



CATERHAM  
SCHOOL

# BOARDING HANDBOOK

Junior Boarders

2023 - 2024



# Contents

	<i>Page</i>
Introduction	3
Who's who in the Boarding House	4
Daily Routines	5
Living in the Boarding House	7
Spare Time	10
Staying away from school	12
Internet access and electronic communication	14
Pupil Voice	14
What to do if you have a problem	15
Medical Matters	16
Activities Weekends	17
School Uniform Requirements	18
Academic Monitoring and Support	22
List of School Policies and Practices	24
The Statement of the Boarding Principles and Practice at Caterham School	25
Caterham School Map	28

## **Introduction**

Welcome to Caterham School! We trust you will very much enjoy your time here.

This handbook is intended to help you to become familiar with the routines for junior boarders at Caterham School.

It is designed to answer most of your questions, but cannot provide the answer to every question you might have. Ask Mrs Isaacs, Mr Taylor or another member of the boarding staff if you are not clear on any of the information covered.

You should also make certain that you are familiar with the Caterham School Code – details can be found in your copy of the School Calendar and in all classrooms.

Another important document is the Statement of Boarding Principles and Practice at Caterham School. This is available on the school website and on Firefly, together with other key school policies.

# Who's who in the Boarding House

## Housemasters and Housemistress (HSMs)

Mrs Isaacs (Beech Hanger - girls), Mr Mills (Viney – senior boys) and Mr Taylor (Townsend – junior boys) are in charge of the Boarding Houses.

They are responsible for the safety and wellbeing of the pupils in their Boarding Houses and it is their job to support you throughout your time at Caterham. They manage the teams of tutors and matrons in their Houses.

<b>BEECH HANGER HOUSE - GIRLS' BOARDING</b> Head of House: Mrs S Isaacs Beech Hanger House Telephone Number: 01883 343028 ext. 299  House Mobile Number: 07449 505350  Mrs Isaacs Mobile Number 07449 396597 Email: <a href="mailto:siobhan.isaacs@caterhamschool.co.uk">siobhan.isaacs@caterhamschool.co.uk</a>	<b>TOWNSEND HOUSE - JUNIOR BOYS' BOARDING</b> Head of House: Mr A Taylor Townsend House Telephone Number: 01883 343028 ext. 233  House Mobile Number: 07449 502539  Mr Taylor Mobile Number 07449 517700 Email: <a href="mailto:alistair.taylor@caterhamschool.co.uk">alistair.taylor@caterhamschool.co.uk</a>
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## Assistant Housemasters and Housemistresses (AHSMs) and Boarding Tutors

The HSM in each boarding house is supported by an AHSM. They work closely with the HSM in the day-to-day running of the house and the provision of pastoral care for the pupils in their house.

Each house has a team of boarding tutors. They are normally members of the teaching staff who also work in the Boarding Houses. They are there to make sure that you are safe and well, and also to provide advice and guidance if you need it.

## Matrons

The Matrons are also there to look after you and will be there to greet you before and after School, in addition to being a friendly and supportive presence in the House.

They will:

- Look after your clothes.
- Mend and wash your clothes.
- Help you get organised for School.
- Come and support you when you are taking part in activities.
- Always be there just to chat to you.

## Prefects

Each Boarding House has a team of boarding prefects who work alongside the members of staff on duty. They help to ensure the smooth running of the house, organise social events for the boarders and represent the views of the boarders in meetings with the HSMs.

