



CATERHAM
SCHOOL

HANDBOOK

2019—2020



Contents

Welcome from the Headmaster

Ethos and Aims

Life at Caterham School – an A to Z guide

Uniform and Kit

Dear Parents

I am delighted to be welcoming you all to Caterham School. It is a great honour and privilege to be involved in helping your son or daughter develop into successful young adults over the next few years. In addition to being a highly successful school and one in which all of our pupils achieve great things, you will find that Caterham is a school that places values and community at the heart of all that we do. Pastoral care and enjoyment are the keystones of life at this school – this does not, however, come at the expense of great ambition for and expectations of all our pupils. We are a vibrant and welcoming community in which each member is nurtured and encouraged to excel and follow their passions. I hope that as parents you also feel part of this exciting journey.

You will rightly expect excellence from us at every opportunity and in return I ask that you, along with us, encourage your son or daughter to make the most of all the opportunities that Caterham School offers. So much of what your son or daughter will learn over the coming years will be in the gaps between lesson time – in the co-curricular and sporting offering of the School, on trips and in our partnership work. We want our pupils to have that ‘have a go’ attitude and optimism that will help them build the characteristics and behaviours that will lay the foundations for a successful adult life. They will leave this school with great grades but also an understanding of how to cope with an unpredictable world, and with a sense of balance and perspective.

I hope that you find this School Handbook a helpful guide with details of all the important routines, procedures and policies we have in place, as a school, for the benefit and wellbeing of your child. It is very important to us that pupils and parents know who are the people that they can turn to for help and advice. At Caterham we place great emphasis on you knowing and being able to contact the person who can help you straightaway, if you have a concern or problem, and who will be able to set your mind at ease.

Your point of contact for both academic and pastoral concerns is your child's Tutor in the first instance. It is the job of the Tutor to monitor your child's academic and pastoral wellbeing, and should you have a concern you should talk first to him or her. Your concern will be treated seriously, and if the Tutor cannot immediately solve it, then the relevant person will be contacted for help.

If your concern is of a confidential nature and you would prefer to speak to the Counsellor, Chaplain, to myself, or any member of the Senior Management Team at any time, please feel free to do so.

We are a School which has at its heart people who care about your child, and who want the very best for him or her. We firmly believe that, in all matters, the best approach is to work in a supportive partnership with parents and pupils. We run a series of events and evenings tailored specifically for our parents around key pastoral and academic issues that I would very much encourage you to attend. The Parent Portal is also an excellent source of advice that we curate on your behalf.

The whole community benefits from our status as a boarding school with wrap around care and the knowledge that we are home to a community, not just an 8am until 4pm operation. It doesn't take long for new pupils and parents to realise that Caterham is not just a school, but a way of life! We aim to encourage all pupils to participate in a wide range of co-curricular activities, which help to develop personal, sporting, technical and social skills and which are an essential part of the “whole education” we offer here.

I also hope that you will also make the most of your time with us here at Caterham, and that you involve yourself in the work of the Parents' Association and the Caterham School Society which provide excellent social and professional opportunities for parents, but also the chance to support the work of the school in delivering our educational aims by using your expertise and networks to help prepare our pupils for life after school.

Caterham School is an exciting organisation to be part of. Your sons and daughters will thrive here and leave as confident but grounded young adults, who know how to make the most of a dynamic and rapidly changing world and appreciate the positive contribution they can make to it, who understand the importance and value of good and healthy relationships and networks and who celebrate the talents, differences and potential of those around them. I hope that you enjoy the journey too!

Yours sincerely

A handwritten signature in black ink, appearing to read 'C W Jones', with a stylized flourish extending from the end.

C W Jones MA (Cantab), MEd

Headmaster

Caterham School Ethos and Aims

We are committed to providing an environment in which all pupils are challenged to be the best they can be and one in which pastoral care and wellbeing underpin academic, co-curricular and sporting excellence. The majority of our pupils are day pupils but we are also a thriving boarding community, which enriches the educational opportunity and experience for all.

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is in our view an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a passion for learning, a capacity for independent and critical thinking, self-awareness and resilience, self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others. In so doing we remain true to our founding Christian principles and values.

