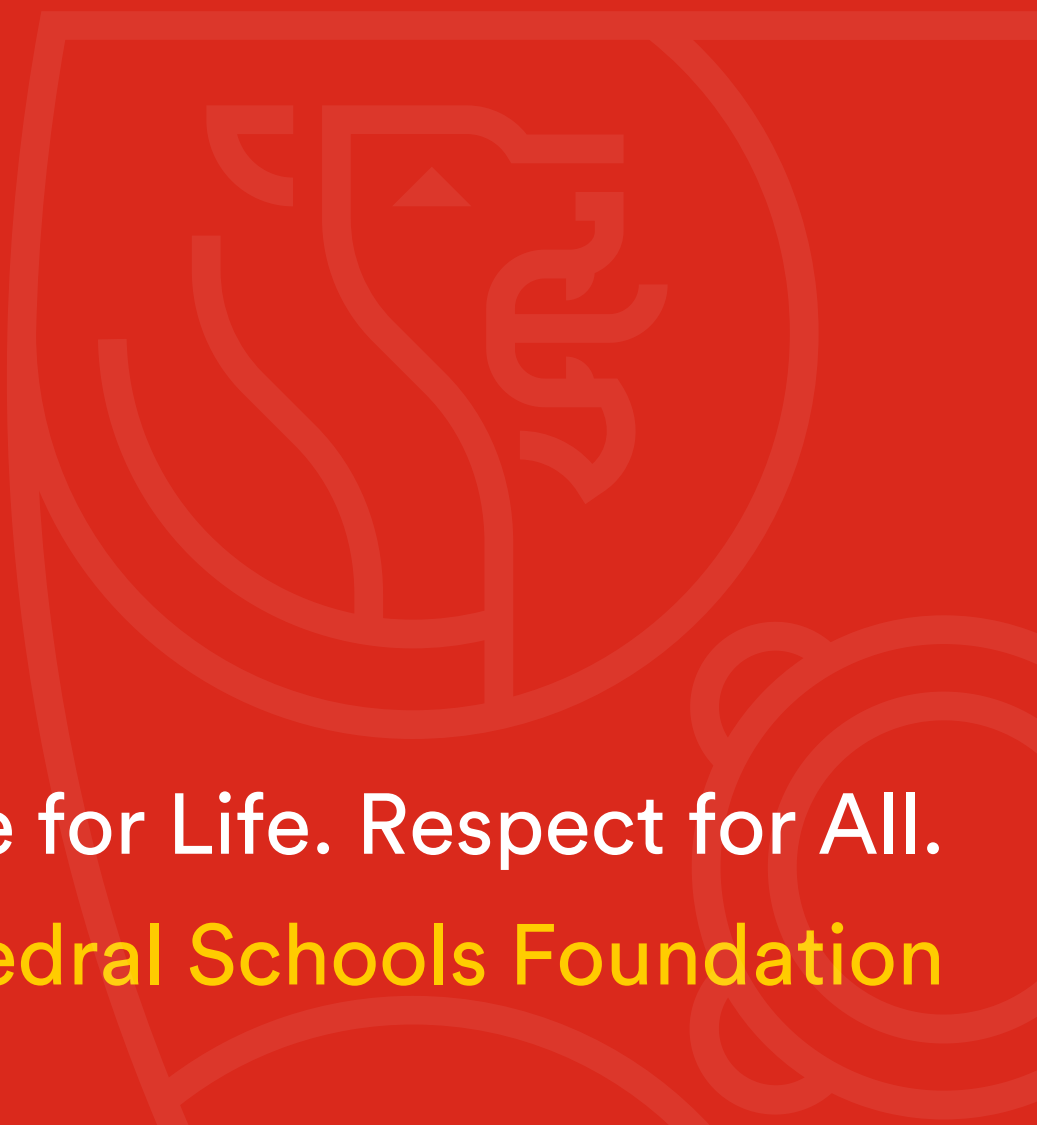




The Caffinites

Information Booklet

Confidence for Life. Respect for All.
Durham Cathedral Schools Foundation



The Caffinites History

I would like to take this opportunity to welcome you into the community that is The Caffinites, the boys' day House here at Durham School.

