

Caldicott

A Boarders' Guide

January 2017





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Boarding at Caldicott



Boarding lies at the heart of Caldicott building a unique sense of community. The boarding house play a key role in developing the school's strong sense of family values, encouraging our boys harmoniously to live and work together, build friendships and develop their independence before going onto their senior schools. The boarding staff are on hand around the clock, providing a happy home like environment for the boarders.

Boarders are blessed by their natural surroundings, and our boarders take full advantage of them - with walks, clay pigeon shooting and the mad-hatters club where the Houseparent takes the boys for an early morning run in the Burnham Beeches before breakfast. There is nothing better to help clear the head! We also enjoy a range of activity with everything from cookery and cricket to calligraphy club to climbing. To exercise boarders' minds, a series of General Studies sessions run every week. To date, we have enjoyed talks by Matthew Syed, Matt Dickinson and Shaun Bailey.

All of our boys genuinely flourish in our beautiful surroundings and they are offered the attention, care and guidance that will allow them to develop as young people. It is no coincidence that our House boards boast the names of numerous scholars and internationally recognised sportsmen and musicians.

Charlie & Kirsty Langely, Senior Houseparents

There are about 290 boys in total, over 120 of whom are boarders at Caldicott.

As far as possible we are aiming to make you feel that life upstairs at school has a homely atmosphere and you are part of an extended family. With over 100 boys living on the various corridors there is obviously a need for routines and lists but the atmosphere has a friendly feel. The role of the staff upstairs is very much a pastoral and caring role in looking after you.

There are no separate boarding houses at Caldicott – when it's time for bed, you simply come upstairs to your dormitory on the first floor of the main school buildings.

The sports hall, computer rooms, library, common rooms and academic block are all in use until late evening and at weekends. The teaching staff are fully involved in the boarding community, whether it is running an evening activity, being available to help with work, being on duty upstairs, or reading to a dormitory.

The boarding house is split into two areas: The 4th & 5th form boys occupy dorms on the first floor of the main house; the 6th form boys, in their final year, live in dorms above the Music Block and Junior Corridor. The dormitories range in size from three to seven beds. The Snug (upstairs common room), The Pantry (upstairs boarding kitchen), the boarding office, The Den (laundry sorting room) and the laundry are conveniently placed centrally with easy access from all dorms. The Health Centre is also on the first floor in a central location.

The dorm combinations are changed at the start of each term to encourage boys to make new friends. These arrangements are kept under constant review but you will generally stay in the same dorm for a term which we believe nearly always provides a stable and familiar environment. At the end of the previous term you choose some friends who you would like to be in a dorm with. Mr and Mrs Langley, the senior houseparents, use this information to allocate dormitories so that you will have at least one or more of these friends in your dorm.

Who is going to look after you

Mr & Mrs Langley

Senior Houseparents

Senior Houseparents Kirsty (KJL) and Charlie Langley (CWL) – together with their two young children – really love running the boarding house at Caldicott. The house has a relaxed, fun and homely environment and we believe that it fosters a strong and real sense of community amongst the boys, allowing them to integrate with one another and share experiences. It's our philosophy to encourage, stimulate, and inspire the boys who, in turn, feel valued and confident in their own abilities. Charlie is a very keen sportsman who believes that the competitive sports at Caldicott, by their very nature, teach pupils to work together. Charlie believes that having an inclusive, supportive and encouraging atmosphere in the boarding house, helps create a secure and happy environment in which the boys can grow up and flourish.

Mr Cooper

Assistant Houseparent
4th & 5th Form Corridor

Mr Simon Cooper (SMC) looks after a landing of 4th and 5th form boarders above the front hall and is also head of the 5th form. Mr Cooper runs Design Technology and can often be seen with his Labrador dog Tod. He is also a keen game fisherman who runs the school fly fishing and sailing clubs. A firm but fair person, he has been part of the boarding team since 2001 and has been involved with boarding at other schools.

Mr Foster

Assistant Houseparent
6th Form Corridor

Mr Patrick Foster (PJF) looks after the 6th form boarders who live on the landing above the Junior Corridor. Mr Foster is the Joint Head of Cricket and teaches History, French. Mr Foster is a fanatical sportsman and spends much of his time playing or watching all the various sports that he loves. When not at school he is often found on the golf course or watching his beloved Liverpool FC.