Our community

We take a whole school approach to promoting wellbeing across our community. This means that it is the duty of each individual to act in a way that builds up and strengthens others, as well as looking after themselves. All pupils, staff, parents and others associated with the school are required to work together in a spirit of co-operation and understanding.

Throughout their time with us pupils will be kept safe, be supported, be given clear expectations and have many opportunities to build self-awareness and positive relationships. Pupils are actively encouraged to fulfil their potential academically, in sport, music or drama or any of the other school activities. Pupils are expected to relate well and to behave considerately towards others. We live in a society where social skills are vital to our wellbeing, and learning to interact with others is therefore a critical part of education. Pupils are reminded of the importance of respecting others, whether inside or outside school. Selfish actions are therefore to be discouraged, whether these actions are of a minor nature (e.g. dropping litter or pushing in the lunch queue) or of a major nature (eg fighting, bullying, vandalism or theft).

The school places the highest possible premium on three broad values:

1. Respect for Others

This is fundamental to all that goes on at Caterham. Any actions, words or attitudes which show a lack of respect for others will be taken very seriously.

2. Respect for Property

We are concerned to engender a culture in which the property of others is respected by all. Pupils should do all they can to minimise the possibility of theft and vandalism by not bringing valuables or significant amounts of money to school. If it is ever necessary to do so, they should be handed into the Tutor for safe-keeping. All clothing and equipment should be clearly marked and care should be taken to lock away valuable equipment.

3. Respect for Self

We want all our pupils to develop great self-awareness and become both resilient and adaptable. We equip them to be both mentally and physically healthy and to make healthy decisions around risk and life-choices.

We have a School Code built on these values that is displayed in classrooms and pupils are expected to be familiar with their contents. The School code is attached as an appendix to this document.

An A-Z of Life at Caterham

Assemblies

Each pupil has an assembly once a week which might be led by a member of staff or a pupil. Major festivals and national events are marked and a huge range of themes are covered during this time. Assemblies also provide an opportunity to publicly celebrate successes from across the school community.

After School

The school day ends at 4pm (3:45pm on a Wednesday) after which time pupils can choose from the following:

- Attend one of the many clubs and activities happening in a range of locations after school
- Turnout for their chosen sport
- Go to the Library to complete homework, staffed until 5:45pm.
- Socialise with the boarders if personally invited to do so
- Go home

If someone is unexpectedly stuck at school they should report to reception who will contact the Boarding House Mistress and Masters to arrange for the pupil to go to a boarding house whilst they wait.

Absence - due to illness

If your child is absent due to illness please telephone the School Reception on the morning the child is away (after 8.00am) or email your child's form tutor, copying in the School Reception (email: reception@caterhamschool.co.uk). In the case of a prolonged absence parents should contact your child's tutor who will arrange for work to be set as appropriate. If a pupil is absent as a result of an infectious disease, please notify the School Health Centre as soon as this has been diagnosed.

If a pupil needs to be excused from any Games or PE lesson, an email should be sent to the relevant teacher. If your child requires permission to miss a Saturday fixture for an exceptional circumstance then please ensure the Director of Sport or their coach receives notification with a minimum of two weeks' notice.

Routine dental/orthodontic/medical appointments should be made during the School holidays or after school whenever possible, avoiding activities to which pupils are committed.

Absence - extraordinary

If absence is necessary, a letter of request should be addressed to the Headmaster well in advance of the date in question, and sent via the Tutor. Please note the term dates (available on the website) to ensure that holidays are not booked during term time. Attendance at school correlates strongly with many positive educational outcomes and therefore permission for absence from School at any time will only be given for exceptional and unavoidable reasons.

Bus Service

The School runs an extensive coach service from a range of destinations, as detailed on the school website. The routes are reviewed each year to best match demand from our families.

For details of routes and costs please contact the Estates Bursar (email: transport@caterhamschool.co.uk)

All buses leave the School at 4.15pm during the week except on Wednesday when the departure time is 4.00pm.

We also run a free shuttle service to/from Caterham Station between 8.00am-8.15am (subject to availability) and at the end of the school day.

Bus users who stay late to participate in co-curricular activities and turnouts may be able to use one of the late buses which leave at 6.00pm. Places on these buses are limited and those wishing to use the late bus must book a seat at reception before 2.00pm.

