



# CARGILFIELD

## A BOARDER'S GUIDE 2023/2024



CARGILFIELD SCHOOL

45 Gamekeeper's Road, Edinburgh, EH4 6HU

Telephone: 0131 336 2207

Email: [admin@cargilfield.com](mailto:admin@cargilfield.com) Website: [www.cargilfield.com](http://www.cargilfield.com)

Cargilfield is an Educational Charity No. SC005757 Company Registration No. SC025080

## **Welcome**

Welcome to boarding at Cargilfield! You have joined a community where hundreds of other children, just like you, have enjoyed growing up here, surrounded by friends.

You might be feeling a little bit nervous – don't worry; everyone can feel like that when they start something new. Remember that there are always plenty of friendly people to help you who will answer your questions and show you the way around.

This guide aims to help you settle into boarding at Cargilfield as smoothly as possible by answering any questions you may already have and getting you excited about starting.

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## **We want you to...**

- Be happy.
- Feel safe – not just in terms of your health and safety but also that you are comfortable in your life upstairs and in the dorms.
- Feel that you are part of a community and that you are valued.
- Learn to get along with others
- Gain a measure of independence and self-organisation
- Gradually take on responsibility and, if possible, some form of leadership role.

## **Settling In**

Boarding will be fun, challenging and fulfilling, although living at school will always differ from living at home. When you start boarding, it can sometimes be difficult to settle into a new way of life. Some people manage to make friends and get involved in everything straight away; most people find it takes a little longer. It doesn't matter how young or old you are, it is natural for you to miss your family and for them to miss you.

Most people worry about the same things. Will I make friends? Will I fit in? Will I keep it up? If you are worried, remember you are never alone. It always helps to talk to somebody and there are LOTS of people happy to listen and to help you.

## **Boarding life**

The boy boarders live in the main school building on the second floor.

There are 3 large dorms offering a spacious environment.

The girl boarders live on the east side of the school which can be accessed at the end of the teaching corridor on the first floor. The dorms are smaller and cosy.

The dorms are organised so that you will tend to be in a dorm with other children of a similar age, although one of the positive things about boarding is that you learn how to get on and make friends with lots of different people and across year groups.



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## **Who Is Who?**

There are many friendly staff who are involved in boarding life at Cargilfield.

### **Headmaster & Headmaster's Wife**

The Headmaster and his wife, Mr and Mrs Taylor, live on-site and they are always around and involved.

### **Mr & Mrs Kerr – Head of Boarding**

Mr Lindsay Kerr is Head of Boarding supported by his wife Lizzie and their 3 children; Monty, Clemmie and Barnaby. They live onsite beside the Boarding Hub and are very much part of the boarding family enjoying meals and activities with the Boarders.

The Kerrs joined Cargilfield in 2022 from Lathallan Senior School. Prior to this, Mr Kerr was in the Police for 15 years specialising in Child Protection and Mrs Kerr was a Private Banker. They are both passionate about education and pastoral care and are motivated to make boarding fun, safe and special for each pupil.

### **Molly Johnston (Miss J)– Boarding Assistant**

Miss J joined Cargilfield in 2022 and lives in the east wing beside the girls' dorms. Molly joined as a graduate Assistant and will be continuing her stay with us next year, developing her pastoral and management skills further. She has proved a huge hit with the children and has a natural energy, compassion and nurturing personality. You will see her in her signature yellow outfits around school and helping out with hockey, SFL and reading in particular. In the boarding, she is often the lead on crafts and singing and is the girls' main contact overnight.

### **Cuan Taylor – Boys' Houseparent**

Cuan has lived and worked at Cargilfield for over 10 years. He works in the sports department with hockey being his focus. He ensures a very supportive, caring and fun atmosphere in the boys boarding wing, which is very welcoming and reassuring for all those who call it home. He lives on the boy's floor and is the boys' main contact overnight.

### **Gap Students**

There are up to 4 gap students who add a lot of humour and fun to our boarding life at Cargilfield, as well as playing an important mentoring role to the children. They come from all over the UK as well as from established links in other countries around the world such as Australia, New Zealand and South Africa. They add a healthy, cosmopolitan outlook to our community.

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## **School Nurses**

Louise MacGregor has known the school for years as both her sons were here. She was at boarding school herself so is understanding and sympathetic. Louise is a registered health professional and is around if you have a medical problem during the day.