Ma'am Abernethy

6th Form Corridor

Mrs Diana Abernethy (DMA) is the Senior Matron in the Health Centre who also, together with Jeanie her little cross Corgi/Jack Russell looks after the 6th form boarders on her corridor. In her spare time she will be found engrossed in craft work or mending the boys teddies! Being an ex South African she is a keen follower of the Springboks. During the holidays she spends her time in Kent entertaining her grandchildren.

Ma'am Quinn

Senior Matron (Boarding)
5th Form Corridor

Mrs Gail Quinn (GQ) is the senior matron on the boarding side who also looks after the 5th form boarders on her corridor as well as having responsibilities for the overseas boarders. She is an expert at making hot chocolate with marshmallows and on Saturday evenings during winter she can be found watching a film with the boarders in the evening. In the holidays she looks after her family in the lake District.

Ma'am White

Matron
5th Form Corridor

Mrs Kathy White (KMW) plays an important part of the matronal team and looks after the boarders on one of the 5th form corridors as well as overseeing the laundry. As a mother of three who lives locally in the holidays, she has a constant smile and, like everyone else upstairs, has a caring nature

Ma'ams Russel & Mahmood

Matrons

Mrs Debbie Russel and Mrs Tahra Mahmood are local mums who do not live on site. They make up the rest of the school laundry team and are always around in the day time to help the matrons to look after you.

Ma'am Abernethy

Senior Matron (Health Centre)
6th Form Corridor

Mrs Diana Abernethy is Senior Matron of the Health Centre and she and the Nurses are responsible for the health and welfare of the boarders. Her experience of being grandmother and having a great sense of humour have all been an advantage in caring for the boys.

Ma'am Cissell

School Nurse

Mrs Emma Cissell is a qualified nurse who cares for your medical needs when she comes in to school on Thursday and Friday evenings when she is not an occupational health business partner at British Airways. She lives in the village with her husband and two young daughters and is a keen sportswoman, particularly rounders and netball.

Ma'am Hourston

School Nurse
6th Form Corridor

Mrs Emma Hourston is a paediatric nurse with over twenty years' experience. She trained and staffed at the Great Ormond Street Hospital and then moved to the children's ward at Wexham Park Hospital. She lives in the village with her husband, four children and two cats! You will often see Ma'am Hourston on the pitch side supporting our sports teams and treating any injuries that may arise during the game.

Ma'am Makepeace

School Nurse

Miss Lorna Makepeace has worked in A&E and has experience in many other specialities within the hospital. She lives locally with her daughter and really enjoys extreme sports. You can often find her on the pitches or in the Health Centre looking after the boys and keeping them fit and healthy.

The Health Centre

The Health Centre is open from when you get up in the morning until you go to bed at night. The nurses are here to help you if you feel unwell or if you have an injury. The nurses are also additional members of staff to turn to if you have a personal problem or issue.

The Health Centre is open all day where there is a nurse on duty or if she is not available to see you a duty matron. During the night a member of the nursing or matronal staff is always on call to help you.

We keep many over-the-counter medicines in stock so there is no need to bring these in to school. There is a healthy diet on offer at Caldicott so you should not require vitamins or other food supplements, which are only given if accompanied by a doctor's letter.

Any prescription medicine brought in to school must be taken to the Health Centre straight away, accompanied by a completed parental consent form (available on the school website). This must be in the original container, labelled with your name and with any instructions in English. This is then administered from the Health Centre at the appropriate times.

There is a surgery session in the Health Centre after each meal time. If you become unwell at any other time in school you can see a nurse or to stay in the Health Centre to rest and recuperate or if you are likely to be ill for longer, arrangements can be made for your parents or guardian to take you home. Equally, if you suffer an injury, your parents and/or guardian will be informed immediately.