It is important that pupils understand that our school values and behaviour codes apply on journeys to and from school.

Cycling

Pupils may come to school by bicycle provided permission has been sought from the relevant Head of Year. All pupils are expected to wear protective headgear and are expected to follow the Highway Code, including having a bike that is in good order and with the necessary lights and clothing. Bikes can be locked in the bike shed which is found in the car park by the Caretaking department.

Clothing

Towards the back of this booklet you will find the details regarding the accepted uniform for pupils at the School. Pupils are expected to wear correct uniform when travelling to and from school and, when wearing the uniform, are ambassadors for the school.

Co-Curricular Activities

We are proud that there is no typical 'Caterham' pupil. We encourage individuality and diversity in our community and this is evidenced by the vast range of performances, clubs, activities and trips on offer. A full list of co-curricular clubs can be found on our website together with a copy of the updated co-curricular timetable which is refreshed at the start of each new term.

Our extensive co-curricular provision allows pupils to learn new skills, helps our young people find what makes them tick and what brings them joy beyond academic study. We expect all pupils to involve themselves in at least one co-curricular activity each term. Many activities are run during lunch time and others take place after school, in the evenings or on weekends. For those pupils who travel to school by bus our network of buses allow them to access after school activities.

New pupils will have the opportunity to attend a Co-curricular Fair in September, after which they can select activities, and a timetable will be published on line each term.

Commendations

We operate a system of Commendations for good work or exceptionally good conduct, as well as prizes as a means of recognising and encouraging high standards among our pupils.

Communication with Parents and Guardians

Routine letters and messages from school to home are sent via the online Firefly platform (the parent portal) and a weekly reminder to parents to check the latest letters is sent each

Friday. The most recent letters are filed on Firefly under the section named 'this week's letters' and also remain on the portal filed under the appropriate category. Urgent letters and notices are sent via ClarionCall email or text message.

Information specific to sports and fixtures e.g. team lists, fixture locations is communicated via a dedicated sports website (www.caterhamschoolsport.com) and related App which can be downloaded to both android and Apple devices.

In addition, a weekly newsletter, containing news, notices and events, is sent via email to parents each Friday. Instructions and login information for Firefly and for the sports website will be sent to new parents and pupils at the beginning of the year.

Daily Routine

Mon/Tues/Thurs/Fri		Weds	
08.30	Registration <i>in Form Room</i>	08.30	Registration <i>in Form Room</i>
08.40	Class Purposes <i>CPs is either assembly or tutor time</i>	08.40	Class Purposes <i>CPs is either assembly or tutor time</i>
08.55	Period 1	08.55	Period 1
09.35	Period 2	09.30	Period 2
10.15	Period 3	10.10	Period 3
10.55	Break	10.50	Break
11.15	Period 4	11.10	Period 4
11.55	Period 5	11.45	Period 5
12.35	Lunch, Club and Activities	12.25	Period 6
13.55	Registrations	13.05	Lunch, Clubs and Activities
14.00	Period 6	14.20	Registration
14.40	Period 7	14.25	Period 7
15.20	Period 8	15.05	Period 8
16.00	Teaching ends	15.45	Teaching ends
	Clubs/Activities		Clubs/Activities

Detention

Detentions are held on a Friday afternoon from 4.15pm – 5.30pm and are given for breaches of the School code. Pupils will be set appropriate work to complete in detention. A Saturday Detention (9.00am – noon) is held for pupils who seriously transgress the School's accepted standards. In both cases, parents will be given at least 24 hours written notice of their child's detention.

Drama

All year groups have an opportunity to participate in productions of which there are usually at least three each year. In addition to performance, pupils may also focus on technical theatre.

The school also enters groups into the Southern Counties Drama Festival and The Leatherhead Drama Festival, with notable successes in recent years. Entrants for this are selected by the organising teacher and vary from year to year.

Students have the opportunity to take LAMDA graded performance examinations and preparation takes place during lunchtimes. There is an additional charge for tuition and the examination.

