



Cranbrook
School

New Parent Guide

2023 - 2024





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1	Astro Pitch	11	Horsley Block	21	Performing Arts Centre	31	Jaegers Field
2	Barham House Reception Medical Centre	12	Estate Department	22	Sports Hall		
3	Big School	13	Pavilion (Big Side Field)	23	Swimming Pool / Squash Court		
4	Blubury House	14	Queen's Hall Theatre	24	The Coach House		
5	CCF	15	Rammell House	25	Westwing		
6	Cornwallis House	16	Range	26	The Hub		
7	Crowden House	17	Rootes Block	27	Rammell Field		
8	Dining Hall / Kitchen	18	School House	28	Lecture Theatre		
9	Gianetti Centre	19	School Lodge	29	Cornwallis Field		
10	6th Form Centre	20	Scott House	30	Big Side Field		

2

Contents

Preparing for Cranbrook	5
The school day	8
Communication and community	12
Curriculum	13
The co-curriculum	16
Health and welfare	19
Boarding	21
Rules and policies	25
Finance and administration	29
My key Cranbrook information	32



Cranbrook School

Welcome to Cranbrook School

We are delighted to welcome you and your child to our School community and are confident that your son or daughter will quickly settle into life at Cranbrook.

Starting secondary education is an important step towards becoming an independent young adult. Your child will start to take increasing responsibility for their own school life and arrangements, so your involvement in their school day will differ from when they were at their Junior School.

This Guide gives you helpful information about life at Cranbrook and introduces you to the staff and resources that are available to help and support you throughout your child's time with us.

Never hesitate to contact us with any questions or concerns you may have about your child's education, welfare or happiness. I look forward to meeting you and your child in person soon.

Mr Will Chuter

Head

Useful contact numbers and email addresses

www.cranbrookschool.co.uk/contact-us

Barham Front Office 01580 711800

Please use this number to contact the Headmaster or any member of staff.

Medical Centre 01580 711876

Director of Boarding 01580 711813

Boarding houses:

Blubery 01580 711870

Cornwallis 01580 711871

Crowden 01580 711872

Rammell 01580 711873

School Lodge 01580 711874

Scott 01580 711875

reception@cranbrook.kent.sch.uk

head@cranbrook.kent.sch.uk

office@cranbrook.kent.sch.uk

helpdesk@cranbrook.kent.sch.uk

rahtzr@cranbrook.kent.sch.uk

(Head of Key Stage Three)

bursar@cranbrook.kent.sch.uk

absence@cranbrook.kent.sch.uk

medical@cranbrook.kent.sch.uk

headofsport@cranbrook.kent.sch.uk

development@cranbrook.kent.sch.uk

Our email protocol is surname then first initial
@cranbrook.kent.sch.uk
(e.g. smithA@cranbrook.kent.sch.uk).

Preparing for Cranbrook

Inductions

The Registrar will have sent you an invitation to our New Parent Welcome Event and Student Induction Sessions. These popular events allow students to meet with other students and meet their Head of House.

A formal Induction Day will take place in September.

Induction is an effective way for our students to get to know each other and the school. It is an important start to life at Cranbrook as well as a great way for students to understand our expectations, standards and to set aspirations.

Inductions focus on building a sense of familiarity and identity with new peers, the school environment and the structure of a Cranbrook School day.

By including icebreaker activities, academic briefings and navigation exercises, our aim is to build confidence, aspiration, friendships and a sense of community from the first day.

With senior students leading some sessions, our new entrants will develop a rapport with older students as well as key members of teaching and support staff.

School Transport

Home to school transport arrangements are organised on the basis of a student's home address and is administered by Kent County Council. Please telephone the KCC Admissions and Transport Team on 03000 416777 or email homeschooltransport@kent.gov.uk for more information on applying.

Bus passes are sent to the school for distribution on the first day of term. Please note that replacement passes are not issued and students may not travel on a bus under any circumstances without a pass.

The school is not involved in the local authority decisions and does not have any control over routes, pick up points or the bus companies used.

Free School Meals

If your child is under 19 and in full-time education, you may qualify for free school meals. The quickest and easiest way to apply is via Kent County Council's website using their online application form.

www.kent.gov.uk/education-and-children/schools/free-school-meals

Your eligibility will be checked and your application is usually processed straight away. If your application is successful, the school will be notified by email and your child should start receiving their free school meals within 24 hours or immediately after they start at Cranbrook School.

Special Dietary Needs and Allergies

We are incredibly proud of the quality and variety of our in-school food provision. The health and welfare of our students is of paramount importance to us. Our catering team take pride in making life as easy and comfortable as possible for students with special dietary needs or allergies, appreciating that children generally do not wish to stand out as being different from their friends.

If your child has particular food allergies, intolerances or dietary needs, our Head Chef will be pleased to meet with you and your son or daughter to discuss how we can provide varied, nutritionally balanced food that they will enjoy.

The potential allergens in any dish are labelled at the server. Our Head Chef personally serves any dish containing nuts and specifically points them out to each student.

To check the list of allergens routinely labelled, or to ask for an allergen to be added, please contact our Head Chef, Keith Wattley, through the main Barham Front Office.

Uniform

You will have received a full Cranbrook uniform list from the Registrar. Both Cranbrook branded and non-branded uniform can be purchased at Phillips Man's Shops in Cranbrook, or through our Second-Hand Uniform Shop located opposite the CCF hut. Non-branded items can be purchased at any other retailers. The Second Hand Uniform Shop opening times are available on the CSPA website www.cranbrookschoolparents.com. You can also email to organise an appointment outside of these opening hours via uniform@cranbrook.kent.sch.uk

It will generally take more than an hour to fit your child for the full day uniform at Phillips Man's Shops, so please allow yourself sufficient time and we advise that you do not wait until the week before term starts. For queries, please contact Phillips Man's Shops

on 01580 713011. Orders can be placed online.

<https://schools.phillips-mans-shops.co.uk>

Each house has its own house tie in addition to the Cranbrook School tie, with house ties generally being worn during the standard school day.

The full Cranbrook branded PE kit can be purchased at Tacklebag

<https://www.tacklebag.co.uk/>. Non-branded items can be purchased at other retailers.

Students must not travel into school in their games or PE kit, or wear it in the Dining Hall unless instructed by PE members of staff relating to fixtures or senior school lessons.

Please ensure all school uniform and sports kit is clearly labelled. A permanent pen works well.

Individual houses (day and boarding) will offer their own sports tops to purchase during the year for inter-house sports events, but these are not compulsory and do not conform to the school uniform requirements

Boarders wear the same uniform as day students. However, boarders have different clothing requirements in regards to the number of items. Please refer to your house handbook for details, but if in doubt, please contact your House Matron.

House handbooks can be accessed online.

www.cranbrookschool.co.uk/the-houses

Equipment

Mathematics:

We expect every student from Year 7 to 11 to have a scientific calculator and geometrical tools (ruler, protractor, set squares and compasses) to use in mathematics and other lessons as appropriate from the start of term. You should purchase a Casio Scientific Calculator as these are suitable for work at GCSE and A Level and satisfy KS3, GCSE and GCE examination regulations. The latest recommended model is:

CASIO FX-83GCW (or the older model CASIO FX-83GTX)

Or the more powerful edition

CASIO FX-991CW (or the older model CASIO FX-991EX)

Literacy:

We expect students to be well resourced in order to reach their potential. They are also expected to have a fully stocked pencil case, including a black/blue pen, pencil, eraser, scissors, glue and a ruler. They should also bring a reading book to school.

