

# CLIFTON COLLEGE PREPARATORY SCHOOL



## A Guide to Boarding at Clifton College Preparatory School For Families and Boarders

# Welcome to Clifton!

## A Guide for Families

As a family, you have made an important decision and we are very aware of the fact that by choosing the boarding option here, you are sharing the nurturing and care of your child or children. For us, this is both a responsibility and a privilege; we never forget this.

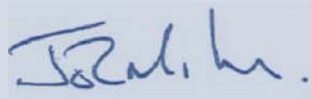


This booklet is designed to share information with you about boarding at Clifton College Preparatory School. The principles that underpin our boarding community here are precisely the same as those which inform our whole school:

- We want children to be happy and to enjoy the Clifton experience because happiness is the cornerstone of a successful education. We want to ensure that they feel safe and secure here and that their time as boarders is as comfortable as possible.
- We want to give children the opportunity to be involved in as many activities and experiences as possible in order to help them grow into rounded, achieving human beings.
- We want to help children to learn how to operate within a community consisting of others from all sorts of backgrounds and ways of life, so that they grow up into adults who will make a positive contribution to society.

- We want children to grow up at Clifton feeling valued whilst valuing the feelings of others.
- We want to help children to develop into healthy adults physically, intellectually, economically and emotionally.

To that end, we aim to look after your child or children to the best of our ability. I hope you will find this guide helpful in establishing the successful relationship between home and school upon which a happy boarding experience depends.

A handwritten signature in blue ink, which appears to read 'J. Milne'.

Mr John Milne  
Headmaster

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There have been two very important documents produced by the Government which relate to boarding and the care of children.

The first is the National Minimum Boarding Standards (2011) and the other is Every Child Matters (2004). There are five key outcomes of Every Child Matters:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic well-being

This guide will be set out to allow a cross reference to these very important areas. As, the National Minimum Boarding Standards (NMS) and Every Child Matters (ECM) do not dovetail with logistical ease, the lead here will be taken from the NMS. (The ECM outcomes are stated for reference, however, at the start of each outcome.) If you have any questions regarding this document, the NMS or ECM, please speak to Mr S Webb, the Head of Boarding. The School believes in the absolute need for excellent communication.

# Being Healthy

## What happens if your child is ill at school?

Bumps and bruises are dealt with by House staff and/or Matrons, in the same way that you would deal with them at home. We do however, keep a record of such events and the treatment given. The Matrons are not nurses but do have basic medical knowledge and First Aid skills, they will always call the School Health Centre if needed. If your child is taken ill during the school day, he or she will be taken to the House and looked after by the Matron. If it is felt that their medical needs require more care, they will go to the Health Centre which could, in certain cases, involve an overnight stay, supervised by the medical staff.

If a child is unwell during the night, there will always be adults on duty in the House, 24 hours a day. The boys and girls will soon get into the routine of knowing where to go and whom to see. The Health Centre is on 24 hour call and if the member of staff on duty is unsure in a situation, they will contact the Health Centre.

If boarders return with medication which has been given by a doctor or any person other than the School Doctor, please inform the House. If needed, the House will contact the School Doctor for advice. Complementary medication is also viewed in this manner. If your child has been to see a doctor in another country and has been given medication, please provide a translation into English of the medical notes. Clifton has strong links with outside professional services (e.g. social workers, psychologists, private medical care) to which boarders are referred as appropriate. It is vital that you have fully completed the Medical Form for your child before he or she joins so that we are aware of your child's medical history. It is also vital that you have discussed such things as allergies with us, especially nut allergies or those which can cause rapid or serious problems. We would also ask that any concerns or diagnosed disorders are brought to our attention such as: ADD; ADHD; DCD; separation anxiety; non verbal learning disorder; dyslexia; or similar problems that may affect your child's ability to partake in the curriculum. It is our duty to ensure that we have this information and we would ask your help in ensuring that we have these records. We do occasionally need to update our records and you may be asked to fill in more than one copy while your son or daughter is with us.

Personal, Social and Health Education (PSHE) provides age appropriate advice and guidance on alcohol, illegal substance and solvent abuse; smoking; sex education; HIV infection; hepatitis and sexually transmitted diseases. You will be asked to sign a consent form for discussions on these subjects when your child reaches the required age. If you would like to discuss any concerns, Mrs Milne, will be delighted to put your mind at rest.

Staff know the School's policy on the appropriate response to alcohol, smoking and illegal substance abuse by boarders, and follow that policy in practice.

There may be medical implications to substance or alcohol abuse and as a staff we are very aware of where to get help immediately. There is less likelihood that a younger child will be involved in alcohol, smoking or illegal substance abuse, but that is not to say that it cannot happen in a prep school. Children with older brothers or sisters may be more at risk but equally, they may have lessons brought home to them already.

There are occasions when a boarder has significant health and personal problems; these will be identified and managed appropriately. Again, it is important that if you are aware of problems we are advised as soon as possible. An appropriate staff member prepares and works to a written and agreed individual 'welfare plan' for any boarder with special welfare needs, significant emotional or behavioural difficulties, or who does not see his or her parents or legal guardian at least three times a year. In most cases the appropriate member of staff will be the Housemaster or Housemistress. The Health Centre will be very happy to help in the plan's preparation and the day to day running of the plan will most likely be taken up by the Matron. Boarders with medical difficulties (such as asthma) will have regular checks with the Health Centre and, if needed, will be taken to appointments for special medical care.

Clifton has a very strong commitment to special needs and boarders who have educational needs will be supported by the Coach House (where the special needs teaching takes place) and the House. Mrs Palmer and Mrs Broadley (joint SENCOs) will be able to discuss any areas that give you or your children concern. Prep (homework) can be demanding at the best of times but may be particularly tricky if there is an educational problem. Prep is supervised in all Houses by a teacher and, in most Houses, reading is an integral part of the system.

As in any family, bed wetting can occur. It is managed with sensitivity and care. The aim is to find strategies to minimise embarrassment. In most cases this can be done in the House. Occasionally, we need to seek help but, by this time, you may have found a way around it at home and we obviously value your experience. Links exist with outside professional services (e.g. social worker, psychologist), to which boarders are referred as appropriate.

## Food

Meals are taken in the School dining hall, Big School Kitchen - known as BSK, and are very carefully monitored by the Catering Manager and his team. The meals are balanced and the menus are available for the children and adults to peruse. There is a Food Committee and the Pre sends a senior member of staff to these meetings as a representative of this pupil-led body. The Upper School send sixth form pupils and a lively debate generally ensues between the chefs, Catering Manager and pupils. The variety of food in BSK is wide and there are opportunities for the children to try dishes from around the world on specific days. Special dietary, medical or religious requests are always taken into account. Vegetarian dishes are always available.

During other times, snacks are available in the House and fruit is always available without request. Water is also readily available at any time. Supper takes place in the Houses at appropriate times, normally around 7.30pm, and the girls and boys enjoy toast, cereal and other tea time treats.



