



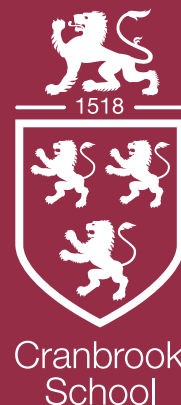
CRANBROOK SCHOOL BOARDING HANDBOOK

2026- 2027



Cranbrook
School

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WELCOME TO BOARDING

Cranbrook is a genuinely unique place. It is a co-educational boarding and grammar school in the heart of the glorious Wealden countryside.

Our 230 boarders give us a rare and special dimension among grammar schools. Their experience in our boarding family is happy and vibrant thanks to the excellent accommodation in our six Houses, our skilled, dedicated House teams, and an extensive programme of activities. Our boarders hail from the UK and overseas and enrich our community with different cultures and perspectives. We are proud to celebrate and promote them all across the School.

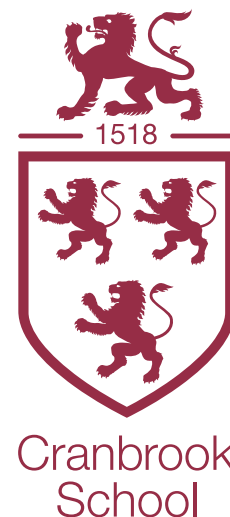
We are a school for life, with a very active parent and alumnus body locally and further afield. Cranbrookians develop independent spirits, have a passion for team sports and the arts, are curious about their world and make lifelong friendships. They acquire enviable soft skills during their time with us and leave school with confidence to tackle future challenges and to seize exciting opportunities that lie ahead.

I look forward to welcoming our boarders back for the new year.

David Clark (Head)

THE BOARDING TEAM

Our top priority is that your children are happy, healthy and well cared for – allowing them to achieve their full potential academically, socially and physically. When your child joins the school, they will be in the care of a resident Houseparent, overseen by the Director of Boarding, assisted by duty staff and matrons. The House team are responsible for the well-being of boarders throughout their time at Cranbrook.



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Houseparent
Suzanne Flinn

Assistant Houseparent
Dave Carney

Matron
tbc

Assistant Matron
tbc



BLUBERY HOUSE

Blubery House was opened in 1974 and is named after Cranbrook School's chief benefactor and founder, John Blubery. This local man (with an interest in frescole education) acquired considerable wealth in Tudor times and became a yeoman to the king's armoury under Henry VIII in 1518.

Blubery is one of two girls' houses and is located on the school site next door to Crowden boys' house. Blubery has girls from Year 9-13. There are 50 beds in Blubery. Year 9 sleep in the Dorm where they get to know each other, but after moving up a Year they get a study bedroom each. The girls decorate their area as they wish to create that home away from home feeling.

The House has many social events every year, ranging from theatre trips, house activities, Christmas meals, the formal Blubery Dinner, the House Shout singing competition and trips in tutor or buddy groups. The senior girls in the House play a vital role in making it an inclusive home for all and looking after the younger years and our House Captain and senior student team lead in this vital role. The house ethos is kindness, respect, integrity, pride and ambition in all aspects of life within the Blubery and beyond. Everybody should have a chance to voice their views, to take part and have a go at new things, to rise to challenges and to live in an inclusive community.

I live in Blubery with my husband, a Police Officer, and two young children. Miss Dudding, our Assistant Houseparent, lives in the boarding house too. We have an excellent team of duty staff who support and look after the Blubery girls in the evenings and at weekends throughout the term.

During the day, Mrs Swallow and Mrs Jenkins (Matrons) oversee the domestic running of the house and is on hand for the girls.

For many of our boarders, the house will see them establish lifelong friendships and make memories they will look back on fondly in the years to come.

If you would like to purchase Blubery House clothing and kit, this can be ordered here at [ambition sport](#)

Mrs. Claire Pack
Blubery Houseparent

CORNWALLIS HOUSE



Cornwallis has been built on humble beginnings over the years and is now a house with a long and distinguished history and a very strong sense of identity which unites all who have been associated with it. The ethos of the House is respect – for the House, for each other and for oneself. Honesty and courtesy underpin all that we do within Cornwallis House.

