COPTHORNE
PREPARATORY SCHOOL



Boarding Handbook 2018-2019

Copthorne Prep School, Effingham Lane, Copthorne RH10 3HR
01342 712311 www.copthorneprep.co.uk





Dear Parents

Your son or daughter is about to enter a new world of fun, opportunity and adventure! At first things may feel strange, and there may be some anxiety from both parents and children about the new venture. However, very soon, children adapt to the new faces and routines and begin to enjoy all the wonderful opportunities brought about by boarding at Copthorne Prep.

New boarders are given a "buddy" for the first few weeks to help them integrate into the boarding community; to make sure no one is never lost, confused or left out and to help them learn the routines.

For weekly boarders, Copthorne during the week and home for the weekend is the best of both worlds. It suits busy working parents who can forget about the school runs and homework etc. during the week and also children, who enjoy the fun of boarding for four or five nights a week but spend more relaxed time over the weekends at home. We can even collect children on Sunday evening and return them on Friday evening to London Victoria.

Full boarders stay in school over the weekends, and enjoy making the best use of the school's fabulous facilities as well as a variety of exciting trips out and about.

Please remember that we are here to help your child enjoy the Copthorne boarding experience and are looking forward to getting to know your child better in the weeks and months ahead. Do not hesitate to contact us if you have any concerns, however small, and we will do our utmost to sort them out.

Yours sincerely



Martyn & Laura Ansboro (and son Teddy)
House Parents

Boarding contact details

mansboro@copthorneprep.co.uk
Duty staff mobile phone 07714 255324
Mr & Mrs Ansboro Flat 01342 717539

Introduction

Copthorne Prep School has been a successful boarding community since the school opened in 1902, when it prepared children for Winchester specifically, but also Eton, Harrow, Charterhouse and all the other top Independent Senior Schools in the country. The school now offers full and weekly boarding to suit the needs of busy working parents, both in the UK and abroad, for children aged 9 upwards, although the majority of full/weekly boarders are in Years 7 and 8.

Deliberately kept small (current maximum of 25 beds), the community is well supported by Residential House Parents (Mr & Mrs Ansboro), live-in staff Mr Mark Bone, Mr Rob Glaysher and Miss Helen Prinsloo together with five gap students. The school has a friendly family feel and the boarders are treated like part of this extended family. To benefit from boarding, one has to accept that as a community, children are expected to look out for and help each other and the staff are all dedicated to ensuring that everyone enjoys a very happy and successful time at Copthorne. We want to know if there is anything that we can do to make the boarding here even better; so please do let us know.

This booklet should give you an insight into boarding life at Copthorne before you arrive.



- To reflect the Mission Statement of the school – to develop confidence, provide opportunity and to help realise potential in every child.
- To safeguard and promote each child's welfare.
- To promote an environment of trust, mutual respect and consideration for all members of the Copthorne boarding community.
- To nurture good manners, common sense and an increasing degree of independence.
- To ensure equality of opportunity for all boarders regardless of race, religion, culture or gender.
- To provide a structured evening and weekend programme that balances prep (homework), recreational time and educational activities.
- To provide an environment that will give each child the fullest opportunity for growth – spiritually, emotionally, intellectually, culturally, morally and physically.
- To respect each other's right to privacy, both staff and children, although all living under one roof.
- To ensure that links with parents are seen as an indispensable part of the support and development of boarders at Copthorne.



Boarding House Staff

Houseparent's

Martyn and Laura Ansboro (and son Teddy) are the House Parents. They live in the boarding house in a self-contained flat. Mr Ansboro is the PE/Games teacher at the school and is in overall charge of the boarding house.

Other Residential Staff

Mr Bone teaches ICT/Maths/Swimming and has been part of the Copthorne boarding community for 20 years. Miss Prinsloo (PE/Games) has been living and working at Copthorne for 12 years. Mr Glaysher is a Year 3 teacher who joined the staff in September 2017.

Boarding Assistants

Every year we have gap students who come to live and work in the school. Some are Post Graduates (21/22 year olds) and some are younger 18 year olds who chose to do a Gap Year pre-university. These students are important in helping to provide the family feel of the boarding house and can often bridge the age gap between the staff and the children. These gappies work throughout the school giving them a broad spectrum of experiences and they assist duty staff in the evenings, helping with activities, mealtimes, snack and bedtime routines.



Beginning/end of week/term routine

Full/weekly boarders have the option to arrive at school (or be collected from London Victoria) on the Sunday night before school starts on a Monday morning.