## Clothing

The Clothing List for Boarders contains most of what you need to know. Mr Langley, (Hartnell's) and Mrs Bradley (Poole's) will also be happy to take you through this if you feel confused.

Clothing is available from our own School Shop which runs on normal shop opening hours.

Please ensure everything is clearly named. Children do have a tendency to leave clothing lying around when something more interesting catches their eye! Whilst we encourage children to take responsibility for their possessions, it is much easier for us to return lost clothing if it is properly marked. There is a lost property locker for each House in the main School building. It can sometimes take a while to find its way to the locker if the item is left in a curious place to start with, but we do try our best with kit. Whilst frustrating, it is probably better to assume 'missing in action' rather than 'stolen' as the children sometimes deduce!

## Laundry

The laundry is done on either an in-House basis or it is sent away to the School laundry. The basic mechanism in all Houses is that a Matron ensures that boys and girls have clean clothes at the start of every day. If clothes become dirty during the day, they can obviously be changed. Bed sheets are changed once a week. Although the children are encouraged to put their dirty clothes in a basket, it is one of the challenges in a boarding school to get them to do so.



# The Boarding Houses

“Relationships in the boarding houses are outstandingly positive and pupils enjoy the opportunity afforded by its international community to learn about other cultures and customs.”

“The boarding experience serves as a role model for all aspects and values of the school.”

October (2006) CSCI Boarding Inspection

The House system is very important at Clifton College and the House is a key part of the pastoral care at School. There are two boarding Houses in the Pre: Hartnell's (senior boys, Years 7 and 8 aged between 12 and 13); and Poole's (girls, Year 4 to Year 8). They are run by Mr Langley and Mrs Bradley respectively and the relationship you build with these staff is very important. You must never worry about picking up the phone or e-mailing, even if the matter of concern appears trivial on the surface. Regular contact with the pastoral staff is an important matter: that way a molehill remains a molehill, and everyone benefits, not least your child.

## House Tutors

Your son or daughter will be part of a Tutor Group of between 10 and 12 children who meet up with their Tutor on a regular basis. The role of the Tutor is to monitor academic progress and, along with the Housemaster or Housemistress, ensure that the day-to-day problems your child encounters are dealt with effectively and sympathetically.

A crucial role in all Houses, but especially in the boarding Houses, is that of the Matron. Matrons are typically not matrons in the medical sense but are like a mother to the boarders. They know the whereabouts of every item of clothing, provide enormous moral support, intuitively know how your daughter or son is feeling and appear ever-present!



# Staying safe

## Bullying

It is every parent's nightmare to find that their child is being bullied or is a bully and we are very aware of that. It is a confident school which is prepared to accept that bullying can and does happen, and Clifton is a confident school. As such, we have a clear Anti-Bullying Policy. What you need to know is what do we do about bullying and what is your role.

First of all, please ensure that your child has read and understood the section in the pupil notes that accompanies this section of "Being a boarder at Clifton". We hope it is in pupil friendly language but, especially with younger children, it is important they understand what to do and where to go for help. Secondly, please ensure that your child has read and understood the section in their Prep Diary called 'If you have a problem or complaint'. This is designed to help your child know what to do if something goes wrong in this vital area. The 'Ten Commandments' of the school are stated in the Prep Diaries and will be regularly visited throughout your child's time at Clifton, beginning with a focus in Tutor groups early on in the term.

Please be reassured that we take the issue of bullying very seriously. For our Anti-Bullying Policy to succeed, however, it must have both passive and active parental support.

First of all, look for any tell-tale signs when you see your child at the weekend, or over an Exeat, or at half term.

These may include:

- Child sullen and unusually uncommunicative;
- Child loses confidence and prefers own company;
- Unusual aggression, especially towards younger siblings;
- Clearly bogus excuses not to go back to school;
- Marked deterioration in school work and attitude to life at school;
- Unexplained loss of possessions or clothing;
- Disturbed sleep/'clingy' behaviour;
- Unexplained bruising;
- Collapse of self-esteem;
- Depression;
- Regressive behaviour.

Any or all of these may be the result of bullying and, at the very least, suggest heightened anxiety. You **MUST** raise your concerns with staff here or with a member of staff. Trust between child and parent is very important in this area – if you can get your child to talk to you about their fears and worries, he or she must know that there is going to be a positive outcome.

A useful checklist for parents in this context is as follows:

- Know the signs that may indicate bullying
- Understand that your child may not want to talk
- Listen patiently and treat what he or she says sensibly
- Let your child know that he or she is so important to you that you will do whatever it takes to help them
- Take the problem straight to us

Above all, always do something about it.

We need to know if your child is being bullied and we want to put a stop to it. We can only succeed if you support us at home by sending all the same behavioural messages as we are trying to use at school, and by telling us straight away if there is something wrong in your child's life.

There is a confidential e-mail address (PreSchoolHelp) which can be found in the Prep Diary. Any child in the school can use it and the matter will be dealt with in confidence by the Headmaster. If he deems it appropriate, the information may be shared with the Housemaster or Housemistress. The Headmaster is the only person who can access this address.

## Child Protection

The School has a robust Child Protection policy which follows and is consistent with the Local Area Child Protection Committee procedures. The policy is consistent with the requirements of 'Working Together to Safeguard Children'. The Child Protection Officer for the Prep School is Mr David Pafford, the Deputy Head Pastoral. He can be contacted via the main School switchboard.

Child protection can fall into several categories:

- Children and adults.
- Health and safety.
- Risk and risk assessment.

## Children and Adults

Trust is in short supply in today's world and yet it is something that is vital if any form of learning relationship is to be created at school. To that end, you can be reassured that:

- All staff are checked using the official government checking system (CRB).
- All staff have references checked.
- All staff receive regular training on Child Protection issues.
- The school adheres to safe practices of recruitment.
- All concerns are automatically relayed to the Headmaster or Deputy Headmaster. The Deputy Head Pastoral is the School's designated Child Protection Officer. (Should Mr Pafford be absent, Mr Webb will become the designated Child Protection Officer).
- Clifton has a very good relationship with the local Social Services Department.

## Health and Safety

The School has a Health and Safety Policy which sensibly covers eventualities that might arise in day-to-day life at Clifton. There is also a College Health and Safety Committee that meets regularly to consider this important area. In the event of an accident, an incident form is completed and assessed to ensure that there is no action that needs to be taken to avoid a recurrence. If action is needed, then action is taken!

## Risk Assessment

All staff closely involved with the children here are aware of the need for risk assessment. Housemasters and Housemistresses are constantly looking at and checking their Houses to ensure that breakages, frays, wear and tear and so on are promptly remedied. Children need to investigate and play but they are not always cognisant of the safety problems that can occur with this type of freedom. The School takes this aspect of play seriously and all areas that a boarder uses, both indoor or outdoor, are free from reasonable and avoidable safety hazards. All pastoral staff taking the children out at weekends for an activity or a 'fun visit' have to complete a Risk Assessment Form before the trip is authorised.

