



CATERHAM  
SCHOOL

# PARENT HANDBOOK

## Boarding Edition

2023-2024



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## ***Welcome from the Headmaster***

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 you are very welcome to talk to the Deputy Head (Pastoral and Wellbeing), to myself, or any member of the Senior Management Team at any time.

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 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 stylized 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.

# 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.

## Overview of Boarding

### 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 (HSMs). The Deputy Head (Pastoral & Wellbeing) works closely with the Principal Deputy Head and the Assistant Head (Boarding) in ensuring National Minimum Standards are met and surpassed. The Deputy Head (Pastoral and Wellbeing) and the HSMs meet on a weekly basis to discuss pastoral matters related to boarding, and meets frequently with the Assistant Head (Boarding) to evaluate elements of practice, staffing and other fundamental standards in boarding, and to plan for improvement. The Assistant Head (Boarding) meets with the HSMs 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 HSMs 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, Siobhan Isaacs, lives with her family in a house that is attached to the boarding house. She is assisted in the running of the House by an Assistant HSM, Libbie Gibbs, by resident and non-resident house tutors and matrons. There are approximately 64 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, Alistair Taylor, lives with his partner in an apartment attached to the boarding house. He is assisted in the running of the House by an Assistant HSM, Harrison Whitehouse, resident and non-resident house tutors and matrons. There are approximately 35 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 is attached to the boarding house. He is assisted in the running of the House by an Assistant HSM, Debbie Nye, 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.

## **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 HSM 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 HSMs 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 NMS 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](mailto: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)**

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

### **ASSISTANT HEAD (BOARDING)**

Mr Nick Mills, BA  
Mr Mills Mobile Number: 07449 480568  
Email: [nick.mills@caterhamschool.co.uk](mailto:nick.mills@caterhamschool.co.uk)

### **BEECH HANGER HOUSE - GIRLS' BOARDING**

Housemistress: Mrs Siobhan Isaacs  
Beech Hanger House Telephone Number: 01883 343028 ext. 299  
House Mobile Number: 07449 505350  
Mrs Isaacs Mobile Number: 07449 396597  
Email: [siobhan.isaacs@caterhamschool.co.uk](mailto:siobhan.isaacs@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](mailto:nick.mills@caterhamschool.co.uk)

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

Housemaster: Mr Alistair Taylor  
Townsend House Telephone Number: 01883 343028 Ext. 233  
House Mobile Number: 07449 502539  
Mr Taylor Mobile Number: 07449 517700  
Email: [alistair.taylor@caterhamschool.co.uk](mailto:alistair.taylor@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 2023 – 2024 are:

<b><u>Autumn Term 2023:</u></b>	Friday 29 September – Sunday 1 October Friday 24 November – Sunday 26 November
<b><u>Spring Term 2024:</u></b>	Friday 26 January – Sunday 28 January
<b><u>Summer Term 2024:</u></b>	Friday 3 May – Monday 6 May

The dates for the activities weekends for 2023 - 2024 are:

### **Autumn Term 2023:**

#### **Friday 8 September – Sunday 10 September**

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

#### **Friday 8 December – Sunday 10 December**

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

### **Spring Term 2024:**

#### **Friday 8 March – Sunday 10 March**

This is our charity fundraising weekend.

### **Summer Term 2024:**

#### **Friday 14 June – Sunday 16 June**

This Activities Weekend is for the junior boarders.

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

## **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 Director of Sport, 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.

### **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.

## **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.

### **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](mailto: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.

### **Boarding**

The Caterham community is greatly enriched by having 165 pupils who live on the school site during term time. There are three boarding houses on campus made up of pupils between Third Year and Upper Sixth coming from homes in the UK and worldwide. Our boarders take a full part in all aspects of Caterham school life and, in addition, have a suite of activities and experiences that happen outside of the day school hours. They are cared for by a dedicated team of boarding staff, many of whom also live on the school site.

We offer full, weekly and half-weekly boarding places and each year a number of pupils transition from day to boarding or vice-versa as appropriate.

### **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 are sent home via our parent portal, My School Portal which you will be able to download as an app on your mobile phone. Contained within the portal will be links to other sites and services we use, like SOCS, which contains information about sports fixtures and music lessons.

A weekly newsletter, containing news, notices and events will be sent directly to your email each Friday.

Instructions and login information for My School Portal and its associated services will be sent to parents at the start 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>
8.40am	Period 1
9.20am	Period 2
9.55am	<i>Break 1</i>
10.15am	Period 3
10.55am	Period 4
11.30am	<i>Break 2</i>
11.40am	Period 5
12.20pm	Period 6
12.55pm	<i>Lunch, Clubs and Activities, Tutor period, Assemblies, Registrations</i>
2.35pm	Period 7
3.20pm	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.

