



CATERHAM
SCHOOL

BOARDING HANDBOOK

Parents and Guardians

2020 - 2021



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Introduction

The boarding community at Caterham is a thriving, welcoming one and we look forward to your child becoming a part of it. This booklet seeks to provide you with all the necessary information you'll need before your child joins us, details about the shape of the year and guidance about our responsibilities and expectations.

I trust your child will enjoy their time at Caterham and look forward to welcoming them very soon. If you have any questions or concerns either before your child begins or during their time with us, please don't hesitate to contact me, or your child's Housemaster or Housemistress.

Sarah Griffiths
Deputy Head (Pastoral & Wellbeing)

Statement of Caterham's Boarding Principles and Practice

Caterham School is one of the leading co-educational schools in the country. 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 and involvement. The majority of our pupils are day pupils but we are also a thriving Boarding community, which we believe 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 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 principles and values.

Boarding education at Caterham therefore is not only about gaining knowledge but is also about the personal development of each boy and girl in its fullest sense. This will include spiritual, moral, social and cultural development, all of which are an intrinsic part of boarding life.

Boarding at Caterham aims to provide a safe and caring environment in which all pupils are treated and respected as individuals. It aims to allow all pupils to develop their full academic and personal potential and to enable pupils to have an input in the running and development of boarding at the School.

We recognise the responsibilities entrusted to us by parents and educational guardians and encourage every opportunity for communication between the boarding house and the family.

Integrity, commitment, and self-discipline are the positive attitudes required by adults and young people within the boarding environment. We aim to set, and are entitled to expect from others, good, caring standards of behaviour marked by trust, respect, responsibility, openness and honesty.

All boarding staff are expected to apply all whole school policies and standards in order to achieve these expectations.

Organisation

The Deputy Head (Pastoral and Wellbeing) is a member of the Senior Leadership Team and is responsible for line-managing the Boarding Housemasters and Housemistress (HMMs) and the Senior Matron. The Deputy Head (Pastoral & Wellbeing) works closely with the Principal Deputy Head in ensuring NMS are met and surpassed. The Deputy Head (Pastoral and Wellbeing) and the HMMs meet on a weekly basis (the HMMs' Meeting) to discuss pastoral matters, to evaluate elements of practice, staffing and other fundamental standards in boarding, and to plan for improvement. The meeting is minuted.

There are three boarding houses:

- Beech Hanger (Girls' Boarding, Third Year to Sixth Form) is situated in its own grounds behind the Sports Centre, currently housing girls aged between 11 and 18. The Housemistress, Clare Quinton, lives with her family in a house that is attached to the original wing of the boarding house. She is assisted in the running of the House by an Assistant HMM, by resident and non-resident house tutors, and by non-resident matrons. There are approximately 60 places available for girl boarders.
- Townsend (Junior Boys Boarding, Third Year to Fourth Year) is situated on the first floor in the Main School Building. The Housemaster, Philip Comerford, lives in an apartment attached to the boarding house. He is assisted in the running of the House by resident and non-resident house tutors and matrons. There are approximately 30 places available for junior boy boarders.
- Viney (Senior Boys Boarding, Fifth Year and Sixth Form) is situated on the first and second floors in the Main School Building. The Housemaster is Nick Mills, who lives with his family in an apartment that attached to the boarding house. He is assisted in the running of the House by an Assistant HMM, by resident and non-resident House tutors and non-resident matrons. There are approximately 65 places available for senior boy Boarders.

The Health Centre is staff by qualified nurses and the School Medical Officer, Dr Richard Wright. Full details of our medical protocols and practices can be found in the Caterham School Medical Protocols and Practice Handbook. Relevant details from this handbook are sent to all parents.

Facilities

Within each boarding house there are a variety of different types of rooms. Typically, junior boarders share in rooms of four, senior pupils in the Fifth Year and Lower Sixth are in rooms of two and pupils in the Upper Sixth usually have single rooms with en-suite facilities. In each House there are common rooms for pupils of different ages and kitchen facilities for making drinks and snacks. Boarding pupils have access to all of the school facilities including the Sports Centre and its swimming pool. Sixth Form boarders also have access to the Sixth Form Centre after school hours. For security, access to the Houses is via fingerprint recognition thus this data is collected and stored when pupils join the school.

