

# Handbook 2015-16



CATERHAM SCHOOL

# Philosophy and Aims

## INSPIRING EDUCATION FOR LIFE

### Inspiring Values for Life

- vision, values, culture and ethos are shared by the whole School community
- students are happy, secure, confident and valued for their individuality
- students develop spiritual and moral values, self-discipline, responsibility, resilience and respect for themselves, others and the environment
- staff are energetic, passionate about their subject and committed to the value of an all-round education
- a positive and inclusive relationship is nurtured with parents, Old Caterhamians, and the wider community
- the School at all times holds true to its founding Christian principles and values

### Inspiring Learning for Life

- students achieve their academic potential through outstanding teaching which is forward-looking, encourages independent thinking and lays the foundations for lifelong learning
- staff continue to develop in their roles through high quality support, guidance and on-going training
- first-rate facilities and an inspirational learning environment support the philosophy and aims of the School
- regular and robust self-evaluation and collective review ensures that the whole School is a learning organisation

### Inspiring Interests for Life

- the curriculum is broad and balanced, offering rich and varied opportunities for the development of academic interest and intellectual curiosity
- the co-curriculum offers a wide range of enriching, enjoyable and challenging activities, which stimulate and develop the interests of each child, and promote a healthy lifestyle

**In doing so, Caterham aims to be recognised as one of the country's finest schools.**



## Contents

2	Welcome from The Headmaster
4	Behaviour and Expectations
6	The School Code
9	The Daily Routine
10	Co-curricular Activities
13	General Information
21	Uniform



---

## CATERHAM SCHOOL

Dear Parents

I am delighted to commend to you this new version of our School Handbook. I do hope that you will find time to read it carefully for I believe that it is important that you should know the routines, procedures and policies we have in place, as a school, for the benefit and well-being of your child.

It is very important to us that our pupils and parents know who are the people that they can turn to for help and advice. At Caterham we place great emphasis on you knowing and being able to contact the person who can help you straightaway, if you have a concern or problem, and who will be able to set your mind at ease.

Your point of contact for both academic and pastoral concerns is your child's Tutor. It is the job of the Tutor to monitor your child's academic and pastoral well-being, 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.

### **Academic Matters**

- Your child's Tutor may refer your concern to a Head of Department or his or her Year Head.
- The Deputy Head (Curriculum) is in overall charge of academic matters assisted by the Senior Teacher (Academic).
- You can, of course, contact any of these people direct should you wish to do so, but it is always advisable to do so initially through your child's Tutor.

### **Pastoral Matters**

The Tutor is also responsible for your child's pastoral well-being.

- Your child's Tutor may refer your concern to his or her Head of Year or, if your child is a boarder, to the relevant Head of House.
- The Principal Deputy Head is in overall charge of pastoral and disciplinary matters assisted by the Senior Teacher (Pastoral), the Head of Boarding and the Chaplain.
- The School Chaplain and the School Counsellor are also always available to assist pupils and parents with pastoral issues.

If your concern is of a confidential nature and you would prefer to speak to the Chaplain, to myself, or any member of the Senior Management Team at any time, please feel free to do so.

We are a School which has at its heart people who care about your child, and who want the very best for him or her. We would appreciate your support and co-operation when we request a high standard of dress, work and behaviour. We are proud of our School and expect all pupils to play their part. The pupils are, after all, our best ambassadors and we hope that they will be proud to say "I go to Caterham School."

Caterham was originally founded as a boarding school, and the boarding element continues to influence the school. It doesn't take long for new pupils to realise that Caterham is not just a school, but a way of life! We aim to encourage all pupils to participate in a wide range of co-curricular activities, which help to develop personal, sporting, technical and social skills and which are an essential part of the "whole education" we offer here.

My earnest hope is that your child will flourish at Caterham and will feel fulfilled here. If problems arise, please be assured that I and my staff are here to do something about them.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C W Jones', with a stylized flourish at the end.

Mr C W Jones MA (Cantab)  
Headmaster

## ● Behaviour & Expectations

The maintenance of good discipline is of paramount importance for the growth, welfare and development of pupils. Pupils should be given clear expectations, effective pastoral support and opportunities to build good social relationships.

At Caterham we try to ensure that our insistence on high standards is based on the following principles:

- It is built on the foundation of mutual respect.
- It focuses on commending good behaviour rather than merely drawing attention to the bad.
- It is consistent and fair.
- It affirms the pupils' value whilst acknowledging inappropriate behaviour.
- It builds rather than crushes.
- It encourages individuality rather than dull conformity.

Such discipline is an essential ingredient of effective pastoral care.

These aims are backed up by a culture of genuine and individual praise and, where necessary, appropriate sanctions.

## ● School Policies and Standards

The School exists for the benefit of its pupils. All pupils, staff, parents and others associated with the School are required to work together in a spirit of co-operation and understanding. Pupils are actively encouraged to fulfil their potential academically, in sport, music or drama or any of the other school activities. Pupils are expected to relate well and to behave considerately towards others. We live in a society where social skills are vital to our well being, and learning to interact with others is therefore a critical part of education. Pupils are reminded of the importance of respecting others, whether inside or outside school including on social media. Selfish actions are therefore to be discouraged, whether these actions are of a minor nature (e.g. dropping litter or pushing in the lunch queue) or of a major nature (e.g. fighting, bullying, vandalism or theft).

It is the duty of all associated with the School to have high expectations and to strive to uphold our reputation.

The specific rules of the School are dictated by common sense and are published in the School Code. In addition we have well-defined policies towards particular areas of behaviour. The following guidelines are not exhaustive. Sanctions will be at a level that reflects the severity of the offence, the possible influence on others and the maturity of the pupil.

The school places the highest possible premium on three broad values:

### 1. Respect for Others

This is fundamental to all that goes on at Caterham. Any actions, words or attitudes which show a lack of respect for others will be taken very seriously. In particular:

- **Disruption:** which shows a lack of respect for both the teacher and other pupils will be dealt with firmly.
- **Relationships:** Public displays of intimacy are not acceptable within the school as they can be embarrassing and draw unnecessary attention to those involved. Pupils engaging in sexual activity on school premises can expect to be expelled.

- **Communication:** Pupils and staff are expected to adhere to the guidance given regarding communication. All emails should take a formal tone and email notification should not replace seeking out a member of staff.
- **Bullying:** We seek to nurture a culture in which all pupils are valued as people. Any instances of bullying will be dealt with firmly and sensitively. We have an agreed anti-bullying policy. Our aim is to prevent bullying in any form including online. This requires pupils to avoid any deliberate unkindness to another member of the community. It also requires anyone made aware of any such behaviour to report it. The School is prepared to offer help and support to any pupil but bullying will not be tolerated. Anyone who continues to bully will have their membership of the school community reviewed by the Headmaster. Any and every act of deliberate unkindness will generate contact with home.

