



CASTERTON
SEDBERGH PREPARATORY
SCHOOL

PARENTS' HANDBOOK

ACADEMIC YEAR 2024 - 2025

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INTRODUCTION

I hope that you are looking forward to the next academic year and find this Handbook informative, whether you are a new or current parent, and that it provides a point of reference as the terms go by.

If you are uncertain about anything at all, do please get in touch with the relevant member of staff.

ETHOS AND AIMS

Sedbergh Prep School develops happy, confident children with a 'can-do' attitude; independent yet always with a sense of team before self. Through careful and sensitive teaching, we aim to foster a spirit of adventure, both inside and outside the classroom.

Our curriculum is ambitious and equips pupils with the necessary skills for future success, yet is delivered in a setting of timeless beauty where pupils have the space and time to enjoy their childhood.

Our Ways of the Wolf describe the core values that shape our behaviour: ambition, collaboration, courage, creativity, kindness, and responsibility.

A keen sense of community and heritage is shared throughout the School, both amongst boarders and day pupils. Pupils moving into the Senior School are made ready for the next chapter, though all our pupils leave their mark on the world, wherever that may be.

At the Prep School, we have distilled the Spirit of Sedbergh into six Ways of the Wolf. These are core values to which our children can relate and aspire:

- Ambition
- Creativity
- Community
- Courage
- Kindness
- Responsibility

STAFF LIST

The Prep School staff list can be found on the School's website [here](#).

Chairman of Governors: R J Gledhill MA (Cantab)

C/o Clerk to Governors, Sedbergh School,

Malim Lodge, Loftus Hill, Sedbergh, Cumbria LA10

T: 015396 20303

E: chairman@sedberghschool.org

Headmaster: Mr Will Newman MA

Casterton, Sedbergh Preparatory School

Casterton, Nr Kirkby Lonsdale, Cumbria LA6 2SG

T: 015242 79200

E: hmpa@sedberghprep.org

www.sedberghschool.org

Safeguarding Governor: M Ineson
Education Sub-Committee Chairman: RR Biggs
Chief Operating Officer: PS Marshall, TD

THE SCHOOL DAY

Registration

For all pupils in the Prep School, registration is between 8.15 – 8.30am and lessons begin at 8.30am. Day pupils are welcome to arrive from 8.00am onwards but must report to the Dining Room until 8.15am. Late arrivals must sign in at the School Office.

Absence

If your child is unwell, please contact the Prep Office by 8.30am (prepoffice@sedberghprep.org) or 015242 79200.

Planned absence from School is only granted at the discretion of the Headmaster. Please contact hmpa@sedberghprep.org.

If a child has had a sickness bug, they should remain off School for a full 48 hours after their last bout of vomiting or diarrhoea. Even if you have given the School consent to medicate your child, it is imperative that you contact the School before 8.40am if you have given your child any medication that morning, in order to prevent overmedication.

Dropping Off and Parking

Car parking is tight at the Prep School, especially in light of recent increases in pupil roll and our continued desire to limit traffic on site to the bare minimum.

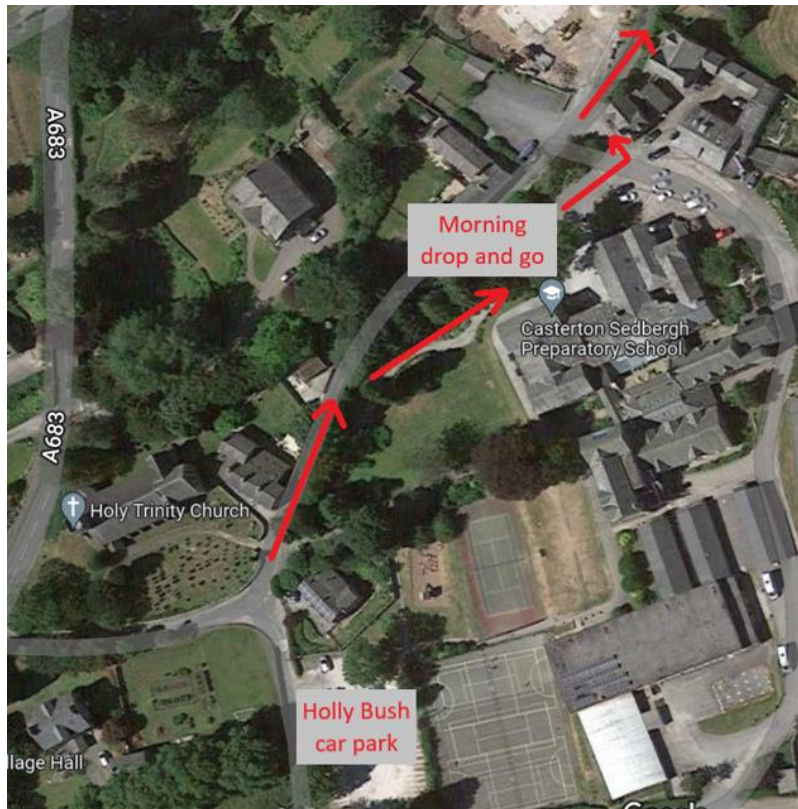
As such, it is vital that parents minimise time spent in car parks as much as possible and the introduction of a 'drop and go' zone at the front of School in September 2022 was critical in this regard.

