



UT VOCE ITA VITA

# EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep



## Handbook for Parents/Guardians of Boarders

2023-24

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## **1. Welcome**

Welcome to this Handbook for Parents/Guardians of Boarders. We are delighted that you have chosen for your child to board - as a full boarder, a flexi-boarder, or an occasional boarder. However regularly or frequently your child boards, you and they 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 allow you to feel well-versed in everything to do with boarding at Exeter Cathedral School. If you have any questions at all - just ask.

Miss Tamsin Bullocke

**Head of Boarding/House Parent**

## **2. Boarding Schools' Association Commitment to Care Charter**

Exeter Cathedral School is proud to be a member of the Boarding Schools' Association (BSA) which is the United Kingdom Association serving and representing members of boarding schools, training staff and promoting boarding education in both independent and state boarding schools.

As a member of BSA, we follow their Commitment to Care Charter.

The 'BSA Commitment to Care Charter' demonstrates the importance of the care, wellbeing and safeguarding of boarding school pupils. These are at the heart of the charter and of being a BSA member.

Charter Commitments:

- BSA schools are committed to the highest duty of care and safeguarding
- Everyone in a BSA school will raise any abuse concerns immediately
- BSA schools will follow all statutory safeguarding guidance and laws and report abuse to the relevant authority
- BSA schools will support and present pupils affected by abuse and those who report it
- BSA will support member schools who responsibly follow the Charter.

The Commitment to Care Charter is displayed in the Boarding House.

[www.boarding.org.uk](http://www.boarding.org.uk)

### **3. 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

#### **4. Boarding Options:**

The three options for boarding are as follows:

##### **Full-Time Boarding**

These pupils will arrive at the beginning of term and board (usually) seven nights a week. Full boarders take part in activities and trips on Saturdays and Sundays and go home during the holidays. Some of our full-time boarders who are choristers opt to go home every other weekend (ie when they are not on duty in the Cathedral).

##### **Flexi-Boarding**

Flexi-boarders are those who board for a set number of nights each week (1-6). This is a popular option, and often fits in well with (for example) chorister duties and other weekly commitments. Flexi-boarding is designed to offer maximum flexibility to busy families, and is also a popular choice with those preparing for boarding at senior school.

##### **Occasional Boarding**

There are some pupils who choose to board on an ad hoc basis - perhaps because of one-off events at home or at school. We are always happy to take bookings for occasional boarding.

## **5. Becoming a Boarder**

If you would like your son or daughter to start boarding, please email [boarding@exetercs.org](mailto:boarding@exetercs.org). If we do not have enough places to offer every application, priority will be given to those requesting a more complete boarding package. In addition to this, we may need to operate a first-come first-served system at particularly busy times.

### **i. Bookings**

Bookings are made via [boarding@exetercs.org](mailto:boarding@exetercs.org) and should be made by 12noon on the Wednesday of the week before the requested nights. It may be possible to accommodate bookings which come in after this point.

### **ii. Cancellations**

Once a booking is made, a bed will be prepared and the catering numbers adjusted. Accordingly, we ask that bookings for boarding are honoured and that as much notice as possible is given for any cancellations. It may be necessary to charge the night's fee for a very last-minute cancellation.

### **iii. Boarding Charges**

Boarding charges are circulated at the start of the academic year. The fee per night includes: supervision in the Boarding House from 17h00, boarders' supper, boarders' evening activities, supervised prep, hot chocolate, a cosy bed, for the more regular boarders - laundry, boarders' breakfast, and a snack for morning break.

### **iv. Themed nights**

We run a number of themed nights, usually at least one per half term. These can be a great opportunity for pupils to try boarding for the first time, and often come with a special meal/activity/price package. Recent theme nights have included: Harry Potter night, the Great Boarding Sleepover, Sushi Night, Street Food, Pantomime Package.

Places get snapped up quickly for these nights. If you are a full-time boarder or a flexi-boarder who has a regular booking on one of these nights, your place is guaranteed.

### **v. Boarding induction**

On a pupil's first night as a boarder they will be shown around the House by the duty staff or by one of the Senior Boarders (experienced Year 8 boarders). They will be shown all of the key areas, including loos and fire routes, and asked to read a document called *Key Written Information for New Boarders*. They may keep this document for future reference if they wish. They will also be given an induction booklet with a short quiz at the end.