## 2. Respect for Property

We are concerned to engender a culture in which the property of others is respected by all. Pupils should do all they can to minimise the possibility of theft and vandalism by not bringing valuables or significant amounts of money to school. If it is ever necessary to do so, they should be handed into the Tutor for safe-keeping. All clothing and equipment should be clearly marked and care should be taken to lock away valuable equipment.

- **Theft:** If theft is detected pupils must expect to be either suspended or expelled.
- **Vandalism:** Any damage (which includes graffiti) to someone else's property be it a fellow pupil's, a teacher's or the School's property will be taken very seriously. Not only will the damage have to be paid for, but a vandal must expect to be suspended or expelled.

## 3. Respect for Self

As a school we want all our pupils to have respect for themselves. In consequence we strongly disapprove of:

- **Smoking:** In accordance with legislation, Caterham School is a no smoking environment. Sanctions for those who offend will, in the first instance, be a Saturday Detention and for repeated offences the School reserves the right to suspend pupils concerned. E-cigarettes are forbidden.
- **Alcohol:** In inexperienced hands alcohol is far more immediately dangerous than tobacco. Sanctions against those who have possession of, or who use, alcohol in school would include suspension.
- **Drugs:** Drug or solvent abuse (including the possession of illegal drugs) will be regarded very seriously. The severity of the offence is of paramount importance, particularly in regard to its possible influence on others. We will act strongly and expulsion will be likely for actions involving the School.

The use or possession of so called 'legal highs' will be treated in the same manner as drugs.

## ● The School Code

Caterham is your School; respect it and be proud of it. Do all you can to make the School one in which all are treated courteously and are happy; where hard work is honoured, fair play in sport is valued and artistic endeavour promoted. Remember that if you act in ways which harm the reputation of Caterham School, you harm yourself, your friends and all members of the School community.

All members of the School should be familiar with the School Policies and Standards in which guidelines on Disruption, Relationships, Bullying, Theft, Vandalism, Smoking, Drinking and Drug Abuse are outlined. In addition the following are specified as a practical expression for others, and are intended to make life easier for everyone.

1. Be polite and show respect to all members of the School community and to visitors to the School.
2. Move about the School in a quiet and orderly manner and walk, not run, in corridors and on staircases, and keep to the left.
3. Make every effort to keep the premises and locality tidy. Litter must not be dropped in the grounds, buildings or on the way to and from school.
4. Make yourself aware of the bounds of the School as specified on the map of the School posted on notice boards. No pupil may go outside the boundary of the School, during the school day, without the permission of their Year Head. They must sign out in the School Reception, and sign in again when they return to the School.
5. Ensure that all clothing, sports kit and personal possessions are clearly marked with your name.
6. Use only your allocated locker and be responsible for making it secure. Under no circumstances are you to use or tamper with anyone else's locker.
7. Wear your School uniform (as specified in the uniform regulations) 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.
8. Remember that food provided in the Refectory should be eaten there and not removed elsewhere. Any other food and drink should be consumed only in the Year Areas or designated play areas. Food and drink should not be carried around the corridors and through-routes of the School and should not be consumed outside the front of the School. The chewing of gum is not permitted.
9. Pupils in First to Fifth Years must not bring personal music players to School and must keep mobile phones in lockers from 8.25am to 4.00pm. Pupils in the Sixth Form may bring these items to School but may only use them in the Sixth Form Centre.
10. Arrive promptly in School for the formal start of the day at 8.30am.
11. If you have permission to drive a car to school a permit specifying the names of the driver and permitted passengers should be displayed at all times. Permission to drive a car to school may be granted to members of the Upper Sixth Form by the Principal Deputy Head upon written request from the parents. You may not be driven by another pupil without the written consent of parents of both parties.
12. Use the front door to enter the School only if you are a school prefect or are accompanied by staff or a parent. Pupils should only come into Reception in order to sign up for the late bus or to sign in late. At the end of the school day you must be collected from the driveway at the front of school. You must not wait in Harestone Valley Road to be collected nor on the pavement immediately in front of the main door.

Please remember that your behaviour out of school reflects on us all. Show courtesy to others, for instance by making way on the pavement. Avoid eating, drinking, noisiness or thoughtless behaviour in public. Wear your uniform properly, and with pride.

## ● **The Classroom Code of Conduct**

### **We have the right to learn**

This means that everybody should:

- arrive on time
- listen to instructions
- bring the proper equipment
- not disrupt lessons
- not interfere with the work of others
- not interrupt when others are speaking
- work quietly
- do his or her homework

### **We all have the right to be treated fairly**

This means that everybody should:

- be considerate
- not make racist, sexist or unkind comments
- not swear or name call
- respect each other's belongings
- not fight or bully

### **We all have the right to work in a clean and attractive environment**

This means that everybody should:

- not drop litter
- not eat in the classroom
- not vandalise
- wear the correct uniform

### **We all have the right to be safe**

This means that everybody should:

- use equipment properly
- not run or push
- not act dangerously

## ● Classroom Code

### All students must/will:

- arrive on time and organise yourselves in the classroom in an appropriate manner (i.e. no running or rushing for particular desks/seats.
- arrive with all textbooks, exercise books and other equipment that is relevant and expected.
- listen carefully to instructions.
- complete all tasks that the teacher has set in an orderly and appropriate way. The instructions for the activity must always be followed carefully.
- listen in silence and be attentive whenever the teacher is instructing/explaining/talking. The School will not tolerate any interruption of the teacher.
- listen in silence and be attentive whenever a fellow pupil has been asked to contribute/make an observation/explain something. We will all follow common courtesy and listen to each other.
- seek the teacher's permission to contribute to class discussion by raising his/her hand.
- complete all homework by the given date. No late work will be accepted unless an acceptable explanation has been given to the teacher or where previous arrangements have been made.
- note that swearing will not be tolerated.
- ensure that all classrooms must be left neat and tidy at the end of every lesson. All classes will need to check the state of the room at the end of each lesson.
- note that no eating, drinking or chewing gum will be allowed in class.
- arrive and leave the class dressed as per the school uniform code.