The House dates back to 1847, taking its name from the then Second Master of the School, Benjamin Charles Caffin and we reside in the sandstone building seen on the front cover, which dates back to 1913. The Caffinites House is a community of boys who are supported by numerous House staff, with values of enjoyment and participation as well as the expectation of being a good ambassador for our distinctive red and black House tie. The aim of this community is to support the development of each individual boy, whatever their background, ability, or interests, allowing them to discover for themselves what it is that they can achieve in life. We focus on individual needs and hope that through care, support, and development, we can finish up with a confident, successful young men, ready to take on the world when they leave.

Owing to the nature of Durham School, we provide boys with many opportunities to forge new friendships, discover new skills and work together towards a common goal. With a wide range of opportunities on offer, we urge boys to challenge themselves on a daily basis, pushing them to reach their potential and so find out what they can achieve – they are often surprised! This handbook will provide you with all of the information you require to ensure that you are prepared to enjoy your time in The Caffinites House. That said, if there is anything else I can help with please get in touch, no matter how big or small the question may be. I am delighted that you will be joining soon, both students and parents alike, and look forward to seeing what we can achieve together over the coming years.

Mr A McMillan
Senior Housemaster



Welcome to The Caffinites

House Staff

Our House staff are a talented and dedicated team who support the pupils in and outside of the classroom. Your first point of call would be your Tutor but for any urgent matters it may be appropriate to speak to the Senior Housemaster or the Deputy Housemaster. For all contact details, please see the back of the booklet.

Senior Housemaster (SHM)	Mr McMillan
Deputy Housemaster (DHM)	Mr Thompson

House Tutors	House Tutors
Year 13:	Mr Lander
Year 12:	Mrs Gordon
Year 11:	Mr Wadge
Year 10:	Mr Penny
Year 9:	Mr Powell
Year 8:	Ms Bull
Year 7:	Mr Thompson

Head of House	Harry G
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Other Support Staff	Mrs Taylor (Matron) Dr Scott-Warburton
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Caffinites Senior Housemaster - Mr Andrew McMillan

Mr McMillan is the Senior Housemaster in The Caffinites. He has an overview of pupils and is responsible for their wellbeing. Mr McMillan will liaise with Tutors and academic leads to ensure that the boys are making good progress academically and enjoying school. If boys are finding aspects of school difficult, teachers and Tutors will let Mr McMillan know, and he will help with your concerns. He will be a main point of contact with parents; we feel that is important that school and parents are working together.

Mr McMillan lives in Northumberland with his wife Jo and their Boarder Terrier, Molly. He has a variety of personal interests, ranging from Kitesurfing to converting vans into motorhomes, both of which he succeeds at to varying degrees. He likes to compete nationally in the British Kitesurfing Championships and has enjoyed various podium places throughout the years. In his spare time, Mr McMillan can be found chasing the wind on the beaches around Northumberland.

Caffinites Deputy Housemaster - Mr Steven Thompson

Mr Thompson is our Deputy Housemaster. He is responsible for the junior boys, from Years 7 to 11. Mr Thompson will work closely with Mr McMillan to ensure that the House runs smoothly and that any day-to-day issues are dealt with promptly.

Mr Thompson lives near Durham and his family are connected to School in one way or another – Mrs Thompson is Director of Wellbeing and his children, Faye and Alec, are pupils. Mr Thompson is passionate about rowing. He is a fanatic rower and coach, spending hours on the water. He has enjoyed great success in the sport, both as an athlete and coach. Mr Thompson is an English teacher to all years and contributes to the extra-curricular activities through football coaching.