## **Drop-off and Pickup**

Pupils arriving by car are dropped off and picked up at the front of school, either in the top car park (immediately outside the main Senior School building) or in the bottom car park (immediately to the right as you drive onto the Senior School grounds).

At pick-up time at the end of the school day, once the main site is full, additional vehicles should queue on the Harestone Valley Road and will be directed by school staff once the school site is reached. Pupils will wait in the safe areas until their lift is in the pick-up area.

Where parents are collecting from both the Senior and Prep Schools, Senior School pupils should walk over to the Prep School collection points at the end of the school day and be collected from there.

Whilst waiting, we ask that engines are turned off to avoid unnecessary pollution.

## **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.

## **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 at 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 an 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 child will need some uniform / PE kit in house colours. The School Shop will help you with this.

The School houses are:

Aldercombe (red)

Harestone (dark blue)

Lewisham (maroon)

Newington (pink)

Ridgefield (dark green)

Underwood (light green)

Boarding Houses:

Beech Hanger (purple)

Townsend (light blue)

Viney (yellow)

## **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.

## **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.

## **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 aims to ensure that pupils who have a specific learning difficulty or disability achieve their learning potential. In line with current legislation, this is primarily through providing support and guidance to teaching and pastoral staff so that they can meet pupils' individual needs. This includes the provision of any reasonable adjustments that would support the pupil in class or in examinations.

Informal testing is carried out from time to time to help form a picture of each pupil's needs; this may be used, together with information from teachers, and in liaison with the Heads of Year, to identify any pupils who would benefit from further assessment or support.

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, such as ADHD, it is important that you contact the Learning Support Department in the first instance.

Any external assessments should be carried out with an approved specialist, or they may not be valid as evidence for any special exam arrangements. In line with the regulations set by public examination boards, any decision on special arrangements for examinations lies with the school's SENDCo.

### **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.

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.

### **Matches**

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. 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 via the SOCS app.

## 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 in our own Humphreys Theatre, 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

**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 also prepare written reports once a year and tutors twice a year. Pupils' progress is monitored each half term through effort and attainment grades as well as optional comments. 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.

## **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.

## **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.

## **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 child 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.

## **Storage of Personal Belongings**

At the end of each term all pupils who are leaving the school must take all 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.

## **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 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.

## **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.

## **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.

## **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**

Every year, a number of families decide that they would like to switch the status of their children either from day to boarding, or from boarding to day. Changes are made between academic years, and though they are often made between Key Stages, other times are possible (e.g. between Fourth and Fifth Year).

Requests should be made in writing to the Headmaster as early as possible, via his Executive Assistant, Catherine Acton [catherine.acton@caterhamschool.co.uk](mailto:catherine.acton@caterhamschool.co.uk), with requests having more chance of being possible if made by the October half term before the September when the change would ideally be made. An example might be a family writing in the October of a pupil's Fifth Year that they wish to become a Weekly Boarder for their Sixth Form. Changes to status are dependent on space being available either in the Boarding Houses or the day cohort.



# 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](mailto: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.

## 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](mailto:administration@caterhamschool.co.uk).

### School's Guardian Requirements

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

### Overnight Leave Arrangements

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

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

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

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

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

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

## **School Uniform**

School uniform can be purchased from the school shop. Parents of new pupils wishing to buy school uniform from the school shop should telephone 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 10.00pm – 2.30pm
- Wednesday 8.15am – 2.30pm
- Friday 10.00pm – 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.

## School Uniform - First to Fifth Year

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

### Compulsory

- **School blazer**
- **Grey knee length six-panel skirt** or **black trousers**
- **White reverse collar blouse and school house badge (house colour) or white 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 and health reasons), 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 (optional)