## Daily routines

### Mondays to Fridays (Normal School Days)

Time	
7.30am	Breakfast for boys in the Refectory and girls in Beech Hanger After breakfast return to the house, tidy up your room and get ready for going to school.
8.20am	Leave the House and go to your Tutor Room for class purposes.
4.00pm	Go back to your Boarding House. There will be a snack available for you in the Boarding Houses. You can now change into casual clothes. After School and before supper is free time but we encourage you to be involved in games turnouts or activities and clubs. Make sure that you sign out in the Boarding House before you go off to activities or clubs.
6.00pm	Supper in the Refectory
7.00pm	Prep time All boarders use this time for academic work. Prep is usually done under the supervision of the duty staff and prefects but you may be able to work on your own.
8.30pm	Free time until bed-time. You can visit the other Boarding Houses or make use of the facilities in the Sports Centre.
9.45pm/10.00pm	Lights out

Note:

- Boarding Assembly takes place every Wednesday at 6.30pm in the Humphreys Theatre
- House Meetings take place on a Monday at 7.00pm and on a Friday at 2.10pm
- Evening arrangements will be slightly different on a Friday

### Meals and Snacks

Most meals are served in the Refectory, although Beech Hanger usually have breakfast in the House. There is a wide selection of food available to suit all needs.

Roll calls are taken at all meals, you must attend all meals and try to arrive at the correct time.

## What happens at the weekend?

### Saturday

Time	
8.30am	Breakfast runs from 8.30am until 9.00am in the Refectory.
Saturday morning/afternoon	Games fixtures and/or use of the Sports Centre. Art and 3D workshops and the music department may be open. Leave may also be granted.
12.00pm	Lunch
6.00pm	Supper in the Refectory followed by House activities
10.45pm/11pm	Lights out

### Sunday

Time	
10.00am	Brunch in the Refectory.
Sunday morning/afternoon	The sports centre is open 10.00am – 12.00pm Leave may be granted On some Sundays there are trips and activities laid on for boarders.
2.00pm	Snack
5.45pm	Supper in the Refectory
6.30pm	Boarders' Service, Boarders' Council or Showcase
7.00pm-8.30pm	Prep
9.45pm/10.00pm	Lights out

If you wish to attend a church of your own denomination on a Sunday this is possible and you should discuss this with your Boarding Housemaster or Housemistress.

## **Living in the Boarding House**

### **Your room**

Your room is cleaned on a daily basis (Monday to Friday) but you are expected to keep your room tidy and to make your bed each morning. There are separate rooms for storing your empty suitcases.

### **Valuables**

All boarders have a lockable drawer in their desk in which to keep valuables; please use a padlock to keep your valuables secure. Mr Taylor and Mrs Isaacs both operate house safes where you can keep any valuables, including money and passports.

You should not keep large amounts of money on you at any time. You should either open a bank account or hand your money to your Head of House, who will keep it for you. Small amounts of money can be kept in the locked drawer. The School can arrange for you to open an account with Lloyds Bank.

When you come back to School from a holiday you should hand your passport to Mrs Isaacs or Mr Taylor to keep in the house safe.

### **Personal Electrical Equipment**

You are allowed to bring the following equipment to School:

- Laptops, mobile phones, iPads, tablets and Kindles
- Clock radios
- Chargers for mobile phones, laptops, iPads, tablets and Kindle
- Electric toothbrushes
- Hairdryers and hair straighteners/curlers

Please do not bring the following items to school:

- Irons
- Kettles
- Any cooking equipment, both electrical and non-electrical
- Refrigerators
- Heaters

All electrical equipment will be Portable Appliance Tested (PAT) by the School each year to ensure that it meets fire safety regulations

### **Holidays**

Usually you will need to vacate your room for the school holidays to allow maintenance work to be completed or for lettings. If this is the case you will be provided with two storage crates in which to store possessions at school. Any additional possessions will need to be taken home or to your guardian's home.

## **Kitchens**

There are small kitchens that are available for you to make drinks and snacks. All kitchens are fully equipped and you should not bring any additional kitchen appliances. Please report any faulty equipment to the matrons immediately and make sure that you read the food safety notices displayed in these kitchens and leave them clean and tidy after use.

## **Communal living**

If you are new to boarding it is likely that you will never have lived with anyone other than your immediate family. Living alongside dozens of other boarders from all around the world can be a fun, sociable and enriching experience, but it can also have its challenges.