## ● The Daily Routine

Mon/Tues/Thurs/Fri		Wednesday	
08.30	Registration	08.30	Registration
08.40	Assembly/Tutor period	08.40	Assembly/Tutor period
08.55	Period 1	08.55	Period 1
09.35	Period 2	09.30	Period 2
10.15	Period 3	10.10	Period 3
10.55	Break	10.50	Break
11.15	Period 4	11.10	Period 4
11.55	Period 5	11.45	Period 5
12.35	Lunch, Clubs and Activities	12.25	Period 6
13.55	Registration	13.05	Lunch, Clubs and Activities
14.00	Period 6	14.20	Registration
14.40	Period 7	14.25	Period 7
15.20	Period 8	15.05	Period 8
16.00	Teaching ends	15.45	Teaching ends
	Clubs/Activities		Clubs/Activities

A "Late Room" is provided until 5.45pm, and day pupils must make use of it for private study if they are not involved in activities, or going home immediately after school.

Day pupils are expected to leave the school campus by 4.15pm, unless they are involved in a supervised activity or are attending the Homework Room.

A wide range of clubs and societies take place at lunchtime and there is a queue rotation that ensures that no pupil is always "last" to lunch.

Assemblies and tutor periods have a common theme each week and are scheduled as follows:

**Monday:** School Assembly in the Humphreys Hall  
(Alternative Mondays First to Fourth Years and Fifth Year & Sixth Forms)

**Tuesday:** Sixth Form Assembly in the Humphreys Hall  
Tutor Period for First – Fifth Years

**Wednesday:** Tutor Period for Third – Fifth Years and Sixth Form  
Lower School Assembly in the Humphreys Hall  
Study Buddy for Third – Fifth Years

**Thursday:** Third, Fourth and Fifth Years Assembly (combined or separately on alternate weeks)  
Tutor Period for First and Second Years and Sixth Form  
Mentor Sessions for First Year (Autumn Term)  
Study Buddy for First and Second Years

**Friday:** House Assemblies or House Meetings

## ● Co-Curricular Activities

The process of education is not something static or a one-time measure, rather a continuous and life long endeavour which is why there are a wide range of co-curricular activities at Caterham School. We hope that all pupils will take advantage of as many activities as possible. We expect all pupils to involve themselves in at least one school co-curricular activity each term. Many activities are run during the lunch hour and others take place after school, in the evening or at weekends.

Due to the weather and shorter daylight hours, some activities are only offered during one term.

Here is a list of SOME of the activities normally on offer. New pupils will have the opportunity to attend a Co-Curricular Fair in September and a timetable will be published on line each term.

## ● Sporting Activities

### These include:

Archery	Equestrian	Lacrosse	Tai Kwon Do
Athletics	Fencing	Netball	Tennis
Badminton	Football	Rounders	Watersports
Basketball	Golf	Rugby	
Cricket	Gymnastics	Scuba Diving	
Cross-country	Hockey	Swimming	

## ● Music

### Music Ensembles are devised on an annual basis to suit the skills of the pupils in the School at that time.

ETS (Eric Thiman Singers)	– Chapel Choir	Little Voices	– Mixed voice junior choir
Vocalpoint	– Mixed-voice Choir	Vivaldi Strings	– String Orchestra
More Than Swing	– Jazz Band	Keynote	– Wind Band
Spirit Fingers	– Saxophone Group	Quartz	– Clarinet Group
Take Your Pick	– Electric Guitar Group	Sinfonia	– Chamber Orchestra
Close Harmony	– Senior boys vocal ensemble		

Over 250 pupils learn a musical instrument within the School and many more learn outside. It is our aim to include all these musicians in our varied and busy programme of events. Each year we design our co-curricular groups around the talents and abilities of the students.

Those who play an instrument and reach a reasonable standard are expected to play in these groups as part of their tuition, and a high degree of commitment is required. There are many opportunities for performance throughout the year in a variety of different concerts.

## ● Drama

There are a minimum of three productions each year. Rehearsals take place twice weekly after school and some weekend rehearsals are also necessary. All year groups have an opportunity to participate in productions. In addition to performance, students may also focus on technical theatre.

The school also enters groups into the Southern Counties Drama Festival. Entrants for this are selected by the organising teacher and vary from year to year.

Students have the opportunity to take LAMDA graded performance examinations and preparation takes place during lunchtimes. There is no charge for the preparation for these examinations but the examination fees are chargeable to the School bill.

## ● Co-Curricular Clubs

Enrichment	Performing Arts	Outdoor Pursuits
Art Workshops Astronomy/Science Ceramics Club Creative Writing Cryptic Crossword Club Economics Club French Society Geographical Society Graphic Design Greek History Society (CLIO) ICT Club Knitting Club Language Clubs Latin Magic Club Mathematicians Club Moncrieff-Jones Society (Science) Politics Society Preview - Politics Magazine Radio Caterham (Modern Languages) Roman History Science Club Scholars Art Club Textiles Wilderness Club Wordz Club	Circus Club Drama (including LAMDA) Film Club Flamenco Club Music Revolution (Girls' Dance Club) Urbanized (Boys' Dance Club)	Combined Cadet Force Duke of Edinburgh Running Club
		Other
	<b>Charity/Community</b> through The Rob Davey Society (RDS)	Amnesty International Badminton Club Board Games Bridge Club Christian Union Chess Debating Euro Club Fitness Club Gymnastics Club Investors Challenge Karting Club Kit Car Club Library Club Life Drawing Melting Pot Society Synchronised Swimming Warhammer Young Enterprise
	Clifton Hill Lerang'wa, Tanzania Macmillan Coffee Morning Poppy Appeal RDS (Charity Committee) Romanian School Talent Show	

## ● **The Rob Davey Society (RDS)**

The Rob Davey Society (RDS) was set up in 2006 to oversee community service, charitable giving and public benefit at Caterham School. Central to its aims is the sponsorship of schools in Tanzania, India and Ukraine.

### **What exactly does it do?**

In addition to the activity listed above The RDS organises, encourages or supports a variety of events to raise funds for charitable causes. These include the Lower School Christmas Fair and non-uniform days.

### **About Lerang'wa School**

This is a small school located near Mount Kilimanjaro in Tanzania. Caterham School has been 'twinned' with Lerang'wa in order to offer professional and financial assistance to improve the school and the wider community. A group of Sixth Form students visit Lerang'wa every summer to help with teaching, sports coaching and overseeing future investments.

### **How is the RDS organised?**

A Sixth Form Charity Committee co-ordinates the charity side of the RDS and charity reps in each year group help to organise fund-raising events and initiatives. Pupils who would like to be involved, should see their Head of Year or Mr Godfrey.