On Fridays, weekly boarders can be collected from school or are escorted back to London Victoria.

Sunday evenings (weekly boarders)

7.00pm	Meet at London Victoria to be escorted back to Copthorne

Daily Routine (Monday – Friday)

7.05am	Wake up, showers, dressing, bed making
7.30am	Cooked breakfast in the Dining Room
8.00am	Teeth cleaning/tidying rooms
8.15am	Morning registration – school day begins
4.40pm	School day ends. Boarders go to after school activities
5.30pm	Supper (cooked meal)
6.00pm	Boarders upstairs to change out of uniform
6.15pm	Prep (Homework) or ICT Room to check emails/music practice/quiet time
7.00pm	Evening activities (swim, sports hall, tennis, cookery, barbeques etc.)
8.00pm	Snack (fruit, cereal, toast etc.)
8.20pm	Upstairs into dorms, shower, quiet reading time
8.30pm – 9.00pm	Lights out, depending on age

Friday evenings (weekly boarders)

5.30pm	Supper
6.15pm	Depart for Gatwick Express
7.15pm	Arrive at Victoria Station

Saturday/Sundays (full boarders)

The routines on these days will depend on the organised activities, the number of children in the boarding house etc. so timings are always flexible. There is usually one trip out at the weekends, often two, to places of interest/ fun/educational benefit. These could include London Museums/attractions, Brighton, bowling, cinema, foot golf, Tilgate Park, Crawley, Hever Castle, Portsmouth Historic docks etc. Most boarders find that the weekends are the highlight of boarding at Copthorne – imagine having all your friends around you with a mixture of organised fun activities and free time! Boarders also make use of the wonderful facilities we have here at Copthorne, including the swimming pool, sports hall, woods, tennis courts, climbing tower and playing fields.

RULES OF THE BOARDING HOUSE

Treat others with courtesy and respect

~

Stay quiet after lights out

~

Keep your area tidy

~

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

~

No boys in girls dorms, no girls in boys dorms

~

ALL medicine to be handed in to matron/duty staff

Activities

Pool parties, movie nights, dodgeball, badminton/tennis competitions, handball/football/hockey competitions, woodland games (early autumn term and summer term), night hikes (winter months), calendar themed nights (Easter egg and Christmas chocolate hunts etc.), Great Copthorne Bake Off to name a few.

Boundaries

The duty staff need to know where the children are at any given time, so it is important that all are aware of the areas that can be accessed at any time of the year. The woods are out of bounds at all times unless an adult is supervising. As long as it is light, then the playing fields and tennis courts are all available. Between October and March, children should not wander beyond the lit areas of the school after dark.

The Dorms

One of the most important principles of boarding life is that everyone is equal, so everyone should have the same amount of space and the same entitlement to facilities. In boarding life it is important to be tolerant, friendly and flexible.

Life at Copthorne is busy, so it is important to get as much sleep as possible. It is also essential that all respect others' need for sleep too!

Beds will be allocated by House Staff at the beginning of term. Photos of family, friends, pets etc. as well as favourite soft toys and posters to personalise sleeping areas.

Equal Opportunities

Copthorne prides itself on promoting British values and for providing equal opportunities for all staff and children regardless of disability, sex, religion, culture, ethnic origin or class. Staff and children are expected to treat each other with respect as individuals. We will not tolerate racist or sexist remarks and we will attempt to dispel the development of stereotypical images of people with disabilities or of people from other ethnic groups, faiths and cultures. Each individual's needs at Copthorne will be addressed and support provided as appropriate.

Laundry

The school will undertake to launder all items for full/weekly boarders. Please ensure that ALL items of clothing have sewn in name labels (the school shop will sew in labels for a small fee per item). Please avoid clothes that are "hand-wash or dry clean only" and clothes that can be tumble dried are preferable. Matron is responsible for overseeing the laundry service and making sure that bedding is always clean.

Pocket Money

The House staff will distribute pocket money if it is required. This amount will be added to your termly bill.

Food and Tuck

The food at Copthorne is fantastic and the kitchen staff work very hard to make sure everyone is well fed. Boarders have breakfast; break time snack, lunch, tea and a bedtime snack so as long as they are not a very fussy eater (and we do have some of these) then they should not get hungry. We occasionally open up a tuck shop at weekends. If children bring in any food from home, please remember that we are a NUT FREE school.

