



CATERHAM
SCHOOL

BOARDING HANDBOOK

Parents and Guardians

2022 - 2023



Index

	Page
Introduction	4
Statement of Caterham's Boarding Principles and Practice	5
Important Contact Details	8
Key Dates	9
Travel Arrangements	10
Medical Matters	11
Useful Information	15
Guardians	17
School Uniform Requirements	18
Additional Items for Boarders	23
Academic Monitoring and Support	24
School Policies, Procedures and relevant links to recent inspections	26
Map of Caterham School	27

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). The Deputy Head (Pastoral & Wellbeing) works closely with the Principal Deputy Head and the Senior Teacher (Boarding) in ensuring NMS are met and surpassed. The Deputy Head (Pastoral and Wellbeing) and the HMMs meet on a weekly basis to discuss pastoral matters related to boarding, and meets frequently with the Senior Teacher (Boarding) to evaluate elements of practice, staffing and other fundamental standards in boarding, and to plan for improvement. The three BHMMs meet on a weekly basis to make arrangements for the weeks' ahead, including planning activities, arranging boarding council meetings and prefect training and discuss general day-to-day matters. The BHMMs are very valued members of the Pastoral Leadership Team, contributing to the strategic objectives of the school and influencing culture and practice.

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 the boarding house. She is assisted in the running of the House by an Assistant HMM, by resident and non-resident house tutors and 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 with his partner in an apartment attached to the boarding house. He is assisted in the running of the House by an Assistant HMM, 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 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 Counsellors and support staff.

In all Houses a member of staff is on duty throughout the day and night, 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 Deputy Head (Pastoral and Wellbeing) and other Senior Staff live on site and are always available to deal with any concerns that the pupils or indeed boarding staff may have. In addition, the wider pastoral team and 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 Lead Nurse, 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.

Academic Progress

The Housemasters work very closely with the Tutors and Heads of Year in monitoring the academic progress and achievement of all boarding pupils. Their efforts will be noticed and rewarded, including through being given greater freedom to work independently if pupils can show they are self-motivated with their work.

As necessary, additional support is given in order that all boarding pupils can achieve their true potential including through academic mentoring, the Learning Support department and the EAL department.

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), MEd
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

Ms Monisha Shah
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 Sarah 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 Clare 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 Nick 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 Phil 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, Company No. 5410420, Registered Charity No. 1109508

Key Dates

- An Exeat Weekend means that Boarding pupils are expected to leave the Boarding House by 5.30pm 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 2022 – 2023 are:

<u>Autumn Term 2022:</u>	Friday 23 September – Sunday 25 September Friday 18 November – Sunday 20 November
<u>Spring Term 2023:</u>	Friday 27 January – Sunday 29 January
<u>Summer Term 2023:</u>	Friday 28 April – Monday 1 May

The dates for the activities weekends for 2022 - 2023 are:

Autumn Term 2022:
Friday 9 September – Sunday 11 September

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

Friday 9 December – Sunday 11 December

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

Spring Term 2023:
Friday 10 March – Sunday 12 March

This is our charity fundraising weekend.

Summer Term 2023:
Friday 16 June – Sunday 18 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 Fourth Year

The School recommends 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 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.

Changes to Boarding Status

Any request for a change to a pupil's boarding status, for example from full boarding to weekly boarding, should be made in writing to the Headmaster at the earliest possible opportunity.

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.

Medication

We would kindly request that boarders do not bring any medication with them unless it is a prescribed drug that they are currently required to take. This medication should be in the original packaging with a label attached from the doctor or pharmacist, with clear instructions on it.

Boarders in the Sixth Form may be allowed to hold their own medication but this must be approved by the Health Centre first. It must then be kept in a locked drawer in their room at all times and not left out unattended.

Boarders in other year groups may be allowed to store and self-administer prescribed medication but this is at the discretion of the School Medical Officer and the Health Centre Nurse. Permission will be given on an individual basis depending on the medication in question and the competency of the pupil.

Medications such as paracetamol, cough medicine, throat lozenges etc. are available from the school Health Centre when required. These items must not be bought into the boarding houses from home, so please adhere to this for the safety and wellbeing of all our boarding pupils.

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: healthcentre@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.

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.

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 holidays, storage crates will be provided on request.