Driving

Some of our sixth form pupils are able to drive to school and may do so if they complete the necessary form and commit to: driving sensibly and cautiously; not using their cars during the school day; park legally and considerately at all times in the allocated school car park and not to take any pupil passenger, except siblings, unless the school has been notified via email consent from both sets of parents/guardians to the Head of Year. We ask that all pupils park in the school car park and not in surrounding roads out of respect for our neighbours.

Homework

As a guideline we expect our First and Second Years to complete around an hour of homework four nights a week with the exception being on Wednesday when many pupils will have played matches and thus have an extended school day.

This increases to around 1.5 hours per night for Third Years on four nights a week.

Our Fourth and Fifth Years are preparing for their first public examinations and can expect one hour per subject per week giving a total of around 10 hours per week.

Pupils in our Sixth Form can expect a minimum of 3 and 4 hours per subject per week which may be completed during study periods in the school day and at home.

Little holiday homework will be set for pupils in the First to Third Years but pupils on GCSE and A Level courses can expect to have homework or coursework to complete.

Games lessons and turnouts

Turnouts take place after school and form an integral part of the School day. In the first instance, for the major games all boys and girls are expected to attend until team selection is finalised. After this, pupils must then continue to attend the team practices as and when required. As many of the pupils may not have been part of a school team before, the PE Department encourages maximum participation, therefore offering all pupils a chance to make a contribution.

Games clothing and PE kit should be kept at home and only brought on the days required.

Governance

Caterham School is independently managed with its own Trustees, who are responsible for oversight of the day-to-day running of the School and appointing the Head, Bursar and Chaplain (URC); they are responsible for setting the fees and approving the annual budget.

Parents wishing to send a letter to the Chair of Trustees should write to The Chair of Trustees, c/o The Clerk to the Trustees, Caterham School – marking the envelope 'Private & Confidential' if necessary.

House System

There is a strong House tradition and allegiance at Caterham. Houses provide a framework for internal competitions and form the weekly duty teams. Your son or daughter will need some uniform / PE kit in house colours. The School Shop will help you with this.

Insurance

Every pupil is covered for personal accident insurance, the extent of which is explained in a separate leaflet. If a pupil comes to school with expensive personal equipment, e.g. musical instruments, tennis racquets, cricket bats or hockey sticks, parents should ensure that these items are covered on their own insurance policies as pupils' belongings are not covered by the School's insurance.

Illness or Injury

A pupil who becomes ill or injured during the School day will be sent to the Health Centre where there is a qualified nurse on duty. The nurse will assess the seriousness of the incident and either send the pupil back to class, or ring parents to have the child collected. Please do not send your child to school if he or she is ill. Please do not collect your child from school unless you have been telephoned by the Health Centre.

The Health Centre should be informed of any significant medical changes or medication prescribed.

Lockers

Pupils are expected to make use of their lockers, and should not carry all of their books and equipment with them. Please provide your child with a 30mm padlock, available at the school shop. The bag provided should have suitable straps to ensure weight is distributed evenly and does not place unnecessary strain on your child's back and shoulders.

Lost Property

If a pupil has lost some property then they should look in the lost property collection points positioned around the school. After a day or two, the pupil should then look in the Lost Property Room which is located upstairs in Hillside (next to the Humphreys Theatre) and is open on Tuesday and Thursday mornings from 8.15am to 09.00am.

Named items that are found are listed and this list is displayed on the electronic noticeboard as well as being emailed to tutors. Heads of House regularly read out the list in Friday house assemblies and chase their pupils to collect items.

All valuables (keys, phones, jewellery, glasses, etc) are stored in reception for claimants to collect.

Once property has remained unclaimed for over three months it is passed on to the Charity Committee to be sold or donated to suitable charities.

Lunch

We believe that eating together in the dining room is important for learning social skills, making healthy food choices and for building community, for this reason we require all pupils stay on school premises during the lunch hour and take the lunch provided by the School. A wide range of menu options are available, including a full salad bar and sandwiches, in addition to a range of hot choices. Menus for the term are detailed on the school website. If your son or daughter has special dietary requirements, please inform the School in writing.

A wide range of clubs and societies take place at lunchtime and a queue rotation is in place that ensures that no pupil is always 'last' to lunch.