### **How can pupils help?**

Pupils can join the charity committee or can volunteer to be a charity rep in their Year Group. They can organise a fund-raising event, take part in a sponsored challenge or take part in some form of community project either at school or in their local area.

### **How can parents help?**

Support from parents is always appreciated. You can help by attending charity events or donating financially.

## ● General Information

### ● Absence

Permission for absence from School at any time will only be given for exceptional and unavoidable reasons. 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 Tutor. **Please note the term dates to ensure that holidays are not booked during term time.**

If your child is absent due to illness please telephone the School Reception on the morning the child is away (after 8.00am). An administrator will send a Clarion text to parents when a pupil is absent if no telephone message has been received. Parents should e-mail or write to tutors to give reasons for every absence. In the case of a prolonged absence the Tutor will arrange for work to be set if appropriate. If a pupil is absent as a result of an infectious disease, the School Health Centre must be notified as soon as this has been diagnosed.

### ● After School

All day pupils should leave school by 4.15pm (4.00pm on Wednesdays) unless they are involved in an organised and supervised activity. However, there is a supervised late class where they may do their homework, until 5.45pm. Pupils attending late class must be picked up or leave for home by 5.45pm.

### ● Breakfast and Day Pupils

A cooked breakfast can be provided at a small additional charge. Please contact the Catering Manager for further details.

### ● Bring Your Own Device (BYOD)

The BYOD policy operates in the Sixth Form only. These students may bring in internet-enabled devices such as laptop and connect them to the School wireless network. As of September 2015, all students at Caterham School have an iPad which will give them filtered access to the internet and as such, they should not, unless expressly given permission to do so, bring in, and attempt to connect, any other devices to the School network. All students are expected to read and adhere to the School's "full circle" policy on using internet-enabled devices. A version of this is available on the School's website and is regularly updated:

<http://www.caterhamschool.co.uk/about-caterham/policies/information-technology-policy/>

### ● Bus Service

The School runs a number of bus services. For details of routes and costs please contact the Estates Bursar. All buses leave the School at 4.15pm during the week except on Wednesday when the departure time is 4.00pm.

Currently the routes include the following collect and return points, but this is constantly under review:

Banstead / Bessels Green / Blindley Heath / Brasted / Caterham / Chipstead / Coulsdon / Crawley Down / Crockham Hill / Edenbridge / Epsom Downs / Felbridge / Godstone / Horley / Kingswood / Limpsfield / Lingfield / Merstham / Old Coulsdon / Oxted / Purley / Redhill / Reigate / Salfords / Sevenoaks / South Godstone / Sutton / Tadworth / Westerham / Woldingham.

We also run a free shuttle service from Caterham Station between 8.00am-8.15am.

Bus users who stay late to participate in co-curricular activities and turnouts may be able to use one of the late buses which leave at 6.00pm. Places on these buses are limited and those wishing to use the late bus must book a seat at reception before 2.00pm. Currently the drop off points are:

Banstead / Bessels Green / Blindley Heath / Brasted / Caterham on the Hill / Chipstead / Crawley Down / East Grinstead / Epsom Downs / Felbridge / Horley / Limpsfield / Lingfield / Old Coulsdon / Oxted / Purely / Redhill. / Reigate / Riverhead / Sevenoaks / South Merstham / Tadworth / Westerham / Woldingham.

Tickets are charged to your account on a termly basis, but we do require a commitment to use this service for the full academic year. There are three options but priority will be given to applications for return tickets:

1. Return season ticket
2. Morning only season ticket
3. Afternoon only season ticket

We require a term's notice if you wish to withdraw your son or daughter from this service, if you do not do this a term's bus fee will be charged. Please note that this service is for Senior School pupils only.

## ● Clothing

Towards the back of this booklet you will find the details regarding the accepted uniform for boys and girls in the School. **Pupils are expected to wear correct uniform when travelling to and from school. They must also remember that they are always representatives of the School, and should ensure that they present themselves accordingly.**

## ● Communication with Parents and Guardians

Whenever practical and possible communication from the School will be via ClarionCall email or text message. Please ensure that your filters allow receipt of these communications.

## ● Cycling

Pupils may come to school by bicycle provided permission has been sought from the relevant Head of Year. The School will also require written permission from a parent or guardian. All pupils are expected to wear protective headgear and are expected to follow the Highway Code. Bicycles must not be ridden in the School grounds or in School Lane. All bicycles must be kept in good order and kept locked in the appropriate racks. The School cannot accept any responsibility for damage or theft. In conditions of poor visibility and always after dark suitable lighting must be displayed. The School strongly recommends that a reflector strip is worn.

## ● Dental and Medical Appointments

Routine dental/orthodontic/medical appointments should be made during the School holidays or after school whenever possible, avoiding activities to which pupils are committed.

## ● Detention

Detentions are held on a Friday afternoon from 4.15pm – 5.30pm. Pupils will be set appropriate work to complete in detention. A Saturday Detention (9.00am – 12.00pm) is held for pupils who seriously transgress the School's accepted standards. In both cases, parents will be given at least 24 hours written notice of their child's detention and should return the signed acknowledgement slip to the Principal Deputy Head.

## ● Equipment

There may be requests from various departments for specific equipment. The calculators recommended by the Mathematics Department are available from the School Shop.

**Please provide your child with a suitable bag to carry books.** Most textbooks today are paperbacks and need protection. The School Shop has a supply of bags approved by the National Back Pain Association.

Pupils are expected to make use of their lockers, and should not carry all their books and equipment with them. The bag provided should have suitable straps to ensure weight is distributed evenly and does not place unnecessary strain on your child's back and shoulders.

Parents are advised that although pupils will be provided with lockers that can keep belongings securely, we cannot guarantee security and pupils should not bring valuable possessions to school. Please ensure that your son's or daughter's possessions are all clearly named. It is very difficult to return lost property to its rightful owner if it is not named.

## ● Games

If a pupil is to be excused from any Games or PE lesson, an email should be sent to the relevant teacher. Pupils are expected to observe the lesson and participate in the theoretical aspects. It is therefore required that pupils not taking part still wear full PE kit as they may be outside.

The correct 'kit' is to be worn for each sporting activity, and activities held after school. No jewellery should be worn (including any earrings). If a girl wishes to have her ears pierced this should be done at the beginning of the Summer holidays so that the studs can be removed during games.

We encourage and recommend the use of mouthguards but they are compulsory for Lacrosse, Hockey and Rugby. Further details can be obtained from the Director of Sport.