Wellbeing

The wellbeing of our pupils is our primary concern and it is promoted and enhanced by all members of the school community. Throughout the school day, the first point of call for wellbeing issues is a pupil's form tutor or Head of Year but out of school hours the HMM or duty staff member is always available. A whole school approach to promoting wellbeing is encouraged throughout our community including from boarding and teaching staff, Health Centre staff, the School Counsellor and support staff.

In all Houses a member of staff is on duty 24 hours a day, often supported by a matron.

The matrons play a key pastoral role in looking after the pupils and the health of the pupils is supervised by members of our Health Centre staff. All rooms in the Houses are cleaned each weekday. The Health Centre is able to accommodate ill pupils both during the day and overnight. The Principal Deputy Head and the Deputy Head (Pastoral and Wellbeing) both live on site and are always available to deal with any concerns that the pupils or indeed boarding staff may have. In addition, the Chaplaincy team and the Safeguarding team are available for support during the school day. There is an independent School Counsellor who is available for consultation by all pupils, and the boarding pupils have the facility of an independent listener.

The Catering Manager is responsible for meeting any special dietary requirements. The Catering Manager meets regularly with the Deputy Head (Pastoral and Wellbeing), the HMMs and with the pupil catering committee.

Members of the Chaplaincy team will ensure arrangements are made for boarding pupils to worship as their conscience and culture dictate with all members of the boarding community expected to attend occasional services and assemblies designed to encourage understanding of others beliefs and cultures.

EAL Provision

For pupils whose first language is not English, we have an EAL Department (English as an Additional Language). Pupils may be timetabled to attend classes to develop their English language proficiency thus supporting their main subjects and building their confidence to live and study in an English speaking environment.

Each pupil's English language proficiency is assessed in our entrance exams during the admissions process and again upon arrival during their induction programme. Pupils may then be placed into classes, depending upon their capabilities and needs.

In the younger years, pupils may receive two or three weekly periods of EAL, usually replacing a Modern Foreign Language option, in addition to their main English classes.

In the Fourth and Fifth years, pupils follow one of two routes:

- GCSE English as a First Language (EFL), or
- First Certificate in English (FCE) plus IGCSE English as a Second Language (ESL).

Both run concurrently, either in the English Department (EFL) or the EAL Department (ESL), and pupils receive 5 or 6 lessons in the Fourth and Fifth years respectively.

In the Sixth Form, pupils attend an IELTS preparation course (International English Language Testing System) of 2 lessons a week until they achieve either an overall score of 7.0 with a minimum of 7.0 in each part, or the requirement as stipulated by the university/faculty of their choice. The IELTS qualification is a pre-requisite for entering a UK university, as well as a legal requirement for pupils in need of a Tier 4 visa. These lessons are held on a Saturday morning and if needed, additional individual sessions are arranged.

Pupils also sit public examinations in their first language at both GCSE and at A Level. For pupils accepted onto our internal Oxbridge Preparation Programme, one weekly individual lesson within the EAL Department is timetabled from the beginning of the autumn term in the Upper Sixth or, in some cases, from the summer term of the Lower Sixth.

Strong communication exists between all departments /areas of school life and EAL, whereby a pupil facing any type of language challenge, long or short term, curricular or not, is swiftly recognised and assisted. Pupils often seek help autonomously, regardless of their language level.

Monitoring of Academic Achievement

The Housemasters work very closely with the Tutors and Heads of Year in monitoring the academic progress and achievement of all boarding pupils. If necessary, additional support is given in order that all boarding pupils can achieve their true potential.

Internet access

All pupils have access to the school's Wi-Fi network system. In the interests of the protection and welfare of all pupils, use is monitored and inappropriate websites blocked by our firewall, in line with our ICT suite of policies and our Safeguarding Policy. All pupils are issued with a school email address.

Boarding Standards

All of the regulations and policies are in line with the requirements of the National Minimum Standards for Boarding Schools, which provide a regulatory framework outlining minimum standards of care in boarding schools and of which we are inspected every three years.