Matches

If your child is included in a team list for a school fixture, he or she is expected to make the fixture his or her first priority and be available to participate. If you would like your child to be excused from a school match – for a major family celebration for example – please contact the Director of Sport, Mr Rob Clarke (email: rob.clarke@caterhamschool.co.uk) or their coach a minimum of two weeks before the event.

In the event of an unexpected problem, such as illness on the day of the match, your child's team coach should be contacted via email as soon as possible.

The PE office phone is 01883 335343 and messages can be left. There is also a line available to the School Office on Saturday mornings should you wish to leave a message there. Communication is a top priority so that teams and the School are not let down, and pupils failing to do so will be reprimanded accordingly.

Fixtures and results are detailed on the [School's website](#) and a programme of the forthcoming weekend's fixtures is distributed each Friday.

Mobile Phones

Pupils are permitted to bring mobile phones to school but they should be in lockers from 8.25am to 4.00pm for First to Fifth Year pupils. Pupils in the Sixth Form must ensure that their phones are switched off during lessons, in assemblies and in the dining hall.

Music

Music is a big part of life at Caterham School and the Music department offer a great variety of opportunities for musicians, of any standard, embracing all styles of music and including many opportunities for 'out of school' performances.

Over 250 pupils learn a musical instrument within the School and many more learn outside. It is our aim to include all these musicians in our varied and busy programme of events. Each year we design our co-curricular groups around the talents and abilities of the pupils. Please visit www.caterhamschool.co.uk/co-curricular/music for more details and listings of upcoming performances.

Visiting music teachers provide instrumental and vocal tuition to pupils throughout the school with lessons taking place during school hours on a rota system or during sixth formers study periods. We offer tuition on the following instruments:

Strings: Violin, Viola, Cello, Double Bass, Harp
Woodwind: Flute, Clarinet, Oboe, Bassoon

Brass: Trumpet, Trombone, Tuba, French Horn, Saxophone, Euphonium

Percussion: Drum Kit, Orchestral

Guitars: Classical, Electric, Bass

Voice: Classical, Musical Theatre

Keyboard: Piano including jazz, Organ

Other: Music Theory, Aural

Parents' Evenings and Reports

Parents' Evenings are held once a year for each year group and provide an opportunity to discuss your child's progress with each of their subject teachers. Subject teachers and

Tutors also prepare written reports once a year. Pupils' progress is monitored each half term through effort and attainment grades. Grade reports are published at the end of each half term. First to Fourth Years receive their reports at the end of the Summer Term; Upper Sixth at the end of the Autumn Term and Fifth Year and Lower Sixth in the Spring Term.

Parents' Information and Discussion Evenings

Throughout the year there will be a number of evening seminars, providing parents with up to date insight and practical advice on Teaching and Learning or Wellbeing themes. These are advertised in the Friday weekly newsletter and on the school website. They cover such diverse topics as Coaching, Memory, Higher Order Thinking, Adolescent development and teenage anxiety and stress.

Partnerships

Our strong sense of community and responsibility towards each other extends well beyond the School's boundaries with a shared commitment amongst staff and pupils to play our part in the world and learn from the experience. Partnership activities provide opportunities to our pupils to use their talents, and develop their personal qualities for the benefit of others. Caterham School is proud to be actively engaged in partnerships, educational initiatives and projects with other schools in the UK and abroad.

Pupils are actively involved in supporting local, regional and global initiatives through volunteering, charity work and collaborative projects. Our pupils gain perspective and begin to define their societal responsibilities. For updates on our latest projects and activities please [click here](#).

We're keen to partner with parents wherever possible and are always glad of volunteers who are willing to contribute to the life of the school. We have a thriving Parents' Association who will contact all new parents separately.

Policies

School policies are frequently reviewed. The latest versions of these policies can be found on the School website: www.caterhamschool.co.uk/about/policies/

Of particular interest may be policies on smoking, drugs, behaviour and safeguarding.

Printed copies of the policies may be obtained from the School Secretary.

Public Examinations

Fees payable to Examination Boards for any public examinations will be added to the pupil's bill.