### **vi. What to bring**

1. Home clothes, including a warm jumper for potential outdoor activities.
2. Toiletries: toothpaste, toothbrush, shampoo, shower gel, towel, hairbrush, hygiene products as required.
3. Pyjamas, dressing gown and slippers.
4. A reading book.

5. Clean, labelled uniform for each night they are boarding (don't forget underwear). Games/PE kit if required the next day. Full-time and frequent flexi-boarders have their uniform and sports kit washed by the house staff.

**Optional:**

7. Teddy or other personal comfort items.
8. Bedding from home if required.
9. Posters, items from home etc to make the dorms their own.



## **6. House Staff**

### **- Head of Boarding/Boarding House Parent – Miss Bullocke**

Miss Bullocke is the Head of Boarding/Boarding House Parent, Chorister Tutor and Head of Languages. She occupies the lower-ground floor apartment.

### **- Assistant Boarding House Parent – Mr Ward**

Mr Ward covers evening and overnight duties several times a week. You might also see him singing or working in the Cathedral.

### **- 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 2023-24 our Gap Tutors are: **Miss Fielder, Miss Newby, and Mr Sramel.**

## 7. Routines

# Morning Routine



Wake up!!!  
Good morning,  
everyone!! 😊



You have 20 minutes to **get dressed**, get your **bags** ready for school, make your **bed** and tidy your **dorm** and your **wardrobe**.

Optional Music Practice Session!

20 Minutes Timer



Let's meet in the hub for announcements, music lessons, and grace.



IT'S  
BREAKFAST  
TIME



Brush your teeth, grab your bag(s) and meet in the hub!



# AFTER SCHOOL ROUTINE

**17:00** Get changed in your own clothes and prep and/or reading time

**18:10** Meet in Common Room - Grace (6.00 on Wednesdays)

**18:15** Dinner time (Choristers join us - 6.00 on Wednesdays)

**18:45** Evening activity (see activity schedule)

**19:30** Year 3 bedtime routine

**19:40** Junior Music Practice (if required)

Optional junior reading time

**20:00** Senior Music Practice (if required)

Optional senior reading time

Bedtime routine for Year 4/5/6\*

**20:40** Bedtime routine for Year 7/8\*\*



| Junior Bedtime       | Junior <u>Bedtime</u>   | Senior Bedtime          |
|----------------------|-------------------------|-------------------------|
| Year 3               | <u>Year 4/5/6</u>       | Year 7/8                |
| 19h30 Shower & teeth | 20h00 Hand in devices   | 20h40 Hand in devices   |
| 19h45 Bed & story    | Shower & teeth          | Shower & teeth          |
| 20h00 Lights out     | 20h15 Bed & <u>read</u> | 20h55 Bed & <u>read</u> |
|                      | 20h30 Lights out        | 21h10 Lights out        |

### **i. Trips and outings**

We strive to ensure that the children can take part in a variety of activities - physical, cultural, entertainment etc. Where possible, we will take the boarders on trips outside of ECS to places such as the park, the bowling alley, the swimming pool, the cinema, the quayside, cycling, the museum, restaurants to name a few. These trips are usually limited to weekends as there are already a number of school-based after-school activities for children to participate in during the week.

### **ii. Evening activities**

We want our boarders to be happy and fulfilled, and so try to provide a range of evening activities for them to get involved in. Activities take place after supper (ie about 19h00) and will run until the first of the bed-time routines begins (ie 19:30 for Year 3 or 20h00 for other juniors). Typical evening activities include: dodgeball, outdoor sports and games, sugar-craft, board games, challenge nights, pool, table tennis, air hockey, crafting. Pupils may choose to relax with their 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.

### **iii. Music Practice**

We encourage all children who have a music lessons to practise their instrument(s). There are two practice sessions scheduled each day, one optional session in the morning and one compulsory 30-minute session in the evening. We will monitor these sessions to ensure the children are practising diligently. There are many pianos in the Boarding House - these are available for formal practice or during free time.