Goggles are compulsory for Lacrosse (preferably black, yellow or white) – please read the following English Lacrosse Association recommendation:

*'The English Lacrosse Board decision taken on the 28 November 2012 to recommend the use of eye protection in all forms of female lacrosse. This decision has been taken in the light of information obtained from two recent surveys carried out by English Lacrosse and following a review of other injury incidence data. Based on the survey results, and the need to safeguard both individual players and the Association, it was agreed that eye protection would be recommended.'*

*Lacrosse remains a relatively safe game, but it is clear that the growing adoption of eye protection in other parts of the lacrosse world is leading to a reduction in serious injury, therefore English Lacrosse feels that it is now appropriate to make the above recommendation in order to minimise risk.'*

In line with guidance from the National Cricket Board, we recommend that all keen cricketers buy their own protective helmets. The School will ensure that helmets are available to any pupil who needs one.

Games clothing and PE kit should be kept at home and only brought on the days required. All kit (including bags, bat, etc.) must be clearly named. The bags must be of an appropriate size to fit the lockers or bag racks provided, the suggested maximum measurement being 600mm x 300mm x 300mm (2'x 1'x 1') and should be secured with a padlock.

## ● Games Practices (Turnouts)

Games practices take place after school and form an integral part of the School day. In the first instance, for the major games all boys and girls are expected to attend until team selection is finalised. After this, pupils must then continue to attend the team practices as and when required. As many of the pupils have not been part of a school team before, the PE Department encourages maximum participation, therefore offering all pupils a chance to make a contribution.

## ● Governance

Following the merger with Eothen School in September 1995, Caterham School became associated with the United Church Schools Trust (UCST) but remains a separate charity with its own Trustee body. UCST, which manages a group of notable schools, is an educational charity which was founded in 1883 with the specific purpose of providing for pupils a sound education based on and inspired by Christian principles. It is an Anglican foundation whose President is Lord Carey, former Archbishop of Canterbury.

The trading name for United Church Schools Trust is United Learning, which also encompasses United Learning Trust.

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 responsible for setting the fees and approving the annual budget.

Whilst it remains very much a "local" school, Caterham benefits from its partnership with the schools in United Learning and looks forward to seeing this relationship mature and evolve - making Caterham all the stronger in the face of continued threats and challenges to independent education.

Parents wishing to send a letter to the Chair of Trustees should write to The Chair of Trustees, c/o The Bursar & Clerk to the Trustees, Caterham School – marking the envelope 'Private & Confidential' if necessary.

## ● Homework

Parents are encouraged to familiarise themselves with the number of preps their son or daughter is meant to be completing every night. As a guideline parents should expect:

**First and Second Years:** 1 hour per night, four nights a week. (None on Wednesday)

**Third Year:** 1.5 hours per night, four nights a week. (None on Wednesday)

**Fourth and Fifth Years:** 1 hour per subject per week giving a total of 10 hours per week. (10 subjects taken by all except EAL students who will have homework allocated for English.) 2 hours per night except Wednesday (1 hour) with an additional 1 hour at the weekend.

**Lower Sixth:** 3 hours core work per subject per week giving a total of 12 hours (15 hours for 5 AS students.) Most will have 4 hours private study leaving 8 hours per week for homework. Please note that this is the minimum core work which is expected of all students. Most will do more.

**Upper Sixth:** 4 hours core work per subject per week giving a total of 12 hours. (16 hours for 5 AS students.) This is the minimum core work which is expected of all students. Most will do more.

## ● Holiday Homework

Pupils are encouraged to spend some time during the holidays reading or doing revision. No specific holiday homework will be set for pupils in First – Third Years. Pupils on GCSE and A-Level courses can expect to have homework or coursework to complete. (Refer to coursework timetables for Fourth Year – Upper Sixth).

## ● House System

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

## ● Illness or Injury

A pupil who becomes ill or injured during the School day will be sent to the Health Centre where there is a qualified Nursing Sister on duty. She will assess the seriousness of the incident and either send the pupil back to class, or ring parents to have the child collected. Please do not send your child to school if he or she is ill. Please do not collect your child from school unless you have been telephoned by the Health Centre.

## ● 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 as pupils' belongings are not covered by the School's insurance.

## ● Lost Property

It is essential that all items of clothing and footwear and personal possessions are clearly marked with pupils' names so that they can be returned if misplaced. All pupils should make a concerted effort to find their own items rather than expecting staff to locate them. The Lost Property Room is located upstairs in Hillside (next to the Humphreys Hall) and is open on Tuesday and Thursday mornings from 8.10am to 9.00am and first lunch on a Friday. Named items are listed and this list is displayed on the electronic-noticeboard and on the "today" notice-board in the concourse. Heads of House regularly read out the list in Friday house assemblies and chase their pupils to collect items. If items are there more than a week then a point is forfeited by the house in the Lost Property competition! Whole bags (school or sports) will not be placed there, as they cannot be easily identified as "lost". All valuables (keys, phones, jewellery etc) are stored in reception for claimants to collect. Once property has remained unclaimed for over 3 months it is passed on to the charity committee to be sold or donated to suitable charities.

## ● Lunches

All pupils stay on school premises during the lunch hour and take the lunch provided by the School. A wide range of menu options is available, including a full salad bar. Please consult the School website for details. If your son or daughter has special dietary requirements, please inform the School in writing.

## ● Matches

If your child is included in a team list for a school fixture, he or she is expected to make the fixture his or her first priority and be available to participate. If you would like your child to be excused from a school match – for a major family celebration for example – please contact Director of Sport, Mr Rob Clarke, [rob.clarke@caterhamschool.co.uk](mailto:rob.clarke@caterhamschool.co.uk) as soon as possible before the event.

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

The PE office phone is 01883 335343 and messages can be left. There is also a line available to the School Office on Saturday mornings should you wish to leave a message there. Communication is a top priority so that teams and the School are not let down, and pupils failing to do so will be punished accordingly.

## ● Medical

It is essential that the completed medical form be returned before admission to the School. Details such as NHS number and immunisation records must be up to date. Boarders must register with the School Doctor and parents of new boarding pupils must ensure that their child's immunisations are up to date according to the UK schedule

(see: [http://www.patient.co.uk/doctor/Immunisation-Schedule-\(UK\).htm](http://www.patient.co.uk/doctor/Immunisation-Schedule-(UK).htm) or <http://www.nhs.uk/planners/vaccinations/pages/vaccinationchecklist.aspx>) before joining the School in September, and to return the immunisation consent form.