## Fire

Each boarding house has regular fire drills, specifically for the House. They may be at inconvenient times; however, they are vital. The drills are monitored by the Deputy Head Pastoral and the School Fire Officer who are constantly communicating about issues raised. Boarders are fully aware of what to do in case of a real fire or alarm.

## Discipline

We have a discipline policy which is followed and is fair. It is available on the School website and it is discussed during the induction of boarders and also on the Pupil Council. Please be assured that the days of idiosyncratic punishments are long gone in the Pre and all sanctions are appropriate to younger children. Prefects (known as Twelves in the Pre) are not allowed to punish other children in any way.



# Complaints Procedure

Hopefully, during the course of the relationship between you as a family and us as a school, all will be plain sailing! However, this is a flesh-and-blood relationship. Mistakes occur, misunderstandings arise. So what do you do if you feel all is not as it should be?

We take complaints and concerns seriously, and will respond to an expression of genuine dissatisfaction.

We will:

- Ensure that parents wishing to make a complaint know how to do so. The mechanism for this is as follows; the Government body which looks after the care of children (Ofsted) can be contacted via [www.ofsted.gov.uk](http://www.ofsted.gov.uk). If you have a major concern with the care of any child, you may also contact [www.whistleblowing@ofsted.gov.uk](mailto:www.whistleblowing@ofsted.gov.uk).
- Respond to complaints in a courteous and efficient way within a reasonable time scale.
- Ensure that parents realise we listen and take complaints seriously.
- Take action where or when appropriate.

To lodge a complaint, a parent can:

- Talk directly to a member of staff or write a letter or phone.
- Raise House or pastoral matters with your child's Tutor or Housemaster/mistress. Specific problems might be addressed to the Director of Music, Master or Mistress in charge of Games for example.
- Choose to bring the matter to the Deputy Heads (Academic and/or Pastoral) or the Headmaster.

If the problem is raised by phone or face to face, it may be possible to resolve the matter immediately.

If the complaint or suggestion is made in writing, the School will contact you as soon as possible and explain how we propose to proceed.

Some complaints may need further investigation which may take additional time. In this case, we will send a letter with the conclusion we have reached, the reasons for our conclusion, and any action to be taken or proposed.

It is our policy that complaints made by parents should not adversely affect the children involved.

Third parties outside the school may be involved – usually only when a child's safety is at risk, or if it becomes necessary to refer matters to the police.

All information concerning complaints will be kept on file. A written record is kept of serious complaints and their outcomes and is regularly monitored by a senior member of staff. We would point out that anonymous complaints may not be pursued.

Any action needed to be taken under staff disciplinary procedures, as a result of complaints, would be handled confidentially within the school.

If a parent is not satisfied with the outcome:

- Despite our best efforts to resolve the complaint, your concerns will nevertheless have been fully and fairly considered.
- The Headmaster may refer it to the Head of College and/or Chairman of Council, who will call for a full report and will examine matters thoroughly before responding. He may invite you to a meeting. You may wish to be supported by a friend, but legal representation would not be appropriate at this stage.
- We hope that we will be able to satisfy your concerns. If we do not, you may wish to seek independent legal advice through your lawyer.

We recognise and acknowledge your entitlement to complain and wish to work with you in the best interest of the children in our care.

## Guardians

It is a requirement for every boarder to have a guardian in the UK. These guardians can be relatives, friends or specific guardian agencies. The school can provide a list of guardian agencies if needed but this does not infer that the school has checked the agency. Parents take responsibility for all arrangements. It is a demanding task being a guardian and our advice would be to use a responsible adult. If you have concerns about how to proceed please contact Mrs Pafford (the Headmaster's PA) who until recently ran a large boarding House in the Pre for many years.

# Enjoying and Achieving

## What happens in free time?

Clifton College offers a full boarding experience with only a small number of pupils flexi or weekly boarding.

As you can imagine, all 'good' schools will look after the children very well during the typical school day. What is more demanding is for the children to be fully immersed in a comprehensive range of activities after school and at the weekends. At Clifton the list of activities was described in the last Inspection, thus:

“The range of additional activities available is outstanding. Pupils are actively involved in a wide range of high quality activities and pastimes and appreciate the choice they are given.”

October (2006) CSCI Boarding Inspection

So what makes up a wide co-curricular activity list and when do activities happen?

Activities are split into four areas:

## Cultural and academic activities

These include activities such as drama; LAMDA; foreign language support; ICT; junior and senior art club; art scholars' club; handwriting club; scholarship support; chess club; technology club; junior magazine; sewing club; sketching club; jewellery club; textiles and cookery club. As with all activities at Clifton, they change from term to term and more details will be provided to your children.

## Saturday activities

As well as the normal range of activities that take place, we offer a Saturday activity slot which adds to the depth and the range of experiences on offer. Typically there are options of: junior pop group; scrabble club; perudo club; ICT; swimming support; gym club; zoo club; creative writing; news club; multisports; jokes, games and puzzle club; and board games.



## Musical activities

The aim of the Music Department is to offer all pupils the opportunity to gain enjoyment from this broad subject, on as many different levels as possible. The Department encourages pupils to learn instruments individually and to participate in the wide variety of extra-curricular musical activities. We offer tuition in a variety of instruments with some 340 children making use of the facilities. There are many groups and ensembles, an orchestra; string orchestra; swing band; brass group; senior and junior sax groups; flute; group choir; scholars' group; oboe group; string training orchestra; quartets; trios and pop groups. There are also opportunities for performance at special events and concerts. The choir is a major focal point, singing not only in Chapel but also at a range of other functions. There is also a junior training choir.



## Sporting activities

These include junior and senior girls' football; rock climbing; karate; Scottish country dancing; swimming support; hip-hop; horse riding; dance; judo; ballet; badminton; junior boys' football; cross country; fives; girls' cricket; squash; yoga; under 9 cricket, and rackets.

## Select sporting activities

These are additional team practices for the children in the School teams. They vary from term to term but, in general, the practices are not on games days.

# Enjoying and Achieving

## What happens at the weekend?

At Clifton we have a normal school timetable on Saturday morning. In addition, there is an activity slot followed by lunch. Games and matches take place in the afternoon and the children are typically free by 4.00pm to return to the Houses. Those involved in matches may return later, especially those in Years 7 and 8. The children shower and change into their 'play' clothes at the end of the school day and have tea from around 5.00pm.

The Saturday evening routine differs from House to House but may involve watching a video in the House, playing board games and socializing with friends, all under the watchful eye of the Housemaster or Housemistress. The boarding community is large and children will never be left in the lonely or difficult position of being in a very small group.

On Sunday, breakfast may be taken in the House and if so, the children may get up much later and eat together with the member of staff on duty and possibly the Housemaster's or Housemistress's family.

Trips are taken on Sunday and some examples are listed below:

Bowling, skating, Laser Quest, cinema (all age related), golf, horse riding, shopping, pottery painting and swimming. Events in Bristol (e.g. Bristol Rugby, The Circus on the Downs, Bristol Museum,) and local attractions such as Cheddar Gorge, Avon Valley Country Park, Longleat, Wookey Hole.