Matron - Mrs Sharon Taylor

The House benefits from the “Best Matron in School”. Mrs Sharon Taylor provides a maternal figurehead to the boys, offering practical support, as well as emotional throughout the day. She is invaluable to this community, and hugely appreciated – I have no doubt that you will get to know her very well, very quickly.

High standards of hygiene are maintained by our Housekeepers - Kay and Wendy. They are both incredibly hardworking and very loyal to the House and they should be treated with the utmost respect as the job they do is vitally important. We work hard to make their lives easier, by keeping rooms tidy and equipment safely stored in lockers.

Start of term

The School will organise an Induction Programme for all new pupils. There is an opportunity for you and your parents to meet your Tutor and Housemistress, as well as having a look around the School. New pupils will be partnered up with a buddy in their year group so they get to know their way around the School.

The School produces a termly calendar which is published digitally via the School website. The calendar lists all events and fixtures and the pupils are encouraged to check this daily.

Access

Pimlico, Poole, and School House are open 24/7 due to them being home to boarders. MacLeod, Lodge and Caffinites open at 07.45hrs and close promptly at 18.30hrs. The main entrance to all Houses is protected by a digital lock. Pupils will be given the code and they should not share that code with anyone outside of the house. The door codes change often to maximise the safety of our pupils. Day pupils are able to be on site from 07.45hrs to 16.30hrs. Day pupils must sign out at the end of every school day so that the house staff know you have left the site



Locker Rooms & Studies

Each pupil is allocated their own personal space in the House. The boarders have their bedrooms and the day pupils have their studies; both spaces where the pupils have access to a desk and a lockable cupboard. It is the responsibility of the pupil to ensure that these spaces are kept tidy and that they ensure our cleaning staff are able to do their job easily. In the event that property in the bedrooms or studies becomes damaged or mistreated, the pupils will be removed from that space and have to stay in the Common Room. Any costs incurred will be passed to the pupils responsible, should that damage be considered beyond wear and tear.

Security

Each pupil is asked to bring a padlock to school at the start of term and to ensure that their belongings are safely locked away. It is advised that the pupil carries only the equipment required for the upcoming two lessons and keeps the rest locked in the study. Valuable items are brought into the house at the pupil's own risk. Such valuables would include mobile phones, earphones, laptops, watches, bank cards, and cash and should be locked away. Phones and laptops can be used but only with permission from a member of staff. Mobile phones should not be used whilst moving around the school site.

Safety

Each half term, there will be a fire drill. Pupils are expected to know where their meeting point is and to leave the building quickly but sensibly.
Pimlico: The Grove Garden



Meal Times

All boarders are expected to attend the three meal times: breakfast, lunch and dinner. Day pupils must attend lunch but also have the option to attend breakfast and dinner. Random checks on attendance will take place from time to time as part of our pastoral care plan. Refreshments such as toast and juice are available in the House at break times. Boarders will receive evening snacks to take back to their Houses.

House Competitions

The school arranges a variety of Inter-House Competitions, ranging from Drama and Music, to Sporting activities. All pupils are encouraged to join in with the activities as House points are also awarded on participation.

House Council

Pupils have the chance to become a member of the House Council where they can have a say on what happens in the house. The House Council is made up from representatives from each year group and they have the opportunity to air their concerns or new ideas.

House Colours

Each house has a House Colours system where pupils are recognised for consistent excellence in a wide range of activities; these activities may be academic, dramatic, musical or sporting, or may contribute to the community at large through voluntary work.





During the School Day

Registration & Roll Call

A formal roll call is held every day at 08.30hrs and every pupil must attend to confirm they have arrived on the school site for the day. Registration will take place during periods 1 to 6 by the academic staff. Those pupils with a study period at these times should report to the designated area at the Sixth Form Centre. Roll calls happen at House Meetings and other stated times.