We strongly urge students to have a spare set of stationery at home to replace any lost or damaged items.

Sports equipment:

Students need to have their own sports safety equipment. Boys and girls will need mouth guards and shin pads for playing rugby or hockey. If you have any queries related to mouthguards, please contact the school office (email address) who can forward your query to the PE Department

Equipment can be purchased at Uber Sports in Cranbrook. Uber Sports generously supports Cranbrook School's sports department each year.

Textbooks, workbooks and revision guides:

All necessary subject textbooks will be provided by the school. If loaned to students for the duration of the year, it is the student's responsibility to ensure they are returned in the same condition in which they were given. Loss or damage to schoolbooks may result in a charge.

During the year, teachers may advise that set workbooks or revision guides, produced in association with the GCSE course being studied, would benefit students and can be purchased by parents. In these instances, the school will generally arrange to purchase books on behalf of parents at a discount,

asking you to confirm and pay for your order via ParentMail (see **Communication** later).

School bag/backpacks:

Students are required to bring their textbooks and files to every lesson. You are advised to provide your son or daughter with a sturdy backpack or bag that will enable them to carry a suitable volume of books and files comfortably.

The School Day



Our day begins at 8:25am and ends at 3:35pm Monday to Thursday and at 2.50pm Friday. In a typical week, a student will attend subject lessons, undertake nearly three hours of sport or exercise and participate in co-curricular activities.

Travelling To and From School

By bus:

Children travelling to school by bus will be brought into school and dropped or collected in Barham Drive, opposite The Hub.

The day finishes at 3:35pm, Monday to Thursday, and buses depart at 3:45pm. On Fridays the day finishes at 2.50pm and buses depart at 3.00pm. Your child will need to be organised and timely in making their way to their bus at the end of the day. There are no late busses for children staying behind for after school clubs. Items left on a school bus will generally be returned to Barham Front Office the following day by the bus company; however, it should be noted that it is not their responsibility to do so and they can take no responsibility for items lost or left on buses.

By car:

If you are dropping your child to school by car, you are advised to use the drop-off zone in the 'In and Out' carpark at the front of the main school building – Big School. Alternatively, given the increase in traffic at this time, consider determining a safe and accessible location with your child within walking distance of the school. Parking is limited behind the Sports Hall and in Barham Drive, so please do not use these parking areas unless you are visiting a member of staff.

Between 8:00am and 8:20am, and 3:00pm and 3:45pm, school buses use and park in Barham Drive. Please do not enter Barham Drive during these periods.

Lesson Times

Mondays to Thursdays there are six lessons per day of 55 minutes each, except period 1 which is 50 minutes. Students either take lunch at 11:55am or 12:50pm, depending on their timetable. We run a two-week timetable with the full school on either week A or week B at one time.

Bell for start of the day	8:25am
Period 1 (50 mins)	8:30am
Period 2 (55 mins)	9:20am
Assembly / tutor time (25 mins)	10:15am
Break (20 mins)	10:40am
Period 3 (55 mins)	11:00am
Period 4 (55 mins) / Lunch A	11:55am
Period 4 (55 mins) / Lunch B	12:50pm
Period 5 (55 mins)	1:45pm
Period 6 (55 mins)	2:40pm
School ends	3:35pm

On a Friday the lessons are all 50 minutes and tutor time is 10 minutes. School will end at 2.50pm on Fridays.

You can view your child's timetable in their planner or by logging onto the Parent Gateway (see the section below on **Communication and Community**).

Registration / Absence

All students are registered at 8.30am during period 1 and as such should be on site by 8.25am. Students are registered in every lesson and if a student does not appear without a reported absence, we will phone you in order to establish the reason.

You should contact the school by 9:00am on the first morning that your child does not attend and on each subsequent day of absence. To report an absence, please dial 01580 711800 and press 1 for absences. You can also email absence@cranbrook.kent.sch.uk or use ParentMail to notify us.

If your child has an appointment that you know about in advance, please email or send in a letter to inform us. We ask that appointments are made at the end of the school day or during holidays unless this is an unavoidable medical appointment. Please use the above contact details for absence to notify us.

You will be required to collect your child for any appointments during the school day since they are not permitted to leave the school premises alone. They will need to sign out at Barham Reception when you collect them and then sign in again on their return.

Year 7, 8, 9, 10 and 11 students are not permitted to leave the school premises at any point during the school day (including lunchtime) unless accompanied by a parent / carer or their representative.

If your child is late to school in the morning they must sign in at Barham Reception before going to their lesson.

Lockers and Storage

Most houses have a bank of lockers or a designated area for students to store their bags between lessons. Students with lockers will need to provide their own code/combination padlock.

There is plenty of covered kitbag storage space in the main quad and outside the Sports Hall (Years 9-11) and Rootes (Years 7 & 8). Students are reminded not to leave valuables

unattended and not to leave equipment in outside spaces overnight.

Students travelling to school by bicycle must wear a cycle helmet. Bicycles should be padlocked in the bicycle park by the Sports Hall.

Lost Property

In the first instance, students should look for any lost property at the Lost Property Room situated near the Lecture Theatre, which is open daily from 10:50am to 11:00am, and enquire at Barham Front Office.

In the event of the loss or suspected theft of significant items, students must report the incident to Barham Front Office (where any valuable items handed in will be kept) and record the loss in the loss/theft log. Their tutor should also be informed. Significant loss or theft will be reported to the police.

We ask that students do not bring items of monetary or sentimental value to school. We advise that all items brought into school are named as far as practical.

Lost Clothing

Clothing items will generally be taken to the Lost Property Room. However, sports clothing left on the sports fields (Bigside for rugby, the Astro opposite Barham Drive for hockey) will generally be taken to the Sports Hall, or Sports Pavilion on Bigside where they will be held in lost property bins for retrieval. In the first instance, students must proactively look for any lost property.

All clothing must be named.

Forgotten Items

In the early weeks of the year whilst your son or daughter gets used to their timetable and clubs, they might ask you to drop forgotten items into school for them.

Forgotten items should be put into the tall white cupboard at the far end of the entrance hall in Barham Reception where your child can collect them between lessons.

Lunchtime

We are incredibly proud of the quality and variety of our in-school food provision. The overwhelming majority of our students regularly eat school lunch.

Healthy eating is a high priority at Cranbrook and is achieved through our hot canteen service, salad bar and take-away baguette and wrap Café, with all food freshly made on site daily and with an emphasis on sourcing ingredients locally and sustainably.

If you are paying for school meals, you will be required to pre-load your child's lunch money account using our ParentMail system. When their balance runs low you will receive an email reminder to top up the account. No child will ever be denied a meal. If they have insufficient funds in their account, they can collect a lunch ticket from Barham Front Office and you will be reminded to top up.

Students pay for their meals using a fingerprint recognition system in the canteen. Baguettes and wraps must be ordered at the terminal in the Roots Block by 10:30am on the day.

We ask that you encourage your child to vary their diet and not to use the Baguette and Wrap Café more than twice a week to ensure they are achieving a healthy and varied nutritional balance.

