



CATERHAM  
SCHOOL

# PARENT HANDBOOK

2024 - 2025





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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 expectations 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 child to make the most of all the opportunities that Caterham School offers. So much of what your child 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 Parent 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. 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 progress, 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 collaborative 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

## Community Statement

We take a whole school and proactive approach to promoting wellbeing across our community.

We believe that diversity is the key to any strong community. We expect each individual to act in a way that builds up and affirms others, as well as looking after themselves. We believe that we have much to learn from those around us. All pupils, staff, parents and others associated with the school are asked to work together in a spirit of co-operation and understanding.

Pupils are encouraged to see that being part of a successful community comes with responsibility on their part. We expect all pupils to abide by the rules and values of our community and to respect each other in all regards.

Our community does not tolerate discrimination or victimisation of others on any grounds.

The school places the highest possible premium on six broad values which underpinned the founding of the school back in 1811 and remain as valid today as they have ever been:

1. **Integrity** - Being true to yourself and doing the right thing even when others are not looking is a key part of what it is to be a Caterham pupil. We would expect all pupils to act with integrity in all their actions.
2. **Independence** - Being your own person and taking responsibility for your own development and actions.
3. **Innovation** - Always looking for solutions rather than seeing the problem, being prepared to learn from mistakes rather than being defined by them.
4. **Curiosity** - Asking the right questions at the right time and wanting to know more about the world around you – and taking an active interest in the world beyond Caterham.
5. **Courage** - Having the courage of your own convictions and being prepared to call out attitudes and behaviours that do not belong in our community. We believe in courageous reporting and expect the same of all our pupils.
6. **Community** - Understanding the world around you, having empathy for others and believing that the power of a successful community is difference rather than conformity.

## **An A-Z of Life at Caterham**

### **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.

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

Strong communication exists between all areas of school life so a pupil facing any type of learning or 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.

### **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 year group 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.

### **Attendance**

#### 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 complete the Absence Form found in the Parent Forms section of My School Portal. In the case of a prolonged absence, contact should be made with your child's tutor and Head of Year 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.

Advice on whether your child is well enough for school is found here <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

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 Absence Form found in the Parent Forms section of My School Portal. 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.

### Pupils leaving School during the School day

Pupils (including Sixth Form) may not leave the school premises during the school day except with specific permission from a member of staff or with a written request from a parent.

A pupil who becomes ill or injured during the School day will be sent to the Health Centre. The nurse will assess the seriousness of the incident and either send the pupil back to class, or ring parents to have the pupil collected. Pupils should not be collected from school unless a parent has been telephoned by the Health Centre.

All pupils leaving school because of illness, doctor's appointments or other approved absences are required to sign out at the School Reception and sign in again on their return.

### The Start of the School Day

Pupils are welcome onto the school site from 8.00am. Pupils may arrive at school earlier if they are participating in a supervised co-curricular activity. Pupils should be at school by 8.25am, so that they are present for registration at 8.30am in their Tutor Room. Pupils who miss registration must sign in at the School Reception.

### **Boarding**

The Caterham community is greatly enriched by having 170 pupils who live on the school site during term time. There are three boarding houses on campus made up of pupils between First 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 new 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

A gating is a lower level sanction, involving reporting to the Head of Year at break time.

A Department detention may be issued for failure to complete work or coursework.

School 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. More details can be found in the schools 'Behaviour Policy' on the website.

## 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). Please ensure the bus bay remains empty to facilitate the school bus arrivals.

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.

## **English as an Additional Language**

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.

## **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'. Our teachers inspire our pupils to think well beyond the confines of the curriculum, so that they 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.

## **Food and Drink**

Pupils should carry a water bottle which they can refill as necessary during the day at the various water points. All pupils have access to the Concourse Café where they can purchase food and drink – for First Year to Fourth Year they may do so before and after school, whereas Fifth Year and Sixth Formers may purchase items at breaks and lunchtimes too. Pupils are welcome to bring snacks (no nuts please), into school to eat at breaktimes and, for our First Year to Fourth Years, snacks are sold at first break in the Refectory. Fresh fruit is available free of charge in the Refectory and Concourse Café throughout the day.