The school is an Anglican foundation and all pupils are expected to attend Chapel on a Monday and Wednesday morning and on a Friday afternoon. On Tuesday, Thursday and Friday mornings, pupils are expected to go to their Tutor classrooms following registration in the House.

House Meetings

Alongside roll call, extended House Meetings take place on Friday mornings. These meetings will be taken by the Housemistress, House staff and Monitors. Attendance is compulsory and pupils are expected to arrive punctually.

Games

All pupils must participate in Games; senior pupils can be a little bit more flexible and swap their Games session for a study period but pupils should recognise the value of exercise. At the start of each term, pupils will have a choice of what they would like to take as a Games option and their attendance will be monitored.

Pupils may be excused from Games if they have a medical reason and only once they have received an Off-Games slip from the Medical Centre or the Senior Housemistress. Pupils must attend the designated supervised off-games classroom, which is timetabled and presented on House noticeboards. Only the Housemistress and the Medical Centre can excuse a pupil from Games; non-attendance without a valid reason will be dealt with as an unauthorised absence.



Absence and Illness

In the event of illness, parents are asked to phone the Housemistress or the Student Absence line. During the working day, unwell pupils should report to the Medical Centre or House Matron's office in the first instance. Matrons or nurses will assess the extent of any illness and pupils should not call home prior to this. Should a pupil be too unwell to remain at school, the Matron or nurse will make contact with home to arrange collection and to authorise leave from the school site.

Missed lessons

Should a pupil miss a lesson for a legitimate reason, it is their responsibility to catch up on work missed. Planned missed lessons should be communicated in advance with a teacher, so that missed class work and homework can be set. If a pupil is too unwell to attend school, we would rather they rest and recover at home, then complete work on their return. Requesting work for a sick pupil is rarely a good idea and as such is discouraged.

Visitors

Pimlico visitors are welcome in the House with permission from the Housemistress, and must be signed in using the visitors' book at the front door. Visitors must remain on the ground floor and in public Common Rooms only. Bedrooms and studies are out of bounds.

Signing out

At the end of each day, day pupils are required to sign out to indicate that they have left the building; this is a health and safety requirement. Boarders must attend the 18.30hrs roll call.



Cars

Sixth Form pupils may drive to school but only once they have completed the appropriate forms and received permission from the Housemistress and the Deputy Head (Pastoral). School rules make clear that abuse of this privilege may result in the permission to drive being rescinded. Pupils should also note that specific parking bays are allocated to students and should be adhered to. If a pupil wishes to travel as a passenger in a pupil's car, both sets of parents must provide written permission to the Housemistress in advance.

Daily Timetable

07:45	Day Houses Open
08:00	Breakfast is served in Big School (for a small charge, unless a boarder)
08:30	Roll Call
09:05	Period 1
10:00	Period 2
11:00	Break
11:25	Period 3
12:25	Period 4
13:20	Lunch
14:25	Period 5
15:25	Period 6
16:20	End of Lessons
16:45	After School Activities
18:00	Dinner (for a small charge, unless a boarder)
18:30	Day Houses close



Behaviour

Rules

The School publishes an extensive list of rules and regulations which are given to pupils at the start of the academic year. All pupils are expected to demonstrate high standards of personal behaviour both within and outside of the House. Close definition of such behaviour is unnecessary; all pupils ultimately know how to behave. As a guideline, all pupils should be truthful, polite, respectful, kind, tolerant and avoid violence. All Durham School pupils should aim to live by the MARK values.

Manners

Good manners are universally accepted as an important aspect of life but may easily be forgotten. At the very least, all pupils are expected to treat others with consideration, to respond politely to requests from all staff and visitors, and to hold doors open for others.

Uniform & Appearance

The school publishes an outline of the school uniform in the prep dairy.

Rewards

Good behaviour and contributions to the life of the school are constantly acknowledged informally. In addition, achievement is acknowledged in School and House assemblies through academic Lauds. Form prizes are available for the greatest contribution to the house in each year group and these are presented at the House BBQ at the end of the Summer term.