Each day, our catering staff serve a two-course hot lunch with two meat or fish options and a vegetarian alternative. Students with special dietary requirements will be able to agree weekly menus with our Head Chef on an individual basis. There is always an extensive salad bar with jacket potatoes, a selection of cold meat, fish and cheese, as well as mixed salads (pasta, rice, etc.) with a cold dessert selection and fresh fruit. Lunch menus are displayed in the Dining Hall and the supper menu for boarders is additionally displayed in the boarding houses. Menus are also available to download from our website with the bulletins.

www.cranbrookschool.co.uk/boarders-bulletins

www.cranbrookschool.co.uk/weekly-bulletins

Expectations of behaviour at lunchtime in the Dining Hall are high. The school reserves the right to take disciplinary action if behaviour falls below our traditionally high standards.

Example of a student's weekly lunch:

Monday:

Steak and ale pie
Thai pork curry and rice
Ratatouille and bean crumble
With creamed potato, cauliflower, baby carrots.
Pudding: Apple crumble and cream.

Tuesday:

Chicken and bacon pasta bake
Fillet of cod with parsley sauce, new potatoes and spinach
Quorn tikka masala, rice and naan bread
With jacket potato half, green vegetable medley, sweetcorn
Pudding: Chocolate pudding and sauce.

Wednesday:

Pan fried breaded pork escalope with sauce
Cheese topped Cumberland pie
Moroccan spiced mushroom and lentil hot pot
With croquette potatoes, fine beans and red onions, broccoli
Pudding: Peaches and cream.

Thursday:

Cranbrook traditional lasagne
6oz smoked bacon steak and pineapple
Rocket pesto pasta with cumin roasted sweet potato
With buttered new potatoes, petit pois, garlic bread
Pudding: White chocolate chip muffin cake.

Friday:

Breaded fillet of haddock and lemon
Cod in prawn sauce
Cowboy pie
Saffron risotto with minted peas
With chipped potatoes, mushy peas, sweetcorn
Pudding: Fresh fruit salad and cream.

Homework

Homework is both important and necessary. It is a chance to consolidate class learning; to practice new techniques learned; to research in order to inform future lessons; and to complete longer pieces of class work and projects. It is a way for students to develop effective work habits and to learn how to manage their time.

Homework is communicated to students and parents on the SatchelOne (Show My Homework) App. Further information on how to use this app will be given in September.

Please encourage your child to complete homework the night it is set. Dependent on their year group, students will be expected to do approximately 60 to 90 minutes of homework a night. This will comprise about 20 to 25 minutes per subject and 20 to 25 minutes for independent study (consolidation, further reading, advance preparation of revision notes, etc.).

Homework timetables and expectations will be communicated promptly to students and parents in the first term of the academic year.

- Saturday morning detentions for significantly poor behaviour or work.

While rarely employed as a sanction, failure to attend academic or behaviour detentions will result in a Saturday detention, which can also be given for serious academic or behavioural issues. Saturday detentions take precedence over any other school activity or may necessitate a later return home at the weekend for a boarder.

Alongside sanctions, various restorative and support systems are in place to ensure students are accountable and meeting high expectations in and out of the classroom.

Suspension from school can follow persistent infringement of school rules and serious offences; e.g. personal misconduct, bullying, theft, substances abuse and illegal drug-taking. In all such instances, a thorough investigation is undertaken. Suspension can be applied without warning depending on the severity of the situation.

Rewards and Sanctions

Merits will be given for good work, effort or contribution to school life. Students can also achieve a Commendation for extraordinary work, Cranbrook Values Awards for conduct that reflects our values, Attendance Awards and Academic Progress Awards.

You will be able to see your son or daughter's merits and sanctions via our new communication system. Details of this will follow shortly. This is a great way to stay engaged with your child's progress and become aware of any potential issues relating to their studies.

If students fail to meet the required high standard of behaviour, then they are likely to be sanctioned. This could take the form of:

- After school detention for up to one hour (students and parents will receive 24 hours' written notice with a full explanation)

Communication and community



As a Cranbrook parent, you are a very important part of our school community. Wherever possible, we work in partnership with parents to achieve the best education and school experience for all students. We want you to feel informed and engaged with your child's life at school, and therefore have put in place a range of systems to give you easy access to information at any time, as well as opportunities for you to meet and share information with teachers and other parents.

You will receive a weekly school bulletin on a Friday afternoon with updates on school news, timely reminders of events, as well as a newsletter at the end of each term.

Contacting Us

Your child's Tutor and/or Head of House should be the first ports of call for any questions or communication dealing with academic progress, social skills, personal development and any health and wellbeing issues. Please contact them by email in the first instance. If uncertain of who to turn to in any situation, please contact the staff at Barham Front Office on 01580 711800 (Monday to Friday, 8:30am-5:00pm) or email enquiries@cranbrook.kent.sch.uk

How We Communicate With You

We will be using a new communication system to communicate with you. Full information on how to access and use the system will follow shortly. This system will give you access to:

- weekly bulletins
- reports and Assessment Data
- up-coming events
- information on your son or daughter's behaviour including awards and sanctions
- your son or daughter's homework
- messages from members of staff

Reports and Assessments

Student progress is monitored continuously and then reported to you as part of academic reported assessments via their own pages on our parent's portal: Gateway.

All departments and subject teachers are given baseline information from key stage tests and from Cognitive Abilities Tests (CAT) sat in the first few days at Cranbrook to use in setting achievement targets for their students.

Tutor reviews and support are underpinned by a period of self-assessment, with clear targets being set in accordance with individual goals. You will receive an assessment timeline as part of the first term's year group information evening. Through tutor progress reviews and, in the lower school, a regular series of reported assessments, progress towards the student's targets is monitored effectively.

In the summer term, Years 7 to 10 are set formal internal examinations and the results from these are passed to parents. Year 11 are set mock GCSE examinations twice during the year. Parents of Years 7 to 11 are offered a consultation evening during the year. Taking place remotely via Microsoft Teams, parents are able to book appointments with their child's teachers.

An annual written report details academic progress and will include comments from tutors.

The CSPA supports the school in a number of ways, including:

- Coordinating informal opportunities for parents to meet socially over coffee or evening events to build their own support networks and friendship groups
- Organising and supporting information events for the benefit of both parents and students such as drug and alcohol awareness, teenage mental health forums and career's events
- Organising social events that allow parents to meet and mix, and in doing so raise funds for specific equipment or subsidised activities beyond the school's increasingly constrained budgets.

Cranbrook School Parents' Association (CSPA)

The objective of the Cranbrook School Parents' Association (CSPA) is to support the education of students by developing a strong school community and effective relationships between parents, staff and others associated with your child's education and welfare. All Cranbrook School parents are automatically members of the Cranbrook School Parents Association (CSPA). The CSPA can be contacted at chair18@gmail.com

Curriculum



Our Year 7 students are not set in subjects for their first year. There are also no sets in Year 8. When students enter in Year 9, they join one of five parallel forms. At timely points in the year, they are placed by ability or previous experience in sets for mathematics, English and languages.

Through the year, Years 7-9 students study a broad range of subjects, including maths, English, physics, chemistry, biology, geography, history, French, Spanish, Latin, food preparation and nutrition, music, art, drama, RE, computing, music, games, PE and PSHE (personal, social and health education). Further information on each academic department is available on our website.

www.cranbrookschool.co.uk/about-us/departments/

Following a period of reflection, careers and choices education, students will be asked to submit their GCSE course choices by the end of February in Year 9. In accordance with the EBacc, maths, English, a humanity, a modern foreign language or Latin and three sciences are compulsory subjects at GCSE.