Parents whose children are fully capable of making their own way into School should 'drop and go' from the front of School, utilising the gravel car park in front of the Blue Door as well as the car park marked out in front of Thornfield House.

Aside from helping with getting bags out of the car, parents should let their children head off through the Blue Door *on their own*, from where they will organise their sports kit and report to the Dining Hall or their Form Room, depending on arrival time. Most current pupils will not only be able to manage this but will benefit from the increased independence shown.

When leaving the School, parents must turn right from the Lodge Gate exit in order to avoid gridlocking the flow of traffic heading up the narrow lane. Please see image below.

For new families or those with younger children, please first use the Holly Bush car park at the foot of the hill, then the overflow car park (across the driveway) as that becomes necessary. Always enter the overflow car park through the Holly Bush car park and not the road, or else traffic does not flow and can become gridlocked.



End of School Day

Years R – 2: 3.20pm (after Form Time) or 4.55pm (after activity)
Years 3 – 8: 5.00pm (4.30pm on Saturdays for Years 7 and 8 without fixture)

Signing Out and Pick Up

Pupils should sign out wearing their blazers unless coming back from Games.

Should a child go home at any other time of day, please sign them out in the School Office or with the member of Games staff if collecting directly from a fixture.

We expect children to be collected by a parent or carer. If the person collecting a child is someone other than a parent or carer, then this must be communicated in writing by the parents to the Headmaster's PA: hmpa@sedberghprep.org.

We do not expect parents at drop off and pick up times to be signed in, but if you are visiting during the school day then please go through the front entrance and sign in and out at reception.

Again, parking is not unlimited and so we ask parents to be mindful of others in the time taken to collect and depart from car parks. We suggest that the Holly Bush car park should be the first option, followed by the overflow car park and then the front of School where parents are able to park and then walk to the collection point at the Red Corridor entrance.

Bus Routes

Children taking a bus home will go to the Sports Hall at the end of the day where they will immediately register on the bus and have a biscuit (or two).

Flow of Traffic around School

There are some important rules to consider if you are driving on the School site:

1. The Prep School is traffic-free, with the exception of residential staff and our workforce. Cars should enter at the lower end of the main entrance and exit back onto the same road up by The Lodge. At busy times, you should avoid turning back towards the main road at that point but instead turn right and follow a slightly longer route.
2. Never enter the school via The Lodge entrance.
3. Be aware that the front of School is busy and that young children will be crossing into the School buildings and might appear from behind cars. There is a 5mph speed limit which must be adhered to for their safety.

'Off-Ex'

Pupils that are injured or not well enough to take part in sport are said to be 'off-ex'. Please ensure that this is communicated by you, as parents or carers, in the same way as for absence. Where possible, it is helpful to know the predicted length of time 'off-ex'.

Wraparound Care

Breakfast Rec – Y8	7.30 – 8.15am	Day pupils that would like to come in for breakfast may do so and enjoy a full breakfast with a range of cooked options. This works particularly well for those attending early sports clubs. Cost is minimal and found on fee schedule.
First Supper Rec – Y6	5.00 – 5.30pm	Equally, day pupils in Year 6 and below may also stay on for First Supper. Again, the cost is very modest and published on the fees schedule.
Day Prep Y3 – Y6	5.30 – 6.00pm	Day pupils in Years 3 – 6 staying for First Supper are welcome to remain and work on prep for 30 minutes.

These places are subject to space and should be booked in advance.

Please contact prepoffice@sedberghprep.org.

The nominal charges for this can be found in our fees schedule on the website.

Saturday School

Years 7 and 8 have timetabled lessons on Saturday morning with Games in the afternoon. Younger pupils may have a fixture at any point in the day; please see the School Calendar for details [here](#).

Exeat Weekends

An 'exeat' weekend is one where there are no School activities or timetabled lessons for Years 7 and 8. We offer 'flexeat' boarding and a full programme of activity for overseas pupils with an additional cost that can be found in the Fees Schedule.

Saturday Years 1 – 3 Sports Club (8.30 to 9.30am)

An additional session for those pupils that would like to get some extra practice in multisport skills as well as specific experience in sports such as swimming, hockey, football and netball. Parents should register their interest with prepoffice@sedberghprep.org at the start of the term and inform the office if there are any changes to their plans.

Saturday Boarding Activities (10.15am to 12.30pm)

Run for boarders in Year 6 and below in lieu of lessons. They are open to day pupils in Years 3 – 6 and should be booked in advance via the Prep Office.

Please contact prepoffice@sedberghprep.org.

Saturday Pony Club (9:30am to 12:30pm)

Pony care, grooming and general management for Years 3 to 6. Pupils must have some experience with ponies or other animals.

Due to the large demand for this activity, there may be a waiting list.

Please contact diane.hull@sedberghprep.org.

Hot weather

During hot and sunny weather, you should ensure that your child comes to School equipped with their sun hat and sunscreen (minimum SPF 30, 4 star UVA) which is clearly named.