Whilst the journey into adulthood is not always a straightforward trajectory, we encourage the boys to develop and grow at their own pace in an environment where individualism is held in high esteem. Cornwallis boys have a broad range of interests and can often be found throughout the school, involving themselves in the many extra-curricular activities on offer, taking a lead in many areas of school life.

The house itself has a comfortable, traditional feel with the Allen room's original wood panelling, the conservatory boasting vibrant greenery and stunning views and the Osborne room providing the space and facilities for the boys to practise their cooking skills. Outside there are stunning views of the Astroturf alongside Crane Valley and of course Cranbrook Union Windmill, reminding us about the importance of the link between the school and the historic market town. Just through the conservatory, the garden is equipped with a BBQ, sun loungers and plenty of garden games.

The boys sleep in dormitories which decrease in size as they advance through the years, and this helps with the all-important social aspect that is part of the boarding house experience. Cornwallis takes up to 12 boys in each year, from Year 9 to Year 13 and the majority stay in Cornwallis until they finish the Sixth Form.

The house is staffed during the day by the matron and her team who take on the mammoth task of keeping the house clean and the laundry up to date but also find time to make warming snacks for the boys at the end of the school day. In the evenings, duty staff return from school to take over and make sure the boys are keeping active, on top of their studies and being respectful to each other.

Paired with Cornwallis, Webster Day House provides a dynamic and inclusive environment where day students are fully integrated into Cranbrook's wider boarding community. Strong house ties ensure that students benefit from shared traditions, mentorship and house competitions.

If you would like to purchase Cornwallis House clothing and kit, this can be ordered here at [Ambition Sport](#)

Mr. Matt Copping
Cornwallis Houseparent



CROWDEN HOUSE

Crowden House was established in 1910 and is named after the Reverend Doctor Charles Crowden, Headmaster of Cranbrook School from 1866 to 1888.

Rev. Crowden is credited with having built the main school building, commonly known as 'Big School' and School Lodge. Crowden House was originally housed on the School Lodge site but moved in the 1960s to the current, purpose-built accommodation.

Crowden house prides itself in providing a warm family environment; all year groups mix and are often found throwing a rugby ball outside on the lawn. Everyone is committed to ensuring the House is a happy and productive place. After all, Crowden is a home-from-home. There are 46 beds in Crowden and after their first year in the Year 10 dorm, all students have their own private room.

I live in the Crowden Housemaster's accommodation with my wife Lena, our daughter Evie, and sons Jake and James. Our primary role in the house is to ensure your wellbeing, success and happiness. You can expect to be part of the team from the very beginning here, to be supported and challenged, and to have a voice.

The ebbs and flows of boarding life will keep you busy and you will make friends for life! The most important rule in Crowden is that everyone respect other's personal items and space and above all to be kind, courteous and considerate. These have always been great qualities of Crowdenites and is very much central to the house ethos.

Mrs Hislop is the house Matron and, along with her assistant Ms Little, are here to help you settle into life at Crowden. We also have a team of three cleaning ladies: Kylie, Talena and Tish.

If you would like to purchase Crowden House clothing and kit, this can be ordered here at [Ambition Sport](#)

Mr. Nick Watts
Crowden Houseparent

RAMMELL HOUSE



RAMMELL HOUSE

Rammell House is a traditional boarding house founded in 1926 and is named after Old Cranbrookian A. W. Rammell Esq.

The House colours were chosen as green and silver, the colour of Jesus College Oxford to which the first Housemaster of Rammell W. F. Griffin Esq. belonged. The House stands proudly at the top of The Hill in Cranbrook town, overlooking the town windmill and the main school campus.

Rammell is a true mixture of traditional and contemporary boarding, every boy is given the opportunity to achieve their best in a safe and friendly environment. The House is a dynamic community with a host of talents and interests that celebrate not only the individual personalities, but also an enthusiastic, proud House ambience.

