



CATERHAM  
SCHOOL

# PARENT HANDBOOK

2022—2023



## Contents

Welcome from the Headmaster

Purpose Statement

Life at Caterham School – an A to Z guide

Uniform and Kit

The School Code

Dear Parents and Guardians

Welcome to Caterham School and to our community. I am delighted that you are joining us and that you have entrusted the education of your child to us over the coming years. In addition to being a high achieving and highly ambitious school 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 high expectation of and outstanding outcomes for 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 diversity rather than expecting conformity. I hope that as parents you also feel part of this exciting journey.

You will rightly expect excellence from us at every opportunity and in return I ask that you, along with us, encourage your son or daughter to make the most of all the opportunities that Caterham School offers. So much of what your son or daughter will learn over the coming years will be in the gaps between lesson time – in the co-curricular and sporting offering of the School, on trips and in our partnership work. We want our pupils to have that ‘have a go’ attitude and optimism that will help them build the characteristics and behaviours that will lay the foundations for a successful adult life. They will leave this school 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 you knowing and being able to contact the person who can help you straightaway, if you have a concern or problem, and who will be able to set your mind at ease.

Your point of contact for both academic and pastoral concerns is your child's Tutor in the first instance. It is the job of the Tutor to monitor your child's academic and pastoral wellbeing, and should you have a concern you should talk first to him or her. Your concern will be treated seriously, and if the Tutor cannot immediately solve it, then the relevant person will be contacted for help. 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 them. 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 make the most of your time with us here at Caterham, and that you involve yourself in the work of the Parents' Association and Caterham Connected. These not only 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 children 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 regards.

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**

### **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](mailto:reception@caterhamschool.co.uk)). In the case of a prolonged absence, contact should be made with your child's tutor and HOY who will make appropriate arrangements. 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 is feeling ill but is present in school, we ask that they still attend their PE or Games lesson in kit where they can be given alternative roles and remain part of the session. 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](mailto:offgames@caterhamschool.co.uk), copying in your child's tutor. If a pupil is unwell for a Saturday fixture their coach needs to be emailed with the Head of Sport copied in as soon as possible.

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.

### **After School**

The school day ends at 4.00pm 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 staff who will contact the Boarding House Mistress and Masters to arrange for the pupil to go to a boarding house whilst they wait.

### **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.

### **Boarding**

Boarding pupils make up around 15% of our total pupil body, living in three boarding houses on campus. We have both full and weekly boarders from Third Year up to Upper Sixth, coming from homes in the UK and worldwide.

## **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 and 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; others take place after school, in the evenings or at 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 explore the co-curricular offer with their tutors in September, after which they can select activities.

## **Commendations**

We operate a system of Commendations for good work or exceptionally good conduct, 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](http://www.caterhamschoolsport.com)) and related App which can be downloaded to both android and Apple devices.

General information and guidance can also be accessed via the sport pages on Firefly. (<https://caterham.fireflycloud.net/browse-resources/sport> )

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.

## **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.



## Daily Routine

Mon-Fri	
8.30am	<i>Registration in Form Room</i>
8.45am	Period 1
9.25am	Period 2
10.00am	<i>Break 1</i>
10.15am	Period 3
10.55am	Period 4
11.30am	<i>Break 2</i>
11.40am	Period 5
12.15pm	Period 6
12.50pm	<i>Lunch, Clubs and Activities, Tutor period, Assemblies, Registrations</i>
2.30pm	Period 7
3.15pm	Period 8
4.00pm	<i>Teaching ends</i>
	<i>Clubs/Activities</i>

## 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 (10.00am – noon) is held for pupils who seriously transgress the School's accepted standards. In both cases, parents will be given written notice of their child's detention.

## Drama

Drama is an important part of the school's co-curricular programme, with breadth, challenge, and creativity at its heart. All year groups have an opportunity to participate in productions throughout the year, of which there are usually at least three, plus House events. Alongside productions, the co-curricular clubs on offer allow pupils to explore a range of performance skills and styles, as well as playwriting, technical theatre and directing. Co-curricular drama achieves a balance between being fun and developing key skills.

The school has previously entered groups into The Leatherhead Drama Festival, The Southern Counties Drama Festival and the Edinburgh Fringe Festival, providing our pupils with the opportunity to perform on a professional platform. We are continuously on the lookout for new festivals and competitions to give our pupils opportunities outside of the school setting.

Pupils have the opportunity to take LAMDA performance examinations, a nationally recognised theatre qualification, taught by experienced visiting teachers. Pupils can choose to work on monologues, duologues, public speaking or devised theatre. 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; parking legally and considerately at all times in the allocated school car park and not taking 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.