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 for medical or religious reasons, please ensure all details are included on the data collection forms and speak to the Health Centre as 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.

Our boarders have breakfast and a hot evening meal provided daily. Other pupils are welcome to join them for these meals, and parents simply need to book ahead using WisePay. Breakfast should be booked by 6.00pm on the day prior to breakfast. Evening meals can be booked on the day up to 2.00pm.

## **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 year groups have a Games afternoon with the school day. The First and Second Year Games programme is supported by compulsory Turnouts (sports practice), 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 are optional but strongly encouraged and a fundamental part of the sports programme. 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.

If your child is selected for a school fixture, he or she is expected to make the fixture his or her first priority and be available to participate. If there are exceptional circumstances that mean this is not possible, please contact the Director of Sport and their coach a minimum of two weeks before the event, requesting permission for absence from the fixture.

In the event of an unexpected problem, such as illness on the day of the match, your child's team coach should be contacted via email as soon as possible. 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.

## **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 5 hours of homework each week. This increases to up to around 7.5 hours per week 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 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)
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## **Illness or Injury**

A pupil who becomes ill or injured during the School day will be sent to the Health Centre where there is generally a qualified nurse on duty. The nurse will assess the seriousness of the situation 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. Guidance can be found at <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>.

Please do not collect your child early from school unless you have been telephoned by the Health Centre. The Health Centre should be informed of any significant medical changes or medication prescribed.

## **Insurance**

Every pupil is covered for personal accident insurance, the extent of which is explained in a separate leaflet. If a pupil comes to school with expensive personal equipment, e.g. musical instruments, tennis racquets, cricket bats or hockey sticks, parents should ensure that these items are covered on their own insurance policies or by taking out Personal Effects Insurance (details available from [finance@caterhamschool.co.uk](mailto:finance@caterhamschool.co.uk)) as pupils' belongings are not covered by the School's insurance.

## **iPads and Stylus**

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

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

All pupils are required to have a stylus as part of their school equipment – we have seen the significant advantages of pupils having the flexibility to use the iPad to curate a wide variety of notes digitally, whilst retaining important handwriting skills. We highly recommend pupils joining First Year and Third Year purchasing an Apple Pencil (USB-C) which can be purchased on our supplier's portal [HERE](#). The password for the portal is 'veritas'. Those already in the School going into Third Year will be issued with a new generation iPad along with the new Third Year pupils, and their current stylus may need an adaptor. For Second, Fourth and Fifth Year, pupils will need an Apple Pencil (1<sup>st</sup> generation). There are of course a number of other good options, including the Logitech Crayon, which you are welcome to explore. If you have any queries about technology please contact [ITSupport@caterhamschool.co.uk](mailto:ITSupport@caterhamschool.co.uk).

## **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 will 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 which they can secure to their locker. 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 at their House meetings.

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.

## **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 at Caterham School celebrates tradition and inspires creativity. It is a big part of life at Caterham School and the Music Department offers a great variety of opportunities for musicians, of any standard, embracing all styles of music and including opportunities for 'out of school' performances. Highlights of the year include an annual choral tour abroad (most recently to Normandy, France and St. Peter's, Vatican, Rome), large-scale performance at professional venues in central London, orchestral concerts in our own Humphreys Theatre, choral evensong at Rochester Cathedral and many soloists' concerts such as our Musical Theatre Evening and Live Lounge series.

We work with well-respected institutions and musicians who provide workshop and masterclasses that further inspire our young musicians. Competitions (including the prestigious Pro Corda Chamber Music competition), 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, Baroque Consort, Film Orchestra, Wind Orchestra and Symphony Orchestra. And there are many other groups such as the Trumpet Ensemble, Swing Band and a host of chamber groups (Piano Trios, Saxophone Ensemble, 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, Saxophone

**Brass:** Trumpet, Trombone, Tuba, French Horn, 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 behaviours.

## **Partnerships**

Our strong sense of community and responsibility towards each other extends well beyond the School's boundaries with a shared commitment amongst staff and pupils to play our part in the world and learn from the experience.