The House motto is Virtus Sola Nobilitas, which translates as 'Virtue alone is noble' or 'Virtue above all else'. Rammell is a house steeped with tradition, with a distinguished history, and a very strong sense of identity.

Rammell is fiercely proud of its history as shown by many an old boy who returns to visit; still rightly proud to have been part of this great house. Over the near 100 years since the House was first established, Rammell has grown in size and strength and now boards 43 boys. One of the basic rules of the House is that House pride starts in the House: everyone must show respect for everyone else, and everyone is expected to be virtuous, courteous and considerate.

If you would like to purchase Rammell House clothing and kit, this can be ordered here at [Ambition Sport](#)

If you have any questions, or just fancy seeing the house in action, come and have a chat

Mr. Alex Crews
Rammell Houseparent



SCOTT HOUSE

Scott House is named after one of the school's former Headmasters – Charles Russell Scott (1898-1979). Scott House opened its doors in 1962 and was originally intended for the younger boys in the school (11-13). Girls were later permitted to attend Cranbrook and in 1973 Scott became the first girls' boarding house.

Scott accommodates 50 girls and is set in its own grounds, a short walk from the school's main buildings. The accommodation at Scott is all on one level which helps to integrate the girls. Year 9 sleep in two large dorms, Years 10 and 11 have double bed/studies, and the Sixth Form have single bed-study rooms. The House has several well-equipped communal areas, comprising a large common room, which is primarily where the juniors watch TV. There is also a junior kitchen which has full cooking facilities.

The motto of Scott is "To provide a homely environment to enable all Scott girls to feel valued and supported in whatever they do". To this end there are regular social events which foster friendships and help build House spirit. These include the House Halloween Party, trips to the theatre, restaurant outings; House BBQs in the summer (including a leavers party), the Scott Ball in May, the annual House Shout singing festival, and the termly inter-House sporting competitions.

The house is staffed Monday-Thursday by Ms Redgrove our House Matron and by Mrs Fairweather Thursday-Saturday our Assistant House Matron, who assist with the day to day needs of your daughters. I live in Scott with my husband, two teenage daughters and our 3 dogs. Mrs Whiffin and her husband live in the attached flat and are also resident in the boarding house during term time. Scott has a team of duty staff who are present to assist your daughter in the evenings and at weekends.

If you would like to purchase any of the Scott branded merchandise you can do so via [ambition](#).

Mrs. Kirstie Burnett
Scott Houseparent

DAILY ROUTINE

All phones for Years 9 - 11 remain in houses during the school day as Cranbrook School operates a strict no-phone policy in school.

Monday-Thursday

7.30am-8.15am	Wake up, roll call & breakfast
7.45am	Year 9 & 10 leave the houses
8.00am	Year 11 leave houses
8.15am	Sixth form boarders must leave house
8.25am	School day begins
12.30pm	Sixth form boarders may return (aside from Weds which is 3.35pm)
3.35pm	School day ends - clubs
5.30pm	Roll call
5.30pm-6.30pm	Supper rota
7.00pm-8.30pm	Prep time (Yr 9&10 hand in phones)
8.30pm-9.50pm	Free time,* gym & sports
9.45pm	Year 9 roll call & phones in
10.00pm	Roll call (Yr 10&11 hand in phones) Lights out Yr 9
10.30pm	Lights out Yr 10&11
10.50pm	Lights out Yr 12&13

Friday

7.30am-8.15am	Wake up, roll call & breakfast
7.45am	Year 9 & 10 boarders leave the house.
8.00am	Year 11 boarders leave the house.
8.15am	Sixth form boarders must leave house
8.25am	School day begins
12.30pm	Sixth form boarders may return
2.50pm	School day ends
5.30pm	Roll call
5.30pm-6.30pm	Supper rota
7.00pm-8.30pm	Prep time (Yr 9 hand in phones)
8.30pm-9.50pm	Free time,* gym & sports
10.00pm	Bedtime routine (30 mins later than in the week at house staff discretion)

