



CATERHAM
SCHOOL

HANDBOOK

2020—2021



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Dear Parents

Welcome to Caterham School and to our community. I am delighted that you are joining us and honoured that you have entrusted the education of your son or daughter to us over the coming years. It is a real privilege to be involved in supporting your son or daughter to 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 have the opportunity to achieve great things, you will find that Caterham is a school that places values and community at the heart of all that we do. Wellbeing 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, welcoming and diverse community in which each member is nurtured and encouraged to excel and follow their passions. We believe in the potential and value of every child and in actively promoting and celebrating difference rather than expecting conformity. I hope that as parents you also feel part of this exciting journey too.

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 having achieved great things but also with an understanding of how to cope with an unpredictable world, a sense of balance and perspective and an appreciation of the value of others.

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 for the benefit and wellbeing of your child. It is very important to us that pupils and parents know the people that they can turn to for help and advice. At Caterham we place great emphasis on your 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. The Tutor team is managed by an experienced Head of Year who is another key member of the support network for your son or daughter.

If your concern is of a confidential nature and you would prefer to speak to the Counsellor, the Deputy Head (Pastoral and Wellbeing), 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!

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 long horizontal flourish extending to the right.

C W Jones MA (Cantab), MEd
Headmaster

Caterham School: Purpose Statement

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 and proactive approach to promoting wellbeing across our community. We believe that diversity is the key to any strong community. We expect each individual to act in a way that builds up and affirms others, as well as looking after themselves. We believe that we have much to learn from those around us. All pupils, staff, parents and others associated with the school are asked to work together in a spirit of co-operation and understanding.

Pupils are encouraged to see that being part of a successful community comes with responsibility on their part. We expect all pupils to abide by the rules and values of our community and to respect each other in all respects.

Our community does not tolerate discrimination or victimisation of others on any grounds.

The school places the highest possible premium on six broad values which underpinned the founding of the school back in 1811 and remain as valid today as they have ever been:

1. Integrity

Being true to yourself and doing the right thing even when others are not looking is a key part of what it is to be a Caterham pupil. We would expect all pupils to act with integrity in all their actions.

2. Independence

Being your own person and taking responsibility for your own development and actions.

3. Innovation

Always looking for solutions rather than seeing the problem, being prepared to learn from mistakes rather than being defined by them.

4. Curiosity

Asking the right questions at the right time and wanting to know more about the world around you – and taking an active interest in the world beyond Caterham.

5. Courage

Having the courage of your own convictions and being prepared to call out attitudes and behaviours that do not belong in our community. We believe in courageous reporting and expect the same of all our pupils.

6. Community

Understanding the world around you, having empathy for others and believing that the power of a successful community is difference rather than conformity.

An A-Z of Life at Caterham

Assemblies

Each pupil has regular assemblies led by a member of staff or a pupil. Major festivals and national events are marked and a huge range of themes are covered. Assemblies also provide an opportunity to publicly celebrate successes from across the school community.

After School

The school day ends at 4.00pm (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 Off Games dedicated email address: offgames@caterhamschool.co.uk, copying in your child's tutor. 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 Form 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 Transport Manager (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 are 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 iSAMS 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 | |
|--------------------|---|---------|---|
| 8.30am | Registration <i>in Form Room</i> | 8.30am | Registration <i>in Form Room</i> |
| 8.40am | Class Purposes <i>CPs is either assembly or tutor time</i> | 8.40am | Class Purposes <i>CPs is either assembly or tutor time</i> |
| 8.55am | Period 1 | 8.55am | Period 1 |
| 9.35am | Period 2 | 9.30am | Period 2 |
| 10.15am | Period 3 | 10.10am | Period 3 |
| 10.55am | Break | 10.50am | Break |
| 11.15am | Period 4 | 11.10am | Period 4 |
| 11.55am | Period 5 | 11.45am | Period 5 |
| 12.35pm | Lunch, Club and Activities | 12.25pm | Period 6 |
| 1.55pm | Registrations | 1.05pm | Lunch, Clubs and Activities |
| 2.00pm | Period 6 | 2.20pm | Registration |
| 2.40pm | Period 7 | 2.25pm | Period 7 |
| 3.20pm | Period 8 | 3.05pm | Period 8 |
| 4.00pm | Teaching ends | 3.45pm | 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

Drama is an important part of the school's co-curricular programme. All year groups have an opportunity to participate in productions of which there are usually at least three each year, alongside two Drama House events. In addition to performance, pupils may also focus on technical theatre, costume and stage design and playwriting. Co-curricular drama achieves a balance between being fun and developing key skills.