Exeat Weekends/End of Term Travel

Mid-way through each half term, we have an exeat weekend where ALL boarders have a weekend away from school. Often full boarders are invited to stay with their friends, but all overseas boarders should have a guardian in the UK who will take responsibility for them when the school is closed. It is the parent/guardian's responsibility to make arrangements for your child's exeat weekends and to let Mr Ansboro know what has been arranged. We will organise train tickets and an escort to London Victoria on Friday night.

At the end of term, the school will also help make travel arrangements although the parents/guardians tend to book flights etc.

Boarders may stay for the weekend by arrangement.

Medical

You will receive a medical form which needs to be completed and returned before your child starts boarding. All medication should be handed to Matron. If children are ill during the term, they will be looked after by our school matrons, or if more appropriate, they can go home or to their guardians.

Visits from family/friends

Parents/friends are always welcome to visit at any time, by prior arrangement with Mr Ansboro. We can provide a list of local hotels/B&B's if you need overnight accommodation as well as a list of local taxi firms.

We do ask that parents and family do not go into the children's dorms during the school day or in the evening as they share their dorms with other children who may not feel comfortable with other adults being in the room. If you wish to deliver things to the school, please leave it with the school office or Mr Ansboro.

Fire Drills

We have regular fire drills with the boarders and the usual rules apply:-

- Do not assume that an alarm means a practice

- Make sure everyone in your dorm is awake
- Walk, don't talk, and get to the nearest safe exit
- Wear slippers or shoes and your dressing gown
- Meet on the Asphalt playground
- Line up in your dorms
- Only go back inside when told to do so by the House Parents

Security at Night

The school is locked at night, so after lights out, children must not open any external doors. If you need help at night, then you need to ring the doorbell of the adult on overnight duty and they will come to you. The fire exit in the girls' dorm is alarmed, so this should never be opened unless there is an emergency.

A male gap student resides at the end of the corridor literally yards away from the boys' dormitories and the girls' dormitory lies close to the House Parents.

Email & Skype

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

The whole school policy on child protection 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.

Access to telephones

Telephones are 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 Childline there is a phone in the corridor outside matron's office and the relevant numbers are displayed clearly above.

Worries - Who can help?

Worries are natural when a child first starts to board as they are entering a strange new world and routines are new. However, as faces and routines become familiar, the weeks roll by and both children and parents soon realise that school boarding life is busy, happy and full of wonderful experiences.

If children need support at times, there are a number of people who can provide this. Mr & Mrs Ansboro (House Parents); Mr Bone; Miss Prinsloo; Mr Glaysher; the Residential Staff; Matron; Mr & Mrs Jones (Headmaster and his wife) who have over 20 years of boarding experience; Linda Martin - the School Counsellor or Jenny Tower - the "well-being" coach. Sometimes it helps to talk to an older pupil or a gap student. Everyone is here to help ensure that your child enjoys their time at Copthorne.

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 may 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.

Anti-Bullying

Everyone in the boarding community should work together to make sure that no-one feels unhappy because of the actions of someone else. Children should never be bullies, or turn a blind eye to bullying.

If children are bullied or they see/hear bullying, they must speak to someone - a friend, gap student, Form Tutor, any other staff member, Mrs Lee (Head of Pastoral Care), Mr Ansboro, or Mr Jones (the Headmaster). They will all be sympathetic and listen. Sometimes, just talking about a problem can really help, but we cannot help unless we know!

If children wish to speak to someone outside the school, they can talk to the School Councillor, the schools' Independent Listener, or as a last resort, Childline (0800 1111), the Commissioner of Children's Rights (0800 528 0731), Kidscape (08451 205 204).

There are posters up around the school that list all the people who can be turned to help – the most important thing is that they ask for help and not suffer in silence.

Weekly Boarders Induction

Full time boarders will have a thorough induction so they understand the procedures. They will be given a buddy whose job it is to ensure that the new boarder understands the new routines. The House Parents will be particularly vigilant during the first few weeks a new boarder joins us to make sure that the transition is smooth. From past experience, the process is very easy and children all settle very easily.