Partnership activities provide opportunities to our pupils to use their talents, and develop their personal qualities for the benefit of others. Caterham School is proud to be actively engaged in partnerships, educational initiatives and projects with other schools in the UK and abroad.

Pupils are actively involved in supporting local, regional and global initiatives through volunteering, charity work and collaborative projects. Our pupils gain perspective and begin to define their societal responsibilities. For updates on our latest projects and activities please [click here](#). We're keen to partner with parents wherever possible and are always glad of volunteers who are willing to contribute to the life of the school. We have a thriving Parents' Association who will contact all new parents separately.



## **Policies**

School policies are frequently reviewed. The latest versions of these policies can be found on the School website: [www.caterhamschool.co.uk/about/policies/](http://www.caterhamschool.co.uk/about/policies/)

Of particular interest may be policies on behaviour, safeguarding and prohibited substances.

Printed copies of the policies may be obtained from the School Secretary.

## **Public Examinations**

Fees payable to Examination Boards for any public examinations will be added to pupil bills.

## **Road Safety**

We fully appreciate that the School is very congested around 4.00pm (though almost entirely clear by 4.20pm) but we do ask parents not to park in Harestone Valley Road or the surrounding roads.

Not only does this cause extra congestion but, far more importantly, it makes it very hazardous for pupils crossing the road between parked cars. Pupils must cross the road outside the School on the zebra crossing.

## **Transport Service**

The School runs an extensive service using minibuses and coaches from a range of destinations, as detailed on the school website. The routes are reviewed each year to best match demand from our families. For details of routes and costs please refer to our transport page on our website <https://www.caterhamschool.co.uk/about/transport/> or contact the Transport Manager (email: [transport@caterhamschool.co.uk](mailto:transport@caterhamschool.co.uk)).

All Minibuses leave the School at 4.15pm; our Coaches leave the School at 4.20pm during the week. Transport users who stay late to participate in co-curricular activities and turnouts may be able to use one of the late buses, which leave at 6.00pm. Places on these buses are limited and those pupils wishing to use the late bus must book a seat using the late bus application on their iPad. This application is open between 7.30am and 2.30pm (Monday to Friday).

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.

## **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 and the School Counsellor.

## School Uniform and Sports Kit

School uniform is purchased online from [School Blazer](#). Pupils and their parents or guardians can use the intelligent sizing feature before making purchases. Uniform will then be delivered, labelled, directly to your home or school if living outside of the UK. Postage is free of charge for items ordered during July or on orders exceeding £150 through the rest of the year. If items do not fit then replacements can be ordered for immediate dispatch and the ill-fitting item returned to the supplier.

Sports Kit is purchased online from [Serious Stuff](#). Samples of items including a range of sizes are kept at school for pupils to try for size before ordering. The password to access the site is CAT2024 and postage is charged at £5.99 per delivery.

All items of new uniform will be supplied named. All additional uniform, sports clothing and equipment should be clearly marked with the pupil's name.

### 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. Those living outside of the UK can order uniform and sportswear as above but then choose to get it delivered to school. Where these deliveries arrive in term time they will be taken straight to the boarding houses, where they arrive in the holidays they will be held in storage at school until the boarding houses open. Pupils will try their new uniform or kit on once they are settled into their house – if items do not fit, pupils will be able to order replacements for immediate dispatch from School Blazer and returns made. Our boarding team will be on hand to support pupils with their uniform.

Additional items, specifically for boarders, are listed in the Boarding Handbook along with other useful information.

## First to Fifth Year Uniform

Items in **bold type** should be Caterham School kit and purchased online from [School Blazer](#).

