



UT VOCE ITA VITA

# EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep



## Handbook for Boarders

2020-21

## 1. Welcome!

Welcome to this Handbook for Boarders. We are delighted that you have chosen to board - as a full boarder, a flexi-boarder, or an occasional boarder. Whatever age you are, whether you are a girl or a boy, whatever your personal choices, and however regularly or frequently you board, you are a valued member of our boarding family, and are now part of a long-established tradition of boarding at ECS.

We hope that this Handbook will tell you lots about life in the Boarding House – about what you can expect, about the dos and don'ts, about how to stay safe and happy, and about how we will look after you in the Boarding House. If you have any questions at all - just ask.

Above all else, two rules take priority to ensure the Boarding House stays a happy and thriving place.

1. Always treat others in a manner in which you would like to be treated.

**"So in everything, do to others what you would have them do to you." Matthew 7:12**

2. Positive attitudes and lots of smiles, even in the face of a challenge.

I hope you enjoy your time in boarding,

**Mr Cédric Baurance,**

**Housemaster/Head of Boarding**



## **2. Boarding Principles and Practice, and our Statement of Aims**

The boarding house at ECS is an integral part of the School. As such, it embraces and promotes the School's Aims and Habits in all that it does. The School has a policy called *Statement of Boarding Principles and Practice*. This is on display in the Boarding House and is available on request from the School Office.

### **The School's Aims**

Exeter Cathedral School is an Ancient foundation with Traditional values and a Modern approach.

The School seeks to:

- Be a happy and purposeful community where people matter.
- Promote the central importance of the development of character.
- Be a place where children can be children, where learning – in all its forms – is taken seriously, and where each and every child is known and valued as an individual.
- Offer a first-rate all-round educational experience where the focus is on developing the whole child. Our job is to work with families to help our pupils acquire the right habits for life.
- Foster a supportive, purposeful, stimulating and gently-Christian environment, in which the following provision to pupils is recognised as being paramount and held in high regard:

Academic rigour

Exceptional pastoral care and pupil wellbeing

Bright and modern facilities

A broad and exciting range of extra-curricular activities

A high-calibre sporting and wellbeing education

A world-class musical education

An unparalleled musical heritage and history

A sense of spirituality, timelessness, and wonder, borne out of our ancient foundations as a 12th century choir school

### **Our Values, Habits and Skills**

The endorsing and upholding of core values; the modelling and promoting of the right habits; and the acquiring and practising of key skills: this is at the heart of our curriculum (both hidden and explicit), our interactions, our decision-making

The following Habits are explicitly promoted and modelled to, and expected of, our pupils and staff:

The habit of hard work

The habit of honouring your commitments

The habit of having a go and keeping going

The habit of taking part

The habit of listening

The habit of being honest, modest and kind

The habit of looking after other people

The habit of looking after your surroundings

## The habit of looking after yourself

### 3. Who's Who?

#### - Head of Boarding/Housemaster - Mr Baurance

Mr Baurance is the Head of Boarding/Housemaster and Head of Languages. He occupies the lower-ground floor apartment.

#### - Boarding House Matron - Miss Baxendale

Miss Baxendale is the Boarding House Matron. She lives in a flat on the second floor.

#### - Visiting Duty Staff - Mr Roberts and Mr Featherstone

On selected evenings the Boarding House has visiting duty staff. They begin their duty at the start of supper and hand over to the Housemaster or Boarding House Matron after lights-out and lock-up.

#### - Gap Tutors

At ECS, we are very lucky to have 3 great Gap Tutors who will help supervise the children during the evenings. Above all, they are another port of call in our wide range of enthusiastic boarding staff. In 2020-21 our Gap Tutors are: **Miss Roberts, Miss Smith and Mr Swain.**



#### 4. A Typical Boarding House Day

##### - Morning Routine



- Evening Routine

# EVENING ROUTINE

5 :00pm Welcome back to house !

Get changed in your own clothes + prep/reading time

6.25pm Meet in Common Room - Grace

6.30pm Dinner time (choristers join us - 6.15 on Wednesdays)

6.45pm Free time / activities \*

7.40pm Music practice + hand in devices

8.00pm Bed time routine\*\*

## \*Activities

Monday: gym/playground

Tuesday: gym/playground

Wednesday: gym/playground

Thursday: sugar crafting

Friday: film night

## \*\*Bed time

### Year 4/5/6

8.00pm Shower & teeth

8.15pm Bed & read

8.30pm Lights out

### Year 7/8

8.30pm Shower & teeth

8.45pm Bed & read

9.00pm Lights out

## 5. Trips and outings

We want to make sure that you can take part in a variety of activities - physical, cultural, entertainment etc. We love to trips to parks, the cinema, swimming pools, museums, activities etc – especially at the weekend. If you have any ideas for a boarders’ trip that you think should happen, tell Mr Baurance!



## 6. Evening activities

Activities take place after supper (ie about 7pm) and will run until the first of the bed-time routines begins (ie 8pm). Typical evening activities include: dodgeball, outdoor sports and games, sugar-craft, board games, challenge nights, pool, table tennis, air hockey, crafting. You may prefer to relax with your friends in the Common Room or the Games Room, or to read, write, make music, contact home etc. Supervised prep also runs from 7pm, giving the on-duty choristers the opportunity to work on their prep in a structured way after their singing commitments and supper.