Alcohol, Drugs & Smoking

On occasion, senior girls may be invited to consume alcohol at formal school functions and under the care of a member of staff. Drugs and smoking, including e-cigarettes, are strictly forbidden and any breaches will be dealt with severely.

Occasionally things go wrong and it is important to acknowledge that actions have consequences. The School Behaviour Policy can be found here: [dcsf.org.uk/dcsf/about/policies](https://www.dcsf.org.uk/dcsf/about/policies).

Prep Diaries

The prep diary is a valuable tool and will help pupils keep up with their work, plan work, set goals and help Tutors monitor progress. A prep diary is issued at the start of each academic year. Pupils should not deface their prep diary and it will be checked regularly in tutor periods.

Prep diaries also function as an informal means of communication between teachers and parents; as such, parents are asked to sign the prep diary once each week.



Bullying

The School defines bullying as involving repeated and regular action on the part of the bully to humiliate, exert power, or hurt the victim. While bullying is often thought of as a deliberate act of cruelty, it may also be the consequence of thoughtlessness or what the perpetrator perceives as 'banter'. Whatever form it takes, bullying is unacceptable and has no place in the House or School community.

If a pupil or other member of the House is being bullied, please report this immediately to the Housemistress, House staff or any other adult. If a pupil feels alone and does not know what they can do to solve the problem, there are various people to whom they can turn.

1. House staff: the Housemaster's door is always open
2. Any member of teaching staff
3. Matron
4. School Monitors
5. Father Simon, School Chaplain
6. Mrs Abbott, Senior Mental Health Lead
7. School Nurses in the Medical Centre
8. Ms Thompson, Deputy Head (Pastoral)

Some national and confidential agencies offer support lines:

Childline 0800 11 11

Samaritans 08457 90 90 90



Social Media

To stay up to date with daily life at Durham School, from student achievements to everyday moments that make our community special, we invite you to follow us on social media.

It's the best way to see what makes our students Confident for Life.

Most of our content is shared on Instagram, unless otherwise stated. You can find us here:

Main School Channels

@durhamschool1414 - Instagram

Durham School - Facebook

Science

@durham_school_comp_sci

Arts

@durhamvisualarts

@durhamschool_drama

Sports

@durhamschsport

@dsbc1847

@dsbc_juniors

@dsbc_pods

@duz_xv

@durhamnetball

@durham_hockey

House

@schoolhouse1844

@pimlico.house

@macleodhousesds

@poolehouse1924

@lodgehouse24

X/Twitter - @thecaffinites

Alumni

@old_dunelmians

Facebook

Old Dunelmians

Friends of DCSF

LinkedIn

Durham Cathedral Schools Foundation

Durham School



Contact Information

Housemaster

Mr McMillan
a.mcmillan@dcسف.urf.uk

Deputy Housemaster

Mr Thompson
s.thompson@dcسف.urf.uk

Matron

Mrs Sharon Taylor
s.taylor@dcسف.urf.uk

Year 7
Mr Thompson
s.thompson@dcسف.urf.uk

Year 8
Ms Bull
j.bull@dcسف.urf.uk

Year 9
Mr Powell
s.powell@dcسف.urf.uk

Year 10
Mr Penny
d.penny@dcسف.urf.uk

Year 11
Mr Wadge
s.wadge@dcسف.urf.uk

Year 12
Mrs Gordon
m.gordon@dcسف.urf.uk

Year 13
Mr Lander
s.lander@dcسف.urf.uk

Head of House
Harry G





Durham School
Chorister School



@durhamschool1414
@choristerschool



Durham Cathedral Schools Foundation
Durham School



(微信) : Durhamschool

Get in touch:

admissions@dcscf.org.uk

0191 731 9270

www.dcsf.org.uk

Durham School
Quarryheads Lane
DH1 4SZ
United Kingdom

