



# Ellesmere

Co-ed 7-18 Day and Boarding



**Welcome to  
St Cuthbert's House**

## Welcome to St. Cuthbert's House

Welcome to St. Cuthbert's House for Middle School students in Years 9 – 11. The House is made up of:

Housemaster	Mr J N Haycock
Assistant Housemasters	Mr G W Phillips Mr D W Crawford
Form Tutors	Mr C S Horrocks Mr A D Quentin Mr P E Swainson Mrs C A Empson Mrs S H Gareh
Housemother	Miss K Williams

### Introduction

St. Cuthbert's is 'home' to approximately 80 pupils. It is normally an even split between boarders and day pupils. Both boarders and day pupils are treated the same and are encouraged to integrate fully. You will have access to a member of staff at all times. During the day, the Housemother is there to look after your domestic welfare. There is a Duty Teacher available during the evening and at weekends. All members of the House Staff share a responsibility for your welfare.

Your personal tutor is the first point of call for you. It is their responsibility to oversee their tutees' academic and pastoral welfare. The Housemother will look after your domestic arrangements and support you during the day. The Housemaster co-ordinates and facilitates the House and all House staff to ensure the smooth running of the House.

The aim is for tutors to move with their tutor group throughout Middle school to enable a firm relationship to develop.

Prefects too play a very important role in the running of the House and in supporting the younger members of St. Cuthbert's.

Please find below a miscellaneous list that attempts to answer some of the most frequently asked questions. Should you have any queries at all then please, don't hesitate to contact me at any time.

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### Are you new to boarding?

There are all sorts of reasons for going to boarding school. Some people become boarders because of their family's situation: because their parents live abroad, or are away at work for long periods, or live too far from the school to travel backwards and forwards every day. Others board because their parents feel that it's the best thing for them, or because they themselves ask to.

You are almost certain to find that, no matter what your reason for boarding is, there will be other people in the same situation and they will know just how you feel. Many people are very enthusiastic about becoming a boarder – it’s an exciting adventure. Others are not so keen. Whichever category you fall into, you are likely to feel a little apprehensive because you’ll be unsure of exactly how things will work out.

It is important to remember that everyone wants you to enjoy your time as a boarder in St. Cuthbert’s. So, if you do have problems, make sure you ask for help. There are always people willing to give you assistance or advice.

The aims and objectives of boarding in St. Cuthbert’s are to provide a safe and welcoming environment for you to work in, to encourage you as an individual to perform to your maximum potential; academically, physically and socially, thus assisting each pupil to develop into a mature and happy individual.

### Pastoral Systems

Your tutor should become the most important person to you during your time at Ellesmere College. Wherever possible you tutor will stay with you throughout the Middle school and will guide you through your academic career and become your mentor in many things.

In your starting pack, that you’ll have already received, is an organisational chart that will help you understand the college structure in terms of Boarding Houses, Competitive houses and Staff organisation.

If you’re finding your work difficult, you should talk to your tutor. If there is any reason why studying is harder for you than others, Ellesmere College has a Support for Learning Department. Your tutor can advise you on these matters.





### Contacting House Staff

House staff will be on duty each evening until 11.00pm. Please use the numbers on page 14 to contact them or to leave a voicemail and they will return your call as soon as possible. Should you want to discuss anything with our Housemother Karen, then she can be contacted on (01691) 626321 extension 267 between 8.00am and 5.00pm.

I can be contacted by email at [st.cuthberts@ellesmere.com](mailto:st.cuthberts@ellesmere.com).

### St. Cuthbert's: Rooms

Boarding in St. Cuthbert's involves sharing a room with one or more person(s) as there are no single rooms. The benefits of working together, sharing and compromising are very much part of engaging in boarding life.

Our aim is to make the boys stay in St. Cuthbert's as happy as possible. Without knowing the personalities of all of the boys initially it is very difficult to place pupils into rooms to achieve total satisfaction for all. While we try to please all it is unlikely that this will be achieved in the first instance at the very least. If all are totally happy then FANTASTIC!

Usually, as the year progresses, we can achieve a good level of satisfaction for all. Thus, I would like you to be patient and be prepared to compromise where possible if the room situation is not quite to your satisfaction. It is important you speak to your Personal Tutor, Housemaster, Duty Staff or the Housemother if you have an issue with your room colleague(s).

A review of the rooming organisation is undertaken periodically. It is important to note that the House has the right to change matters at relatively short notice after having discussions with the appropriate person(s) concerned. Fortunately, on most occasions, we have been able to undertake changes with agreement/satisfaction of all concerned. A great deal of thought goes into making room changes!