## 7. Music Practice

We encourage all boarders to do music practice. There are two practice sessions scheduled each day, and you can use one of the many pianos whenever you want (not after lights out!).

## 8. Boarding for the First Time

On the first night that you board you will be given a mini handbook which contains some of the key information you might need to know. Put your name on the front and can keep it so that you can refer to it if you need to. You will also be given an induction (a tour and an explanation of where to go, what to do, how things works etc) by one of the House Staff or by a Senior Boarder.

## 9. What to Bring with You

Below is a checklist of items, which you will need if you are a flexi boarder. If you are a full time or weekly boarder, you and your

<input checked="" type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

parents will be sent a more detailed list and this list is on our website. Please name ALL of your belongings.

1. Home Clothes.
2. Toiletries; toothpaste, toothbrush, shower gel, shampoo, towel and hairbrush.
3. Pyjamas (along with a dressing gown and slippers if you so wish).
4. Reading Book.
5. Enough clean uniform for the duration of your stay.
6. Your favourite teddy or cuddly toy.

### 10. Where Will I Sleep?

The boys' dormitories are on the first floor and the girls' dorms are on the second floor. There are 4 boys' dormitories and 5 girls' dormitories and you will be allocated a bed in one of these dormitories according to your age. We try where possible to keep you with your friends and other boarders of the same age.



If you are a full time or weekly boarder you may bring your own duvet cover and pillowcase which can be any colour or design. Please do decorate your dorm with posters, photos or anything personal to make it feel more like home. The dormitory space

is a blank canvas for you, and we will spend time decorating your bed space at the beginning of each term. However, please don't bring in electrical items without asking first.

### 11. Your privacy

Your privacy is important to us. The Boarding House is your home, and we want you to feel really happy and comfortable here.

During free time/activities, you may spend time in your dorm if you wish, as long as you ask permission from the duty member of staff. If you have a mobile phone or a device, you can use it in your dorm to contact home/friends (eg email, messages, FaceTime, Skype - not social media) but must seek permission from the duty member of staff before doing so.

## 12. During the Night

If you feel unwell during the night you may press the Call Button on your landing and someone will come to your assistance. If for some reason the button does not work, you can ring the doorbell of the ground floor flat if Mr Baurance is on duty, or of the top floor flat if Miss Baxendale is on duty. Do not worry about ringing the bell – we are here to help you at all times. It is important you get a good night's sleep as you need all your energy to be on top form for the next day.



## 13. Contacting Home

It is important to keep in touch with your family; they will be missing you and will be keen to know how you are getting on. There are a number of ways to contact them:

- Telephone - There is a phone in the Common Room and a phone under the stairs that boarders can use when they want.
  - Boarding House Mobile – If you ask permission, you can also use the House Mobile.
  - Mobile Phone-Boarders can bring mobile phones to the Boarding House. Phones are taken in at 7:45pm and are given back after school at 5pm. For children heading home on a given evening, the phone will be handed in to the front office to be collected after school. Same goes for iPads, tablets and similar devices.
- Email – there is a computer in the Prep Room which you can use (with permission) to send emails and messages. Make sure you follow the School's guidelines on internet and ICT use.



## 14. What about if I am ill?

If you feel ill (or are injured) during boarding time, you must let the member of staff know. We will make sure you are well looked after.

We can give you some medicine/tablets from the Treatment Room if you need them (you must not keep any medicine at all in your dorm or in your bag). We can also give you any medicine which comes in from home that you may need (for example if you have been to see the doctor or if you have an allergy). Again this is kept in the Treatment Room – only staff are allowed to give you medicine.

If you feel unwell, we might call home to see if they can collect you. Where this is not possible or if you are unwell overnight, we will look after you in the treatment Room. The Treatment Room is a specially-designated room attached to the Boarding House which contains a bed, a shower, a loo, a basin, a pull-cord, a phone, the medication cupboard and fridge. If you need assistance, you can pull the cord and someone will come to see you.

If the chord, for some reason, does not work, you can use the phone to call reception/the House mobile. There is a poster in the treatment room explaining how to make a call.



For more information about what happens when you're ill, please read the School's policy *Care of Boarders who are Unwell* (available from the School Office on request).

## 15. Keeping you safe

Of course, we take the security of the Boarding House extremely seriously. In 2018 a hi-tech security system was installed. The internal access doors require swipe cards to access them at certain times of the day, meaning that no-one who isn't a member of boarding staff can access the House during the School day. After 5pm, the House is open and boarders can come and go as they please. The doors to the boys' and girls' landings have sensors, meaning that an alert is sent to the Boarding mobile if the doors are opened at night. All external doors are locked and alarmed at night. We also have a communication system installed: there are call buttons on each landing, meaning that you can summon a member of staff if you are feeling unwell at night.

Boarders are signed-in when the House opens at 5pm (at 6.30pm at tea if an on-duty chorister) and another register is taken at bed-time. You have a range of spaces and activities available to you, and are asked to let the duty staff know which area of the House you will be in so that we know where you are.