Report Cards

A report card is given to a pupil whose academic or behavioural standards are causing concern. Should your son or daughter bring a report card home to be signed, please take the time to sit down and discuss the card and all its implications with him or her. Your child's Head of Year will speak with you about the reasons for the report card and what support would be helpful.

Road Safety

We fully appreciate that the School is very congested around 4.00pm (though almost entirely clear by 4.20pm) but we do ask parents not to park in Harestone Valley Road or the

surrounding roads. Not only does this cause extra congestion but, far more importantly, it makes it very hazardous for pupils crossing the road between parked cars. Pupils must cross the road outside the School on the zebra crossing.

Wellbeing and Pastoral care

The wellbeing of our pupils is our highest priority and we seek for all our pupils to be mentally and physically healthy, have a sense of spirituality, to have the necessary awareness to make healthy decisions, to engage positively with the community and be ready for their futures.

We take a whole school approach to wellbeing which is proactive and holistic, including a positive approach to discipline. There are a range of people available to support pupils including their form tutor, their Head of Year, the Safeguarding team, the school Counsellor and the Chaplaincy team.

School Uniform

School uniform can be purchased from the school shop. Parents of new pupils wishing to buy school uniform from the school shop should telephone the Senior School reception (01883 343028) to make an appointment. Additional items can be purchased via Wisepay.

All items of uniform, sports clothing and equipment should be clearly marked with the pupil's name.

Parents purchasing items from the school shop can pay using cash or debit/credit card – the cost of uniform cannot be added to the school bill. Pupils or parents can purchase ad hoc items during the school day which may be charged to the school bill; if you do not want your child to make use of this facility please inform the Finance Department.

In term time the School Shop is open:

- Monday 12.30pm – 4.30pm
- Tuesday 12.30pm – 4.30pm
- Wednesday 8.15am – 12.00 noon and 1.00pm – 4.30pm
- Friday 12.30pm – 4.30pm

Special opening hours are offered in the summer holidays and the shop opens occasionally on Saturdays to coincide with the Nearly New Uniform sales. For details please visit: Please visit: <http://www.caterhamschool.co.uk/about/school-shop/>

Nearly New Uniform Shop

The Parents' Association run a nearly new uniform shop, which is adjacent to the school shop. Dates for nearly new sales are published in the calendar and advertised by the PA.

Uniform updates

In September 2018 the sports kit was updated to a new design, using modern materials that are long lasting and easy to wash and dry. All new pupils are expect to wear the new kit. Pupils who joined us prior to September 2018 can continue to wear the old style kit until the time comes for replacement or until the end of Summer Term 2020.

First to Fifth Year Uniform

Items in **bold type** should be Caterham School kit, purchased from the school shop

Compulsory

- **School blazer**
- **Grey knee length six-panel skirt or black trousers**
- **White $\frac{3}{4}$ length sleeve reverse collar blouse and school house badge (house colour) or white long sleeved shirt with school tie (house colour)**
- **Black rucksack (either Caterham Senior or Caterham Prep design for First to Fourth Years)**
- Black tights or black socks
- Flat, black, polishable leather shoes

Optional

- Black V-neck pullover with trim
- Smart black outdoor coat
- Plain black scarf
- Black gloves
- Black school woollen hat

Extras (available from the school shop)

- Calculator
- Art Crayons (water based)
- Combination padlock (30mm)
- Water bottle

Whilst wearing school uniform pupils are expected to present a smart and purposeful appearance. This includes being clean shaven, having long hair tied up and a maximum of one pair of stud earrings.

Sports Kit: First to Fifth Year

Items in **bold type** should be Caterham School kit, purchased from the school shop

- **Black skort or black hockey shorts**
- **Black polar fleece**
- **Black trackpants**
- **White house top (with house colour stripes)**
- **Sports bag**
- **Boot bag**
- **Swimsuit (cutaway or legged)**
- **Yellow swim hat**
- **Swimming bag**
- Sports Trainers
- Mouthguard (custom fitting arranged by school in Sept or moldable available from shop)
- Water bottle
- Studded boots
- Black baselayer top (optional)
- Black baselayer leggings (optional)
- **Black hooded top (optional)**

In addition, needed for girls' sports

- **Black Games top**
- **White and yellow ankle socks or hockey socks**
- Lacrosse Stick
- Lacrosse Goggles
- Lacrosse Stick Bag (optional)
- Tennis racket (Summer Term)

In addition, needed for boys' sports

- **Reversible Games top**
- **Black Rugby shorts**
- **Black and yellow Rugby/Hockey socks**
- Short white sports socks
- Hockey stick
- Shin pads

If your child is selected for a team then they may require additional kit later in the year as advised by their coach.