Sports Kit, Coats, Bags etc.

On the first day of the year, your child will bring all kit to their form room, from where children will learn their respective storage areas, which vary from year to year, boy to girl and boarder to day pupil.

Pupils in Years 3 to 8 should attend School in 'Full Blues' on Wednesdays. This means their sporting kit of the season plus full tracksuit and makes logistics for the day much easier.

Extra Costs

Written permission will be sought from parents/guardians for any additional cost above £25 (individual amount) to be added to a School bill for an activity, trip etc. This includes both day and boarding excursions.

TEACHING AND LEARNING

Teaching Arrangements

The School is divided into two parts.

The Mulberry Bush Nursery caters for children from 6 months to 4 years. Children then join the main Prep School in Reception through to Year 8, preparing them for transfer to Sedbergh School or elsewhere.

Whilst the classroom teaching from Year 4 and below is largely in the hands of the main Class Teacher, the children encounter an increasing range of specialists as they progress towards Year 8.

The School's special educational needs support is provided through the SEND Department, where staff are available to provide individual or small group support where needed. For more information, see 'SEND', below.

For the more able, the School is committed to extending their provision, tracking progress and providing enrichment activities and challenge as required. These children are recorded on our Stretch and Challenge (S&C) Register.

Setting

In Years 1 and 2, children are grouped for phonics teaching by ability to ensure each child has the appropriate level of challenge to make optimal progress through the renowned Read Write Inc (RWI) scheme. These groups are reviewed continually.

Children in Years 7 and 8 are setted by ability for languages and humanities, with English as the primary subject. STEM subjects (maths, science, DTE and computer science) are setted according to maths as the primary subject. Pupils move within these sets as required throughout the year and complete the same curriculum and assessments.

Other subjects are taught in mixed ability groups.

In year groups with three forms or more the sets will be grouped in a 'triangular' arrangement. That is, Set 1 followed by two sets of *equal* ability (i.e. 2Red and 2Blue). In year groups with two teaching sets, they will simply be Set 1 and Set 2.

The very start of the new academic year in Year 7 will be spent in mixed ability classes until we understand the relative abilities of the pupils; typically at the first exeat weekend (approximately three weeks). In addition to past reports and standardised testing, this provides staff with the ability to accurately assess relative ability levels and ensure the most accurate judgements are made. Sets are then put in place for the second half of term onwards and will be reviewed regularly and changed as necessary.

Assessment on ability for new joiners at other points into Key Stage 3 will initially be made according to past reports and standardised testing.

Curriculum Summaries

Abridged copies of a Curriculum Summary for each subject can be found on the School's website. Please note that at the time of writing, the website is in the process of redevelopment but these summaries will be in place by September 2024.

SEND

Where a pupil is not making adequate progress, or where ability levels are lower or higher, extra support will be given in the following ways:

- Differentiation of tasks and support in class by the subject teacher and/or teaching assistant.
- Learning assessments carried out by the SENDCO, Mr Matt Foxwell. Parents would be consulted beforehand, and it may be appropriate to engage an educational psychologist for an independent report or refer to your GP / paediatrician.
- Any educational psychology, occupational therapy or similar reports that have been completed prior to your child's admission to the School must be shared beforehand.
- Individual learning programmes are devised and carried out in 1:1 or small groups. Information on their cost is available from the School.
- Where Educational Health and Care Plans are held, the School works jointly with relevant agencies and the Local Authority.

ASSESSMENT

Effort

Effort always comes before attainment and so effort grades always come first in our reports, followed by achievement grades.

Formative Assessment

Assessment will take many forms in the Prep School, with the majority being in the form of ongoing, formative assessment. This will be through unit tests, prep (homework), classwork and practical performance. Teachers will continually assess pupils to accurately gauge the level of challenge or support they require.

Standardised Assessment

Whilst the School does not subscribe to SATS or any other DfE formal assessments, we do use a range of standardised assessments in order to benchmark against national norms and monitor individual progress

Reception

June: Early Years Foundation Stage Profile (in relation to Early Learning Goals)

Year 1 and 2

September: English (reading and spelling)

January: English (reading and spelling)

June: English (reading and spelling), Maths

Year 3 -6

September: English Reading

October: English Spelling

November: English Reading

March: English Reading

June: English Reading, English Spelling, Maths and Science

Year 7

September: Midyis CEM, English Reading

October: English Spelling

November: English Reading

March: English Reading

June: English Reading, English Spelling and Maths

Year 8

September: Midyis CEM (new pupils), English Reading

October: English Spelling

November: English Reading

March: English Reading

June: English Reading, English Spelling and Maths

New pupils without incoming standardised data will be assessed accordingly in their first few weeks of School. Year 7 pupils complete English, maths and science standardised assessments in September which help to inform setting in this year group

Cognitive Assessment

An online aptitude test is used upon entry to Year 7 or for any new pupils that join into Years 7 or 8 in September. This result helps to gauge potential against performance and other aspects of our academic provision, but we realise that not all children are at their best in these tests; they are simply another piece in the puzzle. The School is now using the MidYIS Test from CEM for this purpose; an adaptive test that provides a more accurate portrait than many alternatives.