We will have a fire drill (a practice) at least once a term. There are signs up about what to do if you hear the alarm.

## 16. Sign-out books

Older pupils (Year 7 and Year 8) are allowed to go into town at certain times. They must sign in and out, always be in groups of three or more, have mobile phones with them with the Boarding House Mobile number saved in the contacts so that they can contact the member of staff on duty and are contactable. They must be back in school at an agreed time. The guidelines on Boarders Going into Town are on display in the Boarding House and available from the School Office on request.



## 17. Visits from home

Your parents/guardians are welcome to visit you in the Boarding House Common Room between 5.15pm and 6.15pm (or until 7.00pm if they are taking you out for supper). You should not take any visitors into your dorm, as these corridors are the private spaces of other boarders, too. At the start and end of each half term, visitors can come to your dorm (if the House Staff know about it) to help you pack or unpack.

## 18. Going to other people's dorms

Dorms are private spaces, and you should not go in someone else's without them inviting you in. Boys should never go on the girls' corridor, and girls should never go on the boys' corridor.

## 19. Valuable items

We suggest that you leave valuables and precious items at home. If you do choose to bring valuable items or confidential items into the House, Mr Baurance will be able to help look after them in his lockable office (lower ground floor). This is at your own risk.

There are cupboards and drawers and bedside tables in each of the dorms for the storing of non-valuable items.

### i. Money

If you are a regular or full time boarder, your parents/guardians will leave some pocket money in the 'bank' for (for example) necessary items, trips into town, spending money on boarders' outings. Money will be locked away in the boarders' bank (secure lockable box, kept by the House staff), and distributed





(with withdrawals and deposits recorded) by the House staff as required.

## ii. Mobile phones and devices

You may bring mobiles and devices into the Boarding House, and can access them between 5pm and 7.45pm. Outside of these times they are kept securely by the House staff. If you are going home in the evening you can collect your phone/device from the Chantry front desk along with day pupils.

You must follow the School's Policy on *Acceptable Use of ICT (including Mobile Devices)*, a copy of which is available from the School office on request.

## 20. Food and Drink

Breakfast, lunch and supper are all taken in the Dining Room: you can find the menus on display on the Boarding House, in the Chantry, and on the School's website.



A fruit bowl and a water cooler is available in the Boarding House, and treats and snacks are occasionally provided.

Please do not keep food and drink in your dorms. Items made at (eg) cookery club or in Sports Nutrition classes can be kept, with permission, in the fridge in the Boarders' Bistro.

The Boarders' Bistro (first floor) is a space where toast/hot chocolate etc can be made, and is available to boarders at specified times and with permission from the member of staff on duty.

The GAP tutor on duty will usually make hot chocolate for everyone shortly before 8pm; this is enjoyed all together in the Common Room.

We respect the dietary requirements of our boarders and are always happy to liaise with the kitchen team and home about this. The School's Policy *Provision for Pupils with Particular Religious, Dietary, Language or Cultural Needs* is available from the School Office on request.

## 21. Who Can I Talk To?

Remember that you can talk to anyone you want to but below are some key people who will be willing to help.

1. Mr Baurance – Always happy to listen and you can talk to him as much as you want.

2. Miss Baxendale – Always willing to have a chat and is always open to you knocking on her door if you need someone to confide in.
3. Gap Students – Perfect for if you need to talk about something that you may not feel comfortable talking about with an older member of staff.
4. House Tutors – Here on selected nights and are willing to talk about anything, especially academic matters as they will be helping you with prep.

### **What if I want to talk to someone who does not know me, someone outside of school?**

If you want to talk or complain to someone outside of the school there are lots of people designated to help you.

1. The School has an Independent Listener for pupils to talk to. Pupils can call, text or leave a message using the details listed. Rev'd Eliza Getman - Mobile: 07748 438183. Her picture and some more information is on display in the Boarding House.
2. You can also call CHILD LINE on 0800 111 111 who will listen and try to help.
3. There is an organisation called ISI who work with boarding schools to make sure everyone is looked after properly, you can reach them by calling 020 7600 0100.
4. The Office of the Children's Commissioner.  
Telephone: 0800 528 0731  
Website: [www.childrenscommissioner.gsi.gov.uk/helpathand](http://www.childrenscommissioner.gsi.gov.uk/helpathand) Email: [help.team@childrenscommissioner.gsi.gov.uk](mailto:help.team@childrenscommissioner.gsi.gov.uk)

**Please remember that in life we all have problems, bad days and good days and there are times when we need help. Sharing these problems with a member of staff, a friend, someone from home, or our Independent Listener can make them easier to deal with.**



## 22. And Finally

We hope you enjoy your time boarding: we are sure you will! We look forward to welcoming you into Eyre House and into the boarding community. If you have any questions please do not hesitate to ask by emailing [c.baurance@exetercs.org](mailto:c.baurance@exetercs.org) or by calling the Boarding House mobile on 07375 546174.

We look forward to seeing or hearing from you soon,

**Mr Baurance and the boarding team.**



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