Jenny Sinclair joined Cargilfield in April 2023 and has 2 young children. She works on Mondays and Tuesdays currently and will be around to hand in any medicines on arrival on a Monday morning. She will support you during the day also.

Whatever the time of day or night, there will always be a friendly face amongst the staff if you need to talk.

## **Boarding Routine**

At Cargilfield, you can board in different ways. Some children will board just one, two or three nights per week – perhaps after a favourite club or when their friends are boarding. Others are weekly boarders who arrive on a Monday morning and are collected at 5.30 p.m on Friday.

There are also boarding weekends where you can stay after school has finished on Friday until Sunday afternoon. They are organised either for all children from Forms 4 – 8 or for a particular year group. The details of these are published in the calendar and your parents will have the programme for the year ahead.

The daily routine for boarders from Monday to Friday is as follows:

### **Morning**

- |          |  |
|----------|--|
| 7.15 a.m | Children woken up by staff; wash and get dressed.<br>A few checks are made before being allowed to go down for breakfast: <ul style="list-style-type: none"><li>• Beds are made and tidy</li><li>• Bedside locker is tidy</li><li>• Nothing is left on the floor and laundry is handed in</li><li>• Hair is brushed and, for girls, tied back</li><li>• Clothes are tidy and clean</li></ul> |
| 7.40 a.m | Breakfast – a friendly family affair with children sitting all together with the boarding staff  |
| 8.00 a.m | Back to dorms to clean teeth and gather what's needed for the day and then off to class/registration   |

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## Evening

- 5.30-6.00p.m Supper for all boarders and day children who are staying for evening clubs
- 6.15-.725p.m Various evening clubs take place which the children can choose between
- 7.30p.m All boarders staying overnight to report to Hub/Library for evening register
- 7.35p.m Boarders-only activities
- 8.00p.m Evening Baps. F4 then to showers/dorms
- 8.00p.m Phones allowed for F8; calls if requested on landlines for F6 & F7s
- 8.30p.m All to go through to dorms if not already through

When coming up to bed, children should shower, clean their teeth and hand in laundry. Clothes should be folded on bedside tables and then they can play, read, chat before being asked to tidy away and settle down before lights out.

- 8:45p.m Lights out for juniors (F4)
- 9:00p.m Quiet reading and calm time in dorms and lights out F5/6
- 9.15/30p.m Lights out F7/8

Staff will be in the vicinity until everyone is fast asleep. There is a bell to ring should a member of staff be needed after this time and during the night.

These times may vary depending on the term, trips, boarding weekends and ages of children.



## Food

The importance of a healthy and varied diet is regularly explained to you. The teachers and boarding staff are with you for your three main meals of the day. The standard of food at school is very high and there is always an excellent choice. The school menu, which is amended according to the seasons and is on a three-weekly cycle, can be found on the school website.

Breakfast – fresh fruit, fruit juice, yoghurts, choice of cereals, toast with spreads and cooked items such as sausages or bacon are available. There is also milk, water, tea and hot chocolate available to drink. This is an informal, family-style meal.

Morning Break (Baps) – cold drink and fresh fruit

Lunch – hot meal choice of at least three cooked meals, soup and an excellent cold, salad bar. Pudding and fresh fruit as well as fruit salad and yogurt are available.

Afternoon Baps – after games at around 4:15p.m there is a snack with a cold drink.

Supper – a choice of cooked meals with salad bar, puddings, fruits and yoghurt.

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Evening Baps – cereal and toast are available before you go upstairs to bed.

At the weekends, there is a fully cooked breakfast in the morning, a roast meal on Sunday as well as ice creams and cakes for pudding.

Please inform Mr and Mrs Kerr of any specific dietary requirements and allergies.

### **Pocket Money**

There is no requirement for pocket money at Cargilfield. Boarders are given some money when you go to the Gyle Shopping Centre on the Friday evening of a boarding weekend and, if you need money for any other reason during term time, the school will issue you with the required amount. This may be for outings, plays or theatre trips.

### **Evening Clubs and Special Occasions**

After supper each day, you will find a whole range of activities on offer. These include indoor and outdoor activities such as skiing, fencing, archery, swimming, football, cricket nets, hockey, tennis, squash, climbing, highland dancing, netball and badminton. There are also a lot of slightly more peaceful clubs on offer such as arts, crafts, music composition, chess, coding, cookery, drama, debating and fly-tying are just some of the activities that may fill your evening.