### Compulsory

- **School blazer**
- **Charcoal knee length six-panel skirt or charcoal trousers**
- **White revere 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 or patent leather shoes

### Optional

- **Black V-neck jumper with trim or quarter zip jumper**
- Smart black outdoor coat
- Black scarf and hat
- Black gloves
- Black school hat/black hijab/black turban

### Extras

- Calculator – we would recommend one of the following:
  - Casio FX-85GT
  - Casio FX-83GT
  - Casio FX-991CW
- 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), with hair kept off the face and tied back if below the collar. A maximum of one pair of stud earrings can be worn.

## Sports Kit: First to Fifth Year

Items in **bold type** should be Caterham School kit and purchased online through the [Serious Stuff](#) website unless otherwise indicated.

- **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 (either games or haversack style) – via [School Blazer](#) website**
- **Boot bag – via [School Blazer](#) website**
- Swimsuit, black – (optional, other items may be worn in addition to the swimsuit if desired e.g. swim t-shirt) via [School Blazer](#) website
- School swim hat via [School Blazer](#) website
- Sports Trainers
- Mouthguard (custom fitting arranged by school in Sept or moldable)
- Water bottle
- Studded boots
- Black baselayer top (optional)
- Black baselayer leggings (optional)

In addition, needed for girls' sports

- **Black Serious Stuff Sports top**
- Short white sports socks
- Lacrosse Stick
- Lacrosse Goggles
- Lacrosse Stick Bag (optional)
- Tennis racket (optional)

In addition, needed for boys' sports

- **Reversible Serious Stuff Sports 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 suit with either a sleeved 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 and purchased online through the [Serious Stuff](#) website unless otherwise indicated.

- **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, optional (either games or haversack style) – via [School Blazer website](#)**
- Mouthguard (optional) (custom fitting can be arranged by school in September)
- Black baselayer top (optional)

If your child is selected for a team then they may require additional kit later in the year, as advised by their coach.

We will be introducing some additional, Sixth Form specific, games kit over the 2024-2025 academic year. Any additional items will be completely optional.

## Additional items for Boarders

Please provide enough uniform to allow for clean shirts each day, allowing for laundering and returning (up to 10 shirts/ blouses per pupil, and **two** sets of sports kit for junior boarders). In addition to their school uniform boarders will require the following additional casual clothing and household items:

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

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

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

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

## The Caterham School Code

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

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

1. Please be polite and show respect to all members of the school community, and to visitors to the school.
2. Punctuality: please arrive promptly in school for the formal start of the day at 8.30am and ensure that you are on time for all lessons and other school commitments. (If you are late you must sign in at Reception.)
3. Wear your school uniform (as specified in Uniform Requirements) smartly each day, including on the journey to and from school. You may not go home in your sports kit until after 5.30pm and then only in a school track suit.
4. Move about the school in a quiet and orderly manner and walk, rather than run, in corridors and on staircases.
5. Please make every effort to keep the school environment tidy. Litter must not be dropped in the grounds, buildings or on the way to and from school.
6. The chewing of gum is not permitted.
7. No pupil may leave the school site during the school day without the permission of their Head of Year or Director of Sixth Form. They must sign out at Reception and sign in again when they return. Sixth Formers may sign out and go home *after* afternoon registration if they have no further school commitments.
8. Belongings: use only your allocated locker and be responsible for making it secure. Please ensure that all clothing, sports kit and personal possessions are clearly marked with your name.
9. Mobile phones: pupils in First to Fifth Year may not use their phones during the school day without permission. Sixth Formers may use their phones in the Sixth Form Centre.
10. Permission to drive a car to school may be granted to members of the Sixth Form by the relevant Head of Year upon written request from the pupil and their parents. You may not be driven by another pupil without the written consent of parents of both parties.