## **Enrichment**

Learning at Caterham is not just about the acquisition of knowledge, as valuable as that is; it is also about enabling pupils to think for themselves, to apply their understanding and skills, and to reflect on their own learning processes. This is what we mean when we speak of 'An Education for Life'. We seek to teach in an engaging and inspiring manner that goes well beyond the confines of the curriculum, so that all pupils grow in confidence and mastery through the right levels of tailored intellectual challenge for them as individuals.

This approach is mirrored in the comprehensive programme that happens outside of timetabled lessons. Every pupil has the opportunity to access a wide range of enrichment activities, from subject specific clubs to broader offerings such as Creative Writing or Coding. We also offer a host of activities outside of the normal school day, with an extensive series of evening talks, webinars and enrichment trips.

Our pupils regularly enter external competitions, honing skills such as essay writing, designing, debating or innovating. Caterham pupils have a long track record of success across a broad academic spectrum, with many Old Cats currently studying at leading universities around the world, including significant numbers Oxford and Cambridge.

There are three staff designated as Enrichment tutors to ensure the offer to pupils is of the highest quality: this means that there is a clear enrichment pathway available to them, fostering interdisciplinary connections as well as genuine depth in particular areas – and, of course, a love of learning for its own sake.

## **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. All years groups have a Games afternoon. The First and Second Year Games programme is supported by compulsory Turnouts which take place after school 4 - 5:30pm. These sessions provide pupils with time to practice in their team or to play external fixtures.

For Third Year and above Turnouts remain a fundamental part of the sports programme and form an integral part of the School day. If a pupil can not attend Turnouts they must contact the Head of Sport.

Saturday fixtures are part of a normal and important part of the Caterham school week. Pupils should expect to be representing the school on Saturdays during term time, checking SOCs regularly and communicating with their coach in reasonable time. 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 also 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.

## **Homework**

As a guideline we expect our First and Second Years to complete around an hour of homework per night. This increases to around 1.5 hours per night for Third Years.

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 should expect to engage with each subject for a minimum of 5 hours per week outside lessons. This will be completed during study periods in the school day and at home. Some work will be compulsory homework and some of it will be independent study.

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.

## **House System**

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

The School houses are:

Aldercombe (orange)	Harestone (dark blue)	Lewisham (brown)
Newington (pink)	Ridgefield (dark green)	Underwood (light green)

Boarding Houses:

Beech Hanger (purple)	Townsend (light blue)	Viney (yellow)
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## **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 they are 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.

## **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 or by taking out Personal Effects Insurance (details available from [finance@caterhamschool.co.uk](mailto:finance@caterhamschool.co.uk)) as pupils' belongings are not covered by the School's insurance.

## **iPads and Stylus**

Over the course of the last decade, Caterham School has taken huge steps forward in embracing the digital world and embedding the use of technology into the educational experience of our pupils. We have been acknowledged as an Apple Distinguished School and are visited frequently by schools around the world as an example of good practise in this area. Recently we were named an EdTech50 school, we won the TES Independent Schools Award for 'best use of technology,' and were shortlisted for 'best education initiative' for Digital Inquiry, the pre-cursor to the EDGE course which your children will undertake in September.

As part of your child's experience of innovative teaching and learning, we will provide them with an iPad. This device comes in a protective case (which must always remain on) and a screen protector. The device is insured for accidental damage and theft.

All pupils are required to have a stylus as part of their school equipment – we have seen the significant advantages of pupils having the flexibility to use the iPad to curate a wide variety of notes digitally, whilst retaining important handwriting skills. We highly recommend the Apple Pencil (first generation) which can be purchased on our supplier's portal [HERE](#). The password for the portal is 'veritas'. There are of course a number of other good options, including the Logitech Crayon, which you are welcome to explore.

## **Learning Support**

The Learning Support Department plays a significant role in supporting pupils who have a specific learning difficulty or disability to achieve their learning potential. The department helps staff to develop an understanding of specific learning difficulties and learning styles, and to implement any adjustments, including special arrangements for exams, which might be appropriate to maximise the achievement potential of 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.

If you are considering any type of assessment for your child, whether for a specific learning difficulty such as dyslexia, or any other condition affecting their learning, it is important that you contact the Learning Support Department as it is important that any assessments are carried out with an approved specialist.

## **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. Named items that are found are returned to pupils in a weekly drop-off to their form rooms.

All valuables (keys, phones, jewellery, glasses, etc) will be stored in reception for claimants to collect. Unnamed items will be sent to Lost Property for collection by pupils. Once property has remained unclaimed for over three months it is passed on to the Parents' Association to be sold or donated to suitable charities.