Here are a few tips to help you to live in harmony with your housemates:

- Be sociable in the House. Get to know as many of the other boarders as possible, not just those in your own year group or from your own country.
- Get involved in as many sporting and social activities as possible. Try new things. This is a great way to get to know people.
- Try to keep your room as tidy and clean as possible. In particular please do not keep piles of dirty clothes in your room as they will start to smell!
- Be mindful of your roommates and neighbours at bedtime. While you might want to keep working beyond lights out, this might stop your exhausted roommate from getting the sleep that they need.
- Be respectful of your housemates' possessions. Do not touch, move or borrow things that belong to other people.
- Remember that all pupils all feel academic or others pressures from time to time. Try to support your housemates if they are finding work or life difficult.
- Be considerate of cultural differences and remember that lots of the boarders at Caterham have travelled from all around the world. Try to find out about your housemates' lives at home and remember that misunderstandings often arise out of a lack of cultural understanding.
- Please do not eat food in your bedroom – your roommate may not appreciate the smell of your takeaway pizza!
- Be considerate when you play music, remembering that other boarders may not share your taste in music and that they may be trying to work or sleep.



## **Taxis and bikes**

If you need a taxi during term time or at the start or end of term, then you should see or email the administration staff. Mrs Isaacs or Mr Taylor will be able to advise you how to get in touch with them. They will book one for you using a local taxi firm, whose drivers are all DBS checked. We do not recommend that you use Uber.

Some boarders choose to keep a bike at school to ride to and from the village. If you want to keep a bike at school, please discuss this with Mrs Isaacs or Mr Taylor.

## **Fire and emergency procedures**

Upon hearing an alarm you should immediately stop what you are doing and leave the building, assembling at the muster point, as per the instructions in your House. Do not take anything with you and listen carefully to all instructions.

## **Spare time**

There are lots of things to do in your free time and you are encouraged to take advantage of the opportunities provided. Full details of all organised in-school activities are given in the Co-curricular Activities timetable.

Various activities will be organised for you in your houses and you can also make use of the facilities in the Sports Centre.

### **Visiting other Boarding Houses**

You may visit the other Boarding House after school, after prep and at weekends. Speak to the staff on duty on arrival and use the visitors' book to sign in and out. Boys and girls are only allowed to meet in the common rooms and not in the study bedrooms.

### **The Sports Centre**

The sports hall is reserved for boarders' sole use at specific times which are published on the notice boards in the boarding houses.

Boarders can also attend:

- Badminton club
- Basketball club
- Boarders can use the sports hall at any other times that it is not in use for other activities.

### **Fitness Suite**

Pupils who are not yet 16 who wish to use the fitness suite can speak to their Head of House about arranging supervised sessions.

### **Swimming Pool**

You can use the swimming pool at any time that it is open to sports centre members. The dry side changing rooms are reserved for boarders. You should not use the wet side changing rooms. You should take a robe or towel with you to cross the foyer to the pool.

### **Astro**

The astroturf pitch is available for the boarders' use at any time when it is not in use for whole school activities or rented out to a club. The lights can only be used until 9.00pm.

### **Bringing visitors to your Boarding House**

You may bring day friends into your House but you should always get permission from the duty member of staff and ensure that your friends sign in and out. Day pupils may visit the Houses after school and up to supper time on schooldays. They may also visit at weekends.

## **Leave/going off site**

Whenever you leave the Boarding House you must sign out and sign in on your return to the House.

### **Village leave**

Boarders may go down to the village after school or at the weekends but you should ask permission from the duty staff before you go.

**You must sign out before you leave and sign in when you return.**

You should be back by supper time.

### **School Trips**

If you are going out on an official school trip either during the day or in an evening then it is very important that you let Mr Taylor or Mrs Isaacs know well in advance.

## **Staying away from school**

Below is a summary of arrangements. The full policies are found on firefly.

### **Exeat Weekends and Half-Terms**

Your parents have signed a consent form for your leave arrangements at exeat weekends and half-terms. Your parents have agreed that you will go home to stay with them or that you will be going to stay at the home of your nominated guardian during this period of time. Any alterations from these will need confirmation from your parents/guardian to Mrs Isaacs or Mr Taylor.