In the last independent inspection of boarding the inspection found,

**“Pupils spoke particularly highly of the opportunities they are given at weekends for activities off site.”**

October (2006). CSCI Boarding Inspection

With all the activities, trips and school work that are undertaken by the children you may wonder “When do they get any real free time to rest?” As with any family, there are times when a little bit of doing nothing is required; children may wish to read, play chess or simply relax. We are very mindful of this and in all Houses a winding down time is built into the evening routine. Boarding Houses sometimes have Sundays where they do not go

out but stay in the House and take it easy. The use of computers for recreation is more and more a part of society and it is recognised that this is the case at Clifton. To safeguard this, however, children have internet safety courses as part of Information Technology lessons. There is also a firewall which restricts access to certain internet sites. In addition, the School internet is shut down at various times during the evening depending on the age of the children to restrict access on a more rigid basis. The School runs internet advisory lectures for parents on a regular basis which are supported by the local police unit specialising in internet safety, just in case you are not up to speed (or at least on the same track as your children) with developments! Miss Jean Davies, the Head of ICT, is a fully qualified ‘ambassador’ for internet safety and can certainly advise you on up to date information regarding child use of the internet. The School also has an ‘e-safety’ policy which can be found on the School website. You will be notified about the lectures for parents on a regular basis.



## Equal opportunities

Clifton is a culturally diverse school. We actively encourage this and there is no inappropriate discrimination on grounds of gender, disability, race, religion, cultural background, linguistic background, sexual orientation, academic or sporting ability. These factors are taken into account in the care of boarders so that we are sensitive to different needs; for example, Grace at some House suppers is said in all the represented languages while Poole's has an International Day where traditional costume is worn to celebrate diversity. If desired, pupils can be taken to attend services in different churches. Clifton has a strong tradition in supporting Judaism and is very proud of that fact.

## Homework (Prep)

The School supports the concept of prep and for boarders the support given to them is as high in standard as in normal lessons. Typically the Lower Pre receive half an hour of prep, followed by reading to a member of staff. The Upper Pre tends to get one hour of prep per night. A member of staff is always present during prep and is able to support the children as necessary. Computers are available in all Houses.

## New boarders

New boarders have an induction programme specially designed to help them join the school. One of the most important aspects in the first week of school is the information that is given to your children in the induction programme. We hope you read the section in this document specifically aimed at the children, but putting a face to the people and knowing where things are is clearly better.

## Making a positive contribution

The Pre has a Pupil Council where items which directly affect all children are discussed. Each House has a representative per year and matters such as food, what happens in free time and how the school day works are the types of issues they will discuss. The council is chaired by the Deputy Head Pastoral, Mr David Pafford. More specifically for boarders, the Houses regularly distribute questionnaires to collect their views. Changes in dormitories, possible activities on Sundays or House trips are all considered and - where practical - things are changed. If your child requires small personal items such as toiletries, these can be purchased from the School Shop. (In the Lower Pre, the children will be accompanied by an adult; in the Upper Pre the system works on a chit basis. All costs will be placed on the end of term bill.

## Contact with your child

In this age of e-mail and voicemail, the days of infrequent, stilted contact with your child at boarding school are long gone. At Clifton you are welcome to telephone at sensible times (i.e. not when they've gone to bed!) and your child will have e-mail access - a simple way to stay in touch.

Please do your best to provide the School with up to date e-mail addresses. Many important details such as school events are now routinely passed on via e-mail.

Many children have mobile phones and these can be invaluable but each House does have its own rules governing their use. In principle, mobile phones will remain with the House staff until a set time in the evening when they are handed out to the children; phones are then returned by the children before bed. Flexibility in this system allows for different time zones to be accommodated.

The drawbacks of e-mail and voicemail are that they do tend to be impersonal, so please phrase messages carefully. A message like: "We've got something important to tell you" could worry a child unnecessarily - much better to add, "Your sister is getting married", or whatever, so the child can ring home with some idea of what is going on.

If there is a crisis at home, please ring the Housemaster or Housemistress first to explain the problem and then, together, the best strategy for telling your child can be worked out.

Try not to over-contact your child when he or she is settling in; this is not being cruel, it's just common sense. Your child will not be prevented from contacting you if they want to, or feel the need to, in those first few weeks but, within the context of settling in, too much contact early on can, in some cases, be unsettling. By and large, no news is good news to start with and, again, your Housemaster or Housemistress is always there to discuss this with you. If you are worried or would like just to make contact in the first few days, the Housemaster or Mistress will be only too happy to speak to you.

## Contact with the House

There will be times when parents wish to speak to the Housemaster or Housemistress or a member of staff on duty in the House. (The person on duty may also teach your children on the academic or sporting front but is attached to that specific House for pastoral matters.) For questions such as, 'What time is my son or daughter free today?' or 'Where is their sports match?' the member of staff on duty will have this information. There may be other occasions when academic or pastoral issues need clarification and the Housemaster or Housemistress becomes involved. Telephone and e-mail are possibly the most efficient methods to do this. E-mails are checked on a very regular basis and are often the best form of communication, especially when different time zones are involved.

## Homesickness

We all feel anxious when confronted with new situations and your child will probably be no exception. For you, adjusting to that slightly quieter, slightly tidier and slightly emptier home will be something to come to terms with! So your child is bound to have moments when they feel down and miss you – we are always a bit worried if they don't!

Please discuss this with your child before their first day here – if they see it as something natural, they will not feel they have let anyone down. Be prepared for the tearful telephone call. It can be devastating, but our experience is that some children use it as a safety valve to unload their anxieties and feelings on you. The number of times we have seen children do this, then put the phone down and run off to find their friends is countless! Be reassured: if we are worried about your child's feelings, we will be the first to contact you.

At Clifton we are very flexible because the happiness of your child is our main concern. If you find yourself in the Bristol area, it goes without saying that your son and daughter can pop out to see you and be taken off for that pizza or hot chocolate which will make their day!

## Parents' Evenings

The majority of boarding parents are unlikely to be available for the set Parents' evenings. The school is very aware of this and has developed two methods to keep you informed of your daughter's or son's progress. If you do come at any point during term time to see your child at school, a personal meeting with their teachers can be arranged. This may take a few hours but as long as we know dates and times in advance, there is generally no problem. If you do not manage to come to school, then a full report will be written by the teachers, Tutor, Housemaster or Housemistress and Headmaster.

For overseas parents, the appointment of a guardian is essential. For your child's sake, please make sure it is someone they know and trust, and not just a name on a form. It is a legal requirement and so please try your best to find a suitable guardian.

## New boarders

New boarders have an induction programme specially constructed to help them join the school. One of the most important aspects in the first week of school is the information that is given to your children in the induction programme. We hope you read the section in this document specifically aimed at the children, but putting a face to the people and knowing there things are is clearly better.