Additional Educational Needs (AEN/SEND)

The SEND department supports students with additional needs both directly and indirectly through close liaison with subject and pastoral teachers. This covers support for students with a range of difficulties such as dyslexia, dyspraxia, ADHD and social, emotional and mental health challenges that might otherwise create a barrier to their learning.

Although it will not affect the placing of your child in classes, it is important for us to know whether or not he or she has received help in the past. Please ensure you complete the compulsory forms in the entry pack regarding additional needs and medical conditions thoroughly; prior knowledge of any challenges will result in the necessary support being offered as soon as possible.

New students are monitored closely by their Head of House, tutor and classroom teachers during the first weeks, and those who have additional educational needs of any kind are referred to the SENCo (Special Educational Needs Coordinator) for assessment and possibly extra support.

More information about additional support can be found on our website in our SEN and Disability Policy.

www.cranbrookschool.co.uk/policies

Our AEN/SEN department is located in Crane House, at the bottom of the library steps at the back of the 'In and Out' car park at the front of the school. This is where our SENCo and Student Support Assistants (SSAs) are based.

Sport

Your child will undertake around three hours of sport or exercise a week. Our core sports in games lessons are cricket, hockey, tennis, and netball for girls and rugby for boys.

In PE lessons, students are introduced to a range of fitness activities and swimming, the cardio vascular gym (supervised), and sports such as badminton, basketball, cross country, squash, gymnastics (KS3), dance and yoga.

Students follow a varied programme until the end of Year 10. The aim is to introduce your child to a broad range of sports and, in doing so, develop a range of physical skills and a love of sport. We achieve this by making PE and games lessons fun and involving for all abilities. Enjoying physical activity is a valuable life skill for both physical and mental wellbeing, so our staff focus is on building confidence and a sense of enjoyment in exercise. From Year 11 onwards, we aim to provide more options and the students are expected to take more responsibility to maintain activity throughout Sixth Form and beyond.

Many students take part in fixtures against other state and independent schools, with younger years having A, B, C and D teams.

Weekend fixtures generally take place on a Saturday, with fixtures listed on the school website before the start of term as much as possible. Team lists and details of fixtures are added a few days prior to the fixture and can be accessed online through the 'Calendar' tab and 'Sports Fixtures' from the drop-down menu. The password is 'Cranbrooksport'. Changes to arrangements or cancellations due to weather are updated on the website.

www.cranbrookschool.co.uk/school/Fixtures_Teams.asp?Id=364

Students who participate in fixtures or after school sports team training may incur additional charges for transport, umpire fees, affiliations, tournament entries and coaching; no student should feel excluded on financial grounds and funds are available for eligible students.

Parents are warmly welcomed to watch both inter-school and inter-house sports matches, even if your son or daughter might suggest to the contrary. Students benefit hugely from parent support at matches and these are valuable occasions for you to meet and mix with other parents. Inter-house competitions are an inherent part of school life with mixed years working together to enjoy team experiences.

The CSPA runs a group of volunteer parents who provide cakes and tea at matches. This is a great way to support your child and get to know other parents.

Relationship and Sex Education

Relationship & Sex Education is a compulsory topic on the curriculum so that each year, students build on their knowledge and understanding of the topic. Year 7 receive a bespoke PHSE program covering the biological process of puberty, the challenges of growing up and the changes they all undergo. The biological facts are taught in Year 9 in the context of family values, and there is an introduction to family planning and decision-making.

In Year 10, the curriculum concentrates on family planning and decision-making, and introduces the topics of sexually transmitted infections and moral issues. These issues are built on in Year 11 and further information is given on HIV/AIDS and sexual health. Students also discuss parenting skills.

In line with the Education Act, Cranbrook School offers parents and guardians the right to withdraw any student from sex education lessons other than those covering the biological facts that are a National Curriculum requirement. Details of this are included in the Relationship and Sex Education Policy on our website.

www.cranbrookschool.co.uk/policies

Philosophy and Ethics

As required by the Education Act, a comprehensive course on philosophy and ethics is provided for all students.

In Year 9, students are introduced to philosophical debate and look at a range of religious and non-religious world views on current ethical issues.

The optional Religious Studies GCSE course studied in Year 10 and Year 11 continues with philosophical study, but also focuses on more mature ethical issues such as abortion and euthanasia, with extended study of Christianity and Islam. The emphasis throughout is educational and not confessional. Critical analysis is encouraged and highly valued. In line with the Education Act, Cranbrook School recognises the right of parents to withdraw their child from philosophy and ethics and from the act of worship.

The Co-Curriculum



Although termed 'co-curricular', our program of activities and clubs is an integral part of the school day. Your child's Cranbrook experience should not just be confined to a whiteboard, textbook or computer screen.

Our goal is to produce young adults who are able to take their place in the world as independent learners and exemplary citizens, having developed resilience, tolerance and good interpersonal and leadership skills. Participating in a wide variety of our co-curricular activities is a key step towards achieving this.

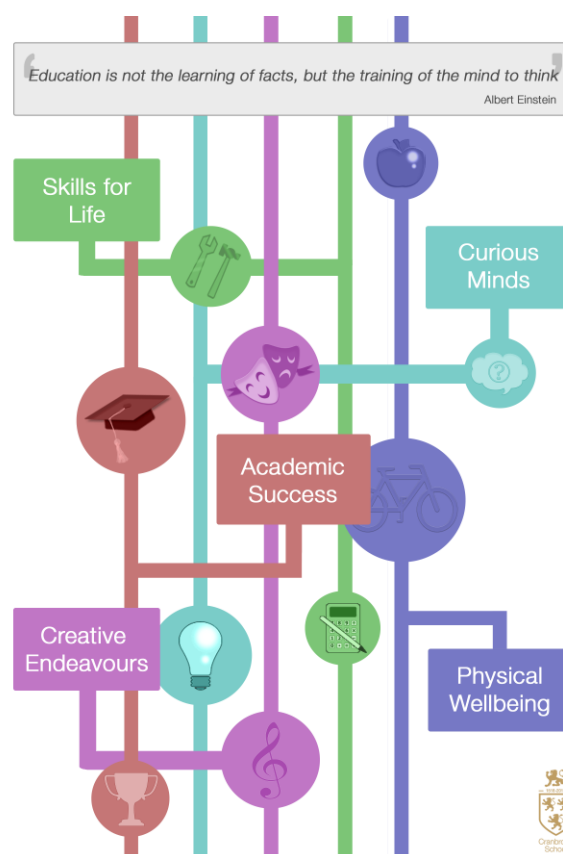
Clubs and activities are divided into categories:

- Curious Minds
- Creative Endeavour
- Physical Wellbeing
- Skills for Life
- Academic Excellence

Students are encouraged to participate in activities from at least three categories during the year by varying their clubs each term.

While not compulsory, Year 7 and 9 students are asked to sign up to and attend at least two clubs per term. Clubs are a great way to make new friends, so we ask that you support us in actively encouraging your son or daughter to get as fully involved as possible in their early weeks at Cranbrook School. Students can be rewarded for fully participating by receiving merits.

A co-curricular clubs and societies fair will be taking place in the first term.