You should leave the Boarding House after school on the Friday evening by 5.30pm and will be able to return between 5.30pm and 8.30pm on Sunday evening.

If you wish to stay anywhere else than with your nominated guardian then it is your responsibility to contact your parents or guardian to explain what you are planning to do and tell them what your proposed arrangements are. Your parents or guardian must then contact your Head of House and confirm that they agree to these arrangements before you go.

### **Overnight stays during term time**

If you wish to stay away from school when it is not an exeat weekend then Mrs Isaacs or Mr Taylor will require details in advance and an Overnight Leave Arrangement Form will need to be filled in with the details.

### **Staying with parents or guardians**

If you are going to stay with parents or with your guardian, please ask them to email Mrs Isaacs or Mr Taylor in advance giving details of when you will be leaving and returning and where you will be staying.

### **Staying with friends**

If you are invited to stay with friends Mrs Isaacs or Mr Taylor will need an email from your parent or guardian giving permission for you to be away from school. We will also require an emailed invitation from the family of the friend that you will be staying with.

Please note that for any overnight stay with friends you must be in the care of someone over the age of 25.

## **Guardians**

All boarders whose parents are not resident in the UK must have an appointed guardian. Your guardian must be over the age of 25 and may be a relative, family friend or a guardianship agency.

Your guardian is responsible for your welfare while you are travelling to and from school and will usually also provide accommodation during exeat weekends and in the school holidays if you are not travelling home. Guardians will usually attend parents' evenings and will provide a line of communication between the school and your parents.

Your Head of House will also monitor that you are happy with your guardian arrangements. If you have any concerns you must let your Head of House know immediately.

If you change your guardian you must let your Head of House have details and contact information for your new guardian.

## **School Holidays**

All boarders leave the boarding house for half-term and end of term holidays.

For half-term holidays boarders should leave the boarding house between 4.00pm and 6.00pm on the Friday afternoon. At the end of the half-term holidays in February and June boarders should return between 5.30pm and 8.30pm. At the end of the half-term holiday in October the boarding houses are open from 8.00am.

At the end of each term boarders may leave the boarding house in order to travel to the airport from 4.00pm on the penultimate day of term. All boarders should have left the boarding house by 5.00pm on the last day of term.

The boarding houses are open from 8.00am on the day prior to the start of term in September, January and April.

Your parents or guardian should email Mrs Isaacs or Mr Taylor to confirm your travel details and/or accommodation for the school holidays. They should also contact Mrs Isaacs or Mr Taylor immediately if there are any changes to travel plans.

## **Internet access and electronic communication**

There is access to computer facilities in the School and all boarders have access to the School wi-fi system. Pupils may bring their own smartphones, laptops and tablets to School.

Communication with family and friends at home is obviously enormously important to boarding pupils, and we encourage you to maintain regular contact with friends and family back home. You will not be allowed to have your phone overnight but you can have it after school and all evening. If you need to speak to your parents during the day, speak to Mrs Isaacs and Mr Taylor who will make arrangements. If you have any problems with using the school IT network or communicating with home, please speak to Mrs Isaacs, Mr Taylor or to the IT department directly.

The school has a responsibility to keep its pupils safe online. In the interests of the safety and welfare of all pupils access to various websites has been blocked on the School network system. This is to ensure that pupils are not put at potential risk. Personal electronic devices are handed in at bedtime and access to the school wi-fi is also time-limited, to encourage healthy sleeping routines.

All pupils should be aware of the dangers of risky or unacceptable behaviour online, particularly the use of social media in a way that is upsetting to others.

## **Pupil voice**

### **Communication with Housemaster or Housemistress**

Please bring to the attention of your Head of House any issues connected with boarding – you can do this at any time via email or in person.