## Achieving economic well-being

Your child will put you under pressure to let them bring to school that £900 all-singing, all-dancing "DVD and Mega Games Playing cube" or whatever. Please ensure that if they do, it is fully insured on your policy and that they understand that in the hurly-burly of everyday life at a busy school, things can get broken, so think about it first! Other important items, such as a favourite teddy or furry animal, are always welcome. All children have a lockable box or cupboard where they can keep their personal items, (you will need to provide a small inexpensive lock), but for insurance purposes please note that the School policy does not cover pupils' items. At the start of the term the House will collect passports and tickets for safe keeping. Pocket money should be kept at a reasonable level, although it is important that the denominations of the notes are kept small.

If your child requires small personal items such as toiletries, these can be purchased at the School Shop. In the Lower Pre the children will be accompanied by an adult. In the Upper Pre the system is on a chit basis and all costs will be placed on the bill.

## Travel to and from school

At the start or end of term and after half terms and at Exeats, it is the responsibility of the parent or guardian to ensure that the children arrive at school in good time. If demand is high, school transport may be provided but notice must be given at least two weeks before travel. Please note that such travel is charged.

## Flexi boarding

Flexi boarding is a positive addition to boarding; children in the past were either a boarder or a day pupil. With today's fluid lifestyles, parents may need their children to board once or twice a week or for one or two weeks during the term. This has become known as 'flexi boarding'. In essence, the children become boarders for a limited amount of time. This is becoming far more popular and all boarding Houses have a limited amount of space for such arrangements. The earlier the request, the greater the chance that it will be successful. A charge will be placed on the bill at the end of the term.

The School does not provide lodgings for pupils other than in the school house system.

## Children's parties

School is reported by many to be the best time of one's life. We do, however, have a parties policy which in essence states that parties for the children off site should be held at reasonable times and not during the School week. Large parties need careful planning, as we all know, and if boarders are invited, then safety precautions such as fire regulations and ratio of adults to children for supervision must be discussed with the relevant Housemaster or Housemistress. Travel arrangements for boarders are particularly important.

## Custody

There are occasions when custody of a child is a little complicated. We will do our best to approach this as delicately as possible but the School will have as its overriding responsibility the safety of the child. It is crucial that the School is given written details of any such cases with details of any court orders. This includes who may or may not collect a pupil and who has parental responsibility.

## Conclusion

Boarding is a complex issue both emotionally and logistically. The most important thing we do is to focus on the child. We aim to ensure your child is safe, happy, healthy and able to make a positive contribution to society. A tall order but, with your help, we will achieve it.

Mr John Milne  
Headmaster



# Welcome to Clifton!

## A Boarder's Guide

Welcome to the 'Pre', or rather the Prep School of Clifton College. We are sure you will enjoy your time at school and look forward to helping you to do your very best. The notes below will help in the first few weeks of school but don't think you need to learn them as there will always be an adult or another pupil who will be able to help. You should read this with your Mum or Dad or your guardian before you come. It has lots of information that even they will not know yet! The guide may be a bit long but it is better to have as much information as you can just in case you need it. We will be having a short induction meeting with all new boarders which will look at the information which you need for the first few weeks. You will not be asked any questions so don't worry. It is so that you can ask us questions, so you might like to think of a few!

At first the School may seem very big and confusing but you will quickly get the hang of where to go and what do. There will always be someone to help you and your Housemaster or Housemistress is very important to you while at school and especially in the first few weeks. Try and remember their name and this will help! Don't worry - a pupil known as a guide will be helping you for as long as you need. They have been in the School for a while and know what to do. Your Housemaster or Housemistress has picked a nice person to be your guide so they will be very happy to help you.

### A (very) short history of Clifton

In 1861 the Upper School buildings were built and in 1862 the school officially opened. It was built on The Close (a large piece of land near the Prep School pictured opposite). In 1932 the Prep School moved from the main school to a new building and we are still here.

When you arrive at the Pre we will have been around for nearly 150 years and so we will have seen quite a few children over the years!

The Prep School, or the Pre as it is generally known, is a School with around 400 children. To make things easier, the School is split into Houses; each House is either for boys or girls. If you are in Years 4, 5 or 6 you are in the Lower Pre and if you are in Years 7 and 8 you are in the Upper Pre. Each House has a Housemaster or a Housemistress, a team of teachers who are called Tutors and each House has a Matron. The Tutors look after the academic side of school (your lessons and school work). You will be introduced to your Tutor and you will be one of a group of around 12 boys or girls who meet once a week for a general chat to see how you are getting on. The Matrons look after the pastoral side of your life such as games kit, school uniform and looking after you if you are not well.

### The names of the Houses are:

- Poole's:** A day and boarding House for girls, both Lower and Upper Pre.  
**South Town:** A day House for girls, both Lower and Upper Pre.  
**Hartnell's:** A day and boarding House for Upper Pre boys.  
**Guthrie:** A day House for Lower Pre boys.  
**Tait's:** A day House for Lower Pre boys.  
**Wollaston's:** A day House for Lower Pre boys.  
**Hankey's:** A day House for Upper Pre boys.  
**North Town:** A day House for Upper Pre boys.

You will be allocated to a House before you arrive and you will stay in that House while you are in the Lower or Upper Pre. There are children in your school who stay at school all the time and these are known as boarders. There are others who go home every night and these are day boys and girls. We also have lots of children who stay the odd night who are called occasional boarders. In your new school there is no difference between the groups, it is very important that everyone is seen as the same and in time you will have friends who are both day pupils and boarders.



# Medical and Health care

## How do we make sure you stay healthy?

- We discuss healthy eating in Tutor groups and PSHE.
- Your House staff sits at the end of the tables when we are eating to make sure you eat a balanced meal.
- The Chefs who prepare your food do not put in excess salt or sugar and there is lots of choice.
- Sweets are kept at a sensible level!
- Fruit is available in the Houses every day.
- We aim to keep you mentally healthy by discussing such topics as bullying, in Tutor groups and assemblies.
- We have a first class set of Matrons, nurses and doctors.
- Your clothes are kept clean and you always have them returned if you have them laundered.
- You are active in P.E., swimming and games.
- There are many sports based activities.

## Health

What do you do if you are not feeling well and you are a boarder? If you are in lessons you should tell your teacher. If they think you are not well enough to stay in the lesson, and if you are able to walk to the House, they will send you there accompanied by two other pupils. There is someone in the boarding House 24 hours a day during term time. In most cases it will be the Matron. She will look at you and decide what is best for you. You may either stay in the House for a rest or you may go the Health Centre to see a proper nurse. If you are not well during the night there will be someone on duty and you will be able to speak to them. If it is necessary to call out the doctor, your Housemaster or Housemistress will phone them as they are on call 24 hours a day. If you need medicine - which is the same as you have at home - then the Matron or member of staff will give it to you and write it down in a book so everyone knows what you have taken.

If you have a special medical need then your parents, the Health Centre and the House staff will make a special plan for you.

## The Health Centre

The Health Centre is a cross between a normal doctor's surgery and a mini hospital. Although these days they do not do operations, a long time ago they did! The School nurses are real nurses who have chosen to work in a school and not in a hospital. They will examine you and see if they think you need to see a doctor. We have two doctors, a lady and a man. You can choose to see either, but if you are not worried then you will see the one on duty. The doctor may give you something to help you get better and will probably ask to see you again. Sometimes you may stay in the Health Centre so the nurse can keep an eye on you a little more closely.