## **8. Sleeping arrangements**

The boys' dormitories are on the ground floor and the girls' dorms are on the first floor (as you enter from the School). There are 4 boys' dormitories and 5 girls' dormitories - all of varying size -and each child will be allocated a bed in one of these dormitories. We try where possible to keep boarders with their friends and other boarders of the same age. Consideration is given to requests to swap dormitories, but the allocation of beds and dorms is a matter for the Housemaster, whose decision is final.

### **i. Personalising the dormitories**

Full-time and frequent flexi-boarders are encouraged to bring in their own duvet covers, sheets and pillow cases and to have their own towels. We will be happy to provide these if that is preferred, but we find that many of our boarders like to make their dorms more homely by bringing in their own bedding.

Similarly, we encourage boarders to bring in posters, teddies, photos and other suitable items from home in order to decorate their dorms and personalise their own space. Battery-operated clocks are welcome, but no lamps or other electric items, please, other than by arrangement with the Housemaster (and subject to the required electrical testing).

### **ii. Getting a Good Night's Sleep**

It is one of our main priorities to ensure that the children are fully rested for the school day. We have set bed-times and bed-time routines for all pupils: timings vary according to year-group. All children are expected to read for 15 minutes in bed before lights-out to help them wind down at the end of the days. The member of staff on duty will make sure that the children have brushed their teeth and received any necessary medication before wishing them good night and turning off the lights. Low-level lighting remains on in the corridors overnight so that (for example) pupils can easily find their way to the bathroom. We monitor the children after lights-out to make sure they get to sleep in good time.

If there are any issues in the night, there are call buttons on each corridor to summon the house staff, or pupils may prefer to go and knock directly on the duty staff's door.

### **iii. Privacy**

It is important that boarders are afforded appropriate privacy. Living together as a community is enjoyable and rewarding, but we respect the rights and wishes of individual boarders to have privacy.

All loos have lockable doors; all showers have curtains and doors; duty staff will knock and give appropriate notice before entering dormitories; pupils may spend time in their dorms by themselves or invite in a fellow boarder, but pupils should not enter another person's dorm without their permission; boys must never go onto the girls' corridor and vice versa; pupils may use their devices in their dorms 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.

## **9. Medical Matters**

The health of your child is of paramount importance to us. In conjunction with the School Nurse, we will keep a close eye on your child's medical wellbeing. You will of course be informed if your child is unwell or requires prescription medication.

Our School Nurse works from 09h00 to 16h00 every day and will deal with any issues during these times. During boarding hours (including night time hours) the House Parent or Assistant House Parent will be able to assist the boarders.

### **i. First Aid and non-prescription medicines**

First Aid is dealing with an unexpected illness or an injury, and when needed, non-prescription medication will be administered if the school has received parental consent. If not, you will be contacted to ask whether medication can be administered.

During the school day, first aid is administered by the School Nurse, and all incidents/responses are documented and recorded as per the School's policy on first aid. When a boarder is in the care of the boarding house, first aid is administered by the duty staff, and all injuries recorded on the School's MIS and the boarding house incident book. Unexpected illnesses only need to be recorded on the School's MIS. If your child is too unwell and needs to go home, parents will be notified. The duty staff will be vigilant for the boarder's health and welfare, particularly after first aid has been administered, and will pass on information and action taken to the next duty staff.

For bumps to the head and serious injuries, you will be informed, within 24 hours where reasonably practicable.

### **ii. Prescribed medicines**

We will accept prescription medication for your child; however, you must fill in an 'administration of medicine form' for boarding, kept by the School Nurse. Medication must be supplied in the original container or packet. We reserve the right not to administer medication should these requirements not be fulfilled. Medication will be kept locked in the Treatment Room medicines cupboard or fridge. Medication will be administered by the staff as advised.

Prescribed medicines are given only to the boarders to whom they are prescribed. You can bring in prescribed medicines, and will confirm dosage and requirements with the School Nurse and the Boarding House Parent/Assistant Boarding House Parent. These can be administered by the duty staff, and details recorded on the School's MIS and in the medicines administered file.

Children must not keep medication of any kind in their own bags or self-administer any medication.

If your child has asthma, an inhaler must be kept on the child's person and in their games bag for games and matches.