For the older children, you have access to academic help in the evenings with “extras” in all the subjects running on a certain evening during the week. They don’t run all night – just half an hour, so there is still plenty of time for you to go and relax and have fun with your friends. There are the common rooms, games room and library to relax in with daily newspapers, table football and table tennis. We stick firmly to age classifications for films and the TVs are only briefly on at certain times.

There are special occasions for the boarders including themed suppers at key dates such as Halloween, and Chinese New Year. All the boarders get to attend the main school events such as concerts and plays. The Christmas boarding weekend is a particular highlight of the boarding calendar, which involves skating in St Andrew’s Square, a pantomime and carols by the tree with parents. Barbeques are held on various evenings during the summer term. Burns Night is also a special evening for the Form 8s, during which they dress up and enjoy a full evening of music, speeches, feasting and reeling.

### **Clothing and uniform**

All of your uniform for weekly boarders is kept upstairs at Cargilfield where it is washed on site. In the evenings, your laundry is collected and will be ready by the following evening. Molly and

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Cuan will check you are wearing clean and tidy uniform each day. It is a good idea to have spares of certain items if boarding for a few nights.

All children will need a kilt, white shirt and kilt socks for away matches, concerts, plays and visits in addition to your usual sports kit and daily uniform. There is also a second-hand clothes shop at school, which you should tell your parents about!

For boarding, we suggest you bring pyjamas, a dressing gown (or equivalent) and slippers, a wash kit, spare underwear and shirts for school. A full kit list will be issued to you before you commence boarding.

You can wear home clothes during the weekends and on special outings, of which you will be notified in advance.

All flexi-boarders are to take clothes and bedding home to be washed unless an urgent need.



### **Personal Belongings and Electronics**

The uniform list details all that you will need as a boarder can be found on the website. The Kerrs are on hand to advise your parents on what flexi-boarders require. All weekly boarders are welcome to bring in posters, photos and teddies for your bedroom. Personal items that you bring into school must be named so that they can get back to you if you lose them. The school is not responsible for the loss of valuable items so it is not worth bringing back things that are of great value. Borrowing of clothes is not allowed as they often go missing.

F8 weekly boarders who have a mobile phone can use it at a determined time in the evenings, but it must be handed to Mr/Mrs Kerr first thing on a Monday morning who will then hand it out at phone time. These are then collected on Friday evening at pick up. No other electronic devices are allowed without prior consent by Mr or Mrs Kerr. There are several landline phones which can be used to call home in the evening. We have specific times for this and we discourage flexi boarders and juniors from phoning home where possible. We are very happy to relay messages to/from parents if it concerns pickups, matches, kits etc... A copy of the phone policy can be provided and is also available [here](#).

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## **Medical Matters and Hygiene**

Boys and girls can get help if they are feeling unwell at any time of the day or night. At night, there is a bell in both the boys' and girls' dorms, which rings in Cuan or Molly's flat. During the day, if you become unwell, you will be taken to a Nurse in the surgery. If you are likely to be ill for the day/night, arrangements can be made for your parents to take you home.

Any prescription medicine brought into school must be taken to the school nurse straight away, who will liaise with the boarding staff about dispensing it in the evenings. We keep over-the-counter medicines in stock so there is no need to bring these into school. There is a healthy diet on offer at Cargilfield so you should not require vitamins or other food supplements. If you wish to discuss a certain issue which may impact boarding/overnight then please arrange to discuss this with The Kerrs prior to starting so we can best support you.

All children shower every day after games and, as a boarder, you will also shower every evening before bed. Soap is provided in the changing rooms' showers but do bring in your own shampoo and shower gel for dorms. Hair for boys should be tidy and off the ears and tied back off the face for girls.

## **Security**

The whole school is protected by CCTV, fire alarms and, in the necessary areas, intruder alarms. Emergency lighting lights all boarding corridors and there are fire alarm practices every term, so you will know what to do if you hear an alarm. If you hear the alarm while you are up in dorms, you will need to walk quickly and quietly from where you are to the muster point which is the sports field next to the car park wearing something warm and with something on your feet. There is always at least one member of the boarding team in and around dorms in the evening. Nobody other than a member of the boarding team will come into the dorms.