Important Contact Details

HEADMASTER

Mr Ceri Jones, MA (Cantab)
Caterham School, Harestone Valley Road, Caterham, Surrey CR3 6YA
Tel: 01883 343028
Email: catherine.acton@caterhamschool.co.uk (EA to the Headmaster and Office Manager)

CHAIR OF TRUSTEES

Mr I R M Edwards
c/o The Clerk to the Trustees, Caterham School
Harestone Valley Road, Caterham, Surrey CR3 6YA
Tel: 01883 343028

PRINCIPAL DEPUTY HEAD

Mr Dan Gabriele, MA (Oxon)
Caterham School, Harestone Valley Road, Caterham, Surrey CR3 6YA
Telephone: 01883 343028

DEPUTY HEAD (PASTORAL & WELLBEING)

Mrs S Griffiths, MA (Oxon)
Caterham School, Harestone Valley Road, Caterham, Surrey CR3 6YA
Telephone: 01883 343028 ext. 310
Email: sarah.griffiths@caterhamschool.co.uk

BEECH HANGER HOUSE - GIRLS' BOARDING

Housemistress: Mrs C Quinton
Beech Hanger House Telephone Number: 01883 343028 ext. 299
House Mobile Number: 07449 505350
Mrs Quinton Mobile Number: 07449 396597
Email: clare.quinton@caterhamschool.co.uk

VINEY HOUSE - SENIOR BOYS' BOARDING (Fifth Year and Sixth Form)

Housemaster: Mr N Mills
Viney House Telephone Number:
01883 343028 ext. 256
House Mobile Number: 07449 455360
Mr Mills Mobile Number: 07449 480568
Email: nick.mills@caterhamschool.co.uk

TOWNSEND HOUSE - JUNIOR BOYS' BOARDING (Third to Fourth Year)

Housemaster: Mr P Comerford
Townsend House Telephone Number: 01883 343028 Ext. 233
House Mobile Number: 07449 502539
Mr Comerford Mobile Number: 07449 517700
Email: philip.comerford@caterhamschool.co.uk

Proprietor: Caterham School Limited Company No. 5410420 Registered Charity No. 1109508

Key dates - notes

- An Exeat Weekend means that Boarding pupils are expected to leave the Boarding House by 6.00pm on the Friday afternoon to spend the weekend away from School (i.e. with their family or their guardian).
- An Activities Weekend is one in which all boarders stay at School. During these weekends a series of special activities and events are organised for all boarding pupils and staff.
- Flights should always be booked well in advance so that pupils do not arrive back late at the start of a term, or leave early at the end of a term. Any exceptions to this must be agreed in advance with the Boarding House Master or Mistress, and this is only done in exceptional circumstances. If a pupil leaves School early or returns late without authorised permission, then the absence is classified as an unauthorised absence and this is likely to have repercussions when applying for visa renewal.
- Please note that pupils in the Fifth Year and Upper Sixth may book flights to leave following completion of their public examinations in the Summer Term. This must be agreed in advance with the Boarding House Master or Mistress.
- At the start of the Spring and Summer terms, the Boarding Houses will open at 8.00am. Boarders are expected to return by 6.00pm at the latest.
- Following an Exeat Weekend or Half Term, boarders should return between 5:30pm and 8.30pm.
- Parents of weekly boarders may arrange for their child to leave the house on Friday or Saturday, and to return on Sunday or Monday. Individual arrangements should be made with Heads of Houses no later than Wednesday evening of the preceding week.

The dates for the Exeat weekends for 2020 – 2021 are:

Autumn Term 2020: **Friday 25 September – Sunday 27 September**
Friday 20 November – Sunday 22 November

Spring Term 2021: **Friday 22 January – Sunday 24 January**

Summer Term 2021: **Friday 30 April – Tuesday 4 May**

The dates for the activities weekends for 2020 - 2021 are:

Autumn Term 2020:

Friday 4 September – Sunday 6 September

This weekend is specially arranged to help all the new boarders settle into our boarding community.

Friday 4 December – Sunday 6 December

This weekend is when we have our Christmas parties, special meals and our Carol Service.

Spring Term 2021:

Friday 12 March – Sunday 14 March

This is our charity fundraising weekend.

Summer Term 2021:

Friday 18 June – Sunday 20 June

This Activities Weekend is for the junior boarders.

Please refer to our [website](#) for further information regarding our term dates.

Travel arrangements to and from school

Parents, guardians or guardianship organisations should liaise with the Boarding House Master or Mistress regarding proposed travel arrangements to ensure that suitable travel arrangements are in place when pupils are travelling to or from Caterham School for the purposes of an overnight leave, Exeat weekend or school holiday. On return pupils must report to the duty member of staff in their house.