The Health Centre should be informed of any significant medical changes or medication prescribed.

## ● Merits

In the Lower School we operate a system of 'Merit Points' for good work or exceptionally good conduct. Higher up the school we use Commendations and prizes as means of recognising and encouraging high standards among our pupils.

## ● Mobile Phones

Pupils are permitted to bring mobile phones to school. Mobile phones 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, assembly etc.

## ● Music

Music is a big part of life at Caterham School and we are pleased to outline our approach and musical 'ethos':

- We offer a great variety of opportunities for musicians, of any standard
- We embrace all styles of music
- We believe that music making should extend well beyond graded exams
- We provide 'out of school' opportunities for our musicians

The department covers all orchestral instruments as well as singing, drum kit and both acoustic and electric guitars.

### **Music department facilities**

We are pleased to offer a range of workspaces and facilities that include:

- 1 keyboard lab running 24PCs
- A dedicated teaching classroom with a full set of djembe drums
- A recording studio
- 9 music practice rooms
- A dedicated choir rehearsal room
- A dedicated band room
- A choice of 2 concert venues including a purpose-built theatre

### **Individual tuition**

Visiting music teachers provide instrumental and vocal tuition to students throughout the school. Many of our visiting teachers perform professionally and our lively and friendly department make the music block an exciting and inspiring environment for musical development.

We offer tuition on the following instruments:

**Strings:** Violin, Viola, Cello, Double Bass, Harp

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

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

**Percussion:** Drum Kit, Orchestral

**Guitars:** Classical, Electric, Bass

**Voice:** Classical, Musical Theatre

**Keyboard:** Piano including jazz, Organ

**Other:** Music Theory, Aural

Music lessons take place during school hours on a rota system and necessitate being out of school lessons for the duration of their music lesson, except for pupils in the Fifth Year and Sixth Form who, as far as possible, are taught in the lunch hour or private study periods.

Lessons are continued only if the department is assured that satisfactory progress is maintained. Commitment is expected and the development of each pupil is closely monitored to ensure that his or her full potential is realised.

All fees are payable on invoice to the individual teacher, the rates for these can be found with the school fees information. An average of 10 lessons will take place each term. Further details are available from the Music Department.

The Music Department offers a wide range of ensembles that musicians are encouraged to join. Please see the website or music department notice board for more information about times and grade requirements. When students are a member of ensembles, regular attendance is expected at rehearsals.

There are concerts throughout the year for both individual and ensemble performances. These are often free of charge and anybody in the school community is invited to attend. When tickets are charged parents are notified by email in advance.

### ● **Parents' Evenings and Reports**

Parents' Evenings are held once a year for each Year Group and provide an opportunity to discuss your child's progress with each of their subject teachers. Subject teachers and Tutors also prepare written reports once a year. Pupils' progress is monitored each half term through effort and attainment grades. Grade reports are sent home with pupils at the end of each half term. First to Fourth Years receive their reports at the end of the Summer term; Upper Sixth at the end of the Autumn term and Fifth Year and Lower Sixth in the Spring term.

### ● **Parents' Information and Discussion Evenings**

Throughout the year there will be a number of Parents' Information Evenings, focusing on Teaching and Learning or pastoral issues.

### ● **Personal Music Players (iPods, MP3 etc)**

Pupils in the First – Fifth Years are not permitted to bring personal music players to School. They are allowed for the Sixth Form but must only be listened to in the Pye Sixth Form Centre at break and during the lunch hour.

### ● **Policies**

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

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

## ● Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously and will normally result in an automatic Saturday detention. Students must be very careful when using sources such as the Internet. If their teacher has allowed them to use the same wording as a source, they must place quotation marks around the passage and state where it came from.

## ● Public Examinations

Fees payable to Examination Boards for any public examinations will be added to the pupil's bill.

## ● Report Cards

A standard report card is given to a pupil whose academic standards are causing concern. There are several levels of 'reporting'. Should your son or daughter bring a report card home to be signed, please take the time to sit down and discuss the card and all its implications with him or her. The relevant Head of Year will be happy to discuss any concerns in greater detail.

## ● Road Safety

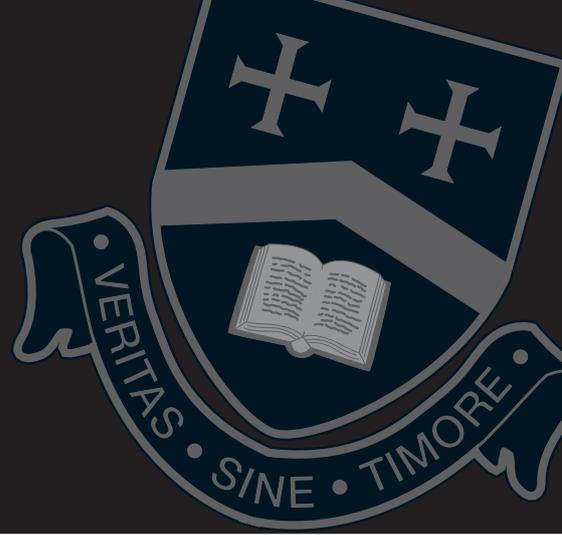
We fully appreciate that the School is very congested around 4.00pm (though almost entirely clear by 4.20pm) but we do ask parents **not** to park in Harestone Valley Road or the surrounding roads. Not only does this cause extra congestion but, far more importantly, it makes it very hazardous for pupils crossing the road between parked cars. Pupils must cross the road outside the School on the zebra crossing.

## ● School Shop

The School Shop supplies school uniform, sports clothing, sports shoes and equipment to pupils in both the Senior and Preparatory School. The School Shop is situated within the School grounds. The shop is open on Monday from 1.00pm to 4.30pm. It is also open on Wednesday from 8.30am to 12.00 noon and 1.00pm to 4.30pm and on Friday from 8.30am to 12.00 noon and 1.00pm to 4.30pm (term time only). The School Shop accepts cash, cheques or credit/debit cards.

## ● Telephone

During the day, all telephone calls come to the School Reception. If you wish to speak to your child's Tutor please ring and leave your name and the nature of your call with the School Receptionist. She will arrange to have the staff member ring you back as soon as possible. There is a pay phone outside the staff room for the use of day pupils. This should only be used for important calls. The School will only use mobile numbers to contact parents in an emergency.



# School Uniform



## ● School Uniform

School uniform can be purchased from the School Shop. Any surplus funds are gift-aided to the School to be used for School activities.