### **Prefects**

One of the functions of the prefect team in each house is to represent the views of the boarding community and they meet with the Housemaster and Housemistress on a weekly basis. If you have any requests or comments about boarding life you can share them with the prefects, who will bring them to Mrs Isaacs or Mr Taylor.

### **Boarders' Council**

There is a Boarders' Council that meets once a term. Each House chooses representatives from the different year groups. The meeting is chaired by Mr Mills. This is a termly opportunity to comment on boarding facilities, activities and trips and to make requests directly to the boarding staff. Boarders' council feedback meetings are also held on a termly basis when Mr Mills, Mrs Isaacs and Mr Taylor report back on the progress made since the last meeting.

## What to do if you have a problem

If something is making you unhappy or worried, what can you do? It is always best to talk to someone.

- Ms Griffiths, Mrs Isaacs or Mr Taylor, the House staff and the matrons are there to help. Do go and talk to them if you have problems.
- You can also talk to your Tutor, your Head of Year, and of the Health Centre staff or a member of the Chaplaincy team.
- The School Counsellors, Miss Nuala Buffini and Mrs Lai-Yee Goo are based in the Health Centre and are in school several times a week. You can go and contact them in person or by email: [counsellor@caterhamschool.co.uk](mailto:counsellor@caterhamschool.co.uk), or see one of the nurses in the Health Centre, who will make an appointment for you.

## You might also want to talk to:

- Your parents
- Telephone one of the special helplines – these people are specially trained to deal with your concerns:
  - Childline - 0800 1111
  - NSPCC Helpline - 0808 800 500
  - The Children's Commissioner for England - 0800 528 0731
  - Email: [help.team@childrenscommissioner.gov.uk](mailto:help.team@childrenscommissioner.gov.uk)
  - Online Counselling service: [www.kooth.com](http://www.kooth.com)
- The Independent Listener – Rachel Hart – 07811 326157  
Email: [Independentlistener1811@gmail.com](mailto:Independentlistener1811@gmail.com)

## Complaints

If you are unhappy about something, you should speak first to you Mr Taylor or Mrs Isaacs. If this does not help then speak or write to Mr Mills, the Assistant Head (Boarding) or Ms Griffiths, the Deputy Head (Pastoral & Wellbeing) and, if you are still not satisfied, go and see or write to the Principal Deputy Head, Mr Gabriele.

You do not have to be on your own when you talk to someone you can always have a friend with you, or an older pupil or a member of staff. Your complaint will be recorded and investigated as promptly as possible. You will be updated during the progress of the investigation of the complaint.

## **Medical matters**

If you feel ill at any time you must tell a member of staff, who will help you. During lessons you should get permission from your teacher to attend the Health Centre. Before school, break times and after school are the best time to visit if it is not an urgent matter.

The school has a health centre to look after boarders who are unwell. The Health Centre team consists of well qualified and experienced nurses and healthcare professionals. If you feel ill after the Health Centre has closed or on a Sunday you should see the duty member of staff.

- Health Centre Telephone Number: 01883 335050
- Health Centre Mobile Number: 07930 177837
- Email: [health.centre@caterhamschool.co.uk](mailto:health.centre@caterhamschool.co.uk)

The school doctor, Dr Wright, visits the school twice a week (Mondays 4.30pm - 5.00pm, Fridays 8.00am – 8.30am). In order to see the Doctor at School it is necessary to make an appointment. These should be made in advance by seeing the nurse during normal surgery times. If you are ill and need to see a Doctor the nurse in the Health Centre will make an emergency appointment for you to see the Doctor at School or to visit the Doctor in the Caterham Valley Medical Practice.

### **Medication**

If you come back from your holidays with any medication you must hand this in to the matron, who will inform the Health Centre. Non prescribed medication should not be kept by boarders in their rooms without permission from the Health Centre Staff.



## **Activities Weekends**

There are activities weekends during the course of the year when all boarders are expected to stay at School. These weekends provide an opportunity for the entire boarding community to be together and help to generate a boarding spirit. During these weekends a series of special activities and events are organised and all boarding pupils and staff are expected to participate in them.