Our programme embraces the Combined Cadet Force (CCF), Duke of Edinburgh Award Scheme (DofE), music, drama, public speaking and community and charity initiatives as well as clubs. Some charges are incurred for CCF and DofE activities; no student should feel excluded on financial grounds and funds are available for eligible students.

A fluid and evolving range of clubs led by Sixth Formers and staff allows students to explore different hobbies and interests (eco schools environmental group to cookery), develop their confidence and discussion skills (debating to Amnesty International), as well as extend academic subjects into practical applications (astronomy and art to robotics clubs).

You and your child will be able to learn about the full range of activities on offer at the Clubs Fair held after school during the first few weeks of the new academic year. This is always a lively event where senior students and club leaders promote their activities and via to recruit new members. We would encourage you to come along with your child so that you are aware of the range of clubs on offer and can encourage them to get involved when doing so might feel daunting.

There is a series of clubs' noticeboards along the Maths corridor where the range of clubs on offer each week is displayed. More information on clubs can be found on our school calendar.

We are always grateful to parents who are able to share their interests or professional skills through running a club (e.g. our video club that makes promotional films for the school), so please contact our Assistant Head (6th Form and Co-Curriculum), Mrs Chyna Hulland-Rumley, if you would like to discuss helping to run a club: hulland-rumleyc@cranbrook.kent.sch.uk

Due to 'real' cuts in education budgets over the last 10 years, parent financial support is crucial to the co-curricular program we are able to offer and which, for years, has made Cranbrook School stand out from other state schools.

We are very fortunate that Cranbrook School parents appreciate the important role that participating in co-curricular activities can play in developing the interesting and interested young people that Cranbrook is proud to help to create. Our parents put the 'extra' into our co-curricular and in doing so enable Cranbrook students to go on to achieve the extraordinary.

We ask all parents who can afford to to support their child's enjoyment of Cranbrook by making a regular monthly (or annual) gift to our Cranbrook Together scheme. We ask parents to consider a basic contribution of £20 per month per child, but a gift of any amount, no matter great or small, will make a difference and be gratefully received.

Cranbrook Together enables parents to direct a portion of their higher giving to an area of particular interest and relevance to their child; sports and active, creative or academic enrichment. We are committed to being transparent on how funds are used and regularly report back on where money is being spent and how parents are making a difference.

Please use the form provided in your information pack to sign up to Cranbrook Together and help to give your child the specialist sports coaching, performance opportunities and exciting academic extension activities they deserve. You can sign up to a Direct Debit online on our website at the address below.

You can learn more about Cranbrook Together direct from our students through a video they made on our website under the menu 'Parents' and 'Supporting Cranbrook'.

www.cranbrookschool.co.uk/parents/cranbrook-together/

Cranbrook Together

Performing Arts

Music

Our Music Department has a long tradition of supporting students both inside and outside the classroom. A varied and comprehensive concert and recital diary is supported by weekly rehearsals for musicians in our orchestra, jazz, swing and concert band, brass, flute and violin ensembles and choir, introducing the joy of music to all Cranbrook students. In addition, many students form their own bands and are invited once a year to take part in the 'Battle of the Bands', a competition held in the Queen's Hall Theatre which families are invited to attend. The annual 'House Singing Competition' is held at the end of each Spring Term, involving all houses.

Recording studio:

We have a fully equipped digital recording studio (funded through Cranbrook Together) that students can book to use in Music Tech Club, run by Mr McEwan our drum teacher, on Wednesday after school.

Music / instrument lessons:

In excess of 200 peripatetic music lessons are taught each week. Lessons are available in the following instruments: pianoforte, flute, oboe, clarinet, bassoon, alto, tenor and baritone saxophones, French horn, trumpet, cornet, trombone and tuba, percussion (drum kit and orchestra), violin, viola, cello, double bass, classical six-string guitar, electric guitar, bass guitar, ukulele, recorder and singing. Individual theory lessons are also available. The school has a reasonable stock of instruments to be hired from the school for £45 per term. There is no charge for the use of school pianos or drum kits. Students have 10 lessons per term at a cost of approximately £22 per lesson (charges can vary). Please be aware that students are taken out of a range of lessons and break times on a rotational basis to attend their lessons. It is expected that all students receiving music tuition at the school will practice every day for at least 30 minutes and preferably longer. Associated Board Theory

and practical examinations (all grades) are held termly at the school.

Music exams:

Entry fees for Associated Board examinations will be charged to the student's account as will a fee for any piano accompaniment provided. Trinity examinations are also held twice yearly at the school, organised by Mr Michael Newman.

Any queries relating to music lessons and or exams please contact the Director of Performing Arts.

Drama

Our Drama Department is based in the Performing Arts Centre and provides a range of opportunities for participation in co-curricular performances throughout the year, through open auditions and simply having a joy of performing and a desire to be involved. Students also learn to manage backstage functions, from stage makeup to running sound and lighting boards. A junior drama club runs throughout the year and focuses on developing a range of acting skills and techniques, led by some of our fantastic Sixth Form performers. The department has a visiting teacher of LAMDA examinations. Those interested in receiving LAMDA teaching, please enquire with the Director of Performing Arts on 01580 711852.

Health and Welfare

The physical and mental health and welfare of students is of paramount importance to all staff. As well as our professionally staffed Medical Centre, we have designated staff first aiders (including all sports staff) as well as staff trained in Mental Health First Aid through the Sam West Foundation.

All staff are trained in the use of an intranet system called MyConcern through which all staff concerns or observations about a student's welfare, happiness or changes to behaviour are recorded, allowing them to be viewed as a complete picture so any issues impacting upon their happiness or wellbeing can be picked up and discussed with you as quickly as possible.

House System and Pastoral Care

Our school community is built upon an established House system that ensures every student can find friendship, personal mentoring and an essential team spirit outside the confines of the classroom. You will have the opportunity to meet your child's Head of House at the Induction Sessions or New Parent Welcome Event.

Each House has a dedicated team of tutors who monitor the work and behaviour of students in their care, and a House Captain plus several senior students who guide the younger students through their school lives.

Please consider your child's tutor and/or Head of House as your first contact for any school related matters.

Medical Centre

The Medical Centre is primarily for the care of boarders, though day students can also use its facilities during school hours.

Surgery hours: Monday to Friday

8:00am	-	8:20am
10:40am	-	10:55am
12:00pm	-	1:40pm
3:35pm	-	6.00pm

Saturday and Sunday: Staff are on site during sports fixtures.

School Trips

Although every effort is made by the Medical Centre to liaise with staff accompanying school trips, it is vital that parents ensure that any medical condition a student may suffer from is notified to the member of staff in charge of the trip. In particular, staff will need to know if a student suffers from epilepsy or diabetes, carries an EpiPen, is taking anti-depressant or mood-altering medications or if there are any other factors that staff should be aware of.

Please ensure that your child holds an up to date GHIC card which will need to be produced if they take part in any overseas trip run by the school.



Wellbeing



In addition to the pastoral support from a student's tutor, from their Head of House, from senior students in their house and from our team of trained Student Listeners we also have support for children's wellbeing with Place2Be. This is a national charity working in schools to improve the confidence and wellbeing of children and young people. We are very pleased to have Place2Be at Cranbrook to widen the support we are able to offer our students.