- Swimming - **rash vest**
- Athletics -**vest**, black lycra shorts
- Cricket - **yellow cap, white top**, white trousers, white jumper, helmet, bat

Sixth Form Uniform

Our Sixth Form pupils are role models for the lower years and ambassadors for the School. They set the tone for those lower down the school therefore it is essential that they maintain a smart, purposeful look around the school site. Where judgement is necessary about the suitability of a pupils' outfit or look for school, the Principal Deputy Head's decision is final.

- All pupils should wear a suit with either a collared blouse or a shirt and tie
- Shoes should be flat and polishable
- Hair styles should be neat and tidy and boys should be clean shaven.

Sports Kit

Items in **bold type** should be Caterham School kit, purchased from the school shop

- **Black skort or black hockey shorts**
- **Black polar fleece**
- **Black trackpants**
- **White house top (house colour stripes)**
- **Sports bag**
- Mouthguard (custom fitting arranged by school in Sept)
- Sports trainers
- Short white sports socks
- Water bottle
- Black baselayer top (optional)
- Black baselayer leggings (optional)

If your child is selected for a team then they may require additional kit later in the year, as advised by their coach.

- Netball - **black games top, netball dress, white and yellow ankle socks**
- Lacrosse - **black games top, white and yellow ankle socks**, stick, goggles, mouthguard, studded boots
- Rugby - **reversible games top, black shorts, black and yellow socks**, mouthguard, studded boots
- Hockey - **reversible games top, black and yellow socks**, shin pads, stick, mouthguard
- Cricket - **yellow cap, white top**, white trousers, white jumper, helmet, bat
- Swimming - **swimsuit (knee length or regular cut), yellow swim hat, rash vest**
- Athletics - **vest**, black lycra shorts
- Tennis - tennis racket

Additional items for boarders

Please provide enough uniform to allow for clean shirts each day, allowing for laundering and returning (up to 10 shirts/ blouses per pupil). In addition to their school uniform boarders will require the following additional casual clothing and household items:

- Casual clothing for evenings and weekends including some smart casual clothing for more formal occasions.
- Underwear, including plenty of socks
- At least two sets of nightwear
- Four large towels which a loop in the middle of the long side for hanging up and be named in one corner
- A pair of slippers or shoes for indoor wear
- Hair brush and toiletries
- Weekend bag or holdall, and toilet bag
- Large laundry washing nets for underwear (x 3)
- Laundry bag/folding basket for dirty clothes (optional)

Please note, all items including footwear should be clearly marked so they can be returned after washing. Extra name tags for use with any new clothes that are purchased are extremely handy.

Returning laundry to the correct pupil is easier if the following rules are followed:

- Shirts, T-shirts, blouses, dresses and pullovers should be named at the back of the neck
- Shorts, pants, skirts, jeans, trousers should be named at the waistband
- Socks should be named
- Sheets should be named along the centre of the long side

All boarders' clothing is washed by automatic washing machine so clothes requiring hand washing, or which cannot be tumble dried are not recommended for school. If they are brought to school then they will be sent out for dry cleaning and charges made on the pupil's account.

The School Code

Caterham is your School; respect it and be proud of it. Do all you can to make the School one in which all are treated courteously and are happy; where hard work is honoured, fair play in sport is valued and artistic endeavour promoted. Remember that if you act in ways which harm the reputation of Caterham School, you harm yourself, your friends and all members of the School community.

All members of the School should be familiar with the School Policies and Standards in which guidelines on Disruption, Relationships, Bullying, Theft, Vandalism, Smoking, Drinking and Drug Abuse are outlined. In addition the following are specified as a practical expression for others, and are intended to make life easier for everyone.