The school also enters groups into The Leatherhead Drama Festival, with notable successes in recent years. We have also performed at the Edinburgh Fringe Festival, providing our pupils with the opportunity to perform on a professional platform.

Pupils have the opportunity to take LAMDA graded performance examinations, taught by experienced visiting teachers. 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, Turnouts and Saturday Fixtures

Games lessons occur as part of every pupil's curriculum timetable and are an essential part of every pupil's experience at Caterham. The PE department recognises the benefit of physical activity and opportunity for all and as such, encourages maximum participation in both games sessions and turnouts.

Turnouts take place after school and form an integral part of the School day. All pupils who play the major sport of the term are expected to attend turnout sessions.

Saturday fixtures are part of a normal working week at Caterham and pupils that are selected for Saturday fixtures are expected to be available to represent the school. We make every effort to provide competitive fixtures for pupils of all abilities.

Sports clothing and equipment should not be kept in school, rather it should be brought in by the pupil 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 and 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 in their bags. Please provide your child with a 30mm padlock, available at the school shop. The school bag for First to Fourth Years ensures weight is distributed evenly and does not place unnecessary strain on your child's back and shoulders. Fifth and Sixth Formers may choose their own black bag to use.

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 9.00am.

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 salad and hot options. 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 selected for a school fixture, he or she is expected to make the fixture his or her first priority and be available to participate. If there are exceptional circumstances that mean this is not possible, please contact the Director of Sport, Mr Matt Baggs (email: Matt.Baggs@caterhamschool.co.uk) and their coach a minimum of two weeks before the event, requesting permission for absence from the fixture.

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. Early communication in such scenarios enables us to ensure that the sporting experiences remain of the highest order for pupils of both Caterham School and our opposition schools.

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. Highlights of the year include an annual tour abroad (most recently to Rome), large-scale performance at St James's Piccadilly, an orchestral concert with full audio-visual backdrop, choral evensong at Hampton Court and many soloist concerts such as our Musical Theatre Evening and Live Lounge series.

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 exciting 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 (VMT) 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 (by special arrangement)

Woodwind: Flute, Clarinet, Oboe, Bassoon

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

Percussion: Drum Kit, Orchestral Percussion

Guitars: Classical, Electric, Bass

Voice: Classical, Musical Theatre

Keyboard: Piano including jazz, Organ

Other: Music Theory, Aural

We have a professional recording studio on-site and we encourage pupils to create and record original music of any style.

Parents' Evenings and Reports

Parents' Evenings are held once or twice 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 Learning Habits, and through effort and attainment grades. Grade reports are published at the end of each half term. Upper Sixth and Fifth Year receive their reports at the end of the Autumn Term; First to Fourth Years and Lower Sixth receive their reports at the end of the Summer 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 behaviour, safeguarding and prohibited substances.

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 them. Your child's Head of Year or Tutor 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 on the School Website.

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 for boarders

Boarding pupils will need to purchase uniform as per the lists over-page. Additional items, specifically for boarders, are listed in the boarding handbook along with other helpful information.

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 revere collar blouse and school house badge (house colour) or white long sleeved shirt with school tie (house colour)**
- **Black school rucksack (compulsory 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 Serious Stuff skort or black hockey shorts**
- **Black Serious Stuff polar fleece**
- **Black Serious Stuff tracksuit bottoms**
- **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 Serious Stuff 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 Serious Stuff 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 and listed below.