Internal Exams

At Casterton, Sedbergh Prep School, we firmly believe that we are preparing pupils for the test of life and not a life of tests. However, exams will be a part of their future schooling; we prepare for this, and include exams for Years 7 and 8, but they are relatively low-stake assessments in comparison to many alternatives.

At the end of the Michaelmas and Summer Term in Years 7 and 8, the children will sit exams spread over the course of around three days in their academic subjects. The relative weights of these four exams towards their final attainment grade upon leaving Year 8 are 5%, 10%, 10% and 15% respectively.

Year 8: SPACE Profile

Pupils in Year 8 will complete their time at the Prep School with an holistic profile of their effort and ability in all walks of School life. The SPACE (Sedbergh Prep: Academic, Community, Extra-Curricular) Profile draws upon a range of sources through the final two years (or just Year 8 for late joiners) to recognise academic, sporting, musical, dramatic and artistic endeavour as well as their personal development.

REPORTING

Reporting to parents and pupils occurs on a termly basis and will be in the form of either a parent/teacher meeting, an interim report, a full report or the SPACE Profile described above.

We now offer parents the choice of online or in-person meetings, timed for parents of boarders to coincide with collection prior to exeat weekends or holidays.

Reception – Early Years Foundation Stage (EYFS)

The Reception class come under the umbrella of EYFS and, therefore, their assessment process is different. Upon entry to Reception, parents will meet with the class teacher who will explain our online assessment record – Tapestry.

Through Tapestry, the School can save evidence, including photographs and scanned work, that will showcase your child's learning journey. In return, parents can post their own examples from home.

At termly parents' meetings, your child's progress will be discussed against age-expected norms, known as Progress Checks, in each of the prime areas of learning.

Years 1 – 8

<i>1st Half Michaelmas Term:</i>	Form Tutor meeting (within 3 weeks) / Interim Effort Report (half term)
<i>2nd Half Michaelmas Term:</i>	Full Report (Christmas)
<i>2nd Half Lent Term:</i>	Parent Evening and Interim Effort and Attainment Report
<i>2nd Half Summer Term:</i>	Full Report and SPACE Profile (Year 8 only)

Parents are always given the opportunity to respond to reports and to let us know what works best for their child. It is imperative that both school and home are working as one to individualise the learning process for our pupils.

The dates for parent meetings are published in the calendar and we always make provision for the parents of boarders to combine this event with the collection of their child for an exeat weekend or holiday. We now also offer parents the choice of online meetings if they prefer, given the convenience and efficiency of this format.

PREP (HOMEWORK)

The school day at CSPS is long and pupils have a variety of distances to travel and outside commitments. Therefore, we must carefully monitor the amount of prep that is set for our pupils. Nevertheless, children will need to become more used to independent study as they get older and have greater capacity to do so.

The table below provides a summary:

	Weekly Prep
Pre-Prep (Year R-2)	No formal time designated, but early learning benefits greatly from home support. Language and number activities will be provided and tailored to the individual.
Years 3 & 4	Reading each night is greatly encouraged. Prep diaries will communicate other activities related to literacy, numeracy and science. No activity would ever extend beyond 30 minutes in an evening.
Year 5 & 6	Prep becomes more regular and as well as reading, pupils will be set maths, English, spelling, humanities and science preps each week.
Year 7 & 8	Alongside reading, pupils will be set an English, maths, science, French/history, geography/RS prep each week.

EXTRA-CURRICULAR

Fixtures

The School participates in inter-school fixtures and tournaments, most often on Wednesday and Saturday afternoons. If a child is selected to represent the School, then there is an expectation that they will do so. Absence from fixtures may only be granted by the Headmaster.

Team Sheets

The Games Department aim to release team sheets for sports fixtures around 48-hours in advance. The team sheets will include details of sports kit to be worn, location, departure and return times as appropriate.

These can be accessed at <https://sport.sedberghprep.org/> - please use the password (which is case sensitive) **SedberghSport** to view team sheets.

Team sheets are also placed on the sports' boards in the Red Corridor.

Please read the School's Code of Conduct for Supporting Sport, held [here](#) on the [School's Policies](#) page on the website.

More information regarding Sports Fixture Information can be found on the password-protected [Useful Information](#) page of the website. **Password: Casterton200**

Match Teas

At the end of inter-school fixtures, the pupils and staff will host the visiting school and the children will enjoy a quick match tea. All pupils who have participated in the fixture should stay for this and will be available for collection on its conclusion.

Match teas will take place in the School Dining Room or in the Sports Pavilion. Parents' post-match refreshments will be available on the top floor of the Pavilion or in the Library and all are welcome.

As noted previously, if not returning to School, pupils **must** 'sign out' with the member of staff who has been taking their team.

