is boarding for the first time!

For those interested we do offer tours of the Boarding House and all you need to do to book a tour or a place for your child is to send an email.

## House Parents

Mr and Mrs Ansboro
mansboro@copthorneprep.co.uk

## Duty Staff:

Mr Bone
Ms Prinsloo
Mr Glaysher

## Gap Students:

Mr Ben Minnikan
Mr Liam Gallagher
Tayla Ascott
Miss Caitlin Thistleton

Laundry/Bedding is the responsibility of our Matrons

## Our principles and aims

Boarding is a popular option for many of our pupils, and it should be our aim to make sure that the boarders enjoy their boarding at Copthorne – it may be that they will need to board at their senior school, and their experience of boarding here will hopefully give them a good feel for what they can expect later.

Parents leave their children in our care, confident that they will be looked after well, and that the resident staff will protect their interests and welfare. Boarding is run on the principle that it should be as much like a child's home as possible, where good sense, good humour and mutual support abound. The children will be able to do their homework under supervision, and they will be able to make use of the school facilities for evening activities. It is imperative that the children can feel secure in their surroundings, that they can work quietly, that they can relax and play together, so that their friendships may be enhanced by the opportunities available to them.

Staff work hard to make the boarding experience an enjoyable one, supervising fun activities and free time. On occasions each term, special events are put on in boarding to encourage more students to try boarding. Residential staff supervise all facets of boarding life and with house parents, two male and one female duty staff and five gap students, the children are well catered for.

Boarding at Copthorne runs from Monday to Thursday night; we do not accommodate pupils over the weekends. On any given night one member of duty staff is responsible for the care of the boarders with the assistance of gap students.

## Booking in

Parents can book their children in to board through an e-mail request to mansboro@copthorneprep.co.uk Once a booking has been made the boarder's name is entered on the boarding register which is checked every day and completed before lights out every night by the member of staff on duty. The boarding pages of the website provide a list of forthcoming events for each term in boarding and a list of things that boarders need to bring with them when they board. We try to accommodate late requests for a place, provided there are spaces available in the dormitories.

## Weekly Boarding

Weekly boarding operates from Monday to Thursday night and caters for parents who live slightly further away, work long hours or simply lead very busy lives. Senior children also often find it beneficial to board in their final year at Copthorne, especially if they intend to board at their chosen Public

School. These boarders soon become familiar with the boarding routine and arrangements for laundry etc. Regular boarders have more responsibility and academic pressure applied as they are in our care all week, unlike a student booking in just for one night.

## Flexi Boarding

An increasingly popular form of boarding which allows pupils to book in to board for one or two nights as and when it suits them, places permitting. This is a popular choice after late returns from sports fixtures or play rehearsals as well as a very convenient solution for parents who occasionally have to work away.

## Daily Routine

### Mornings

| | |
|---|---|
| 7.15am | Boarders are woken up and get dressed and tidy their dorms |
| 7.25am | Breakfast then teeth brushed upstairs |
| 8.10am | Boarders go to their forms for the start of the school day |

### Evenings

| | |
|---|---|
| 5.20pm | Tea |
| 5.45pm | Boarders change into home clothes |
| 6.15pm | Free time or prep for seniors |
| 7.00pm | Evening activities/Supervised free time. |
| 8.00pm | Supper & Registration |
| 8.15pm | Years 3 & 4 Shower |
| 8.30pm | Years 5 & 6 shower, Years 3 & 4 to bed |
| 8.45pm | Years 7 & 8 shower, Years 5 & 6 to bed |
| 9.15pm | Years 7 & 8 to bed |
| 9.15pm | Lights out in all dormitories. Staff to monitor dorms at regular intervals to make sure that boarders remain quiet. |

## Activities

Activities are supervised by duty staff and gap students and include games in the sports hall and outside, swimming, and use of the ICT room. Boarders are encouraged to organise their own activities and are welcome to ask the staff for support in this regard.

## Checking in and out

Boarders must bring all the things that they need in to matron at the beginning of the day on which they have booked in to board. Any valuables or medicines must be handed over to matron. At the end of a boarder's stay they need to go to the dorms and get their bedding and clothes and anything else that they brought when they checked in.

## Personal Appearance, Hygiene and Laundry

Boarders are expected to come to breakfast in the morning dressed neatly in their school uniform with their hair done appropriately. Boarders are responsible for bring their own soap and toothpaste, toothbrush etc. in and will be expected to have a good shower every evening. Staff are expected to check that after showers pupils are clean and dressed in clothes appropriate to the season and time of day. Pupils and staff are jointly responsible for making sure that the washing facilities are kept clean and ready for the next person to use. For any boarders who book in for more than one night, a laundry service is available, and children are expected to put dirty clothes into the baskets and wash bags that are provided. Matron is responsible for overseeing the laundry service and making sure that bedding is always clean.



## Phones

Most of our boarders are flexi-boarders and may well be just staying for one night. They therefore generally feel very little need to get in touch with their parents unless they are rather young or new to boarding or need something brought into school the next day. Weekly boarders may be more prone to home-sickness on occasions or just feel the need to phone home. In either case it is a simple matter of asking the member of staff on duty for permission to use a phone. There is one available in matron's office, and a Duty Mobile that stays with the member of staff from tea on. Staff are aware of the need to give boarders privacy when they make a call. Boarders are encouraged not to bring in their own mobile phones, and if they do they should be handed in to the member of staff on duty for safe-keeping. If a boarder ever wished to call Child-line there is a payphone in the corridor outside matron's office and the relevant numbers are displayed clearly above.

## E-mail

Boarders can request access to the ICT room in the evening and send e-mails in this way. There are also computers in the class-rooms upstairs and in matron's office that they can log-on to if they get permission from the duty staff. The school policies in safe ICT use obviously still apply.