Daily Boarding Routine

It would be very helpful if you try to follow a similar routine the week before you start boarding, as you will probably settle in more quickly

- 0700 First bell (Time to shower if on morning showers)
- 0715 Second bell (if you haven't got up already you now need to). Pull your bed back and check the windows are open wide, wash, clean teeth, get dressed and tidy your area ready for the matrons' inspection. After you have made your bed, you can head downstairs to your common rooms and watch BBC Breakfast.
- 0735 Third bell when the boarding staff check you are looking smart as you go in to breakfast in the dining room
- 0820 Time to see your tutor
- 1615 Tea time for boarders and day boys who are staying for activities
- 1645 Prep or activities for 4th form boarders
- 1800 Supper for all boarders. The 6th form can change into home clothes at this time
- 1830 Start of evening activities
- 1930 Evening snacks available in the dining room

Bed Times

- 1945 4th form boarders go upstairs
2000 in the summer
- 2010 5th form boarders go upstairs
2025 in the summer
- 2025 6th form boarders go upstairs
2040 in the summer

(times are slightly different at weekends)

When you go upstairs you have time to shower or wash, change and hand in your laundry. You then spend some time reading quietly on your bed. During the week we like you to read a book but on weekends you can read magazines. It is during this reading time that other activities might happen instead such as board games or TV and treat nights in the dorm or Snug.

Lights Out

- 2045 4th Form, 2100 in the Summer
- 2100 5th Form, 2115 in the Summer
- 2115 6th Form, 2130 in the Summer

On Saturday nights the routine is flexible depending on what the boarders are doing. Often there may be a trip to the theatre or cinema, an activity or sports centre, having a meal at a local restaurant or visiting a local town. On Saturday evenings everyone enjoys watching TV or a film and eating popcorn or other treats.

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. At breakfast and lunch you are allocated to a table with other boys in your house and supper is a café service where you can sit anywhere with your friends. As the menu over a week will be varied, you will find that you become a little more adventurous with your eating habits. You never know you might find something new that you like!

Boarders' meals are as follow:

Breakfast: Fresh fruit, fruit juice, natural yogurt, cereal, Granola, home-made muesli, cooked items and toast with spreads. Tea, milk and water are also available to drink. This is an informal, family style meal

Morning Break: sweet or savoury snack with a fruit bowl, milk and water

Lunch: hot meal choice and salad bar with pudding and fresh fruit

Tea: All boarders can have milk, water and a home-made cake or fruit

Supper: A choice of a cooked meal option or salad, as well as soup, fresh fruit, fruit yoghurt, wholemeal bread and spreads. Tea, milk and water are available to drink.

Evening Snack: Sandwiches or cereal with milk are available before you go upstairs to bed. On a Friday you can have a mug of hot chocolate in the winter terms and milk shake in the summer term

Boarders staying in for the weekend are offered a small allowance of tuck (sweets) on Sundays in the afternoon. If the evening activity on a Saturday evening is film or TV night Mrs Langley organises a food treat for everyone.

A savoury snack is given to all boarders on a Sunday after Chapel. Please note: unless you are arriving early on a Sunday (before 1800) you should have had your evening meal before you come back to school.

The school menu, which is amended according to the seasons and is on a three weekly cycle, can be found on the website.

If, for any reason, after all this food you find yourself hungry you are more than welcome to go upstairs to ask a matron if you can have something to eat and drink.

Activities and Special Occasions

After supper each day you will find a whole range of activities on offer. These include indoor or outdoor activities such as basketball, football, cricket nets, touch rugby, hockey, swimming (in the summer), squash, badminton and climbing. The art club, tech club, computer room, chess club, board games, model club, cookery, drama, debating, rock climbing and fly tying are just some of the other activities which may fill your evening. Mr Williams (GTW) organises the evening activities and if you have any questions or suggestions she would be happy to chat with you about them.

You have access to academic help in the evenings with some subjects with clubs for maths, Latin and French. There are also academic workshops during the week and your subject teachers are often on hand to help with extra work. If you are unsure about any of your academic work, please do ask someone and they will help.

Of course, life's not all go. There are the common rooms to relax in with daily newspapers pool, table tennis, table football and televisions to watch. There are also board games in The Snug. We do stick firmly to the age classifications on any films and the TVs are not on all the time. For a list of the activities look on the school website, or on the notice boards.