## Hospital

There are times when the people in the House will take you to the hospital, probably the Children's Hospital, so that a specialist doctor can take a look at you.

## Will my parents be told I am ill?

They certainly will; the School staff will speak to your Mum, Dad or guardian.

## Teeth

The School has its own dentist. In the first term you will see him and he will examine your teeth. If you need treatment we will need to take you to see him in his practice.

## Matrons

Each House has a Matron. She will help with minor medical problems, find your kit, help you with laundry (school uniform, towels for swimming etc). You may also like to speak to her if you are finding school life tough, either in the classroom or in the House.

## Kit

You may have noticed your Mum, Dad or guardian naming your kit. They may have been sewing on labels for ages before you come to the school. In a school it is very important you label all your kit. If it gets lost, the best way of reuniting it with you is if it has your name on it.

## Clean clothes and laundry

You probably never think about how your clothes are washed. Your Mum or Dad probably picks the clothes off the floor, washes them and then puts them back in the drawer so you can find your favourite set of clothes each day. At school as you can imagine we need to help a bit more than this. Don't panic as all you will need to do is take off your clothes and put them in a basket! If you can manage this then you are doing well. Your clothes will be washed and put back in your lockers at the end of your bed. You have your sheets changed once a week. All you need to do is strip the bed and put the sheets in the laundry basket. If there are problems and things get dirty, then you can change your clothes or sheets when you need.

## Food

We have a dining room where we eat most of our meals - breakfast, lunch and tea. You will be expected to eat a healthy and balanced diet. If you are not sure what that is then the teachers sitting on the end of the table will help. Some children need special diets as they can only tolerate a certain amount of sugar, wheat or salt (although this is all checked by the chef). From time to time there are nights which have a theme in the dining hall and this may be Indian, English or one of the many countries we have represented in the school.

## Snacks and drinks

If you need a drink in school there are water fountains at the end of the Pre main building and near Hartnell's. The Houses have fruit on offer whenever you want. In the evening we have supper and this can be cereal, toast, and sometimes during the week, Houses have a hot snack, for example noodles.

## When can I have sweets?!

At Clifton this is known as tuck. Tuck nights vary in the different Houses but you will have the opportunity to eat sweets.

## Games and P.E.

When you come to a new school the way in which they do games and P.E. is always a little different. You will have P.E. lessons and swimming lessons as part of your ordinary timetable during the day. You will need to do a swimming test but don't worry if swimming is not your thing as we have a special teacher who can teach you how to swim in the School swimming pool.

You will also have games afternoons, we play rugby, football, hockey, netball, tennis, rounder's and cricket. We also have swimming and cross country. In an old school like Clifton we have games called Rackets (a bit like squash with a golf ball), Fives (a bit like squash with gloves on both hands) Squash (very like squash!) and Real Tennis (indoor tennis but you can use the walls and even the roof to get the ball over a net).

## Off Games

There are times when you will not be able to go to games because you are not fit to play. For example, it would not be good to go swimming if you have a heavy cold or you may have hurt your foot playing games. If this happens you may be put off games by your Matron, the Health Centre or the Tutor on duty. If this is the case, then you will either stay in the House or go to a room with other people who are off games to continue with academic work.

## Homesickness

Don't be worried if after a few days you miss you Mum or Dad and feel homesick. It is a very common feeling and the best thing to do is speak to someone - another pupil, your guide, a Matron and especially your parents. From experience phoning home more than once a day only makes things worse. The best way to get over it is to keep busy - you may not feel like going to that extra activity but it really does help. You may need to take my word for it, if not mine, try the rest of the adults as they will all have been homesick at some point in their lives, even the really old ones!



# Staying safe

## What to do if you have a problem

We really hope that you enjoy your time at school as when you are happy you learn more! There are times, however, when things do not always go to plan and you need to know who you can turn to for help. The list below will help prevent minor problems from becoming major problems. They will try to keep what you have told them confidential. There may be times when they cannot do this as the problem you have is very serious and they will need to tell others. What you should try to keep in mind is they will always look after you and will always keep you safe. Their priority is you!

### Bullying

Although we need to say what happens if bullying does occur, it is a very rare event at Clifton. Bullying is a serious problem that we try our very best to combat and we make sure it is taken very seriously. We do this by discussing it in Tutor groups and try to help you understand the way other people may feel when someone is being unpleasant to them. We want every pupil to be able to come to school feeling that they are happy and ready to learn and not worried that one person or a group of people are going to pick on them. Bullying often starts because one person thinks a difference in another person is 'funny'. It may be they are a different colour to you, they may go to a different type of church, they may not go to church, and they may only like certain types of food. Everyone is different but we all go to the same school and it is up to you to make it a happy place for everyone. And not just your friends!

The Headmaster speaks about bullying and how to think before you act on a regular basis in assemblies.

### Complaints

If you are not happy, then you are obviously allowed to complain. If you would rather tell your parents first there is a special way that they can complain and get the problem sorted out. When your parents send you to Clifton they get a 'Complaints Procedure' and it tells them exactly what the process is.

### Your Guides

These are very important people for you. They are pupils who are already at the school and will show you what to do and where to go as long as you need the help. Ask them if you have a problem. If the problem is not serious, such as what colour socks to wear with games clothes, your guide may be able to help. If you are not sure where you should be in the first half of term, then your guides should be able to tell you.

### School office

If you are lost during the school day, the office is good place to start. Mrs Pafford always knows where everyone is! If you are lost and not sure where you should be, ask and she will be able to help.

### Teachers

You can always ask your teachers - if they can't help, they will know who can. Problems in class are often best sorted out on the spot so don't be afraid to ask them.

### Tutor

If there is an academic problem, such as the work you are doing is too hard or too easy, then your Tutor will be able to help. They will look at your books every few weeks.

### Housemaster or Housemistress

You will be able to see your Housemaster or Housemistress every day and they will be able to help with any problems you have. They are all very experienced and understand the demands of being a pupil at Clifton College.

### Headmaster's e-mail

There is a confidential e-mail address that you can send an e-mail to if you would just like the Headmaster to know of any problem. He is the only one who can use this e-mail address and will speak to you if you would like him to on the problem you have written about. The address for this e-mail is PreSchoolHelp (it is the back of the Prep Diary)

### The Chaplain

At school we have a school Chaplain who also teaches in the Pre and you may feel that he would be the best person to speak to if you have a problem.

### ChildLine

If you think that you do not want to speak to anyone in the school, you can always speak to ChildLine. This is a group of people who listen to the problems of children all over the country. They will be able to help no matter what the problem, whether it is in the school or at home, something that happened on holiday or in a different country.

The telephone number is: **0800 11 11**

### Strangers in the school

All the staff in the school have a badge with Clifton College on it. It also has their photograph. If you do not recognise a person and they ask if they can come into school or the House, be polite but say "I need to ask an adult first", look for one and speak to them. They will then speak to the person who has asked to come in. Although we are always asking you to be polite, don't hold doors open for people if you don't know them or if they do not have a Clifton badge.