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

Sixth Form Dress Code

Our Sixth Form pupils are role models and ambassadors for the wider school community and it is important that they look smart and purposeful around the school site, and also when travelling to and from school. Developing a capacity for independent thinking and self-confidence is an integral part of our Sixth Form culture - it is key that this is fostered whilst ensuring Sixth Form pupils not only support, but also embody, the ethos of the school.

Whilst aiming to allow a consistent level of choice to all pupils, our dress code for Sixth Form pupils has three main themes:

- Pupils should wear a formal matching suit with either a sleeved and collared blouse or shirt and tie

- Suit skirts and dresses must be worn near the knee
- No lycra/bodycon
- Smart pullovers are permitted – these should be of a single colour, without logo/motif, and a collar/tie should still be visible
- Shoes should be flat and polishable
- Hairstyles should be neat and tidy and faces should be clean-shaven. One single stud per ear is permitted.

The way in which uniform is worn is as important as the uniform itself. Unless specific relaxations are in force, Sixth Form pupils should be dressed in full neat uniform at all times and outdoor coats should not be worn in main school or lessons.

Sports Kit

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

- **Black Serious Stuff skort or shorts** (rugby or hockey as appropriate)
- **Black Serious Stuff polar fleece**
- **Black Serious Stuff tracksuit bottoms**
- **White house top (house colour stripes)**
- Sports bag
- Mouthguard (custom fitting can be arranged by school in September)
- 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 and listed below.

- Netball - **black and gold Serious Stuff games top, netball dress, white and yellow ankle socks**
- Lacrosse - **black and gold Serious Stuff games top, white and yellow ankle socks**, stick, goggles, mouthguard, studded boots
- Rugby - **reversible Serious Stuff games top, black rugby shorts, black and yellow socks**, mouthguard, studded boots
- Hockey - **reversible Serious Stuff games top, black and yellow socks**, shin pads, stick, mouthguard
- Cricket - **yellow cap, white Serious Stuff cricket shirt, cricket whites, cricket jumper**, appropriate protective equipment and cricket bat
- Swimming - **swimsuit (knee length or regular cut), yellow swim hat, rash vest**
- Athletics - **vest**, black lycra shorts or black SS hockey shorts
- Tennis - tennis racket

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 and consequences relating to discrimination on the basis of race, gender, sexual orientation, disability, religion; bullying; theft; prohibited and illegal substances; searching and testing policy are all outlined.

There will be regular reminders to all pupils of our policies in these areas and we expect all pupils and parents to understand both the policies and the likely consequences for any breach of these community values. 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 Head of Year. Pupils 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 or take things out of other people's bags.
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 and pupils should not bring products which contain nuts into school.

9. Pupils in First to Fifth Years should keep mobile phones in lockers from 8.25am to 4.00pm. Pupils in the Sixth Form may only use their mobile phones in the Sixth Form Centre.
10. Arrive promptly in School for the formal start of the day at 8.30am. If you are late you must sign in at reception.
11. Permission to drive a car to school may be granted to members of the Upper Sixth Form by the Director of Sixth Form upon written consent of 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. You should wait at the drop off/pick up zone at the front of school.

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.

The Classroom Code of Conduct

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

- arrive on time ready to learn
- follow the instructions of the teacher
- bring the proper equipment
- engage in lessons positively not interfere with the work of others and allow others to speak
- complete homework on time and to the best of your ability

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

- have empathy for and develop an understanding of others
- value the contributions and potential of others
- promote difference between each other positively
- courageously report or call out any behaviour or comments that undermine the values of our community.
- not discriminate in action or language on the basis of race, gender, sexual orientation, disability, religion

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

- put litter in a suitable and appropriate bin
- look to recycle and/or reuse as much as possible
- turn lights off when appropriate and look to use electricity in a responsible way
- wear the correct uniform
- take responsibility for the physical environment around them

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

- use equipment properly and as instructed
- respect the personal space of each other
- acts in a way that protects their own safety and the safety of others
- be safe and protected from physical threats
- be safe and protected from intimidation
- be protected from illegal and prohibited substances



CATERHAM
SCHOOL

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