Pupils in the First to Third Year

The School requires that the parents/guardian/guardianship organisation be responsible for personally transporting the pupil to and from the School either in their own car or by transport provided by another designated adult. We would not expect pupils of this age to travel on their own by means of public transport.

Pupils in the Fourth Year

The School recommends that the parents/guardian/guardianship organisation be responsible for personally transporting the student to and from the School either in their own car or by transport provided by another designated adult. We recommend that pupils of this age should not travel on their own by means of public transport.

Pupils in the Fifth Year and Sixth Form

The School expects that the parents/guardian/guardianship organisation have made suitable travel arrangements.

Contact details

It is essential that the School, at all times, has the correct contact details, including active email and mobile telephone numbers, for all parents and guardians. If these change at any time, please ensure that you inform your son or daughter's Boarding House Master or Mistress immediately.

Medical Matters

Medical Information for Parents of Boarders

All boarders are normally registered under the National Health Service (NHS) with the School Medical Officer, Doctor Richard Wright of Caterham Valley Medical Practice. As such they are entitled to free medical treatment, including hospital care, under the NHS. The School Medical Officer holds a surgery in School twice a week, sees all new boarders as routine and is on call in the case of emergency. Arrangements can be made for pupils have access to a doctor of the same gender if requested.

A pupil who is registered with the Caterham Valley Medical Practice and who needs to see another doctor in the holidays should be registered as a temporary patient with the home doctor. Any new boarders who are already registered with an NHS doctor in the United Kingdom and who are intending to register with the Caterham Valley Medical Practice should give their existing National Health Service Medical Card to the School Health Centre Manager at the beginning of their first term.

How the National Health Service in the UK works

In the UK all patients see their General Practitioner (GP) as the first point of contact, regardless of the medical problem, this is free of charge. The GP makes an assessment of the problem, and determines any treatment, necessary investigations or tests, including x-rays and blood tests, and determines, with the patient, whether they need to see a specialist. Unlike other countries, it is not possible to see a specialist without first seeing your GP. This same system applies, regardless of whether the specialist involved is private or part of the NHS. We will always discuss with parents whether they wish their child to be seen within the NHS, or to go privately, but all arrangements must be made via the Health Centre.

Since many of the Boarders are living far from home, which is often in a different country, the Health Centre will always contact Boarders' parents to discuss the need to be seen by a specialist, but they are bound by the UK system in terms of how healthcare is provided. Our focus is on providing the highest possible quality healthcare, and the NHS is widely considered the best healthcare system in the world.

Parents should be aware that if they choose to make private arrangements for their children to be seen by doctors without the agreement of the Health Centre team, they take on the full responsibility for the healthcare provided, and the Health Centre may be unable to provide the necessary monitoring or support. We strongly advise that all healthcare must be organised solely through the Health Centre, which provides 24-hour access to our dedicated team of doctors and nurses. Parents insisting on their children receiving medical care which does not have the agreement of the Health Centre team may be asked to remove their children from the school. This is in order to ensure that the pupils receive safe, coordinated and consistent healthcare, in line with UK regulations.

The School Doctor

Dr Richard Wright MB, BS MRCGP DRCOG undertook his medical training at St Thomas' Hospital Medical School in London, qualifying in 1990. He has been a General Practitioner in Caterham Valley since 1996, and has been involved in the teaching and training of both medical pupils and junior doctors for much of his career, including six years as a programme director for the East Surrey GP Training Scheme. Dr Wright has been actively involved with the school for more than 10 years, working with the careers department to offer work experience and careers advice to pupils. He has an interest in all aspects of family medicine, including children and young person's healthcare.

Health Centre

The School has a Health Centre for the treatment and management of both in and out patients. The Health Centre is staffed by a team of nurses all of whom are Registered Nurses. Surgeries are held each day in the Health Centre.

Admission to Hospital

In the case of an emergency everything possible is done to contact parents at the earliest opportunity. In exceptional cases, however, the Headmaster or his nominated representative has the right to authorise medical and surgical treatment, including the administration of anaesthetic.

Pupils will normally be admitted under the National Health Service; if parents already have their own private medical insurance and would prefer that their child receives private treatment, then they should ensure that they fill in the appropriate section on the Medical Information Form. Please note that if a pupil needs medical treatment outside School he/she will be accompanied by a member of staff, with travel costs payable by parents.