Laura Mercer is our School Project Manager who works closely with our Heads of Houses, the Safeguarding Team and the Medical Centre as well as other staff across the school. In Crane House we have a dedicated room where young people can go to express themselves and think about their worries through talking and creative work. Trained Counsellors support this process, helping young people to find new ways of coping with difficulties so they don't get in the way of friendships or learning. There are times when young people might feel particularly sad, stressed, anxious or angry, due to problems such as bullying or friendship issues, worries about school, or difficulties at home. Some young people may become withdrawn; others may become more challenging in their behaviour. Having Place2Be in school is especially helpful at these times.

Place2Be works with young people one-to-one and in small groups, offering regular time-tabled support for those who will benefit most. In addition to this counselling support, all students can find help with friendship issues and other worries by choosing to visit Place2Talk – short sessions that are open to individuals and to groups. Place2Be also routinely meet with parents to discuss their worries about their children through our 'Parent Partnership' support.

Safeguarding and Child Protection

All staff at Cranbrook School, teaching and support, receive regular training on matters relating to safeguarding and child protection. The school has a Designated Safeguarding Lead and a team of Deputy Designated Safeguarding Leads. Contact details for the safeguarding team are available in all boarding houses and offices.

Students can turn to the Designated Safeguarding Lead or any of the team if they wish for support or help. They can also turn to their tutor or any other member of staff who knows how to involve the safeguarding team if the matter is of a serious nature.

Online Safety

Cranbrook School acknowledges that today's students use the internet very regularly and is proactive in educating them about online safety. Much of the internet is useful but misuse, such as cyberbullying and thoughtless posting of photos, can cause extreme distress.

The school provides online safety education in PSHE lessons in Years 7 to 11, as well as input in tutorials and occasional assemblies. Students are taught the benefits of the internet and how to stay safe online, as well as how misuse can lead to problems, including cyberbullying.

Senior staff will deal with online safety issues in a supportive way, whilst acknowledging that serious misuse of the internet can be illegal. Parents will be informed of any online safety issues being dealt with in the school.

Parents are encouraged to maintain an active interest in their child's online behaviour and digital footprint.

Boarding



On behalf of all boarding staff here at Cranbrook School, I would like to welcome you to your child's 'home away from home'. The information in this booklet has been compiled to provide both parents and students with a clear understanding of boarding life here at Cranbrook.

Boarding is what makes our school stand out from other grammar schools. Since the school was founded in 1518, boarding has played a significant role in the development of Cranbrook School. It is a school where students can become confident, independent thinkers and caring individuals. When our students leave, not only have they developed strong friendships, they have also developed friendships that are enriched with fond memories and a respectful, caring outlook on life and the community. Our top priorities are that all students feel happy and cared for, that they feel fully integrated with their day student counterparts and that they fulfil their potential.

Each boarding house has its own unique feel. This helps to ensure that the boarding houses are like second homes for the boarders. Each house has their own handbook, which I would recommend that you read to familiarise yourself with information on the daily running of your child's boarding house.

Thank you for taking the time to read through this booklet. Should you have any concerns or issues that you wish to discuss, please do not hesitate to contact in the first instance your child's Head of House.

Kirstie Burnett

Director of Boarding

Guardians

All students are required to have a UK contact available 24/7 during term time. They must also be available to collect your son or daughter within 2 hours in case of an emergency or serious behaviour incident. We need to be provided with both a landline and a mobile number, in cases of emergency.

Should you be travelling abroad during term time, please ensure that your boarding house has information as well as a UK based emergency contact.

All international children must have a UK resident guardian, who can be available within 2 hours (as above). Should you have any queries regarding guardians, please contact the school's Registrar. Cranbrook School is a member of *Aegis* (the Association for the Education and Guardianship of International Students). *Aegis* can provide parents with the details of accredited guardianship companies who they have rigorously inspected. Further information is available via their website.

www.aegisuk.net

Communication

We recognise that boarding parents in particular can feel left out of their child's busy life once they return to School and so we hope you will never hesitate to contact us.

A Boarder's Bulletin is published half termly to all boarding parents and provides some insight into the month's events and forthcoming activities. Previous Bulletins can be found on our website.

www.cranbrookschool.co.uk/boarders-bulletins

Uniform

Boarders are to wear the same uniform as their day colleagues. However, as boarders there are different clothing requirements in regard to the number of items required. Please refer to the house handbook for details, but if in doubt, please contact your House Matron.

House System

There are six boarding houses at Cranbrook, two girls' Houses, a boys' entry House, and three senior boys' Houses. These are all overseen by the Director of Boarding.

When your child joins the School, he or she will be in the care of a resident Head of House, assisted by tutors and matrons. The house system is the focal point of all aspects of your child's care and progress throughout their time with us. If you have any concerns, your child's Head of House should be your first port of call and to resolve these.

All Houses offer children positions of responsibility in different areas, for example house sport, music/drama and charity work. This is vital to ensure we maintain a vibrant student led community, with the older children guiding our new members to ensure they get the most out of their time here.

First two weekends

All new boarders are required to stay in for the first two weekends to have a thorough boarding induction which will enable all new boarders to meet members of their house and to assist in the transition to Cranbrook. All Year Groups will have scheduled activities running over both weekends.

Tutoring

The Houses are supported by a dedicated team of academic tutors who mentor between nine and twelve students each year. The tutor is your first port of call for any academic or School related concerns. Tutors will of course keep the Head of House informed as well as

school staff as necessary. Nearly all Cranbrook teachers are involved with tutoring, ensuring that individual students (and their parents) have access to a wide cross-section of counsel and advice.

Your House Handbook will have contact details of all of the house staff and tutors.

Additional Educational Needs

Our boarders are offered additional prep support in the evening and the SENCo is always happy to discuss their individual support needs with parents and carers. Tutors are also happy to be broached for an initial discussion.

Boarding Rules

Your child must follow the school rules at all times. For boarders, there are additional rules whilst in the care of boarding staff. Each boarding house has its own set of rules reflecting the house's traditions and culture. These can be found in your child's House handbook.

There are additionally several key boarding requirements for your child to adhere to at all times. These can be found in the Behaviour for Boarding policy on our website.

www.cranbrookschool.co.uk/policies

Bounds

All students must stay within school boundaries. These are extended as your child progresses through the school. Details can be obtained from your child's tutor/house handbook.

All public houses are out of bounds to all students.

Boarding students are not permitted to visit the homes of day students without prior permission from the member of staff on duty.

The Boarding Weekend

The boarding houses are open 7 days a week during term time. Students going home or away for the weekends are free to do so after any sporting or other school commitments are fulfilled.

Students should have permission in place with the Head of House by the Thursday morning prior to the weekend in question. If they sign out it is expected that they will be out until Sunday evening. Students are expected to return by 9:00pm latest on Sundays, unless agreements are made in advance with the Head of House and should be returned direct to their boarding house and not dropped in town. Please do not encourage your son or daughter to return to the house to collect items once they have signed out for the weekend.

Boarders are allowed to visit day students and stay for the weekend when invited. Please ensure the following guidelines are followed. You should make contact with your child's host family to ensure you are happy with the arrangements being made and that adequate supervision will be in place. Please ensure that both you and the host family phone the house to sign your child out by the Thursday before the visit. The host family is responsible for your child until they are signed back into their House after 6:00pm on the Sunday. This is particularly important if your child is being signed out to attend a party. The house will not accept any student who is considered unfit to return. You may be required to collect your child in these circumstances.