Extra-Curricular Activities

Information relating to the activities listed below can be found through the following link: [Useful Information](#) **Password: Casterton200**

Friday Afternoon Clubs: A comprehensive set of activities are run every Friday afternoon from 3.30 – 4.55pm for pupils in Years 3-8. A full list and invitation to select will be sent to parents prior to the start of each term. Some of these activities incur an extra charge. (Clubs Co-ordinator, Miss Ellie Thompson emt@sedberghprep.org)

Music lessons: Many children receive additional paid music tuition on instruments of their choice, given on a 1:1 basis by experts. A wide range of instruments is taught. Lessons are given during the school day but rotate so that children do not miss the same academic lesson week on week (Head of Music, Mrs Sian Norman sn@sedberghprep.org)

LAMDA lessons: Drama lessons prepare our pupils for LAMDA examinations and are taught by our Head of Drama, Mr Ric Hoyle, ensuring continuity between curricular and extra-curricular participation (rah@sedberghprep.org).

Riding lessons: Pupils enrolled in riding undertake one lesson per week. Charges are payable in arrears on pupil accounts and are based on a 30-minute lesson. These pupils in Years 3-6 are also invited to join pony club activities on Saturday mornings. School riding staff are British Horse Society accredited coaches and have a wealth of experience teaching children of all ages to ride and care for ponies (Stable Manager, Mrs Diane Hull diane.hull@sedberghprep.org).

Tennis lessons: Both private and group tennis lessons are available all year round under the direction of Jon Griffin (LTA Level 4 Coach) and his team of coaches (all LTA Level 3). Lessons are 30min long and organised to cause minimum disruption

to the school day, mainly taking place during lunchtimes, evenings or during PE/Games lessons (jon.griffin@sedberghschool.org).

Early Morning Sports: A range of sporting activities take place through the week and change from term to term. Please see the standing items in the School Calendar for information and contact prepoffice@sedberghprep.org for more information. The Admin Team will send out a registration form for day pupils at the start of each term for parents/carers to complete . Boarders are welcome any morning they wake up and feel ready!

COMMUNICATION AND PASTORAL CARE

Parent Information Area

A password protected Useful Information page is available on the School's website: [Useful Information](#)
Password: Casterton200

Parents can find information on this page related to (but not limited to):

- Recent letters to parents (including those regarding trips and residential)
- Boarders' kit lists
- Equipment lists
- New Parent Checklist
- A link to this handbook

It is strongly recommended to bookmark this page and save the password if your device is secure since it can prove an invaluable source for retrieving info!

Important Policies

The following policies can be found on the website [here](#) .

- Wellbeing and Behaviour Policy
- Counter-Bullying Policy
- Safeguarding Policy

Pastoral Care and the Home

We aim to know, to understand and to support each child as an individual and communication is therefore an essential part of our work within School and with parents.

The simple principle is to let us know of any concerns and to share with us any joys, in the certainty that we shall wish to celebrate the latter and address the former. It is this principle which underpins both our informal contact with you and the more formal reporting already set out.

Form Tutors should be the first point of contact for parents regarding your child's welfare and happiness through the school day. Persistent or more worrying issues can then be referred by them to the Houseparents, Assistant Housemistress or Heads of Day House, but the Form Tutor remains your point of contact and should not be 'leap-frogged'. The Senior Deputy Head is Mr Nick Goligher.

Academic concerns should go directly to the subject teachers concerned who will be happy to address any issues raised. Similarly, they are then able to refer anything that is of greater concern to the Deputy

Head (Academic), Mrs Zoe Charlton.

For any concerns specific to boarding, please contact the relevant Houseparent directly.

The Headmaster is always available to discuss a child's welfare and happiness.

Chapel

The Prep School benefits from close links with the Holy Trinity Church, Casterton, where the pupils enjoy weekly Christian services led by the chaplaincy team. These acts of worship provide a quiet, reflective time for children at the end of a busy week. Housemasters and Housemistresses from Sedbergh Senior School are invited to speak, and Year 8 pupils are asked to read.

Chaplaincy Team

The Chaplaincy Team at Sedbergh School is led by The Chaplain, The Revd. Paul Sweeting. The Assistant Chaplains are Mrs Philippa Prall (Senior School) and Mr Dick Gorst (Prep School). All of the Chaplains are very willing to talk about a pastoral matter or to provide guidance and encouragement in Christian faith.

BOARDING

Principles and Practice

Boarding at Sedbergh Preparatory School is based on the principle that the House should act as an extension of the child's family. The Houses have a warm and welcoming atmosphere which provides a happy and structured environment for boarders. The behaviour of both children and staff is based upon kindness, tolerance and respect.

Boarding gives children a chance to make even greater use of the School's extensive facilities and beautiful location. A busy and fun-filled activity programme throughout the whole week gives boarders time to enjoy each other's company and build relationships that will stand the test of time.

Every possible boarding option is provided. Parents or carers can book their children in for a single night as a one-off, regular nights throughout the week, tri-boarding (a selection of three nights through the week), weekly boarding (where children go home for the weekend) or full boarding.

Boarding Options

Although the majority of boarders at Casterton Sedbergh Preparatory School are full or weekly boarders, the school is able to offer boarding options that can be tailored to meet the needs of families and pupils.