We generally place boys in rooms at random in the first instance after considering a number of factors and situation and circumstances. You will notice that some rooms are slightly bigger than others. If you are allocated a smaller/larger room then I would take this into consideration when undertaking any future room changes. The same principle would apply with regard to the furniture in the room.

It is important that you report any damages to the House Staff. Any damages in that room are charged to the person who caused the damage – if this not known then the boys in that particular room will be charged as the room is their responsibility – hence the need to keep the room locked when not present in the room.

The boys are responsible for ensuring the care of the room. Please do not move any furniture without the permission of the House staff – you could be charged to move it back!

I hope you can see that we try to operate a basis of 'fairness' where possible.

Jonathan Haycock

Housemaster, St. Cuthbert's

## General Information

### Travel for Leave and End/Beginning of Terms

It is essential for travel plans to be forwarded to myself, Karen (Housemother) and your son's Personal Tutor in good time prior to departure. Please do not arrange for arrivals and departures during late evenings or throughout the night as College staff generally have to work the following day. I would also not wish your son to be tired for the following day's work. We are able to assist with the organising of taxis to and from airports but it is not our sole responsibility – the school has a list of taxi firms who are very familiar with the school.

### Boarders Weekend Leave

Permission for weekend leaves requires a telephone call or email from parents or guardians during the week (at least 48 hours) prior to the weekend leave. Boys will only be given permission if they are not required to fulfil a school commitment on the weekend. Boys will be expected to fulfil any weekend school commitments before they go out on leave. If boys are going to another pupil's home then permission is also required from the host parents.

Pupils are allowed into Ellesmere Town at weekends subject to permission.

### Day Pupils Boarding

If any boys wish to board, permission must be sought well in advance. Permission will not automatically be granted as we have very limited boarding space. A charge per night will be levied, details of which are in the latest parent handbook.

### Absence

If your son needs to be away from school or is absent due to illness, please contact the Housemaster either prior to the absence or on the morning of the day in question. In the unusual circumstance that you are taking a family holiday in term time permission should be sought from the Headmaster directly.

### House Subs

A levy of £10, a standardised amount throughout the College, will be added to the bill per term.

### Uniform

The school rules outline what is expected in this area. However, in order to avoid any potential embarrassment, please ensure that any bizarre or extreme hairstyles or hair colour are corrected before the start of term.

All clothing, whether casual or part of the school uniform, must be labelled with your son's name.

### Pocket Money

As a boarder you may like to have a small amount of money to use for pocket money, however, you must not keep large amounts of money in your room.

Pocket money can be held safely by your Housemaster/Housemother until the time that you need it. However, it is much better to have a bank account if possible.

### Security

All boys – day or boarding – have lockable areas in their rooms. If you wish to ensure that these are usable from the outset then please bring a padlock and keys with you at the start of the year. Day pupils in particular are reminded of the importance of using their lockers to keep valuables safe. Boarders will also be issued with a room key.

### Posters

Boys are encouraged to personalise their rooms and areas and may bring posters to display on the pin boards in their studies. These should be within the realms of decency and good taste!

### Electronic Devices

Although all pupils have access to the House computers boys may of course bring their own laptops and tablets (not PCs) to College with them. The House has wireless internet throughout.

Boarders should note that the use of computers to watch DVDs outside of the normally permitted viewing time is not allowed. Music players are all permitted too but must be kept locked away when not in use. Music certainly makes things feel more like home. It is worth giving some thought to what music to bring with you when choosing from your collection. It is not a good idea to bring music containing bad language that some people might find offensive, as you will find it being sent home again. Make sure you bring some headphones! Pupils are allowed to bring their personal gaming machines and screens. However they are to be stored in the Housemaster' office and requested and returned as required. Game players can only be used in the Computer Room. They must be used appropriately at all times or risk confiscation.

Your laptop, iPad, Tablet and mobile phone will be collected in each evening. This is to ensure that you get a good night's sleep without the temptation to 'chat to friends'. You will therefore require a separate alarm clock in your room. You must ensure you record your mobile number with the House.

You will not be allowed to use your phones during lesson time and prep times, they should be locked away during the school day. If mobiles are used inappropriately, they may be collected by a member of staff or a School prefect and returned to you at an appropriate time as ascertained by the member of staff (or even to your parents with an accompanying communication).

### Pets

Sorry – no pets allowed!