There are special occasions for the boarders:

Themed suppers such as Hallowe'en. Watch out for the jelly hands and the spaghetti worm stew, whilst chopsticks and fortune cookies are in plentiful supply at Chinese New Year.

The Christmas Party is the highlight of the boarding calendar when we all dress up smartly, sing carols under the huge tree in the front hall and have a Christmas feast in the dining room. Every boy is then given a Christmas present and we then move to the Centenary Hall where the boys and staff put on sketches.

A Quiz is held at the end of the spring term and competition between dorms is fierce as well as great fun.

A Barbecue is held at the end of the summer term. The barbecues are lit and all the staff join in with an evening of food, games and fun out on the lawn. This is usually when we say an informal goodbye to boys and staff who are leaving.

Rules, Rewards & Sanctions

Although we try to be more relaxed and homely upstairs, the same rules apply during the boarding hours as for the rest of the day. At all times, we want you to be sensible, courteous and honest.

All good and bad behaviour upstairs is fed back to a your tutor 'downstairs'. There is a credit system in operation where you are rewarded for good behaviour. The top credit earners in a week, from each corridor, are given a 'credit night' where they have a special evening with hot chocolate, treats and other fun activities.

Rules

The following rules apply in the boarding house:

If you need to go upstairs during the day please use the stairs leading up to The Snug and do not use the stairs at the end of the junior corridor as this will disturb everyone in the first form. There is no need for you to go into other boys' dorms at any time.

No food is allowed upstairs at any time apart from any food the staff are preparing for you in The Pantry.

Work is kept downstairs. Upstairs is a place of relaxation so you do not need your work there.

There should not be anything in the dorm that threatens the health, safety, or sleep pattern of another boy.

Any electronic equipment must comply with the school policy on mobile devices (see the separate section titled Personal Electronics).

Rewards

There are two ways of being rewarded for good behaviour upstairs.

The first is the Credit System. The member of staff on your corridor in the evening may reward you with a credit for being helpful, kind, well behaved or doing a job. The credits are then added up each week and the top credit earner on each corridor will have a credit night in The Snug on Sunday evening after Chapel.

The second is the Green Card System which is advertised on the notice board outside the boarding office. When you reach your goal you will be given a treat night. This will be explained to you at the start of your first term of boarding.

Sanctions

If there is misbehaviour upstairs, the boarding staff will resolve the problem in a suitable manner. In most cases no more than word is needed but if further sanctions are required, you may lose a credit, miss out on a treat night or you can be put on Early Evening Report. This requires you to come upstairs early where you report to Mr Langley or Mr Cooper.

Bullying

We loathe bullying at Caldicott and any instances of bullying, either physical or mental, are reported to the Head of Year and the Deputy Head Master as necessary. The anti-bullying policy is in the back of the school calendar and is on the school website. This is explained at the beginning of each year. If you have any personal issues you will then know who to come to. If you do not feel you can talk with someone, the black box outside the dining room is checked each day for boys' notes of concern.

Settling in to Boarding Life

Boarding will be fun, challenging and fulfilling, although living at school will always differ from living at home. Adjusting to these differences is something all our boarders do. Sometimes things will not go your way which may make you feel uncomfortable. Occasionally some boys miss home which is something we totally understand and we will talk to all new boarders about this when you first come in to board.

You may find the following suggestions useful:

Most of you have already spent some time at Caldicott and school routines carry on as usual. If you are a new boy you will be made to feel welcome from day one. Once settled into the school working week we find that boarders are generally fine but occasionally some boys 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 e-mailing or being on the telephone.

Many boys 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 with someone, finding a friend or joining in on an activity will help.

Make a plan about when to call home so that the person you are calling will be expecting your call; that way you are unlikely to speak to their voicemail and be disappointed. We think it is better not to 'phone home just before your bed time.

Make your bed area your own: bring posters, family photos and do bring a favourite teddy or other toy (lots of other boys will).

When problems occur, do speak to someone at school before contacting home. Your problem will be dealt with lot quicker if you share with us first, rather than contacting someone at home, although of course your parents or guardian can help too.