With all boarding options, priority is given to children wishing to board as weekly or full boarders, which may limit the availability of Tri- or Flexi-boarding nights depending upon capacity.

Boarding is open to all pupils from Years 3 to 8.

Full Boarding

Full boarding is for children who are with us all week. As well as holidays, the Prep School has an 'exeat weekend' each side of half term where full boarders will go home. Overseas boarders may stay over for a 'flexeat' weekend.

<i>Weekly Boarding</i>	Weekly boarding is for children who are with us from at least Monday to Friday night or Saturday afternoon each week and either return on Sunday night or Monday morning.
<i>Tri-Boarding</i>	Tri-boarders are a step between weekly and flexi-boarding. Children may select any three nights during the week that they would like to board.
<i>Flexi-boarding</i>	Flexi-boarding enables pupils to board for any period of time from occasional one-offs to a regular one or two nights per week. The more flexi-boarding nights that are booked each term, the less the cost per night.

The Staff

The Housemaster or Housemistress are responsible to the Headmaster for the day to day running of the Houses and the welfare of the boarders. The Houseparents live within the Boarding Houses and are assisted by Assistant Housemistresses, residential and visiting tutors. The Headmaster and Senior Deputy Head live on the school site.

Houseparents and tutors undertake duties within the Houses on weekday evenings and at weekends. The balance of male and female staff is carefully planned, and the children always have access to a wide range of staff. The Boarding Houses are staffed by a warm, caring, committed and friendly group of people from a wide range of backgrounds and with different interests, who are united in providing the most appropriate and supportive atmosphere within which the boarders will grow and develop.

Communication

With Parents

Parents will always be informed of any problems and should feel free to let us know of any concerns either they or their child may have. You are always welcome to visit and the level of informal communication between staff and parents is therefore naturally high. The Houseparent will contact the parents of new boarders regularly over the first few weeks to reassure them that all is well and to resolve any queries or concerns. They are always willing to meet with parents informally or by appointment for a private discussion.

For those parents who are unable to visit frequently, special arrangements for communication can be made as appropriate, using email, Teams or regular phone calls to ensure that parents are kept fully informed of their child's progress and welfare. Parents' meetings are arranged around exeat weekends or holidays to be convenient for boarding parents.

Members of the Boarding Staff can be contacted through their published School email addresses and mobile phone numbers.

With children

Children can telephone home after the evening activity, using either the House telephone or their personal mobile phones which are collected in and locked away by House staff when the bedtime routine ends. The House offices are available on request should a child prefer total privacy.

Overseas boarders from countries with significantly different time zones can arrange points during the school day at which to phone home.

There is also the facility for boarders to email on request and/or Teams call from the House office

and pupils are also encouraged to write letters to parents and/or other relatives.

Getting Started

Getting used to boarding can take a little time and new boarders are given special consideration and care and this continues for as long as is necessary. When a new boarder arrives, everyone within the House will be helping him or her to settle. An established boarder will be asked to guide the new boarder through the daily routines.

There is a 'Buddy System' in the House whereby the youngest or newest children are 'buddied' with more experienced boarders in order to form friendships, learn routines and to give the younger boarders another person to turn to with questions. Our established boarders actively look forward to the chance to lead the way and show someone else the ropes.

Room allocations are rotated on a termly or half-termly basis to encourage new friendships and prevent the formation of any cliques.

Routines

7.00am	Wake-up (optional early morning sport)
7.30am	Breakfast
7.55am	Teeth and Tidy
8.00am	Music Practice
8.25am	Into School

The School Day then runs until 5.00pm

5.00pm – 6.30pm	Boarders' supper and prep. Downtime for pupils in Year 6 and below
6.30pm	Roll call and notices
6.45pm – 7.30pm	Activities
7.30pm onwards	Showers, snacks and teeth
8.30pm	Years 4 & 5 lights out and Year 6 Reading
8.50pm	Year 6 lights out and Year 7 reading
9.10pm	Year 7 lights out and Year 8 reading
9.30pm	Year 8 lights out

Food

Three main meals are carefully planned by the Catering Manager and menus are published a week in advance. Morning, afternoon and evening snacks are available to all and boarders will be tucking into cereal, fruit, tea and toast throughout the evening in each House.

A School Council, as well as boarders' forums give pupils a voice with which to express their views. Tuck brought in from home is handed in to a member of staff. It is kept in the store cupboard and children can ask for it after supper time on Wednesday and Friday nights and at reasonable times over the weekend.

The School nurse informs staff of any food allergies and both boarders and their parents are asked to bear food allergies in mind when bringing food into School.

Health

All weekly or full boarders are registered with the School Doctor. We can always arrange appointments at the surgery in Sedbergh. For emergencies, Lancaster Hospital is only 40 minutes away.

All medicines brought to School are signed in by resident staff and the Assistant Houseparent is

notified. It is vital that each boarder has an up-to-date medical file and parents are asked to advise the Houseparent if any circumstances change. Only trained staff administer controlled medication.

We would not generally contact the parents if a boarder has a mild cold or suchlike, but we will always contact parents if their child is running a high temperature, is sick or has any time off school.