The School Shop sells the items listed below including sports clothing / footwear and other games equipment. Items indicated with a (●) should be purchased from the School Shop. The School Shop accepts credit / debit cards. In term time the School Shop is open: Monday 1.00pm – 4.30pm, Wednesday 8.30am – 12.00 noon and 1.00pm – 4.30pm, Friday 8.30am – 12.00 noon and 1.00pm – 4.30pm. Special opening hours are offered in the summer holidays.

Parents of new pupils wishing to buy school uniform from the School Shop should telephone the Senior School reception to make an appointment. Stationery items and toiletries are available from the School Shop.

**All items of uniform, sports clothing and equipment should be clearly marked with the pupil's name.**

All pupils require a 30mm combination padlock to secure their locker. In addition it is strongly recommended that pupils secure their sports bags with a padlock. These can be obtained from the School Shop.

## ● GIRLS – First to Fifth Years

### Daily wear:

- School blazer
- Grey knee length skirt  
White long sleeve school blouse (can be ordered from the school shop)
- Black V-neck pullover with trim
- School tie (House colour)
- Black 40 denier tights in winter or short black socks (short black plain socks or barely black tights may be worn in summer)  
Black polished leather shoes – flat heeled, no visible markings
- Outdoor coat (optional) – black, longer than blazer; no fur trims
- School scarf or plain black (optional)
- Gloves – black (optional)
- Woollen hat – black (optional)
- Hair ribbon/band – black (optional)
- Book bag – black
- Calculator
- Art Crayons (Caran D’Ache, Swiss)
- Combination padlock (30mm)

### Sportswear:

- Games top – black
- Games skirt – black
- Lycra athletics shorts, black (Summer Term)
- PE vest House colour (Summer Term)
- Underwarmer – black (optional)
- Leggings – black (optional)

- Athletics vest (Summer Term) Team only
- Lacrosse shirt (House colour)
- Trainers (two pairs are advisable). Should be white cushioned and suitable for impact sports – not fashion trainers
- Boot bag
- Football boots (Lacrosse)
- Lacrosse goggles
- Lacrosse stick
- School tracksuit or school tracksuit bottoms and school hooded sweatshirt
- School sports socks (long in school colours and short in white)
- School swimsuit or legged swimsuit and swim hat
- Swimming bag
- Tennis racket (Summer Term)
- Tennis skort – white (Summer Term)
- Netball dress **NB** Fifth Year - team only
- Training 'T' shirt **NB** Fifth Year - team only
- Hooded sweatshirt (optional) **NB** Fifth Year - team only
- Rain jacket **NB** Fifth Year - team only
- Stadium pant (optional) **NB** Fifth Year - team only
- Sports bag
- Mouthguard (can be ordered through the PE Department)
- Water bottle (optional)

### **Uniform Guidelines:**

- Caterham blazers should be worn at all times.
- Skirts should be the regulation design and should be worn at the knee.
- Shirts should be worn tucked in and jumpers must be black V-necked.
- T-shirts with visible slogans should not be worn under shirts.
- Ties should be worn down to the waist.
- Tights or socks should be in good condition. Tights and socks should be black, except in Summer Term when barely black tights or black socks may be worn.
- Shoes (not boots) should be black, polished and flat in style (No high heels). They should have no visible markings. Laced shoes should have laces worn tied.
- Outdoor coats should be plain black (no fur trims) and must be longer than school blazers. Leather jackets are not allowed.
- Hair should be well kept in a moderate style without streaks or other colour. Shoulder length hair should be tied back off the face or held in a black band.
- No jewellery should be worn, except for one sleeper stud in plain gold or silver in each ear lobe.
- No make-up or nail polish should be worn.
- Book bags must be black, no other colour is acceptable.

## ● BOYS – First to Fifth Years

### Daily wear:

- School blazer
  - Charcoal/black trousers - not tight fitting (can be ordered from the School Shop)
  - White long sleeve school shirt (can be ordered from the School Shop)
- Black V- neck pullover with trim
- School tie (House colour)
- Socks – black or dark grey
  - Black polished leather shoes – ordinary style, no visible markings.
- Outdoor coat (optional) – black, longer than blazer, no fur trims
- School scarf or plain black (optional)
- Gloves – black (optional)
- Woollen hat – black (optional)
- Book bag, black
- Calculator
- Art Crayons (Caran D’Ache, Swiss)
- Combination padlock (30mm)

### Sportswear:

- PE vest (House colour)
- PE shorts – white
- Athletics vest (Summer Term – Team only)
- Underwarmer – black (optional)
- Leggings - black (optional)
- Rugby/hockey shorts – black
- 2 Rugby shirts (House and School colours)
- Cricket shirt (Summer Term) **NB:** Team only
- Cricket trousers (Summer Term)
- Cricket sweater (Summer Term)
- Trainers (two pairs are advisable) - should be cushioned and suitable for impact sports – not fashion trainers
- Boot bag
- Studded boots (Football / Rugby)
- Hockey Stick (Spring Term)
- Hockey top (School team only)
- School tracksuit or school tracksuit bottoms and school hooded sweatshirt
- School sports socks (long in school colours and short in white)
- School lycra swimming jammers **NB:** These are for all boys in all year groups. Swim shorts for Fourth Year and above.
- Swimming bag
- Tennis racket (Summer Term)
- Tennis polo shirt (also for Badminton/Squash)
- Training ‘T’ shirt **NB** Fifth Year - team only
- Training contact top **NB** Fifth Year - team only
- Training shorts (optional) **NB** Fifth Year - team only
- Hooded sweatshirt (optional) **NB** Fifth Year - team only
- Stadium pant (optional) **NB** Fifth Year - team only

- Sports bag
- Mouthguard (can be ordered through the PE Department)
- Water bottle (optional)

### **Uniform Guidelines:**

- Caterham blazers should be worn at all times.
- Trousers should be standard school trousers in cut and material.
- Shirts should be worn tucked in and jumpers must be black V-necked.
- T-shirts with visible slogans should not be worn under shirts.
- Ties should be worn down to the waist.
- Plain dark socks should be worn.
- Shoes (not boots) should be black, polished and flat in style. They should have no visible markings.
- Laced shoes should have black laces worn tied.
- Outdoor coats should be plain, black (no fur trims) and must be longer than school blazers. Leather jackets are not allowed.
- Hair should be neat, clean and of acceptable length. Hair may not be cut in any extreme style or be coloured or streaked.
- Earrings and jewellery are not permitted.
- Book bags must be black, no other colour is acceptable.