### Furniture

For a variety of reasons (but mainly fire regulations), pupils are not allowed to bring their own items of furniture.

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### Getting Prepared

It is always a good idea to be organised, especially for something as important as starting at a new school. So here are a few tips.

### School Uniform

Your parents should have a copy of the clothing list, and will probably need to take you shopping. They can access the school uniform shop directly or on-line. No one likes to start at a new school with the wrong uniform or with trousers that are too small. So be patient with your parents – they want to get it right for your benefit.

### Casual Clothes

If you are a boarder, after lessons, and at weekends, you will be allowed to change into your own casual clothes from home, which should be appropriate in style (please see Parental Handbook). You are advised to limit what you bring, so that you don't run out of storage space. As a result, it is well worth spending a little time choosing what you want to bring to school with you. Any items of clothing with offensive logos should be left at home.

### Naming

This is a job for your parents, but it's vital that **ALL** of your things are named. With so many people living in the same place, and everyone's clothes being washed in the same laundry, things can get lost very easily if they don't have your name on. Your parents will probably have ordered some name tapes and will be busy labelling your new uniform. Make sure that you get your casual clothes named as well. Everything should be named including your shoes, watch, books, laptop, iPad/tablet.

### Laundry

For boarders the laundry is collected each week and returned washed and ironed a couple of days later – as if by magic. However, you are expected to change and make your own beds. If you wish to have expensive items laundered then it is recommended you sign them out of House with the Housemother.

### Bedding

The School does provide bedding. However, if a pupil wishes to bring their own that is fine.

### Boot Bags

It is essential to have a bootbag for games to store your boots, water bottle and room key when you are participating in games.

### Mugs, Bowls and Beakers

Whilst the House kitchen has glasses and crockery, it is recommended that you bring your own mug for hot drinks and a bowl for cereal snacks in the evening.

### Electrical Items

We understand the need for some electrical goods to be brought into College such as laptops. However, for everyone's safety please make sure that they conform to British Standards.

The use of electrical items fitted with overseas plugs is strictly regulated in accordance with the College Health and Safety Policy, and in line with the direction given by the Fire Regulatory Authority.

No fittings other than UK fittings are to be placed directly into UK sockets. This includes the use of "travel" adapters. Such adapters are not licensed for long-term use and the fire authorities will not pass them for

permanent use in the Houses. All electrical items are to have a UK style plug placed upon them if connected to the mains. The use of 4-way trailing adapters is permitted if they are to UK specifications. However, one adapter should not be connected to another.

Students are encouraged to exercise sensible electrical safety. The College retains the right to remove electrical items if they are considered to be unsafe and likely to cause a breach of Health and Safety policy. The UK supply is 230/240 volts, ac, 50Hz. Please ensure that any items brought to the College are compatible with this supply – many overseas items are not.

The following items are not to be brought for use in College (this list is not exhaustive):

- Heaters, toasters, portable grills etc
- Microwaves
- Fridges
- Kettles
- Stoves/Portable gas appliances for cooking in rooms
- TV's and large monitors for games

As a rule, these items will be removed from the Boarding House and held for safe keeping until their return home.

If you have any queries about the College electrical safety policy, please contact the Director of Operations at the College.

### Alarm

Bring an alarm with you other than the one you may have on your phone.

### Stationery

Unfortunately, even boarders have to go to lessons! It's well worth making sure you've got all the appropriate pens, pencils, calculator, pencil sharpener, rubber, ruler, compass and protractor so that you can impress your teachers straight away.

### Valuables and Insurance

Unfortunately, the College cannot accept responsibility for your valuables going missing or getting broken, but there are a few things that you can do to help.

- Firstly, don't bring expensive items into school, use a less expensive option.
- Secondly, make sure that your things are named (possibly in several places).
- Boarders are given a lockable area in your bedroom, so use it sensibly for the belongings that are most valuable to you.

We will do our best to help find anything that has been lost, but the more information we have the easier it's and it also enables us to prove things are yours in case of an argument.

The School does not hold any insurance to cover loss or damage of pupils' personal property. We strongly recommend that an "All Risks" insurance policy be taken out by parents to cover their child's property whilst



at school. This should include computers, laptops, tablets, mini disc players, hi-fi equipment, mobile telephones, etc. Cover may be obtained through the Finance Secretary, or through this link: [Pupil personal effects insurance](#).

### Family & Friends

It's nice to have an address book (or similar) with phone numbers and addresses of your family and friends. Full boarders especially, can find themselves spending quite a bit of time away from home. Letters, email and the phone are good ways of keeping in touch. It's always nice to receive something through the post, and it's worth remembering that people are more likely to send you a letter if you write to them first!