## **Getting Used to Boarding Life**

Most of you have already spent some time at Cargilfield and school routines carry on as usual. If you are a new child, you will be made to feel welcome from day one. Once settled into the working week, we find that boarders are generally fine but occasionally children find that the transition from being at home to school can be a little difficult, such as arriving back after a lovely half term. For this reason, we will encourage you to get stuck into evening activities and to make an effort to make friends, rather than spending too much time on the telephone. There are landline phones which can be used to contact home in the evenings if required.

Some children feel homesick at some stage and all of the staff will be sympathetic and helpful. The teaching and boarding staff are used to dealing with homesickness and you may well find that talking to someone, finding a friend or joining in an activity will help.

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Make a plan about when to call home so that the person you are calling will be expecting your call. Also, make your bed area your own: bring posters, family photos and a favourite teddy or toy (lots of other children will).

Remember that adjusting to living at school is something that boarders do and benefit enormously from. Sometimes things will not go your way, which may make you feel uncomfortable but learning to deal with this and to make a success of your boarding life will give you great confidence and skills that you can use throughout your life.



### **Have Your Say about Boarding**

There are lots of ways you can have your say in boarding life at Cargilfield.

#### The Boarding Committee

The Boarding Committee meets once a term and is made up of approximately 8 boarders. They put ideas and suggestions forward and the boarding staff try to implement them.

#### The Food Committee

Once or twice a term, the food committee meet in Mrs Taylor's kitchen to discuss feedback and ideas about the catering and meal times.

#### The School Council

This is not just for boarding. Every term, each form group chooses a class member to be a Form Captain who represents the form in the School Council meetings. Suggestions are put forward about all areas of school life at Cargilfield. These are passed on to the Headmaster who writes a reply to each and every suggestion or idea that is put forward.

### **The Beginning of Term**

All boarders will drop off belongings in the Boarding Hub where you will be shown to your dorm to leave your bedding and clothes. The Hub is where you can leave any school books, medicines, phones and kit. There is usually a member of staff there available to answer any questions throughout the day and notice boards with information on activities etc. It becomes a rather social place for the boarders of all ages.

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All new children will have a 'Buddy' who will look after them over the first two or three weeks. This will be another boy or girl your age that knows the set up and can help you with advice and tips to overcome any fears or concerns. On the first morning of term is very much about getting together and meeting your class. Your Form Teacher will go over routines, timetables, activities, music practice and all other bits and pieces to do with the school day.

### **Top Tips for Boarding**

We try to provide a comfortable boarding environment in which girls and boys can feel happy and secure in a friendly, supportive atmosphere. To help us achieve this, we want you to be sensible, courteous and honest at all times. Previous boarders have helped us compile a few top tips for boarding at Cargilfield:

- Keep busy and get stuck into all the activities.
- A problem shared is a problem halved.
- If you don't know how to do something ask someone that you trust.
- If you are feeling homesick ... do something! Keep busy and don't sit around.
- Get your rest – your sleep is important.
- Look out for other people.
- Bring in a teddy or cuddly toy.
- Don't worry – it'll all get a lot easier once you've learned the routine.



### **Anti-Bullying and Other Policies**

We all have a responsibility to make sure that bullying has no place at Cargilfield. We have a number of policies that are displayed on the boarding noticeboards to help you. These include a list of which members of staff are on duty, a copy of the Cargilfield Commandments, what to do if you have a complaint and what Cargilfield does to prevent bullying.

Who Can I Contact If I Am Worried?

Don't panic, there are lots of people who you can talk to:

- Your Form Teacher
- A member of the Boarding Team
- Your Divisional Leaders
- Any adult member of staff (teaching or non-teaching)
- Your friends and parents
- School Prefects
- Childline 0800 11 11

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## Useful Contacts - Cargilfield

School Office

0131 336 2207

[admin@cargilfield.com](mailto:admin@cargilfield.com)

Boarding HUB

0131 336 0182

[boarding@cargilfield.com](mailto:boarding@cargilfield.com)

Head of Boarding:

[lkerr@cargilfield.com](mailto:lkerr@cargilfield.com)

[lizziekerr@cargilfield.com](mailto:lizziekerr@cargilfield.com)

School Nurse

[nurse@cargilfield.com](mailto:nurse@cargilfield.com)

0131 336 2207 opt. 8

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