Immunisations

We are very keen to ensure that pupils are up to date regarding routine immunisations in accordance with the School's requirements. New pupils are expected to be up to date with immunisation in accordance with the schedules issued by the Department of Health. The Health Centre will arrange for those pupils who are not fully immunised to receive the appropriate immunisations as soon as practicable, both for their own protection and for that of the wider school community.

Dental Treatment

Routine dental treatment should be carried out during the School holidays. If a boarder develops an emergency problem whilst in School an appointment can be made under the NHS by the Health Centre Manager. The expense of dental treatment is not entirely covered by NHS so expenses incurred will be payable by the parents.

Optical Treatment

This can be arranged by the Health Centre but all expenses incurred are payable by the parents.

Glasses / Contact Lenses

All pupils who wear glasses must have two pairs with them at School in case of breakage. Glasses used for sports must be plastic.

Those pupils who wear contact lenses must have a pair of glasses with them at School in case of being unable to wear their lenses e.g. due to eye irritation/infection. It is also good practice for those under 16 years old not to wear their contact lenses for seven days a week and to have at least one day in glasses.

In case of breakage the School can arrange to have new glasses made up but this may take two to four days. There will normally be a cost involved. Ideally anyone with glasses should bring a copy of their prescription with them to School to hand in to the Health Centre so that this can be kept on record as this means that new glasses can be arranged more quickly.

Communication

The Health Centre Manager will always contact parents and/or guardians whenever appropriate and parents are encouraged to contact the Health Centre Manager or the School Medical Officer if they are in any way concerned about their child's health.

Address:	Health Centre, Caterham School, Harestone Valley Road, Caterham, Surrey CR3 6YA
Telephone (from the UK):	01883 335050
Telephone (outside the UK):	0044 1883 335050
Email:	health.centre@caterhamschool.co.uk

Medical Information Forms

These forms must be completed and the appropriate sections signed by parents of all new pupils entering the School. It is very important that the Health Centre has the correct and relevant information about pupils. The Health Centre Manager should be notified, if, in future, there are any changes in these medical details.

Useful Information

Pocket Money

- The School can arrange a letter for pupils to open a bank account.
- In addition, each House Master or Mistress operates a House Bank. Pupils are advised never to leave large amounts of money locked in their drawer, instead giving it to their House Master or Mistress for safekeeping.
- Pupils are provided with their own lockable facility in their study bedrooms.
- Pupils are encouraged only to carry small amounts of money with them at any given time and not to leave money around in their rooms.

Personal and Valuable Items

- The School operates a pupils' personal effects insurance scheme. Details are sent to all parents by the Estates Bursar, via Admissions.
- Passports and tickets should be deposited with the Head of House for safe keeping. A signing in/out book is used. The School does not accept any responsibility for the loss of a passport or tickets if they have not been deposited with the Head of House.
- All electrical equipment will be Portable Appliance Tested (PAT) by the School each year. Once testing has taken place any new appliances that are brought in to School must be handed to the Head of House or a Matron, so that the appliance can be PAT tested.
- To ensure pupils have a restful nights' sleep, for fourth years and below electronic devices and phones will be collected and stored securely overnight by duty staff.

Bikes, Taxis and Cars

- These can be booked through the administration team for travel from School at the end of term or when the School breaks for half term. If written details are forwarded to the administration team (administration@caterhamschool.co.uk) prior to the end of term a taxi can be booked for return to school for the start of term or next half term.
- The cost of the taxi can be put on the School Bill.
- Pupils wishing to keep a bicycle at school should speak with their Boarding Housemaster or Mistress.
- No pupils below the Sixth Form are allowed to travel in cars driven by other pupils. Permission must be received from parents or guardians if Senior boarders wish to travel in cars driven by another pupil
- Pupils in the Sixth Form can have driving lessons if the Boarding House Master or Mistress receives permission from parents.

Storage of Personal Belongings

- At the end of each term all pupils who are leaving the school must take all of their personal belongings away.
- Pupils returning to school may leave essential items at School during the Summer holidays, storage crates will be provided on request.

Trips

- Trips are organised for Sundays with the cost of the trip being put on the School Bill. Details of these trips will be made available well in advance to all pupils and are published each term in the School Calendar.