It is quite usual in UK boarding schools for pupils to empty their rooms for the main holiday periods to enable the school to undertake maintenance works and to have use of the rooms for other groups. Where rooms are needed, pupils will be asked to clear their rooms for each of the main school holidays i.e. Christmas, Easter and Summer holidays. Storage space will be provided at School for pupils to keep their possessions safely while they are away.

Boarding staff will build times into boarders' programmes at the end and start of terms to allow for packing/unpacking so there should be no impact on flight times for arrivals or departures. Pupils will only be asked to move out of their rooms at any of the half term breaks if there are urgent maintenance works required in a specific area. Please can I ask that your sons and daughters take this into consideration when deciding what items they wish to bring to school with them.

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 emailed 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 pupil 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 pupil 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 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 12.00pm – 4.15pm
- Tuesday 10.00am – 2.30pm
- Wednesday 8.15am – 2.30pm
- Friday 10.00am – 2.30pm

Special opening hours are offered in the summer holidays. The shop opens on the first Saturday after each of the school holidays, 10.00am – 12.00pm. For the most up to date details 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 located near the Beech Hanger boarding house. 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 useful 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 or long 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 jumper with trim**
- Smart black outdoor coat
- Plain black scarf
- Black gloves
- Black school hat/black hijab/black turban

Extras

- Calculator
- Art Crayons (water based)
- Combination padlock (30mm)
- Water bottle
- Inexpensive, in-ear headphones

Whilst wearing school uniform pupils are expected to present a smart and purposeful appearance. This includes being clean shaven (unless for religious reasons), with hair kept off the face and tied back if below the collar. A maximum of one pair of stud earrings can be worn.

Sports Kit: First to Fifth Year

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

- **Black Serious Stuff shorts (Serious Stuff skort optional extra)**
- **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 style and shorts are available in the school shop. Other items may be worn in addition to the swimsuit if desired e.g. swim t-shirt)
- **School 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 (option)

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 (optional)

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
- Tennis racket (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.

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

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 'nearer the knee than not'
 - No lycra/bodycon
 - Smart jumpers 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 (unless for religious or medical reasons). One single stud per ear is permitted. If worn, hijabs or turbans should be plain black.

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 shorts (Serious Stuff skort optional extra)**
- **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 - **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 Serious Stuff hockey shorts
- Tennis - tennis racket, tennis top

Additional items for Boarders

Please provide enough uniform to allow for clean shirts each day, allowing for laundering and returning (up to 5 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.

If you wish to purchase your own clothing labels in advance then please note that the label should read:

First Name Surname

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

- Shirts, T-shirts, blouses, dresses and jumpers 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.

Laundry is done very regularly and is generally returned the same day.

Bedding

Pupils do not need to bring their own bedding as they will be given a full bedding pack consisting of a pillow, duvet, two duvet covers, two pillow cases and two base sheets. The cost will be added to the termly bill. Boarders are able to bring their own bedding if they wish to.

Academic Monitoring and Support

Academic monitoring

Pupils' academic progress is closely monitored by their tutor and Head of Year to ensure that they are working to their full potential. The Head of Year will liaise with pupils' Housemaster or Mistress to ensure that targets set are supported in the boarding houses.

Strong communication exists between all areas of school life so a pupil facing any type of language challenge, long or short term, curricular or not, is swiftly recognised and assisted. Where pupils have need of additional support they will be referred to the Learning Support Department or the EAL department for assessment, learning strategies or additional lessons.

Parents receive updates about their child's academic progress through electronic reports, termly grades and at virtual 'Parent and Teacher' meetings.

Learning support

The Learning Support Department supports each pupil in achieving their academic potential, whatever their learning need. We focus on developing our pupils' self-esteem, confidence and motivation as well as their learning skills. We encourage a desire to learn by emphasising greater self-awareness, and to enable pupils to develop their own strategies to overcome difficulties in school and in later life.

The department also helps staff to develop an understanding of specific learning difficulties and learning styles, and to implement differentiated teaching to maximise the learning potential of all pupils. Informal testing is carried out from time to time to assess whether individual pupils might benefit from some targeted support, or an assessment with an external specialist.

Access arrangements are 'reasonable adjustments' for pupils who have a disability or special educational need that significantly affects them in exams. If your son or daughter has an access arrangement (such as extra time or use of word processing facilities) approved and in place at their current school it is important that you inform the Learning Support department before the start of term. If you are considering an educational assessment for your child, it is important that you contact the Learning Support Department, as assessments that have been carried out without prior contact with the school cannot be used as evidence for access arrangements.