Boys	Girls
PLEASE ENSURE THAT ALL ITEMS OF CLOTHING ARE NAMED WITH A SEWN-IN NAME TAPE	
Dressing gown 2 pairs of pyjamas Slippers Hairbrush/comb At least 8 pairs of pants At least 8 pairs of school socks Spongebag containing toothbrush, toothpaste and other toiletries (no aerosols please) Overnight Bag Home clothes - 3 or 4 sets appropriate for the season including socks and shoes 4 large towels 2 Duvet covers (named by the opening)	Dressing gown 2 pairs of pyjamas/night dress Slippers Hairbrush/comb and hair bands for long hair At least 8 pairs of pants, 3 vests/white bras (as appropriate) At least 8 pairs of school socks/tights Spongebag containing toothbrush, toothpaste and other toiletries (no aerosols please) Overnight Bag Home clothes - 3 or 4 sets appropriate for the season including socks and shoes 4 large towels 2 Duvet covers (named by the opening)
Spare name tapes – please give to Matron	
Mobile phones are allowed for use in the boarding house only, so are kept by the house staff at all other times. A simple pay-as-you-go is the most appropriate and children do not need smart phones. The same rules apply to tablets/iPads. All must be clearly named.	
Hair dryers/straighteners may be brought but must be unplugged when not in use, and never left on the floor.	
All electrical items, will need to be safety (PAT) tested at the beginning of the year.	

What not to bring

- Aerosols – they set off the fire alarms. Roll-on deodorant is fine.
- Laptops (unless needed for Learning Support)
- Any inappropriate games or DVD's
- Money – we will distribute when necessary
- Penknives
- Sweets - we will supply on an ad hoc basis

Hair/Make-up/jewellery

Hair needs to be clean, neat and tidy, free from dye and gel. Boys' hair should be above the collar, (we reserve the right to arrange haircuts if we feel it is necessary). Girls should have long hair tied back. Make-up is not allowed during the school week, and can only be used sparingly at the weekends. Girls may wear small gold/silver stud earrings with school uniform. Small crucifixes or pendants with religious significance are also allowed as are watches, which should be engraved with your child's name. Please do not bring in any valuable jewellery.

What happens if my child is homesick?

It is very normal to feel homesick when a child is new to boarding. All boarders were new at some point, so the best people to help are others in their dorm – they have been there and can understand. The best advice is to get involved with all the activities that are on offer, make friends and keep busy. From experience, we have found that talking to parents just before bedtime, is not always a good idea, so we try to encourage parents to call earlier in the evening, between 6.15pm – 7.00pm.

All the staff on duty are very kind and friendly. If children are upset or worried about anything, staff are there to help.

What happens on birthdays?

We can arrange a cake, a card (and a present if appropriate) and make sure the day is special for the birthday child and their friends.

Can I visit the school?

Parents are always welcome to visit by prior arrangement – just let Mr Ansboro know. Full boarders can be taken out at the weekends by arrangement.

How can I contact my child?

There are lots of ways! Some children bring in a standard mobile phone, that they have access to in the evening to call their parents. These are kept in the House Parents' flat overnight and during the day. All children have a school email account, and have access to computers in the evenings to send/receive emails. Some children have Skype accounts. You can contact the duty staff/house parents at any stage.

What happens at Exeat weekends?

The school closes down and all boarders spend Friday and Saturday nights away, returning on Sunday evening. Full boarders either go to their guardians or spend the weekend with one of their friends. Boarders may stay for the weekend by arrangement.

Doctors and Dentists

Full boarders will be registered with the school doctors/dentist who can deal with any treatment necessary, (with parents' permission). Weekly boarders will remain registered at their home address, but can be treated by the school doctor/dentist if required as temporary residents.

Fire Drills

These are practised regularly both during the school day, and at night. Boarders know exactly what to do if the alarm sounds.

Can my child bring in personal belongings?

Every boarder has a personal notice board on which they can stick up photos/pictures etc. and really make the space their own. Personal duvet covers help personalise their beds.

What about Prep (Homework)?

Boarders in Year 7 & 8 will have a prep session in the evening so they can get any homework completed. Weekly boarders may have to take a small amount of work home with them at the weekend.

What happens if my child needs additional support with English?

The school provides a comprehensive system for children who need extra support with English language skills. Individual lessons can be organised at extra cost, based on the level of need.

How do I know if my child is playing in a sports fixture?

Copthorne play sports fixtures on Wednesdays, and parents are always invited to these, both home and away. The school calendar (found on the school website) contains the details of fixtures. For team sheets, results and match reports, please look at SOCS (found on the sports section of the school website or can be downloaded as an app on smartphones).

Can my child bring in toys or games?

Children may bring in activities to play with in the evenings however they will be their responsibility to look after! The boarding house is often a very busy place, so children should not bring in expensive items that may get lost or broken. Children should not bring in hand held games consoles (PSP/DS etc.) as these games can only be played alone - more fun is had and more friends made if children join in the activities that are provided.

Does my child need pocket money?

Please do not give your children cash to look after by themselves. Each child can have a pocket money account, run by Mr Ansboro, so money can be given out when required.