### **iii. Medical Emergencies**

During the school day, the School Nurse will oversee medical emergencies, and emergency services will be called as necessary. School transport can be used to take a pupil to hospital if required; if none is available, an ambulance can be called.

When a boarder is in the care of the boarding house, this responsibility passes to the duty staff member. Again, the emergency services will be called if a pupil needs to go to hospital. The boarding duty rota allows for the boarder to be accompanied to hospital by an adult (member of staff) (there is usually more than 1 adult in the boarding house overnight). Where there is just 1 adult overnight, the crisis call staff (Headmaster) will be called to become the present adult so that the duty staff member can accompany the boarder to hospital. Alternatively, these roles may be reversed.

With all medical emergencies, you will be notified immediately by phone, and a brief overview of the problem and details of the hospital will be given. The nearest hospital is the Royal Devon and Exeter Hospital Barrack Rd, Exeter, Devon EX2 5DW

#### **v. Use of household remedies**

The boarding house stocks non-prescription medicines (calpol, nurofen for children etc). These are kept in the treatment room in a locked cupboard. These can be administered by the duty staff, and details recorded on the School's MIS and in the medicine administered file. Both of these are kept confidentially and securely in the boarding house. In addition, Calpol and Paracetamol are kept in a locked box in the Boarding House entrance. These can be administered by members of the teaching staff during their weekend duties. They must fill in the forms provided and message the Head of Boarding with details so it can be recorded on the School's MIS as soon as possible. Homeopathic remedies may not be used, and pupils may not hold their own medication. See also the School's First Aid and Medicines policies.

Further details of the provision to boarders who are unwell can be found in the School's policy *Care of Boarders who are Unwell* (available from the School Office on request).

### **10. Security and visitors**

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 17h00, 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 boarders can summon a member of staff if they are feeling unwell at night.

Boarders are signed-in when the House opens at 17h00 (at 18h30 at supper if an on-duty chorister) and another register is taken at bed-time. Boarders have a range of spaces and activities available to them: just like at home, it is reasonable for a pupil to be in one part of the House whilst the duty staff (in loco parentis) is in another. Pupils are asked to let the duty staff know which area of the House they will be in so that we can ensure effective and robust supervision.

Fire drills are carried out each term in the Boarding House.

#### **i. Visiting your child**

Parents and guardians are welcome to visit their children in the Boarding House. We are, however, mindful that this is the boarders' home, and suggest that having grown-ups trailing in and out of their space may be unsettling. Accordingly, we ask that visits to the House are brief and happen by appointment. You are more than welcome to take your child out between 17h15 and 18h15 if you want them to have supper in school or until 19h00 if you are taking them out for supper.

Please let us know of your visit in advance if possible and call the Boarding mobile when you are at the front door of the Chantry: we can then come and welcome you through to the Boarding House - you will need to be welcomed in by a member of staff. We ask that you sign in when you arrive and out again when you leave, and that you are accompanied at all times by a member of staff or your child.

The dorms are the children's shared bedrooms and are on corridors which give on to children's loos and showers, so we ask that parents/guardians do not go there other than by arrangement at the start or end of a half-term to help deliver/collect luggage.

## **11. Valuable items**

We suggest that boarders leave valuables and precious items at home. If they do choose to bring valuable items or confidential items into the House, the Boarding House Parent will be able to help look after them in his lockable office (lower ground floor). This is at the boarder's own risk.

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

### **i. Money**

Parents/guardians of full-time our frequent flexi-boarders are asked to ensure that they have some 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**

Boarders may bring mobiles and devices into the Boarding House, and can access them between 5pm and 8pm. Outside of these times they are kept securely by the House staff: they are locked away in the Common Room in a padlocked cupboard. Boarders going home in the evening can collect their phone/device from the Chantry front desk along with day pupils.

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

To access the internet, boarders must use the Student Wi-Fi. To be able to access the internet safely, the Head of Boarding will need to install Smoothwall on the children's devices, but we can only do this after receiving parents' and guardians' permission. A email including the consent form and the Boarders' Handbook will be sent to parents/guardians before your child(ren)'s first night in the Boarding House.