See the whole school policy on child protection which can be found on the school website under Policies. The care and safety of our children at Copthorne is at the heart of everything that we do and we strive to make our boarders feel secure and at ease.

## Security

The member of staff on duty is responsible for locking up at night, and for ensuring that the site is secure and that the boarders feel secure. If a boarder ever requires assistance at night they don't have far to go. A male gap student resides at the end of the corridor literally yards away from the boys' dormitories and the girls' dormitory lies between Miss Prinsloo's flat and that of the House Parents. Staff are encouraged to make new boarders aware of the how to get staff attention during the night should this prove necessary.

## Bullying

The school has a zero tolerance approach to bullying and our perspective is that prevention is always better than cure. All of the staff do their best to provide a bullying-free environment, and we encourage our pupils to report any incidents that worry them to a member of staff that they trust. We are fortunate to run a very small boarding operation where the ratio of staff to pupils is high, and as a result there are exceedingly few opportunities for bullying to occur. Copthorne pupils are taught to be considerate of the feelings of others at all

times and everyone in our community is vigilant in this regard. See also whole school policy on bullying.

## Complaints

Boarders are encouraged to make their concerns known to any member of the boarding staff community that they feel they can trust, and this will be dealt with appropriately. We encourage general complaints to be made tactfully and constructively. The boarders have a book in their sitting room where they have the opportunity to express themselves, be it a request, complaint etc. and this is monitored by staff. We also take surveys from parents of boarders to get feedback, both positive and negative, to guide us in improving the boarding experience. Parents do get in touch with the Head of Boarding by e-mail or arrange a face to face meeting if they have any concerns or need some reassurance.

## Medical Matters

In any situation where a boarder needs medical treatment, the House Parents and Miss Prinsloo are responsible for issuing minor first aid. Medicines requiring routine administration need to be submitted to matron in the morning when boarders check in. All members of duty staff have emergency first aid training and have access to the common low-level remedies and may issue them at their discretion, but are expected to record this in the medical log. Many of our parents live close to Copthorne and can come in quite easily in the event of their child being too ill to remain in school. Of course for really serious incident the emergency services would be contacted.

## Fire Drills

Fire drills are run on a termly basis in the Boarding House, though with so many flexi-boarding the children involved may be totally different from one night to another. Staff are asked to make it clear to first time boarders what the procedure is in the event of the alarm going off. Weekly boarders should all be familiar with the drill. If the alarm goes off in the night we tell staff and boarders:

- Not to assume that it is just a drill
- To make sure that everyone in each dorm is awake
- To walk quickly and sensibly without talking to the nearest most practical and safe exit
- To gather at the designated meeting point in the staff car park

The girls have a fire escape stairway leading directly down from their dormitory as well as the regular stairway adjacent to the kitchen and the boys go downstairs and exit via the door opposite the meeting room. The

gap students and staff on duty for the night are responsible for the safe evacuation of the boarders; though the Head of Boarding should be double checking that everyone is out safely in the event of a fire.

## Induction of new boarders

For flexi boarders who have never boarded before the induction process is kept quite simple as they will only be in for one or two nights to have their first taste of boarding. Parents are welcome to request a tour of the boarding facilities for their child with a member of staff in advance. The new flexi boarder will then bring their overnight bag in on the day that they have booked a place. Staff will show them to their bed during the course of the evening and will be expected to outline basic rules of the dormitory and the fire evacuation procedure. Staff on duty will also be expected to inform the new boarder how they can contact members of staff should the need arise during the night.

## Full time borders Induction

Full time boarders will have a more thorough induction. They will get all the same information already mentioned, but they should be able to choose which bed they will use during the week. The House Parents will be present regularly during the first week a full time boarder joins us to make the transition easier. On Mondays, these boarders will place all of their clothes for the week in the drawers and cupboards provided. They should be informed how the laundry system works, how they can phone their parents, and also discuss routines for completion of academic work and pursuit of clubs, activities or hobbies with House Parents. The key to our induction of new full time boarders is really regular monitoring by staff. If a new boarder seems homesick or confused, regular information and reassurance is normally an effective cure. Sometimes the best remedy for a homesick boarder is a cup of hot chocolate and a chat!

## And finally ...

We hope to provide a relaxed and comfortable "home away from home" feel for our boarders at Copthorne, and our flexi boarders obviously only stay with us because they want to. All boarders are encouraged to remember that they are part of a community and that this family environment provides them with a chance to develop true lasting friendships in a less formal environment and learn life skills that they will take with them when they leave us. Often the best friendships developed in our school are cemented interacting with fellow boarders long after the last day scholar has left!

## What to bring

Bring your bag up to the dormitories first thing in the morning when you arrive in school. The girls' wing is beyond matron's room and the boys' wing is past the English room, up the long flight of stairs from the Rendall Room. Don't worry about choosing a bed until later; you can talk to the duty staff about that in the evening.

- Casual Clothing for evenings– including coat/jacket
- Trainers
- Pyjamas
- Underwear
- Socks
- Towel (although we have plenty of towels if you forget!)
- Flannel/sponge
- Wash kit (including toothbrush)
- Comb/brush (something people often forget!)
- Dressing gown and slippers
- School uniform for the appropriate days you are staying.
- Games kit and anything else they need for their school day!

# Rules of the Boarding House

*Please read these rules before you come in to boarding.*

Treat others with courtesy and respect

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Stay quiet after lights out

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Keep your area tidy

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No sweets in the boarding house,
unless provided by duty staff

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No mobile phones or electronic devices

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No boys in girl's dorms,
no girls in boy's dorms

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Medicine to be handed in to matron or
duty staff when you check in