We have single rooms in the Boarding Houses where staff are able to keep a regular check on any unwell boarder, should the child need to be isolated during the day or night. These are close to on-call staff and bathrooms which can be dedicated to their use alone.

It will sometimes be considered necessary for a child to go home for a period of recovery. This is at the discretion of the Assistant Houseparent who will follow NHS guidelines and consult the School's Doctor or Nurse if required.

Music Practice

Boarders' music practice takes place each day in allocated time slots as arranged by the Head of Music. Each child has a practice room and a scheduled time to ensure regular, high quality practice. We want our musical boarders to thrive, encouraging them to practise just as they would be at home!

Boarders' Homework (Prep)

Prep is done in one session after supper under the supervision of staff. Pupils have access to IT facilities as necessary so that they can complete all assignments and all rooms have workspaces so that pupils wanting to spend time catching up or in extra study may do so in peace.

Activities

Sunday adventures are incredibly varied and range from tubing on a local lake, fly fishing or ghyll scrambling. The Boarding Houses endeavour to make as much use of our unique setting as possible.

During the week, the boys and girls join together and make use of the School facilities, in activities such as cookery, shooting, touch rugby or swimming.

Early morning sessions are optional – but popular – and include running, swimming and sport-specific skills practice.

Weekends

Full boarders should remain in School at weekends, except for exeats, and will benefit from the wonderful activities mentioned above. Indeed, Houseparents will arrange these outings based on a full roll so parents of full boarders should please contact them at least **three weeks** in advance if you know that your child will be coming home.

We operate a boarding system designed to meet the needs of families wherever possible. Parents may, of course, visit during the week and children may, by arrangement with the Houseparent, be taken out during the week.

Overseas pupils often spend exeat weekends (once every half term, the Prep School has a weekend without lessons or sport) at the homes of new friends they have made. Where they would prefer not to - perhaps when they are new to the School - then we can make arrangements for them to have a 'flexeat' weekend in House with one of the Houseparents. The charge for this is to be found on the fee schedule.

Pocket Money

Pupils may bring £35 pocket money for each half term. This should be handed to the Housemaster/mistress for safe keeping. Pocket money will be given out by the Housemaster/mistress at suitable times.

Possessions and Technology

Boarders are welcome to bring personal items from home which can be kept in a lockable drawer in their dorms. Phones and devices are locked away by the Housemaster/mistress outside of a brief period in the evening, as noted previously.

However, boarders and their families are asked to bear in mind that many social media apps have a 13+ age limit. No boarder should have these apps loaded onto their devices – including older Year 8 boarders, who may share content with younger children.

Where families rely on WhatsApp for communication amongst themselves, they may apply to the Houseparent for an exemption to this rule.

The Assistant Houseparent keeps a stock of stationery and toiletries to keep boarders topped up with necessary supplies.

All boarders are encouraged to personalise their dorms as much as possible, with posters, photos and their own bedding if they so wish.

There is some storage for overseas pupils at the end of each term, but otherwise boarders should take their belongings home at these times.

Clothing and Laundry

As part of developing a sense of personal worth and self-esteem, boarders are asked to take pride in the way they dress and in the care of their uniform and home clothes.

Clothes are washed regularly, and bed linen is washed every week. Boarders are encouraged, under supervision, to take responsibility for changing their own beds. Beds shared on different nights by flexi-boarders are laundered between each new occupant.

All clothing should be clearly named. Parents are asked to look carefully at the clothing list supplied and to follow its requirements. If boarders bring in too many home clothes or shoes, then we have a problem with storage.

The House staff help the boarders to maintain a respectable standard of dress and tidiness. Staff are available to help with personal organisation.

Please note that the School is not responsible for any losses or damage to clothing or personal property, through theft, laundry, damage or any other reason. It is strongly recommended that insurance is taken out.

Roles of Additional Responsibility

Each House will have a combination of Heads and Deputies of House; positions occupied by Year 8 pupils. These children lead by example and are proactive in ensuring that the boarding routines all run smoothly and that all boarders are happy. Pupils with this additional challenge develop their leadership skills and grow with the added responsibility. Each appointed pupil and

Housemaster/mistress must sign the job description.

Rewards

The girls' and boys' boarding Houses operate a parallel system of merits to the day element of School, with their own celebrations and certificates for bronze, silver and gold, alongside a tried and tested system of extrinsic rewards. Chocolate tends to work wonders.

Boarders of the Week are announced in the Newsletter and House Colours are awarded to those pupils that have made outstanding contributions to the Boarding House. They are predominantly, but not exclusively, presented to Year 8s.

Help and Support

In the Boarding House, children's views are sought and respected with regard to any matters relating to their lives within the School, both informally through the day to day contact with individual staff or more formally through discussion forums which are chaired by a member of the resident house staff. There may be times when a boarder feels unhappy about being away from home or about something which has happened to her or him. If this arises then the most important thing to stress is that they should seek out an adult to whom they feel they can talk. The House staff are always available to talk to children and their families if there are any concerns about general routines or about managing life as a boarder, most of which can be quickly resolved.