## 12. Food and Drink

Breakfast, lunch and supper are all taken in the Dining Room and provided by the School's catering contractor. House staff eat with the children, and boarders enjoy the family environment of eating together around a table. Menus are displayed in the boarding house, outside the dining room, and are available to parents/guardians via the School's website, and on request.

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

We ask that boarders do not keep food and drink in their 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. The Boarders' Bistro (first floor) is a space where toast/hot chocolate etc can be made. The bistro is always locked, and children must ask permission and be supervised to access it.

The GAP tutor on duty will usually make hot chocolate for everyone shortly before 20h00; this is enjoyed communally 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 Boarders with Special Religious, Dietary, Language or Cultural Needs* is available from the School Office on request.

## 13. Staying in touch

### i. with home

Boarders can make contact with home as often as they want and at any reasonable time. Many of them have their own mobile phones or devices for calling/messaging/skyping etc, and they are all welcome to use the House landline and/or the House mobile to make and receive calls (the numbers for these are kept up-to-date in the Blue Calendar and on the School's website).

Boarders have access to a School networked computer, too, and are welcome to send emails and messages etc through their own accounts.

Our full-time boarders and more frequent flexi-boarders love to receive letters and parcels from home. These can be sent to the school's address, and will make their way to the pigeon-holes on the ground floor.

### ii. who can my child talk to in the Boarding House?

1. Miss Bullocke – Always happy to listen and your child can talk to her as much as they want.
2. Mr Ward – Always willing to have a chat and is always open to them knocking on his door if they need someone to confide in.

3. Gap Students – Perfect for if they need to talk about something that they may not feel comfortable talking about with an older member of staff.

### **iii. Other points of contact for boarders include:**

- All pupils, including boarders and those in the EYFS, have access to the School's Independent Listener. Information about the Independent Listener will be displayed in school and in the Boarding House. A contact number will also be displayed.

- CHILD LINE (0800 111 111).

- Independent Schools' Inspectorate (020 7600 0100).

- The Office of the Children's Commissioner (0800 528 0731),  
[www.childrenscommissioner.gsi.gov.uk/helpathand](http://www.childrenscommissioner.gsi.gov.uk/helpathand),  
[help.team@childrenscommissioner.gsi.gov.uk](mailto:help.team@childrenscommissioner.gsi.gov.uk)

### **iv. Current affairs**

It matters to us that boarders keep abreast of current affairs and that they are clued-up about the world beyond the walls of ECS. To that end we receive First News each week: these are available in the Common Room to all boarders. Equally, the BBC/ITV/Newsround news can be watched on the TV in the Common Room, and boarders can use their own devices or the School networked computer to keep up to date with the news and current affairs.

### **v. Complaints**

We hope that you will not wish to complain about the Boarding House, and we always encourage you to approach the House team in the first instance so that we can seek to resolve any issues. However, if a complaint cannot be resolved on an informal basis, parents/guardians should put their complaint in writing to the Headmaster and follow the procedure outlined in the School's *Complaints Policy*.

#### **Complaints for Boarders**

We want boarders to be happy in the boarding house. Whilst they are a boarder – even if just for one night – the Boarding House is their home.

The Complaints for Boarders Policy tells them what they can do if they have a complaint about the Boarding House. The School has a Complaints Policy and Procedure: this applies to all parents/guardians, whether pupils are boarders or day pupils. The Boarders' Complaints procedure is specifically for pupils who are boarders (full-time or flexi), and tells them 2 things:

1. what they can do if they think something is seriously wrong in/with some aspect of the Boarding House
2. what the School will do in response to their complaint

A copy of the policy is available on request from the school office/boarding house.

#### 14. And finally

We are firmly committed to working with our boarders' families to help make sure that their time at School and in the Boarding House is as enriching and rewarding as it can be. Please do not hesitate to stay in regular contact with us via [boarding@exetercs.org](mailto:boarding@exetercs.org).

If your child has any particular needs or requirements which you think we need to know about, please do not hesitate to raise these with us. The School has a policy on *Provision for Boarders with Special Dietary, Medical, Religious or Cultural Needs* (available from the School Office on request), outlining our commitment to making sure that the Boarding House is an inclusive, tolerant and loving environment, and that it is - in line with the School's aims - a happy and purposeful community where *people matter*.



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