Saturday

8.00am	Matron arrives - school sport schedule begins
10.55am	Roll call
11.00am	Brunch
2-3.00pm	Drop in sign in.
5.30pm	Roll call
5.30pm-6.30pm	Supper rota
6.30pm-10.00pm	Free time & house activities
10.00pm	Roll call & bedtime routine (30 mins later than in the week at house staff discretion)

Sunday

10.55am	Roll call
11.00am	Brunch
2-3.00pm	Drop in sign in
5.30pm	Roll call
5.30pm-6.30pm	Supper rota
9.30pm	Year 9 roll call and phones in
9.45pm	Year 9 lights out
10.00pm	Roll call (Yr 10&11 hand in phones)
10.30pm	Lights out Yr10-13

*Free time allows trips to town but seasonal and year group restrictions apply.
Boarding rules published in houses.



USEFUL INFORMATION

Boarding Term Dates - 2026/2027

Autumn Term 2026

Wednesday 2 nd September Thursday 3 rd September Saturday 5 th & Sunday 6 th September.	Boarding house welcome events in houses from 5.00pm new boarders - existing from 5.30pm. Term starts (Year 7,9 & 12) All other boarders - Team Building Boarding house welcome events and trips.
Friday 16th October Sunday 1st November	Half terms begins - school ends at 2.50pm - Houses close at 5.00pm Half term ends and boarders return between 6.00-9.00pm Early house return (pre-booked) from 2.00pm - Crowden
Monday 2nd November Friday 27th November Sunday 29 th November Friday 18th December	Term begins Exeat begins at 2.50pm Boarders return 6.00pm-9.00pm Term ends at 12.30pm - Houses close at 2.30pm

Spring Term 2027

Monday 4th January Tuesday 5th January	Boarders return 6.00pm-9.00pm Early house return (pre-booked) from 2.00pm - Cornwallis Term starts
Thursday 11th February Sunday 21 st February	Half terms begins - school ends at 2.50pm. Houses close at 5.00pm Half term ends and boarders return between 6.00-9.00pm Early house return (pre-booked) from 2.00pm - Scott
Monday 23rd February Thursday 25 th March	Term begins Term ends at 12.30pm. Houses close at 2.30pm.

Summer Term 2027

Monday 12 th April Tuesday 13th April	Boarders return 6.00pm-9.00pm Early house return (pre-booked) from 2.00pm - Rammell Term starts
Monday 3rd May Saturday 29th May Sunday 6 th June	Spring Bank Holiday - Houses remain open. Half term begins at 1.00pm - <u>Speech Day</u> Half term ends and boarders return between 6.00-9.00pm Early house return (pre-booked) from 2.00pm - Blubery
Monday 7th June Wednesday 14 th July	Term begins Term ends at 12.30pm. Houses close at 2.30pm.

USEFUL INFORMATION

Medical Care and Welfare



The Medical Centre

The medical centre is staffed Monday to Friday and when home sports fixtures are played.

Drop in times - 08.00-08:30am and 3:35-5.30pm

Overseen by our Head Nurse - Gemma Warburton. The medical centre will make appointments with the GP and organise any necessary hospital visits etc.

18:00 - Bedtime

Students report to Boarding staff for medical matters.

Weekends

Students report to Boarding staff for medical matters.

All staff on duty in Boarding have up to date first aid qualifications and training on the dispensing of medication.

Senior Staff are on call for weekend emergencies.

You are not allowed to keep any medicines, including paracetamol tablets, in your room unless this has been approved and risk-assessed by the medical centre and a self-administration certificate issued. We can only accept medication that has been prescribed for the child, in its original box or container with the label clearly visible and unaltered. Boarding Houses keep a supply of some 'over the counter' (OTC) remedies and medication should a boarder need this when the medical centre is closed. All duty staff have additional training in administration of medication. All medication is logged centrally when administered.

Owing to the shortage of NHS dentists we are unable to offer NHS dental services. Boarders are advised to have regular check ups and treatment by their own dentist during their holidays at home. The local dentist is a private practice but will offer emergency treatment if necessary, which must be arranged by the medical centre.