What to do if you hear the Fire Alarm

If it is dark, you will need to switch on the lights, wake up anyone else and make sure all the duvets are pulled to the end of the beds. Once you have put on your slippers and dressing gown, shut all the windows, then line up inside your door and leave only when everybody is ready. You will need to walk quietly, so you can hear any instructions given, from your dorm to the chapel via your designated escape route. When you get to the chapel sit together and wait quietly for the roll call.

If you see a fire in the buildings at night, sound the alarm, by breaking the glass of the call point. This means that you need to know where the break glass buttons are, especially those that are close to your dorm.

If the alarm sounds during the evening before you have gone to bed, or in the morning while you are getting up, there will probably be staff around to tell you what to do. But in any case you will need to get from where you are to the chapel wearing something warm and something on your feet. Don't Delay!

The assembly point for any fire emergency during boarding time is the chapel unless otherwise directed.

On the first evening of each term there is a fire practice walkthrough, so that you can follow the route that is on your dormitory fire notice. At sometime during the term there will also be a fire practice during boarding time.

What to do if you hear the Intruder Alarm

If it is dark, you will need to switch on the lights, wake up anyone else and make sure all the duvets are pulled to the end of the beds. Once you have put on your slippers and dressing gown, shut all the windows, then line up inside your door and leave only when everybody is ready. You will need to walk quietly, so you can hear any instructions given, from your dorm to the chapel via your designated escape route. When you get to the chapel sit together and wait quietly for the roll call.

Personal Electronics

You are allowed to bring personal items into school, but they must be named, so that they can get back to you if you lose them.

Boarders may only bring in devices from the following list. We do not allow devices that have cameras.

Supported devices:

Kindle or Kindle Paperwhite (non-3G versions).
Kindle Fire is not permitted.

iPod Nanos. iPod Touch is not permitted.

iPod Shuffles

Older iPods/MP3 players that do not have internet access

No tablets

The following is a list of permitted devices. If there is a device that fits the criteria above and you believe should be on the list below, please get your parents to email Mr Brown (SWB@caldicott.com) to check before bringing it in to school. If a non-permitted device is discovered, it will be confiscated and kept in the School Office for collection by your parents/guardian.

In the Spring and Summer terms 6th form boys are allowed other devices such as tablets (non 3 or 4G) in preparation for life at senior school. More information about this will be sent to your parents towards the end of the Autumn term



Abroad boys

You are allowed to bring in a mobile phone, which must be kept in the boarding office when not being used. There are also facilities in school to Skype home.

You will have a locker to keep your electronics safe in your common room where you can securely store and charge your iPods, tablets etc. If you bring anything valuable or money into the boarding house, you will need to hand it in to a member of the boarding staff for safe keeping.

The decision to only permit 'tablet'-sized devices later on (and smaller) in the 6th form was made when looking at the practicalities of storage, charging and the movement of devices around school and in the boarding house. At the moment potentially having lots of bulky laptops being brought in is not practical - we simply do not have the space to store and charge them.

Tablet devices later on in the 6th form (we're not stipulating an Apple product) will allow you to do email, browse the web, play games, listen to music etc. in your free time. If you want to sit down to do a some work, we have two very good IT suite which you can use.

What Our Boarders Say About Boarding

What I found difficult at first ...

Getting up in the mornings.
Learning how to change my bedding
Learning to cope with things etc. on your own.
Getting to sleep in a new bedroom.
Coming back on Sundays.
Being away from home.
Getting up in the mornings and having a shower.
Knowing what to hand in and where to go.
Getting used to the routines.

Since becoming a boarder I have learned to...

Make my bed in the morning.
Share a room with others.
Cope with other people.
Keep my room tidy.
Rely on the boarding staff and my friends instead of always relying on my parents.
Look after myself.
I have learned to care about other people and their stuff.
To stay away from home and still be content.
Learned to get along with others.

I like boarding because ...

It prepares me for my next school.
I am close to work for working in the evenings.
It's great fun.
We get really good trips with members of staff and the evening activities are really fun.
There are lots of things to do.
I like my dorm and it's fun.
It makes me more organised.
All my friends board.
I don't have to do a car journey every morning.
I can get help with my work in the evenings.
The amazing sports facilities.
Having loads of free time in the evening.
The company and help given by the staff.
It is one long sleepover (kind of).
Evening snacks and having lots of free time after tea.
All the evening activities.
it's great fun and all the boys in my dorm are like my brothers and I like the idea of the family.
having free time in the night to do your own thing.