### Skills

When you live at home there are things that your parents often do for you, that you'll be expected to do for yourself when you are boarding. Many of these things can be learnt as you go along. However, a few skills would be useful for you to have before you arrive, and it's worth getting your parents to give you a few lessons in:

- cleaning your shoes with polish and a brush
- changing your bedding – particularly putting a clean duvet cover on

Although these are useful skills to have, don't worry if you don't quite have the hang of them before you start.

### Settling In

Everyone is different. Some people seem to settle into boarding life within hours while, for others, this takes a couple of months. Either way, there are a few things that are worth bearing in mind to help things go as smoothly as possible. Remember, even if you find boarding life easy to get used to, there will be others who will struggle at first and would benefit from your help and support.

### Getting your Bearings

It always takes a while to learn your way around a new school. You'll probably have had a tour of the school when you came to visit with your parents. However, you won't remember everything and nobody expects you to. Feel free to ask for any help you need or check the plan on the notice board.

### Making Friends

This is the most important thing that you need to do. Ellesmere College is made up of all sorts of people with a wide range of personalities and interests. As a result, there are bound to be lots of people you'll make friends with, and probably one or two you'll find it more difficult to get on with. However, it's not a good idea to go by first impressions – give everyone a fair chance. It's especially important that you get yourself involved in whatever is going on while you're still settling in. The best way of making friends is through having fun with others, so get out there and enjoy yourself!

### Homesickness

It's natural to miss home, and most people get a bit homesick to start with.

Homesickness is most likely to strike when you have too much spare time. During the day, you are likely to be too busy with lessons and games. The evenings can be more difficult as you'll have more freedom to sit around and relax if you want to.

Here are a few tips:

- Try not to spend too much time on your own. Chatting with others is a great way of getting you to think of other things, and helps build friendships.
- Keep busy. Make an effort to join in with any activity.
- Writing a letter or e-mail home is often more helpful than using the telephone.
- Talking to someone about your feelings can be a real help. The staff in your House will be happy to listen, but you may prefer to talk to a friend or your buddy.

### Music

Music certainly make things feel more like home. It is worth giving some thought to what music to bring with you when choosing from your collection. It is not a good idea to bring music containing bad language that some people might find offensive, as you will find it being sent home again. Make sure you bring some headphones!

### Fire Drills

As you would expect, house-keeping and certain procedures need to be understood. One of the most important for your own safety has to be the Fire Alarm/Drill.

It's important that the fire drill routines be adopted in case of a fire drill or an emergency. These procedures are displayed in your rooms and on the House notice board and each pupil has the responsibility to make sure they understand exactly what to do in the case of a fire.

### Academic and Extra Curricular Activities

Ellesmere College offers many extra-curricular activities. This means that your days will be very busy. When you start at Ellesmere you may be confused with all the different things to do. Don't worry. Your tutor will go through your timetables with you and explain what is on offer.

Each pupil is put into a Competitive House. During all competitions whether it be sporting, singing, drama etc you'll represent and support your House as a team effort rather than as an individual. Again, your tutors will let you know which House you are in.

### Scholarships

Some of you may have entered Ellesmere College on a scholarship because you have a talent in certain areas such as music, sports or in the performing arts. There are meetings held for scholars for you to attend during the course of the year.

### Additional Support

On occasion, you may feel in need of some additional support either emotionally or spiritually. Ellesmere College has both a Counsellor, Joanne Smith (07940173738), and a Chaplain to meet these needs. You can either seek help directly or go through your Housemaster or the Nursing Staff.

### Complaints Procedure

If you are unhappy about anything there is a procedure for you to follow. The complaints procedure is displayed on the House notice board.

## PHSE

Personal, Health and Social Education plays an important part of your education. PHSE lessons are taking place every Thursday morning, throughout the academic year. Studies may include: sex and personal health education, careers, self-defence, etc.

## Child Protection

There are a number of dedicated staff for safeguarding, including the Head of Middle School, Mrs Phillips, along with both Deputy Heads, Dr Chatterjee and Mrs Pritt-Roberts. If you have any concerns about your own or any other pupil's safety, you can contact one of them directly, or through your House.

## Discipline

Ellesmere College has very high expectations of behaviour from its pupils. As with any establishment, rules are a necessity for the effective running and for everyone's happiness. Good behaviour is rewarded, however; displaying inappropriate behaviour will be noted. Continued poor behaviour will result in a pupil going through the discipline procedure. This procedure is displayed on the House Notice Board.