1. Be polite and show respect to all members of the School community and to visitors to the School.
2. Move about the School in a quiet and orderly manner and walk, not run, in corridors and on staircases, and keep to the left.
3. Make every effort to keep the premises and locality tidy. Litter must not be dropped in the grounds, buildings or on the way to and from school.
4. Make yourself aware of the bounds of the School as specified on the map of the School posted on notice boards. No pupil may go outside the boundary of the School, during the school day, without the permission of their Year Head. They must sign out in the School Reception, and sign in again when they return to the School.
5. Ensure that all clothing, sports kit and personal possessions are clearly marked with your name.
6. Use only your allocated locker and be responsible for making it secure. Under no circumstances are you to use or tamper with anyone else's locker.
7. Wear your School uniform (as specified in the uniform regulations) smartly each day, including on the journey to and from school. You may not go home in your sports kit until after 5.30pm and then only in a school track suit.
8. Remember that food provided in the Refectory should be eaten there and not removed elsewhere. Any other food and drink should be consumed only in the Year Areas or designated play areas. Food and drink should not be carried around the corridors and through-routes of the School and should not be consumed outside the front of the School. The chewing of gum is not permitted.
9. Pupils in First to Fifth Years must not bring personal music players to School and must keep mobile phones in lockers from 8.25am to 4.00pm. Pupils in the Sixth Form may bring these items to School but may only use them in the Sixth Form Centre.
10. Arrive promptly in School for the formal start of the day at 8.30am.
11. If you have permission to drive a car to school a permit specifying the names of the driver and permitted passengers should be displayed at all times. Permission to drive a car to school may be granted to members of the Upper Sixth Form by the Principal Deputy Head upon written request from the parents. You may not be driven by another pupil without the written consent of parents of both parties.

12. Use the front door to enter the School only if you are a school prefect or are accompanied by staff or a parent. Pupils should only come into Reception in order to sign up for the late bus or to sign in late. At the end of the school day you must be collected from the driveway at the front of school. You must not wait in Harestone Valley Road to be collected nor on the pavement immediately in front of the main door.

Please remember that your behaviour out of school reflects on us all. Show courtesy to others, for instance by making way on the pavement. Avoid eating, drinking, noisiness or thoughtless behaviour in public. Wear your uniform properly, and with pride.

The Classroom Code of Conduct

We have the right to learn - this means that everybody should:

- arrive on time
- listen to instructions
- bring the proper equipment
- not disrupt lessons
- not interfere with the work of others I not interrupt when others are speaking I work quietly
- do his or her homework

We all have the right to be treated fairly - this means that everybody should:

- be considerate
- not make racist, sexist or unkind comments
- not swear or name call
- respect each other's belongings
- not fight or bully

We all have the right to work in a clean and attractive environment - this means that everybody should:

- not drop litter
- not eat in the classroom
- not vandalise
- wear the correct uniform

We all have the right to be safe - this means that everybody should:

- use equipment properly
- not run or push
- not act dangerously

Classroom Code

All pupils must:

- arrive on time and organise yourselves in the classroom in an appropriate manner (i.e. no running or rushing for particular desks/seats)
- arrive with all textbooks, exercise books and other equipment that is relevant and expected
- listen carefully to instructions

- complete all tasks that the teacher has set in an orderly and appropriate way. The instructions for the activity must always be followed carefully
- listen in silence and be attentive whenever the teacher is instructing/ explaining/talking. The School will not tolerate any interruption of the teacher
- listen in silence and be attentive whenever a fellow pupil has been asked to contribute/make an observation/explain something. We will all follow common courtesy and listen to each other
- seek the teacher's permission to contribute to class discussion by raising his/her hand
- complete all homework by the given date. No late work will be accepted unless an acceptable explanation has been given to the teacher or where previous arrangements have been made
- swearing will not be tolerated
- ensure that all classrooms must be left neat and tidy at the end of every lesson. All classes will need to check the state of the room at the end of each lesson
- note that no eating, drinking or chewing gum will be allowed in class
- arrive and leave the class dressed as per the school uniform code



CATERHAM
SCHOOL

Harestone Valley Road . Caterham . Surrey . CR3 6YA

Telephone 01883 343028 . Email: enquiries@caterhamschool.co.uk

caterhamschool.co.uk