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.

## **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.

## Third 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 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 or 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: Third 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

## Additional items for boarders

Please provide enough uniform to allow for clean shirts each day, allowing for laundering and returning (up to 5 shirts/ blouses per pupil). In addition to their school uniform boarders will require the following additional casual clothing and household items:

- Casual clothing for evenings and weekends including some smart casual clothing for more formal occasions.
- Underwear, including plenty of socks
- At least two sets of nightwear
- Four large towels which a loop in the middle of the long side for hanging up and be named in one corner
- A pair of slippers or shoes for indoor wear
- Hair brush and toiletries
- Weekend bag or holdall, and toilet bag
- Large named laundry washing nets for underwear (x 3)
- Laundry bag/folding basket for dirty clothes (optional)

**Please note, all items including footwear should be clearly marked so they can be returned after washing.** Extra name tags for use with any new clothes that are purchased are extremely handy.

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

First Name      Surname

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

- Shirts, T-shirts, blouses, dresses and jumpers should be named at the back of the neck
- Shorts, pants, skirts, jeans, trousers should be named at the waistband
- Socks should be named
- Sheets should be named along the centre of the long side

All boarders' clothing is washed by automatic washing machine so clothes requiring hand washing, or which cannot be tumble dried are not recommended for school. If they are brought to school, then they will be sent out for dry cleaning and charges made on the pupil's account.

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

## Bedding

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

# **Academic Monitoring and Support**

## **Academic monitoring**

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

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

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

## **Learning support**

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

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

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

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

## **EAL Provision**

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

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

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

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

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

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

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

## School Policies and Procedures

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

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

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

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



# Statement of Caterham's Boarding Principles and Practice

Caterham School is one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be and one in which pastoral care and wellbeing underpin academic, co-curricular and sporting excellence and involvement. The majority of our pupils are day pupils but we are also a thriving Boarding community, which we believe enriches the educational opportunity and experience for all. We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a passion for learning, a capacity for independent and critical thinking, self-awareness and resilience, self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others. In so doing we remain true to our founding principles and values.

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

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

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

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

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

## Organisation

The Deputy Head (Pastoral and Wellbeing) is a member of the Senior Leadership Team and is responsible for line-managing the Boarding Housemasters and Housemistress (HSMs). The Deputy Head (Pastoral & Wellbeing) works closely with the Principal Deputy Head and the Assistant Head (Boarding) in ensuring NMS 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, 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, 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, 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.