## Prep

School means lessons, which means homework! (or prep). You'll be given a prep timetable by your form tutor as well as a lesson timetable. Your teachers will set you prep on a regular basis. This is an important support to your work in class.

Your form tutor will give you a prep diary to record and help you organise your work. He/she will want to check this regularly to make sure that you have everything under control!

You'll have some time during the school day to get this work done, but are likely to need some extra time. As a result, there are prep sessions in the evening.

It is worth remembering that it's important that you get your prep done and to a high standard.

## Tuck

'Goodies' can be brought from home, purchased from the College tuck shop or purchased in town. However, these are to be eaten in moderation and must never replace a meal.

## Contacting Home

It's important to keep in touch with your family. They will be missing you very much, and will be keen to know how you are getting on. There are a number of ways of contacting them:

- Letter - People love to receive letters. By writing to your parents, aunties and uncles, cousins and friends, you'll definitely score some 'brownie points' and do your popularity no harm at all. Sending letters also increases the chances of receiving letters through the post, which is always exciting.
- Mobile Phone - boarders may bring mobile phones to Ellesmere College provided they are used at the appropriate times. They should not be taken into lessons and must be handed in before lights out
- E-mail - all pupils have a school email address. There is internet access in the House Computer Room but also WiFi throughout the House.

## Church Services

Ellesmere College is a Christian college and regular church services are expected to be attended by all.

### Medical Issues

Sisters and the visiting Doctor hold regular surgeries each day. The times of the surgeries are posted on the House notice board. There is always a member of medical staff on call at all times. Ellesmere College also has a sick bay where you might be expected to stay and be looked after if you are feeling unwell at any time.

### Weekends

Saturday:

At Ellesmere College, we don't have lessons on Saturday mornings but pupils who play in sporting teams will be expected to play in fixtures both home and away at this time. All other pupils will be encouraged to attend one of the many organised activities on offer. During Saturday afternoon, pupils may seek permission to go into Ellesmere town.

Sunday:

Most of us enjoy a lie in on Sunday morning after a very busy week and breakfast is served later on Sunday to allow for this. Pupils can ask for permission to sign out to go into Ellesmere town on a Sunday morning. On Sunday afternoon, pupils will be encouraged to attend one of the activities either on site or off site.

Exeat weekends:

Midway through each half term in the Michaelmas and Lent Terms the College has an Exeat Weekend when boarders often go home. If any boarders are unable to go home they may organise a stay with friends and/or a guardian (subject to appropriate guardian responsibility). If they plan to spend the weekend in one of the towns or cities within reach of Ellesmere in order to take advantage of the cultural opportunities offered by these larger centres, then a guardian must take full responsibility for their care. For this, boarders will need written permission (email is fine) from a parent or guardian in the week prior to departure. We encourage boarders to try and get off site if possible as the Exeat weekends are designed for some rest and relaxation in the middle of a busy term.

## Week Day Routine

7.30 – 8.20am	Wake-up, go to Breakfast Wash, brush teeth, Tidy rooms
8.15am	Room Inspections
8.25am	Registration in House
8:30am	Tutor Time
8.45am	School Assembly/House Meetings/Chapel/Extra Tutor time
9.10am	Go to first lesson of the day
5.30pm	School Ends
6.00pm	Supper
6.45pm	Roll call and Prep
8.15pm	Free time (you must ask permission from Duty Staff and sign out)
9.00pm	Return to House (BEFORE the last dong of the clock) and sign in
9.30 pm	House time

## Bedtimes:

	Yr 9	Yr 10	Yr 11
9.30pm	Bed time		
9.45pm	Lights out	Bed time	
10.00pm		Lights out	Bed Time
10.30pm			Lights out

Bedtimes are 15 minutes later on Friday and Saturday evenings.

## And Finally....

There are so many opportunities that are available for you to experience and enjoy at Ellesmere College, and your parents will be hoping that you'll have a great time. Take advantage of these chances while they are there – it's more difficult to experience new things once you have left school.

Make the most of boarding life, the fun and friendship that it brings while you are here. Holidays provide a chance to recharge your batteries and enjoy some quality time with your family. If you can make the most of both, you'll thoroughly enjoy being at Ellesmere College.

Welcome to St. Cuthbert's!

Mr J Haycock – Housemaster  
St. Cuthbert's, Ellesmere College



Contact Details:

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