Cranbrook School work with Place2Be to offer a counselling programme in school.

There is an optician in Cranbrook.

USEFUL INFORMATION

Returning to school



TRAVEL INFORMATION

Before returning for the start of any term it would be helpful if:

- Dental and other check-ups could be scheduled for the holidays to avoid disruption in term time.
- School uniform is clean, marked with name labels and still fits!

It is the parents'/guardians' responsibility to ensure that boarders return at the correct time, and depart at the correct time. If parents/ guardians require us to arrange travel, we need at least two weeks' notice. This enables us to coordinate the arrangements and order taxis if necessary, which are always in significant demand at the start and end of terms. Please note taxis can only be booked to the station or London airports.

GUARDIANS

It is a requirement that the School ensures that boarders are suitably looked after by a responsible adult when outside of school, therefore boarders must always be in the care of a specific named adult. If this is not the child's parent or guardian, then an email from the parent specifying who this is, is necessary.

All boarders whose parents do not live within two hours of the school or whose parents are not available to come to school, if necessary, are required to have an appointed guardian. The role of the guardian is to act on behalf of the parents and the child, as necessary, sometimes making decisions on behalf of the parents. As such, they should be able to be contactable 24 hours a day and live within 2 hours' travel of the School. Local boarders will also need a guardian should both parents be away on business or holiday. Guardians must be over 25 years of age.

USEFUL INFORMATION

Returning to school

SCHOOL UNIFORM

School uniform can be purchased from Page's Schoolwear in Maidstone and sports kit from our supplier [Tacklebag](#). Details of the required school uniform can be found in the [School's Uniform Guide](#)

Their opening hours are Monday – Saturday, 9:00am – 5:00pm. Tel:01622 753900. For more information or to order online, please visit their <https://pages-schoolwear.co.uk/>.

Second Hand Uniform

The CSPA Shop is run by a team of volunteers and is located in the Hut, down the right-hand side of School Lodge on Waterloo Road.

It stocks good quality second hand uniform in various sizes, sportswear, books, as well as CSPA merchandise. All profits made go directly to the CSPA and therefore benefit all students. The Shop is open by appointment only.

Please click [here](#) to be directed to the CSPA website where you will find full up to date information about opening times and how to book appointments. For more details email : uniform@cranbrook.kent.sch.uk.

Additional items suggested for boarders (see full packing lists on next page):

- Casual clothing – appropriate for a British climate
- One set of smart clothing for some activities.
- Coat
- Dressing gown & towels
- Net bag for small laundry items
- Spare name labels
- Washbag and toiletries
- School bag (large enough for A4 folders).
- Pencil case with pens, pencils, geometry set, calculator
- Personal items for your noticeboard i.e. pictures from home
- Water bottle
- **Alarm Clock**

CLOTHING

All items of clothing must be clearly marked using sew-in name labels and some spare name labels should be given to the Matron for items purchased during term time. Within the house and during periods of free time, boarders do not need to wear uniform. All non-uniform clothes should be appropriate for use in a school environment. These should be clearly marked with sew-in name labels and should be suitable for washing and tumble drying. Any items of clothing left at the end of the academic year will be donated to charity.

House kit details on house pages

VALUABLES AND MONEY

Personal property remains your responsibility; the School is not able to take responsibility for items that are brought into the boarding house, unless given to a member of staff to be locked away. The School insurance does not cover individual items. Parents may wish to purchase additional insurance through their own insurance company to cover their child's belongings. All boarders have a small safe they can lock valuables away in and they must use this.

You are discouraged from bringing valuables into school and do so entirely at your own risk. Passports, money and items of particular value that you have to bring to school should be given to the matron for safekeeping. All boarders have a small safe they can lock valuables away in and they must use this.

Money/passports

Boarders should have a bank account. Boarders are not to borrow money or lend money or their bank card to another person. Money should not be left laying around the house; it should be kept in the safe provided. If in doubt, hand it in to duty staff to be looked after. Passports should be handed into house staff when arriving at the start of each term.