## **Lunch**

We believe that eating together in the dining room is important for developing social skills, making healthy food choices and for building community; for this reason we require all pupils to 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 child has special dietary requirements, please ensure all details are included on the data collection forms and speak to the Health Centre if necessary.

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 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 choral tour abroad (most recently to St. Peter's, Vatican, Rome), large-scale performance at St James's Piccadilly, an orchestral concert with full audio-visual backdrop, choral evensong at Chapel Royal, Hampton Court and many soloist concerts such as our Musical Theatre Evening and Live Lounge series. We work with well-respected institutions such as the London Mozart Players, London Symphony Orchestra and The Vienna Philharmonic Orchestra on joint ventures, workshops and performances. Competitions, festivals and engagement in community events are all part of the Music Department's activity through the year as well as collaborations within the school, for example with the Combined Cadet Force. We also have a professional recording studio on-site and we encourage pupils to create and record original music of any style.

Many pupils learn a musical instrument at School and many more learn outside. All musicians and singers are warmly invited to be part of our varied and exciting programme of events. Each year we design our co-curricular groups around the talents and abilities of the pupils. Our Chapel Choir and Chamber Choir provide music for church services and formal events whilst other choirs perform Musical Theatre, film and pop music. There are several orchestras including Sinfonia, String Orchestras, Wind Orchestra and Symphony Orchestra. And there are many other groups such as the Brass Ensemble, Drum Corps and a host of chamber groups (Piano Trios, String Quartets etc).

Highly qualified 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

**Woodwind:** Flute, Clarinet, Oboe, Bassoon

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

**Percussion:** Drum Kit, Orchestral Percussion

**Guitars:** Classical, Acoustic, Electric, Bass

**Voice:** Classical, Musical Theatre, Pop

**Keyboard:** Piano including jazz, Organ

**Other:** Music Theory, Aural, Studio Production

Please visit [www.caterhamschool.co.uk/co-curricular/music](http://www.caterhamschool.co.uk/co-curricular/music) for more details and listings of upcoming performances.

## 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 a diverse area of such 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/](http://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 pupil bills.

## **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.

## **Transport Service**

The School runs an extensive service using minibuses and coaches 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 refer to our transport page on our website <https://www.caterhamschool.co.uk/about/transport/> or contact the Transport Manager (email: [transport@caterhamschool.co.uk](mailto:transport@caterhamschool.co.uk)).

All Minibuses leave the School at 4.15pm; our Coaches leave the School at 4.20pm during the week. Transport 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 2.30pm.

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

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

## **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 12.00pm – 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

# The Caterham School Code

Caterham is your school; please respect it and be proud of it. Do all you can to make the school community one in which all are treated equally and kindly, and are happy.

The following guidelines are practical, everyday expectations and are intended to make life easier for everyone. They work in conjunction with our key policies (including Safeguarding, Behaviour, Equality, Diversity and Inclusion, Curriculum and Wellbeing). These policies can all be found on the school website. The Principal Deputy Head will go through elements of these policies with all pupils at the start of each academic year.

1. Please be polite and show respect to all members of the school community, and to visitors to the school.
2. Punctuality: please arrive promptly in school for the formal start of the day at 8.30am and ensure that you are on time for all lessons and other school commitments. (If you are late you must sign in at Reception.)
3. Wear your school uniform (as specified in Uniform Requirements) 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.
4. Move about the school in a quiet and orderly manner and walk, rather than run, in corridors and on staircases.
5. Please make every effort to keep the school environment tidy. Litter must not be dropped in the grounds, buildings or on the way to and from school.
6. The chewing of gum is not permitted.
7. No pupil may leave the school site during the school day without the permission of their Head of Year or Director of Sixth Form. They must sign out at Reception and sign in again when they return. Sixth Formers may sign out and go home *after* afternoon registration if they have no further school commitments.
8. Belongings: use only your allocated locker and be responsible for making it secure. Please ensure that all clothing, sports kit and personal possessions are clearly marked with your name.
9. Mobile phones: pupils in First to Fifth Year may not use their phones during the school day without permission. Sixth Formers may use their phones in the Sixth Form Centre.
10. Permission to drive a car to school may be granted to members of the Sixth Form by the relevant Head of Year upon written request from the pupil and their parents. You may not be driven by another pupil without the written consent of parents of both parties.

Please remember that your behaviour out of school reflects on us all: please show courtesy to others at all times and avoid noisiness or thoughtless behaviour in public. Wear your uniform properly, and with pride. It is important to note that this code applies to pupil conduct on school transport and on school trips, too.

## **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