# Rewards and Sanctions

Let's start with the good things!

In your new school we have things called Good Works or GWs – these are given to you by a teacher when you do a good piece of work. It may be in English, Music, P.E. or any other subject. The next step up is the SHM, or 'See the Headmaster'. In most schools if someone notes in your book 'See the Headmaster' it is a bad thing, but at Clifton it is not the case. 'Good Eggs' are given at the end of term if you have been a 'Good Egg'. It comes from a phrase some time ago that means someone has been helpful, polite or kind. In this case the Headmaster reads out a list of people who have been nominated on a list in the staffroom by the teachers.

## Now, the not so nice things!

Although we hope you do not get into trouble, just in case you do, all schools have sanctions, you probably call them punishments.

## What do we have as sanctions?

Signed papers or SPs for short.

An SP is given in a lesson if you have not been behaving as we would have liked. This does not mean we expect you to be perfect but bad behaviour which causes the lesson to be disrupted or if you have been unpleasant to another member of your class will result in an SP. Your teacher will give a note to your Housemaster or Housemistress and they will give you the SP which consists of some text to copy out. Once it is completed, you will give it to the Deputy Head who will then note it down. This will mean he has a record of who has had an SP.

## 'Satis'

This is a very old name and means satisfactory (still none the wiser, are you?!) If you think of a timetable which has nothing written in it may help. Every lesson the person who is on Satis will need to hand the piece of paper over to the teacher at the start of the lesson. At the end of the lesson the teacher will write down how well the pupil has worked and behaved. They will need to show it to their Tutor or Housemaster at the end of every day. The person on 'Satis' is usually on it for between one and two weeks.

## Detention

If you constantly do not do your work in lessons or do not do preps, you may be put in detention. This is on Friday after school and is supervised by the Deputy Headmaster. This will last for one hour or half an hour depending on what you need to catch up on. Parents will be given 24 hrs notice just in case you had other things planned. If you are given detention, it is compulsory.

## Incident books

This is not really a sanction but more a recording of problems. Each House has an incident book and if there is a problem between children or with a pupil's property, the Housemaster or Housemistress will put the problem in the book. This allows us to make sure we remember what has happened and after a while it shows who is in the book regularly! Most children will never be in the incident book.

## Suspension

Suspension is when a pupil's behaviour has been very poor. It may be for a specific incident or it may be for lots of incidents put together. The person will be warned lots of times before they are suspended and it is usually for a few days to a week, but may be longer. The person's parents or guardians will need to come and collect them and take them home. This is a serious sanction and is not used very often. We would hope to change the person's behaviour before this happens. Bullying or very poor behaviour in lessons which constantly disrupts the class are examples of behaviour that may get you suspended. It is rare and will not be used often.

## Being asked to leave the school

This is very rare indeed and there will have been official warnings before a pupil is asked to leave the School. The parents will have seen the Headmaster before this happens and the Housemaster or Housemistress will have a long list of things in the incident book.

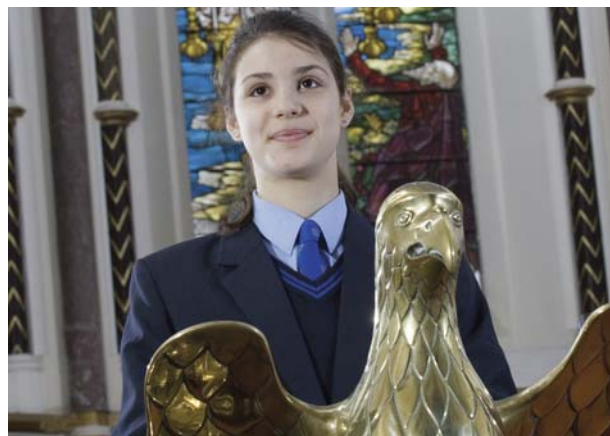
## A last word on rewards and sanctions

The words 'fair' and 'appropriate' are important. If you receive a sanction, it will be related to what has happened. Don't worry you will not be punished for every slightest little thing.

# Twelves

(the name we give to prefects in the Pre)

Twelves are children who have been recommended by the boys' or girls' Housemasters or Housemistresses to the Headmaster as children who are kind and helpful to others. If the Headmaster agrees, they become Twelves. They wear a blue and grey striped tie so you will be able to spot them. If you need help and cannot find a teacher or your guide they will be able to help. They are not always the best at sport or the most intelligent children, but what is more important is how they treat others and that they can be relied upon to show others how to behave. Twelves have no power; they cannot give you lines or detention. The only thing a Twelve can do is say they have seen you doing something that you should not be doing and also tell they the good things you have done!



## Fire practices

We have fire practices regularly and sometimes at very odd times. This will ensure that you know what to do if we ever have a real fire. You will be shown where to line up and what to do if we have a practice. We have them in the boarding house as well as at school.

## Safety

Obviously we want you to be safe in school. The School does risk assessments on activities to make sure we are doing the correct thing. Believe it or not, the school has a committee just to check the school is safe for you to be in!

## Privacy

This is an important issue. When you are changing you will be left to get changed on your own. The showers have a door and a screen so you will not be disturbed; all you need do is close them.

## School bounds

This will be explained to you when you come to school as it makes more sense. But if you could remember that we are a school in a city with some shared facilities. Safety when crossing the road is very important but there will be a person watching you cross on the big roads and you must listen to them.

# Enjoying and Achieving

## Activities

We have lots of activities on offer at school and the list is vast. This means that you will be able to find something that you like. An activity is not a lesson but is taken by a teacher, it may be something related to sport or it may simply be a pastime or just a fun activity. In most cases they take place at lunch break or after school. We also have a specific slot on Saturday after lessons and before lunch. So, what have we got?

## Cultural and academic activities

These include activities such as drama, Lamda (drama with an exam at the end!), foreign language support, ICT, junior art club, art scholars club, handwriting club, scholarship support, chess club, technology club, junior magazine, sewing club, senior art club, sketching club, jewellery club, textiles and cookery club. As with all activities at Clifton they change from term to term and more details will be provided to you when you need them.

## Saturday activities

As well as the normal range of activities that take place, there is a Saturday activity slot. Typically there is the option of junior pop group, scrabble club, perudo club, ICT, swimming support, gym club, zoo club, creative writing, news club, multisport, jokes, games and puzzle club and board games and many more.

## Music

There are many groups and ensembles: an orchestra, string orchestra, swing band, brass group, senior and junior sax groups, flute choir, scholars group, oboe group, string training orchestra, quartets, trios and pop groups. There are also opportunities for performance at concerts and other functions. The choir is very important at school, singing not only in Chapel but at special events. There is also a junior training choir.

## Sporting activities

These include junior girls' football, horse riding, rock climbing, karate, Scottish country dancing, swimming support, senior girls' football, hip-hop dance, judo, ballet, badminton, junior boys' football, cross country, fives, girls' cricket, squash, yoga, under 9 cricket and rackets.