Tutor and House Trips

Tutor and house trips happen regularly and are an important part of boarding life. We endeavour to keep costs to a minimum, and will always ask your child to seek permission for any of the more expensive trips, e.g. theatre trips, paintballing and go-karting.

Transport To and From Staplehurst Station

Taxis for journeys to Staplehurst station can be billed by students when they are booked by the House Matron. Wherever possible, the school will provide a minibuss service at 8.00pm on Sundays for students to return from Staplehurst station. This service has a nominal charge, but is run on a voluntary basis by boarding staff. It is essential that students check to see that this service is running. It generally is not available when holidays finish as Heads of House need to be in their Houses. Students must book the bus both to and from the station by Friday lunchtime in Barham Front Office. Places on this bus are limited so please encourage your child to book early. If a journey is booked and then not required, please ensure your child makes contact with the school to cancel the return journey so that the minibuss driver knows not to wait for them at the station, failure to inform staff will result in a charge.

Weekend Activities

Boarders can have the use of school facilities during weekends, enjoy their house's collection of indoor games (computer and traditional), or simply chill out with Sky TV and movies.

Students are not permitted to use the specialist gym equipment until they have completed a gym induction. This can be arranged with the PE department. A full set of the rules that must be followed in the gym is provided by the PE department.

On Sundays or occasional Saturday evenings the boarding houses run a series of excursions to nearby attractions such as ice skating, cinemas, Laser Quest, mountain biking, bowling, theme parks and water sports or the popular all you can eat Chinese buffet, as well as in-house activities like BBQs, walks and the Bedgebury Parkrun.

Medical Centre

In entering the school all boarding students are registered with the school doctor, temporary resident treatment may be given by a local GP to the student's home during the holiday, but notification of this must be sent to the Medical Centre so that medical notes held by the school doctor may be kept up to date.

If your child is not registered with the school doctor then all medical matters must be dealt with by your own GP. The boarding house will not normally inform you if your child is admitted to the Medical Centre unless the reason is serious. The Medical Centre staff will, of course, inform parents immediately of anything worrying. Students who require overnight supervision will be looked after in the boarding house.

Any serious illness or accident during the holidays and any contact with infectious or contagious illnesses should be notified to the Medical Centre or house staff upon return to school.

Boarders should notify their Head of House of any medication they have been prescribed, and care will be taken to ensure this is stored safely.

If you would like your son or daughter to have routine dental treatment whilst resident at the school, they must be registered with the dentist. Parents should be aware that there is no provision for NHS dentistry in Cranbrook. All medical and dental appointments must be notified to the Medical Centre staff.

If your child is going to be travelling abroad with the school, the Medical Centre will send you a travel questionnaire to complete which will give your consent to the necessary immunisations. Unless notified to the contrary, the Medical Centre staff will assume that your son or daughter can give their own consent.

Please note that treatment cannot be given by Medical Centre staff or the doctor unless the relevant Health Forms and Medical Form are completed and returned.

Early Returns after Holidays

At the end of holidays, Houses generally open at 6:00pm. At the start of each term, we will endeavour to ensure that one House opens earlier to accommodate international students and their flight times. This provision is a service for students who have informed the Head of Boarding prior to the start of the holiday. The early return House (where possible) will be published in the Boarders' Bulletin. If this is not available, international students must remain under the care of their Guardian until 6:00pm.

Cars

There are a limited number of parking spaces at the boarding houses and we cannot guarantee spaces for all students. Students who have passed their driving test may bring their cars into school with the permission of the Head of House. Keys must be handed in to the Head of House. The use of the car will be limited to going home and coming to school, and no lifts should be given without the express permission of the Head of House.

Rules and Policies



Our rules and regulations underwrite an expected code of conduct within the school.

School rules are amended regularly by the Headmaster and you will be notified of these changes in the weekly bulletin.

Home / School Agreement

The home/school agreement sets out the expectations of the school. It must be signed by your son or daughter, as well as yourself and the Headmaster, and is held on file. If you decide not to sign the contract, that will be recorded on file.

The Cranbrook School contract has been devised in collaboration with the teaching staff, Governors and the Cranbrook School Parents' Association (CSPA) and sets out as clearly as possible the basis for a successful career at Cranbrook. This is approved annually by the Governors.

Courtesy

At all times students are expected to be considerate, quiet and courteous in the school, on visits and in the town. The school site is near the centre of the town and thoughtful behaviour is essential: no pushing, no large groups and no unnecessary noise, especially in the town's congested streets. Single file on the churchyard paths is expected.

Polite behaviour is expected in shops. Chewing gum is not allowed on school campus.

Governors' Policies

The school has in place a range of policies on a number of issues. Copies can be downloaded from our website, or are available from the Headmaster's Office.

www.cranbrookschool.co.uk/policies

Particular areas of interest may be:

- Anti-bullying
- Behaviour for Learning
- Child protection and Safeguarding
- Complaints
- Drug and substance use and misuse
- Equal opportunities
- Equality information
- ICT (including the use and misuse of equipment)
- Relationship and Sex Education

Absence / Registration

You should contact the school by 9:00am on the first morning that your child does not attend and on each subsequent day of absence.

Students are registered in each lesson. You will be contacted by telephone if your child is absent without notification.

If your child is late for any reason including a medical appointment, they must sign in at Barham Reception on arrival.

Care of School

Our school expectations are:

We respect learning

1. Be prepared: Arrive on time with correct equipment and uniform
2. Get started: Enter the classroom quietly, put bag away, get out equipment. Look at the board and get on with any work set
3. Speak up: Raise a hand to speak in class. Ask for help or clarification when required
4. Follow instructions: Follow teacher's instructions first time
5. Take pride: in learning and present work to the best of your ability
6. Work hard: Stay on task and engage fully in the learning
7. Be organised: Write down homework in full. Hand in homework on time, completed with full effort
8. Catch up: work missed through absence or lack of equipment

We stay safe

1. Take care: Behave in a calm, orderly and self-controlled way
2. Show respect: to members of staff and each other: speak politely and kindly and listen respectfully
3. Care for property: Treat the school buildings, school property and property of others with respect. Store belongings in lockers or bag racks
4. Be honest: follow teachers' instructions first time and accept sanctions when given
5. Take pride: Refrain from behaving in a way that brings the school into disrepute, including when outside school Wear the correct uniform at all times
6. Attend on time: to all lessons. Stay on site unless permission has been given to leave.
7. Speak up: Report unsafe behaviour to a member of staff
8. Stay safe: Only bring onto site things that are safe for all. No phones to be used 8.15-3.45.

Mobile phones, iPods and headsets

Students are not permitted to use mobile phones in school between 8:15am and 3:45pm. If your child needs to bring a phone to school to use on their journey to and from school, then it will need to be switched off and kept in a pocket during the day. We do not advise that phones are left unattended in bags unless secured in a locker.

Any mobile phone seen by a member of staff (whether in use or not) will be confiscated and held at Barham Front Office for collection at the end of the day. On the second occasion a phone is confiscated you will be required to come in to school to collect it on your child's behalf.

If you need to contact your child during the day please call Barham Front Office and your child will be invited to the office to call you. If your child needs to contact you during the day, then they should go to Barham Front Office to ask for permission to use their phone and to call you from there. iPods, or the equivalent, including headsets and earphones are not permitted in school at all during the working day. Sixth Formers may use them with the permission of the Head of Sixth Form in the Sixth Form Centre only.