For further information, or if you have any questions, please contact Lucinda Charlesworth, Head of Learning Support (lucinda.charlesworth@caterhamschool.co.uk)

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).

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.

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:

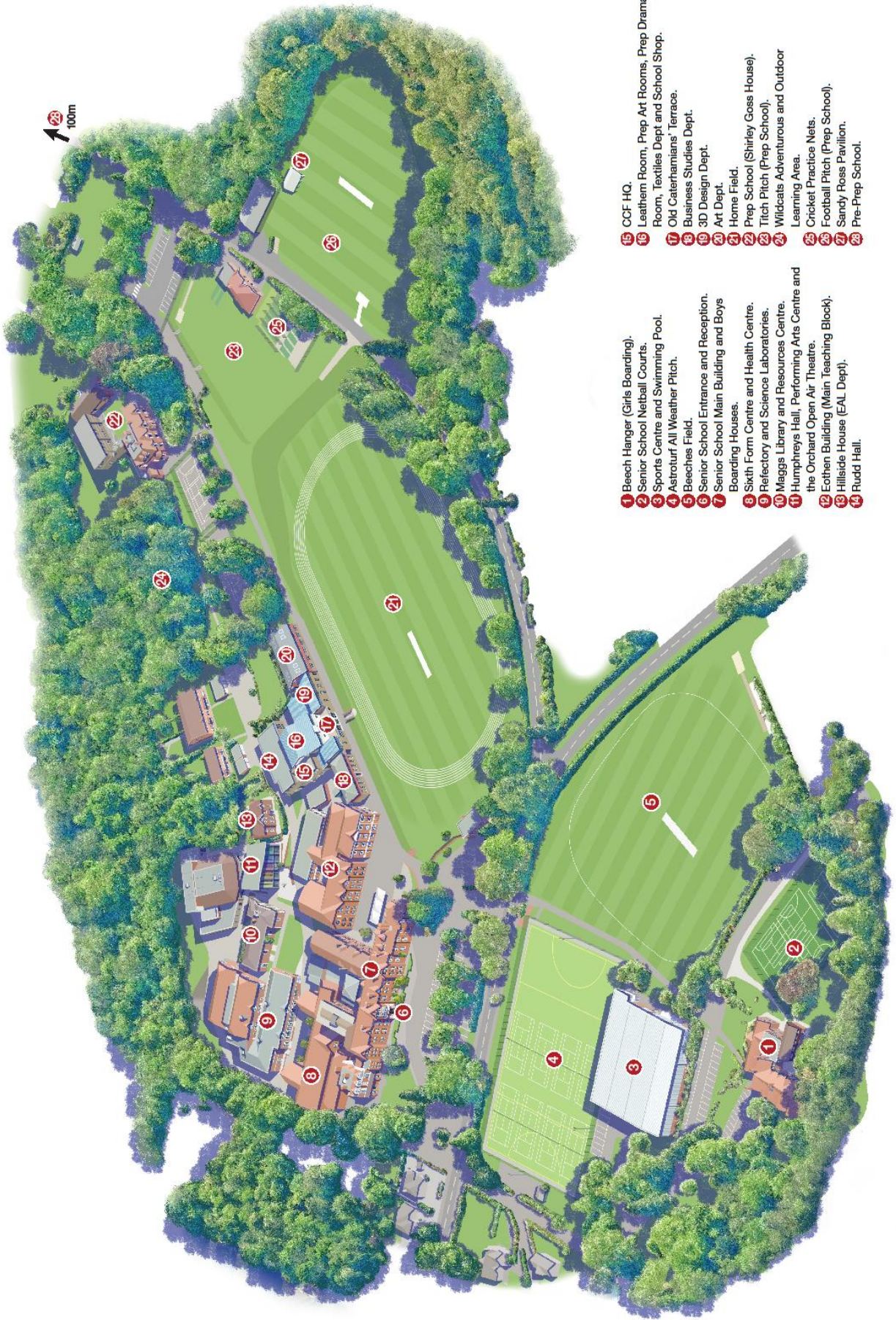
- Admissions Policy
- Aims and Ethos Statement
- Anti-Bullying Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- E Safety Policy
- Exclusion, Expulsions and Removals
- English as an Additional Language Policy
- Equal Opportunities
- First Aid Policy
- Health and 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 Hanger (Girls Boarding).
- 2 Senior School Netball Courts.
- 3 Sports Centre and Swimming Pool.
- 4 Astroturf 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.