Educational Guardians

Parents of all new Boarders have been sent details about Educational Guardians and a form to fill in with respect to the School's requirements for an Educational Guardian.

Existing parents should ensure that the Boarding Housemistress or Master has the correct up to date details on your son or daughter's Educational Guardian. These details should be e mailed to School Administrator administration@caterhamschool.co.uk.

School's Guardian Requirements

If your son or daughter is a boarder at Caterham School and as parents you reside outside of the UK, you are required to nominate an Educational Guardian. Your nominated Educational Guardian must be able to fulfil the requirements as set out in the Caterham School Educational Guardianship Policy Terms and Conditions.

Overnight Leave Arrangements

All parents have signed a consent form for their daughter's/son's leave arrangements at Exeat Weekends and half-terms. Parents who live outside of the UK have agreed that they expect their daughter/son to go home or to the home of the officially appointed Guardian or host family arranged by the officially appointed Guardianship Organisation. If there are any alterations to these arrangements the parents or guardian must notify the Boarding Housemistress or Master.

Pupils are allowed to stay away overnight from school at weekends, half terms and holidays if confirmation has been received from the parents/guardians. If they wish to stay with anyone other than their parent or guardian, then consent must be obtained from the Housemistress or Master and confirmation should be received from the host. This applies to all pupils, including those over the age of 18.

In agreeing to the overnight leave the School must be sure that:

- The student will be under the direct supervision and care of an adult over the age of 25.
- There will be an adult over the age of 25 sleeping in the accommodation at night time.

Unfortunately, we cannot allow pupils to stay overnight in a university hall of residence, even with their siblings.

During term time the School is legally responsible for each pupil's welfare and undertakes parentally designated responsibilities. However, whilst a pupil is away from School for the purpose of attending a university interview that necessitates an overnight stay this means that the student is therefore not under the direct care of School Staff. Parents will be notified ahead of such a scenario.

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 (01883 343028) or email (enquiries@caterhamschool.co.uk) the Senior School reception 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 – 12.00pm 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/](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.

School Uniform - First to Fifth Year

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

In addition to the above, musicians need to bring a black shirt or blouse to wear when performing in concerts.

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 named 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.

Bedding

Pupils are provided with a pillow and can buy a duvet and bedding sets from their House for a small cost. Alternatively, pupils are very welcome to bring their own set of bedding which should consist of two pillow cases, two fitted single base sheets and two duvet covers.