Holiday / Planned Absences

Parents are actively encouraged not to take their children out of school during term time for holidays or flights. In accordance with the Department for Education guidance, the Head will not grant leave of absence during term time unless there are exceptional circumstances.

An application must be made two weeks in advance and the Head must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case that warrant the leave. Where a leave of absence is granted, the Head will determine the number of days a pupil can be away from school. A leave of absence is granted entirely

at the Head's discretion.

Illness and School Medical Rules

If a day student is taken ill during the school day they must report to the Medical Centre who will conduct a quick health check on the student and either send them back to class or contact home to arrange their collection. The student must sign out in Barham Front Office before leaving the campus.

Please note that treatment cannot be given by the Medical Centre staff or the doctor unless the relevant Health Forms and Medical Cards are completed and returned. If your child is going to travel abroad with the school, the Medical Centre will send you a travel questionnaire to complete which will give your consent for the necessary immunisations. The student can give his or her own consent if aged 16 or over. They also have the right to refuse immunisation if deemed competent to do so.

Campus

The areas on campus that are out of bounds are the playing fields, Pavilion and Sports Hall, astro, squash courts and pool, unless to play, swim or watch, boarding houses to non-residents except with permission, the Queen's Hall and classrooms outside of teaching hours. Students may only use these areas with explicit permission. Use of the Astro at break times and lunchtime is a privilege for students at set times in Years 9 to 13 and trainers must be worn at all times.

Town

With the exception of Year 12 and Year 13 students, the town is out of bounds during working hours. The town is out of bounds at break time and lunchtime for Year 7 to 11 students.

Safety

Special care should be taken crossing roads.

Swimming pool regulations must be strictly observed.

Appropriate kit must be worn for games and activities. Glasses, if worn, should be safe for the activity concerned.

Protective glasses for squash are strongly recommended, whilst gum shields are compulsory for rugby and hockey.

Boarders taking part in skateboarding after school must wear a safety helmet and protective clothing at all times.

Prohibitions

The purchase, use and possession of cigarettes, tobacco, alcohol, legal and illegal highs are strictly forbidden within school hours and grounds.

No drugs, pills or medicine are to be brought to school, except with the permission of the Medical Centre staff or Head of House. The school provides clear guidelines on authorised prescribed and medical drugs (such as asthma inhalers, insulin and mild pain killers) that can be brought into school where appropriate, but only if the Medical Centre staff or house staff are aware of this in every instance.

No knives, matches, cigarette lighters, weapons or other items not required for school use and which could potentially be harmful are to be brought to school.

Any electrical equipment brought in for school use must be safety tested.

Computer Network: Rules for Students

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of emails and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

The computer network is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly outlining acceptable and unacceptable use of computers in school:

- Irresponsible use may result in the loss of internet access
- Network access must be made by the user's authorised account and password, which must not be given to any other person
- School computer and internet use must be appropriate to the student's education
- Copyright and intellectual property rights must be respected
- Emails should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers
- Users are responsible for emails they send and for contacts made
- Anonymous messages and chain letters are not permitted
- The use of chat rooms is not allowed

- The school ICT systems may not be used for private purposes, unless the Headmaster has given permission for that use
- Use for personal financial gain, gambling, political purposes or advertising is not permitted
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

If any student has access issues with the school network or any questions, they should email helpdesk@cranbrook.kent.sch.uk.



Finance and Administration

Charges and Termly Accounts

There is no tuition fee, only boarding accommodation fees. These are charged and due for payment before the start of each term. At the end of each term you will be sent a student account. This will show all of the charges incurred by your child that term. This account must be settled by the first day of the next term. Any accounts not settled as such will incur the following payment charges as levied by the Governors:

- An interest charge of 5% above the National Westminster Bank base rate for all overdue accounts, plus
- A termly administration charge of £20 for an account outstanding up to £50; or
- A termly administration charge of £30 for an account outstanding between £51 and £200; or
- A termly administration charge of £50 for an account outstanding over £200.

All charges are raised in arrears with the exception of the boarding fee.

Where appropriate, the following charges, which are reviewed annually, will appear on the student accounts termly:

- **CCF Subscription** - Charged only to students involved
- **Sports Club Membership** - Charged only to the relevant students (see website for details)
- **House Funds** – Charged to Boarders only

Charging Policy on School Trips

Under the terms of the Education Reform Act, we do not have the right to charge for certain school activities, although voluntary contributions may be sought from parents of participating students. The provisions of the Act apply to such activities as day and residential trips in the UK and abroad. The Governors have adopted Kent's policy on charging. A full version of this policy is available in school should you wish to see this.

In order to save you and the school the need to complete an indemnity form each time your child goes out of school, please complete the Compulsory Information Form which is included in the starting details pack sent by the Registrar. This covers all trips of up to one day's duration, including the school's Sponsored Walk and going into the town at break and lunchtime where school rules permit. You will be asked to complete a separate form for any residential trips or trips abroad.

Insurance Cover for Personal Effects

The Governors are fully aware that students possess a wide range of personal effects in addition to their clothing. Whilst staff do their best to assist students in safeguarding their property, particularly money, watches, mobile phones, iPods, MP3 players, bicycles, laptops and other such valuables, the Governors do not accept liability for, or insure against, loss

or damage to personal belongings brought on
to school property.

Neither the governors of the school can be held responsible for the loss or damage to such articles or effects whilst the student is at school, unless such articles have been handed in to a person of authority for safekeeping. Parents are advised to seek advice of an insurance broker.

Students' Personal Accident Insurance

The school provides the basic minimum requirement of personal accident insurance for all boarding students. The policies that have been carefully negotiated by the Bursars' Association provide:

- Realistic benefits payable on proof of permanent disability and without the need to prove negligence
- Worldwide cover for 365 days per year, with few exclusions for boarding students

Dental Insurance

The school offers the opportunity to subscribe to Denplan Insurance, providing students with access to comprehensive worldwide accident and emergency cover. A copy of the policy can be obtained from the Bursar.

The Data Protection Act

Cranbrook processes personal data about its students and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- Support its students' teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

The data may only be used or passed on for specific purposes allowed by law. From time to time, the school is required to pass on

some of this data to local authorities, the Department for Children and to agencies that are prescribed by law, such as Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT) and organisations that require access to data in the Learner Registration System as part of the Managing Information Across Partners (MIAP) programme.

Students, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by age 12, a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the Kent County Council website www.kent.gov.uk, or via the Data Protection Officer at Kent County Council, Room 2.35, Sessions House, County Hall, Maidstone, Kent ME14 1XQ or for those students/parents where this is not practical, a hard copy can be obtained from the Headmaster's Office.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of student data by the organisations mentioned above, and to the Full Notice (Layer 3) which gives greater details of how the student data is processed and the rights of parents and students.

Either can be obtained from www.kent.gov.uk or from the Data Protection Officer at: Kent County Council, Room 2.35, Sessions House, County Hall, Maidstone, Kent ME14 1XQ. A hard copy can also be obtained from the Headmaster's Office.

My Key Cranbrook Information

Please keep this information in a safe and secure place, and do not share your username or password.

Head of House	
Head of House's email	
Tutor	
Tutor's email	
ParentMail username	
Password	
Other notes	



Cranbrook
School

Cranbrook School

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Cranbrook School



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