## ● **SIXTH FORM**

We regard our Sixth Form students as responsible young adults and we expect their clothing to reflect smart office wear. In giving greater freedom of choice, we expect students to act with maturity and responsibility remembering that they represent the school and are important role models for the younger pupils. If there is a query about a particular item, please check before purchase as the School reserves the right to veto an outfit which it deems inappropriate. Students must always conform to specific directions on the issue of appropriate dress.

Pupils are expected to wear smart business dress, appropriate for a school environment.

### **SIXTH FORM BOYS - Uniform Guidelines:**

#### **Daily wear:**

- Suit or jacket with tailored trousers (not jeans or chinos), collared shirt and tie.
- A thin smart jumper may be worn under the jacket (not hoodies or sweatshirts).
- Smart, clean shoes.
- Hair should be moderate in style and of acceptable length, and boys should be clean shaven.

#### **Sportswear:**

- PE vest (House colours)
- PE shorts – white
- Rugby/hockey shorts – black
- Rugby shirts x 2 (House and school colours)
- Underwarmer – black (optional)

- Leggings – black (optional)
- Trainers (optional)
- Boot bag
- Studded boots (Football / Rugby)
- School tracksuit
- School sports socks
- Tennis polo shirt (also for Badminton)
- School lycra swim jammers (swim shorts Fourth Year and above)
- Swimming bag
- Training 'T' shirt **NB** Sixth Form - team only
- Training contact top **NB** Sixth Form - team only
- Training shorts (optional) **NB** Sixth Form - team only
- Hooded sweatshirt (optional) **NB** Sixth Form - team only
- Stadium pant (optional) **NB** Sixth Form - team only
- Sports bag
- Mouthguard
- Combination padlock (30mm)

## **SIXTH FORM GIRLS - Uniform Guidelines:**

### **Daily wear:**

- Smart business attire to include a jacket and collared shirt or blouse.
- A thin smart jumper may be worn under the jacket (not hoodies or sweatshirts).
- Skirts must be tailored (not 'bodycon') and of appropriate length, or a trouser or dress suit with matching jacket.
- Smart, clean shoes moderate in style.
- Girls may wear jewellery consistent with smart business wear.
- No facial piercings.

### **Sportswear:**

- Games top – black
- Games skirt – black
- Lycra athletics shorts – black (Summer Term)
- PE Vest House colours (Summer Term)
- Underwarmer – black (optional)
- Trainers
- Boot bag
- Football boots (Lacrosse) - optional / team players
- Lacrosse stick - optional / team players
- School tracksuit
- School sports socks (Long school colours & short white)
- School swimsuit or legged swimsuit and swim hat
- Netball dress **NB** Sixth Form - team only
- Training 'T' shirt **NB** Sixth Form - team only
- Hooded sweatshirt (optional) **NB** Sixth Form - team only
- Rain jacket (optional) **NB** Sixth Form - team only
- Stadium pant (optional) **NB** Sixth Form - team only
- Swimming bag

- Sports bag
- Mouthguard
- Combination padlock (30mm)

**On formal School occasions, boys are expected to wear dark suits with plain white shirts and official House School tie. Girls should wear dark suits and a plain white blouse.**

## ● **ADDITIONAL CLOTHING LIST FOR BOARDERS**

Boarders will require the following items, which should be clearly marked.

**IT SHOULD BE NOTED THAT ALL CLOTHING IS WASHED BY AUTOMATIC WASHING MACHINE. CLOTHING MADE OF PURE WOOL OR ANY OTHER FABRIC THAT NEEDS TO BE HAND WASHED OR WHICH CANNOT BE TUMBLE DRIED, SHOULD NOT BE BROUGHT TO SCHOOL. GARMENTS WHICH REQUIRE SPECIAL ATTENTION WILL BE SENT OUT FOR DRY CLEANING AND CHARGED TO THE PUPIL'S ACCOUNT.**

1. Casual clothing (i.e. jeans etc.) for evenings and weekends. **We have limited storage space so please keep casual clothes and shoes to an essential minimum.** Smart casual clothing is required on some occasions.
2. Underwear, including socks (plenty), all clearly named.
3. Nightwear – (if used) at least 2 sets. One dressing gown/towelling robe.
4. Four large towels. Towels must have a loop in the middle of the long side for hanging up and be named in one corner.
5. Face flannel with loop at the corner.
6. One pair of slippers or shoes for indoor wear.
7. Brushes (hair, teeth, nails) and combs.
8. Shoe polish and brushes.
9. Handkerchiefs (if used)
10. Weekend bag or holdall, and toilet bag
11. Laundry wash nets for washing underwear (named) x 3
12. Laundry bag/folding basket for dirty clothes (optional).

Toiletries are available from the School Shop.

Parents will appreciate that laundry arrangements will be eased if the following rules are followed:

**ALL CLOTHING BROUGHT TO SCHOOL MUST BE CLEARLY NAMED – USING SEW IN LABELS. FOOTWEAR SHOULD ALSO BE CLEARLY NAMED (USING GLUED IN LABELS OR INDELIBLE MARKER). PLEASE SEND EXTRA NAME LABELS FOR USE WITH CLOTHES PURCHASED AFTER ARRIVAL.**

1. All shirts, T-shirts, blouses, dresses, pullovers etc, should be named at the back of the neck.
2. All shorts, pants, skirts, jeans, trousers etc should be named at the waistband.
3. All socks should be named LONGWAYS at the TURNOVER.
4. Fitted sheets should be named along the centre of the long side.
5. Boarders will require additional uniform items. Shirts and blouses are sent to an external laundry and take a week to return. If a clean shirt is required every day then each pupil will require 10 shirts/ blouses.

## **BOARDERS – First to Fifth Years**

**Girls:** 2 school skirts, 2 ties and 10 long sleeve blouses

**Boys:** 2 pairs of trousers, 2 ties and 10 long sleeve shirts

**All boarders (including Lower Sixth Form entry) should ensure that they have the correct sports equipment in accordance with the sportswear listed on previous pages.** Sixth Form boarders require two dark suits. A school tie and white shirt / blouse are also required for some occasions.



---

## CATERHAM SCHOOL

Harestone Valley Road . Caterham . Surrey . CR3 6YA

**Telephone** +44 (0)1883 343028 **Facsimile** +44 (0)1883 347795  
**email** [enquiries@caterhamschool.co.uk](mailto:enquiries@caterhamschool.co.uk) **website** [www.caterhamschool.co.uk](http://www.caterhamschool.co.uk)