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

## School Policies and Procedures

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

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

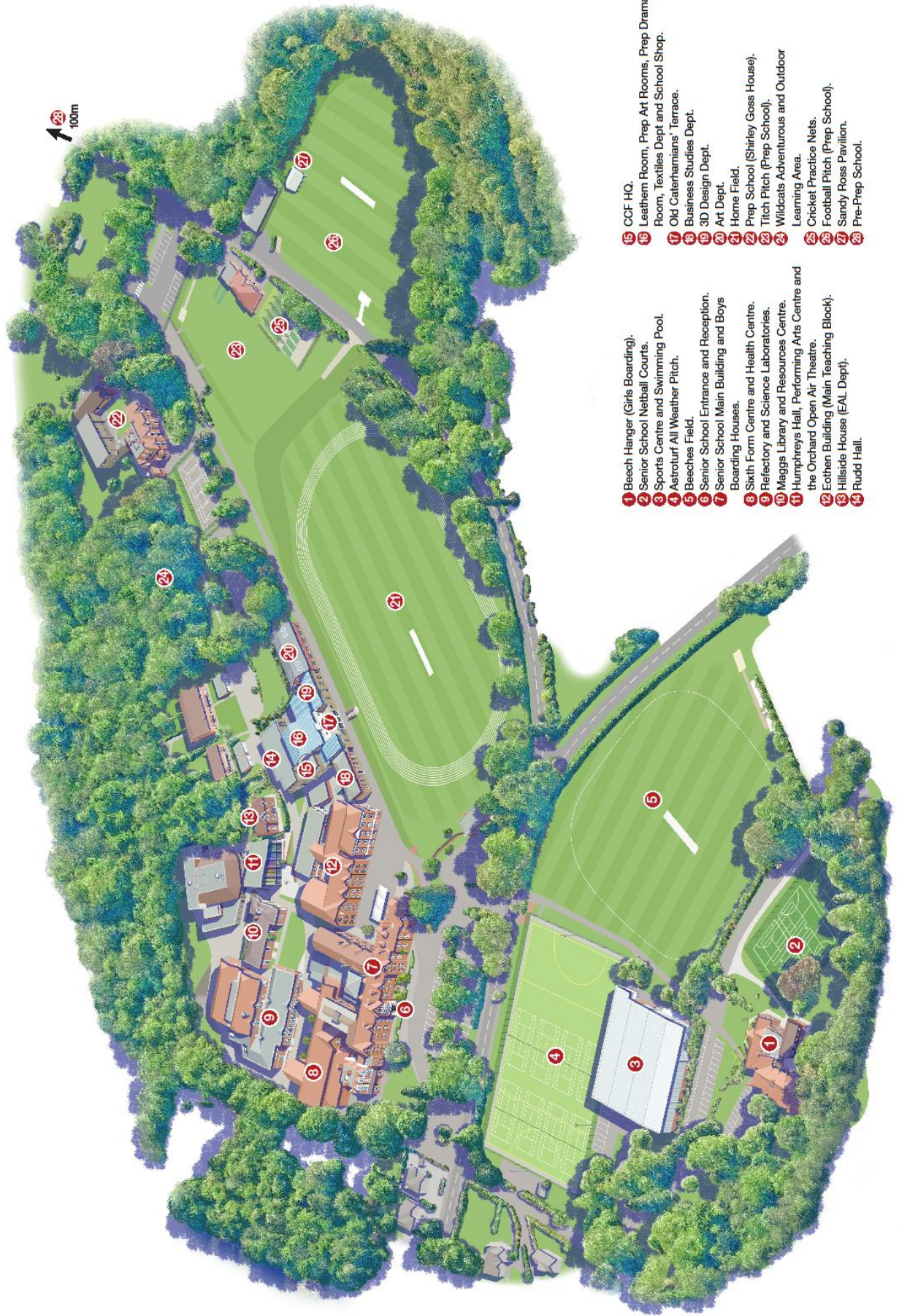
Further information on **Boarding at Caterham School** can be found on our website: <https://www.caterhamschool.co.uk/school-life/boarding/>

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





# Caterham School



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

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



CATERHAM  
SCHOOL

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