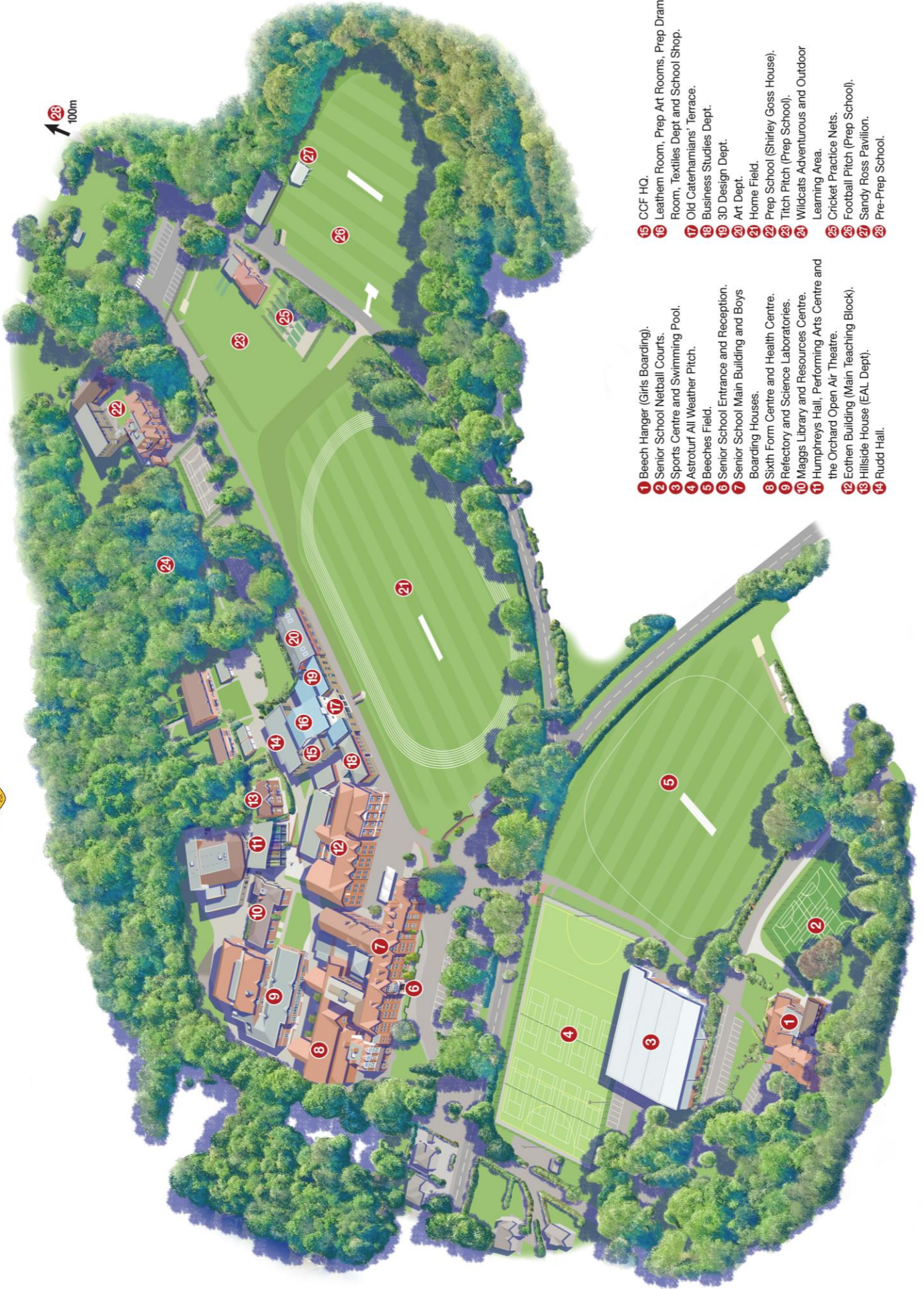
As necessary, additional support is given in order that all boarding pupils can achieve their true potential including through academic mentoring, the Learning Support department and the EAL department.

## **Boarding Standards**

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



# Caterham School



- 1 Beech Hanger (Girls Boarding).
- 2 Senior School Netball Courts.
- 3 Sports Centre and Swimming Pool.
- 4 Astroturf All Weather Pitch.
- 5 Beeches Field.
- 6 Senior School Entrance and Reception.
- 7 Senior School Main Building and Boys Boarding Houses.
- 8 Sixth Form Centre and Health Centre.
- 9 Refectory and Science Laboratories.
- 10 Maggs Library and Resources Centre.
- 11 Humphreys Hall, Performing Arts Centre and the Orchard Open Air Theatre.
- 12 Eothen Building (Main Teaching Block).
- 13 Hillside House (EAL Dept).
- 14 Rudd Hall.

- 15 CCF HQ.
- 16 Leatham Room, Prep Art Rooms, Prep Drama Room, Textiles Dept and School Shop.
- 17 Old Caterhamians' Terrace.
- 18 Business Studies Dept.
- 19 3D Design Dept.
- 20 Art Dept.
- 21 Home Field.
- 22 Prep School (Shirley Goss House).
- 23 Titch Pitch (Prep School).
- 24 Wildcats Adventurous and Outdoor Learning Area.
- 25 Cricket Practice Nets.
- 26 Football Pitch (Prep School).
- 27 Sandy Ross Pavilion.
- 28 Pre-Prep School.



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