Equally, the contact details of a range of agencies and an independent listener outside of the School staff or governance is displayed in all Houses and are brought to the attention of the children.

SEDBERGH PREP SCHOOL GLOSSARY

AHSMs	A strange initialism referring to Assistant Housemasters/Housemistresses, formerly known as "Matrons".
Beale	The Boarding House for girls from Year 3 to Year 7 at Sedbergh Prep. Year 8 girls live in "Thornfield House" (see below). The House is named after Dorothea Beale, a former headmistress at Casterton. She was an early suffragist, girls' educational reformer and founder of St Hilda's College, Oxford.
Bullpot	The fell (hill) situated behind the Prep School, with a visible cairn on the summit. The highest point of annual run called "The Epic" (see below). Also known as Brownthwaite Fell and Casterton Fell.
Busk	The Senior School sports pitches found next to the Hirst Centre on Busk Lane in Sedbergh, sometimes referred to as Buskholme.
Cloisters	The war memorial found in front of the main school building in Sedbergh. The location of the whole School Remembrance Sunday service.
Colours	Awards given for a variety of reasons, usually relating to academic, sporting, extra-curricular or House achievements.
Common Room	The name given to the teaching and pastoral staff, plus the staff room on the Red Corridor.
Cow and Toffee	The school's two pet goats, looked after by the boarders. Cow is black and white, and Toffee is brown.
Cressbrook	The boys' Boarding House at Sedbergh Prep for all boy boarders. Cressbrook was the junior boarding house located at Sedbergh School, prior to the merger between Sedbergh and Casterton Schools.

DigiDen	Where the people who run our IT network are found, next door to the small dining room.
DTE	Acronym for our fabulous Design, Technology and Engineering department.
Exeat	School closes for one designated Exeat weekend per half term (apart from the second half of Summer Term), from Friday afternoon through to Sunday evening. Overseas boarders may remain in school for a 'flexeat' weekend with associated activities.
Full Blues	Full sports kit including blue jogging bottoms and blue hoodie or sports top. Often children are asked to come to School in "Full Blues" for a Saturday fixture.
Holly Bush Car Park	The car park below the netball courts and adventure playground, opposite the Church.
Home clothes	Not school uniform or sports kit.
HSMs	A strange initialism referring to Housemasters/Housemistresses.
HTC	An acronym that refers to Holy Trinity Church in Casterton, just next to the Prep School.
Lent Term	The term which begins in January and ends at Easter.
Long Block	The longer route option at Tuesday morning running club, approximately 2 miles up to High Casterton and back through Low Casterton.
Manège	The riding arena at the bottom of the horse field.
Merit	A point-based system of positive points for good effort and behaviour, recorded on iSAMS.
Michaelmas Term	The term which begins in September and ends at Christmas.
Minus	A point-based system of endorsements for poor behaviour, recorded on iSAMS.
Mulberry Bush	The name of the Day Nursery that is located next to the Astro and sports fields.
Off-Ex	Designates when a pupil is injured or otherwise unable to take part in school sports.
Old Castertonian	Someone who previously attended Casterton School for Girls.
Old Sedberghian	Someone who has previously attended Sedbergh Prep and/or Senior School. They then become part of the OS Club.
Pepperpot	The little white tower building in the Senior School, behind "Busk", a local landmark.
Powell	Pronounced <i>Pole</i> . The name of a Hall, a building, a pitch and a Boarding House in the Senior School. All are pronounced this way, because Old Sedberghian, Sir Francis Powell had a strong Wigan accent, and pronounced his name like that.
Prep	Another name for homework. Prep is timetabled into the evening at School and day pupils can join if they are staying for supper.
Red Corridor	The corridor that runs from the length of the main school building from the front entrance, so called due to the colour of the floor tiles. A regularly used meeting place for pupils, staff and parents.
School Chapel	The chapel located at the Senior School in Sedbergh, the venue for our annual Carol Service at the end of the Michaelmas Term.
Short Block	The shorter route option at Tuesday morning running club, approximately 1.25 miles to the Bullpot crossroads and back through Low Casterton.
Sports Hall	The sports building opposite the DTE block and near to the stables and horse field. The school buses drop off and depart from here each week day.
The Epic	A 6.9 mile run for our Year 7 and 8 pupils that goes to the top of "Bullpot" and back down again, with 1,250 feet of ascent. Staff and parents can take part too.

Thornfield	The Year 8 girls' Boarding House at the Prep School, named after Thornfield Hall, the home of Mr Rochester in 'Jane Eyre' by Charlotte Brontë. The Brontë sisters attended Casterton School when it was known as the Clergy Daughters' School located at Cowan Bridge, a couple of miles down the road from our present location.
TPT	An acronym for the Tom Penny Theatre, found just off the Red Corridor, often a location for assemblies, drama lessons and productions and LAMDA evenings.
Unisons	An inter-House singing competition, usually held in the Lent Term.
Wilson Run	The great ten mile cross country race for Sixth Form pupils, usually held at the end of the Lent Term. Our older pupils usually can go and watch.
Winder	The big hill that overlooks Sedbergh town that also gives its name to the School song. Also, the name of a Senior School Boarding House.