School Policies and Procedures

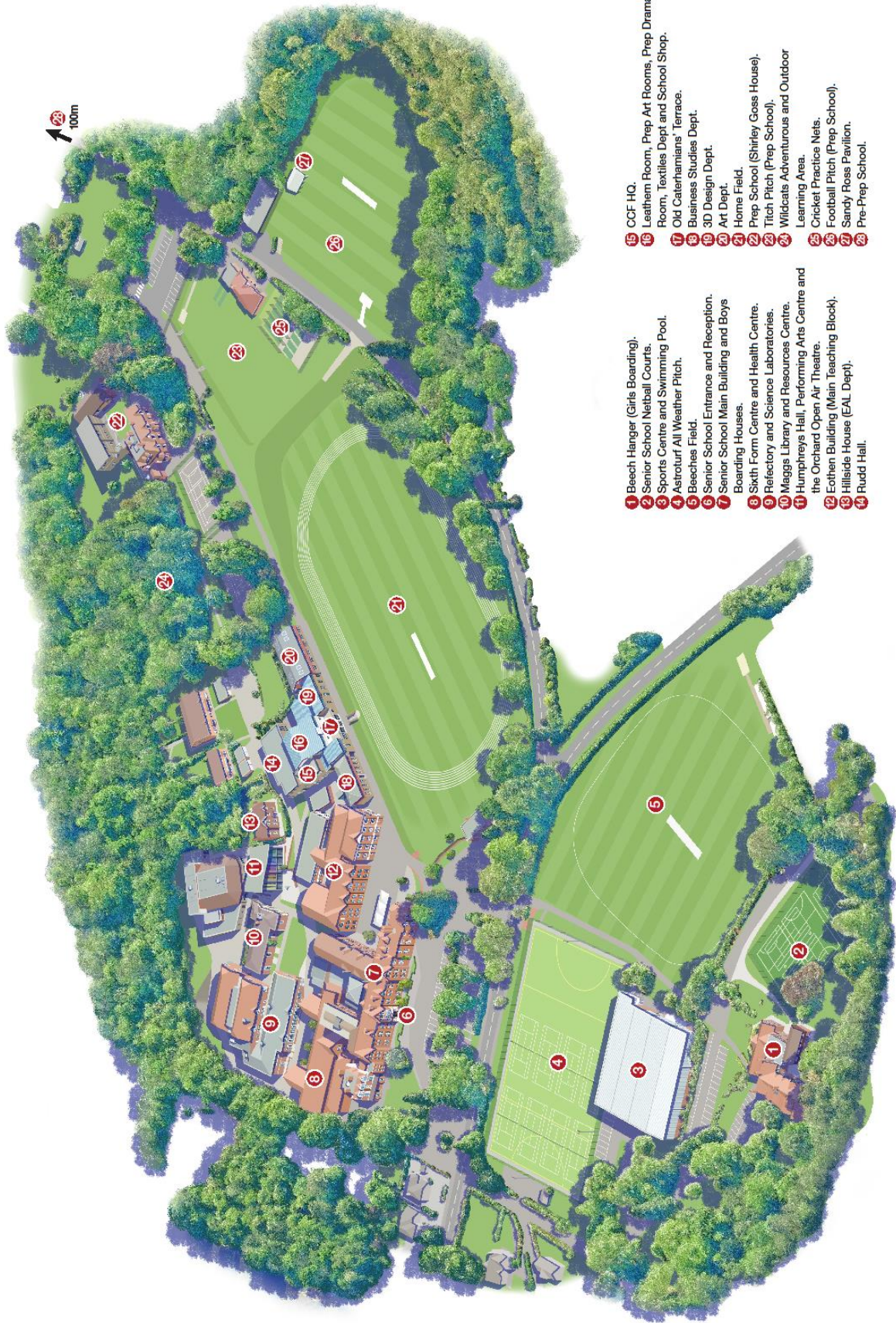
Details of all the School policies can be found in the Caterham School Handbook, and on the website: <https://www.caterhamschool.co.uk/about/policies/>. These include:

- Admissions Policy
- Aims and Ethos Statement
- Anti-Bullying Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- E Safety Policy
- Exclusion, Expulsions and Removals
- English as an Additional Language Policy
- Equal Opportunities
- First Aid Policy
- Health and Safety Policy
- ICT Acceptable Use Policy for Pupils
- Caterham Parents Handbook
- Standard Terms and Conditions
- Gender Pay Statement
- Privacy Notice

Further information on **Boarding at Caterham School** can be found on our website: <https://www.caterhamschool.co.uk/school-life/boarding/>

For further information of the most recent **school inspections**, please visit our website: <https://www.caterhamschool.co.uk/about/isi-inspection-report/>

 CATERHAM SCHOOL



- 1 Beech Hangar (Girls Boarding).
- 2 Senior School Netball Courts.
- 3 Sports Centre and Swimming Pool.
- 4 Astro turf All Weather Pitch.
- 5 Beeches Field.
- 6 Senior School Entrance and Reception.
- 7 Senior School Main Building and Boys Boarding Houses.
- 8 Sixth Form Centre and Health Centre.
- 9 Refectory and Science Laboratories.
- 10 Maggs Library and Resources Centre.
- 11 Humphreys Hall, Performing Arts Centre and the Orchard Open Air Theatre.
- 12 Eothen Building (Main Teaching Block).
- 13 Hillside House (EAL Dept).
- 14 Rudd Hall.
- 15 CCF HQ.
- 16 Leathern Room, Prep Art Rooms, Prep Drama Room, Textiles Dept and School Shop.
- 17 Old Caterhamians' Terrace.
- 18 Business Studies Dept.
- 19 3D Design Dept.
- 20 Art Dept.
- 21 Home Field.
- 22 Prep School (Shirley Goss House).
- 23 Titch Pitch (Prep School).
- 24 Wildcats Adventurous and Outdoor Learning Area.
- 25 Cricket Practice Nets.
- 26 Football Pitch (Prep School).
- 27 Sandy Ross Pavilion.
- 28 Pre-Prep School.



CATERHAM
SCHOOL

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