## Select sporting activities

These are additional team practices for the children in the School teams. They vary from term to term but, in general, the practices are not on games days.

The list above is just a taste of what is on offer, there are many more and if you have a special interest you may be able to persuade a member of staff to create a new activity for others to enjoy!

## What do we do in the Houses at the weekend?

When we finish school and games on Saturday afternoon, we start the weekend! We have tea at 5.15pm and then there will probably be a video or some form of entertainment in the House. Sundays are more relaxed and you may get up late and have breakfast in the House. There will be a trip which may be shopping, skating, swimming, visiting country houses, adventure parks and probably more than you would do on a normal Sunday at home. You may even be able to do 'nothing' because this is also very important! Time to relax is needed especially if you have been working and playing hard during the week.

## Homework

Homework, or prep (short for preparation) as we call it at Clifton, needs to be done to help you keep up the academic standards. You will be given a Prep Diary and in it you should write down your prep which is set each day. If you need help, speak to your teacher or Tutor. In all the Houses there will be a teacher who is on duty to help during prep. In the Lower Pre, prep lasts for around half an hour and then you read to someone on duty. In the Upper Pre prep lasts for one hour. All the Houses have a room where you can do prep and all Houses have computers if you need them.

## Chapel

Occasionally we have Chapel on a Sunday and it is compulsory (that means you must go!) If for some reason you can't make it, your parents need to write to the Headmaster and ask permission for you not to attend. You may go to a different type of church, synagogue or temple and if you need to do this instead of going to Chapel that will be fine, just let us know.

## Sport teams

As in most schools we do lots of sport. Some children like it, some don't, some are good at one sport, some are good at all sports and some children can't think of anything worse! You will all do some form of sport and it will be at your own level.

The teachers will try their best to make sure everyone plays at the correct level. There are times when you may not be happy with the team that you are in, for example, you may think you should be in the A team and you end up on the B team list but you must trust the coach.



## The Coach House

The Coach House is a set of classrooms where children go for learning support. It could be that they need help with things like spelling, reading, and maths or thinking skills. Children also go to the Coach House to have English support when English is not their first language. Imagine going to school in a country where you could not speak any of the language. It would be difficult at first to make friends, do any school work and ask for things that you need. However at Clifton we are very proud of the Coach House and think that every pupil who needs help should get it. This does not mean that help stops when you leave the Coach House. Everyone needs help of some sort - the kind word, the helping hand are very important to the school.

# Making a positive contribution

## Is there a difference between boarders and day pupils?

The simple answer is no. Questionnaires are regularly given to you to see if we can improve the Houses and what we offer. You will be able to discuss these with your Housemaster or Housemistress and then, if possible, changes will be made.

## The School Council

At the Pre we have a School Council. Each House has a one representative per year, (that's 3 in the Lower Pre and 2 in the Upper Pre). The School Council discusses things like school food, games, the balance of the curriculum, activities and lots more things. A few weeks before they have a meeting, the Deputy Head will tell the school what the discussion is going to be about. It is your job to tell the representative what you think about the topic. If you don't tell the representative, he or she will have nothing to say!



# Contacting your parents

If you would like to speak to your parents there are lots of ways to do it.

1. You may have a mobile phone which you will be asked to hand in to the Housemaster or mistress, but you can use it in the evenings when the staff gives them out again. This will be explained when you arrive, so don't panic!
2. In each House there will be a payphone that you can use which will be private and you will not need to ask.
3. You can use the House phone but you will need to ask to use this as it may be in the Housemaster or Housemistress's study.
4. You will be given a school e-mail address in the first week of school and this is a good way to keep in contact.
5. You may write a letter! You might like to ask your parents to give you some stamped addressed envelopes. Another way would be to ask for an envelope from the House put your name on the back and we can get the address and post it.

## Going home for the weekend

We do have official weekends free and these are called Exeats. They are not always the same length but they can be from Thursday evening until Sunday evening. We generally have one or two per term. You can also go out with your parents or guardian after games on Saturday until just before bed time on Sunday. If you are boarding and your parents are in Bristol for a short while, it may be possible to out for tea with them during the week. This does depend on what you and the House are doing.

## Outside events

There is the possibility that the Upper Pre are allowed to go shopping in small groups, although there are lots of rules for this and these will be explained to you before you go.

## Classes

There are 5 years in the Pre and different classes within each year group (Years 4, 5, 6, 7, and 8). When you finish Year 8, you go to the Upper School which starts at Year 9 and is called the Third Form.

In your first week you will be told what class you are in by your Housemaster or Housemistress.

### How will you know where to go and what to do?

Every morning you will have registration in your House; it generally starts at around 8.20am but may differ slightly from House to House. We have school on Saturday and the time for registration may be different again!

During registration the Tutor on duty will take your name to check you are in, find out if you are doing games or not, what time you may be going home - if you are a day boy or girl - and tell you if you have an individual music lesson.

In the House there will be a copy of your timetable and you can check what lessons you have.

## School on Saturday

You may have gone to a school which only had lessons from Monday to Friday. In your new school we also have lessons on Saturday. In the morning we have lessons until 11.30am. Then we have activities until 12.20pm and games in the afternoon. In Year 4 Saturday school is optional and you have a choice whether you come in or not. The good news is that we have games on three afternoons during the week so we are not always in the classroom!!!

## Grades

Every 3 weeks or so we have grades. In each academic subject the teacher can give you a mark for both achievement and effort. They can range from Outstanding to Unsatisfactory and can be given for Understanding, Attitude and Prep. It all sounds very complicated but it will not take long to understand it once you are here – honest!



# Achieving economic well being

## iPods, PSP, DSs, phones and laptops

Boarders are allowed to have these things but there are rules for when you can use them and in the first few weeks you will be told what these are. Lower Pre children do not normally bring laptops unless they need them for school work.

## How do I keep my stuff safe?

All schools are very busy and things to get broken by accident. If you have gadgets like iPods you may be asked to keep them in the Housemaster's or Housemistress's study for safekeeping. In addition you will all have a lockable cupboard or box in which you can store your personal possessions. Things also get lost and it is very important that everything has your name on it. If an item goes missing, we will try our best to find it but we will not replace it for you. It may be replaced if it is covered by your parents' insurance but you do need them to sort this out.

## The School Shop

We have a School Shop which we call the 'Grubber' where you can buy things like toothpaste, pens and other small items. If you are in the Upper Pre, you will be given a chit (a signed bit of paper) which says you can get whatever it is you need. If you are in the Lower Pre, a member of staff will come with you, probably a Matron.



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## Finally

This guide does look very long but it will be very helpful in the first term. The most important thing to remember is that if you need help then you must ask. You may like to ask your guide, another pupil, a teacher, a Matron, your Tutor, your Housemaster or Housemistress, the School Secretaries or the Headmaster. They will all be pleased to help; everyone at Clifton was new once upon a time so they can remember that they needed help at some point.

We are sure you will enjoy your time in the Pre and we look forward to meeting you.

Mr Steve Webb  
Head of Boarding



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