The best things about being a boarder are...

Being with your friends.

Treat nights!!

Lots of things to do.

The evening activities, it's different every night.

We get to have a bit of peace and quiet in the evenings unlike at home.

Is that you have your friends all the time.

Having lots of time in the evening to do activities also that you can do lots of other things with friends.

Having someone to support you.

Having lots of time to do other things like more sport instead of watching TV every night.

Is having the freedom during the evenings.

Being with your friends all the time and playing with them

Having the matrons and staff there to help you.

Treatnight, playing board games, reading, listening to music, all before bed.

The free time in the evenings and all the clubs you can go to.

Advice I would give to a new boarder ...

is a problem shared is a problem halved

if you dont know how to do something ask someone that you trust

Try to get stuck in as that will help not getting homesickness.

if you're homesick don't be afraid to tell anyone.

It is important to get your sleep.

Have some pictures of your family by your beds.

Learn how to do your bedding before you start boarding!

Have lots of fun.

If you are feeling homesick do something don't just sit around in the common room.

Get your rest.

Keep calm and carry on.

It will get much easier after you have learnt the routine and boarded for a moderate amount of time, so don't worry.

Be helpful and kind because you will make a lot of friends.

Look out for other people.

Bring in lots of posters.

Bring a teddy, everyone else will.

Boarding 'Vocab'

Credits	Rewards for good behaviour, helpfulness or kindness upstairs.
Credit Night	The top credit earners on each landing are invited each Sunday night to a fun, special night – often involving yummy things to eat!
The Den	The room where all the your clothes are stored
Dorms	Rooms where you sleep
Early Evening Report	A sanction for boarders who misbehave, you come upstairs one bed bell early.
Hand in	Each evening you hand in certain clothes to be washed. There is a rota for this and the matrons will let you know what to do.
Hard surface	A playground at the front of the school that you can ride skateboards on and kick a ball around in the evening.
Health Centre	This is the medical room where you are admitted when you are unwell. A consulting room is attached where you are able to see the nurse in private.
Late Snacks	A snack just before going to bed – usually sandwiches, biscuits and milk or water.
Lock up	Duty which senior boys help locking up the school at night with the duty member of staff.
The Pantry	The boarders' kitchen near the Snug,
Treat Night	If your dormitory has done particularly well in the dorm tidiness competition, it will be rewarded with a special treat, eg, television, hot chocolate .
Tuck	Sweets, chocolate and crisps
Upstairs	Refers to the boarding house which is situated upstairs and separate from the rest of the school.

Anti-Bullying

What to do if you are being bullied:

1. Do not retaliate in any physical or verbal way.
2. Walk calmly away from the situation.
3. Tell an adult member of staff what has been happening. This will often be your Form Teacher or your House Tutor, but you can talk to any member of staff. If you cannot tell an adult, tell one of your friends or a School Prefect or put a message in the boys' black box outside of the dining room.

What to do if you see someone being bullied:

1. Find a member of staff and explain what you have seen and heard.
2. Do not ignore bullying. Think how you would feel in the victim's position.

Some advice on how to avoid being bullied:

1. Think positively about yourself. Be confident.
2. Be friendly. If you are with friends you are less likely to be bullied.
3. Try to ignore the person who is attempting to bully you.
4. Remember, bullies are often people with their own problems who need help to change their behaviour.



We all have a responsibility to make sure that bullying has no place at Caldicott.

For more information look in the back of your Calendar

Who can I contact if I am worried?

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



Your tutor or Head of Year

A member of the Boarding staff.

Any adult member of staff (teaching or non-teaching)

Write a note and put it in the Black Box

Your friends and parents

The outside listeners: Mr & Mrs Smith

The school counsellor: Kate Brown

Childline

The Children's Commissioner



The Outside Listeners

01753 644371

Childline

0800 1111

www.childline.org.uk



Children's Commissioner

0800 528 0731

www.childrenscommissioner.gov.uk