In addition, needed for girls' sports

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

## 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.

## 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:

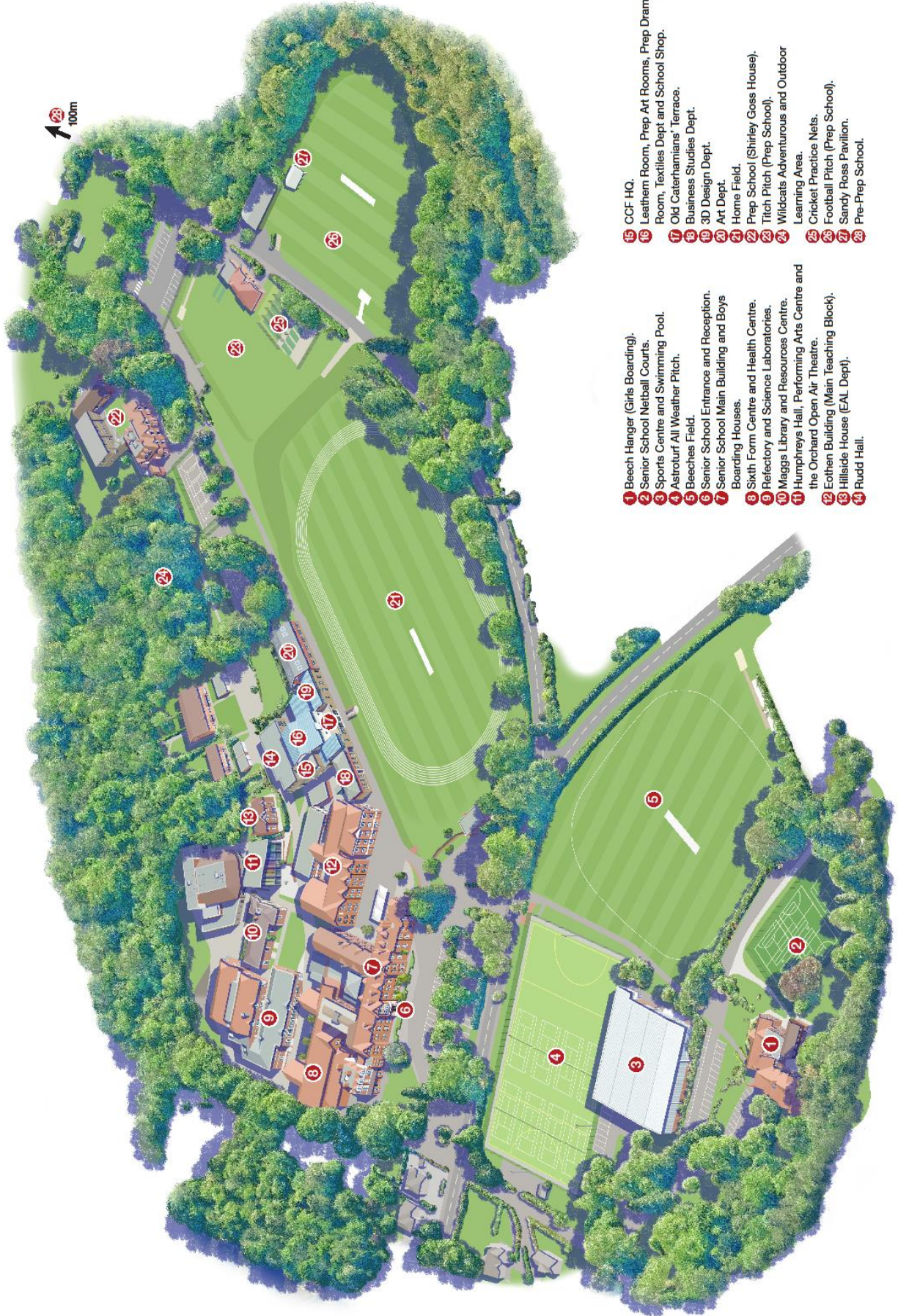
- Admissions Policy
- Aims and Ethos Statement
- Anti-Bullying Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- E Safety Policy
- Exclusion, Expulsions and Removals
- English as an Additional Language Policy
- Equal Opportunities
- First Aid Policy
- Health and 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).  | 15 CCF HQ.   |
| 2 Senior School Netball Courts.   | 16 Leather Room, Prep Art Rooms, Prep Drama Room, Textiles Dept and School Shop. |
| 3 Sports Centre and Swimming Pool.  | 17 Old Caterhamians' Terrace.  |
| 4 AstroTurf All Weather Pitch.  | 18 Business Studies Dept.  |
| 5 Beeches Field.  | 19 3D Design Dept.   |
| 6 Senior School Entrance and Reception, Boarding Houses.                    | 20 Art Dept.   |
| 7 Senior School Main Building and Boys Boarding Houses.                     | 21 Home Field.   |
| 8 Sixth Form Centre and Health Centre.                                      | 22 Prep School (Shirley Goss House), Titch Pitch (Prep School).                  |
| 9 Refectory and Science Laboratories.                                       | 23 Wildcats Adventurous and Outdoor Learning Area.                               |
| 10 Maggs Library and Resources Centre.                                      | 24 Cricket Practice Nets.  |
| 11 Humphreys Hall, Performing Arts Centre and the Orchard Open Air Theatre. | 25 Football Pitch (Prep School).   |
| 12 Eothen Building (Main Teaching Block).                                   | 26 Sandy Ross Pavilion.  |
| 13 Hillside House (EAL Dept).   | 27 Pre-Prep School.  |
| 14 Rudd Hall.   |  |



CATERHAM  
SCHOOL

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