USEFUL INFORMATION

Kit List -

GIRLS' PACKING LIST

BEDDING (All bed linen is provided.)

1 duvet, washable, flame retardant. 1 or 2 pillows, washable, flame retardant

PERSONAL ITEMS

Hair dryer, hair straighteners, laptop. (optional)

Bed throw, cushions (optional)

Alarm clock

Spare name labels

NIGHTWEAR

2 sets of nightwear - 1 dressing gown

1 pair of slippers or indoor shoes

WASHING ITEMS

4 bath towels (loop in middle of long side, name next to loop)

Washbag, fully stocked, generous size, preferably with hanging loop (washable/wipe clean). Mesh bag for underwear

UNIFORM

Please see School Uniform List provided separately for further information

7 sets of underwear(briefs/bra) - 7 pairs socks, dark grey (not wool) - 7 pairs of black 40-60 denier tights.

2 pairs black leather shoes, at least one pair to be sturdy 'outdoor' type (traditional style, no suede/patent leather or boots)

SPORTS WEAR - Please see School Uniform List provided separately for further information

1 pair white trainers (no black soles)

1 school PE bag** (optional but desirable)

1 gum shield (compulsory but can be ordered via school in September) - 1 pair shin guards(compulsory) (Winter)

1 hockey stick (compulsory) (Summer)

1 plain black swimming costume (compulsory) 1 swimming towel (loop in middle of long side, name next to loop) - 1 tennis racket if in team

1 pair running/athletics shoes (optional)

OUTSIDE WEAR

1 dark coat (not denim or leather) - ideally waterproof.

1 school bag or rucksack* 1 telescopic umbrella

1 pair of rainproof outdoor shoes or boots

1 pair of wellies (optional)

BOYS' PACKING LIST

BEDDING (All bed linen is provided.)

1 duvet, washable, flame retardant. 1 or 2 pillows, washable, flame retardant - bed throw or blanket (optional)

PERSONAL ITEMS

Laptop. (optional)

Bed throw, cushions (optional)

Alarm clock

Spare name labels

NIGHTWEAR

2 sets of nightwear - 1 dressing gown

1 pair of slippers or indoor shoes

WASHING ITEMS

4 bath towels (loop in middle of long side, name next to loop)

Washbag, fully stocked, generous size, preferably with hanging loop (washable/wipe clean). Mesh bag for underwear

UNIFORM

Please see School Uniform List provided separately for further information

5 white shirts (labelled at back of neck)* underpants or boxer shorts - socks, dark grey (not wool)

1 pair black leather shoes (traditional style, not suede, or boots)

SPORTS WEAR

Please see School Uniform List provided separately for further information

White sports socks (no logo or stripes) 1 pair white trainers (no black soles)

1 gum shield(compulsory)

1 pair shin guards (compulsory) (Winter)

1 pair football/rugby boots

(Spring)

1 hockey stick (compulsory in year 9 only)

(Summer)

1 pair swimming shorts & swim towel

1 tennis racket for those in school team.

OUTSIDE WEAR

1 dark coat (not denim or leather) - ideally waterproof.

1 school bag or rucksack*

Articles marked * are available from the Uniform Shop or other High Street Stores

Articles marked ** are only available from the Uniform Shop

All clothes, shoes etc. must be clearly marked with full name.

USEFUL INFORMATION

TRIPS & ACTIVITIES

We encourage a balance of academic work and participation in extra-curricular pursuits. We help our boarders to develop skills such as independence, leadership, problem solving, team work and community service.

The School's extensive sport and activities programme presents our boarders with a wide variety of challenging and enjoyable activities. They are given the opportunity to develop new skills and interests in areas they might never have considered before. Boarding provides a rich opportunity for us to broaden horizons, foster lifelong learning and celebrate different strengths. This learning is a way of life, not just an 'add-on'.

Every member of our boarding community is encouraged to develop themselves and is supported to do so by our boarding team.

Many activities will be run specifically for our boarders only and others are organised/run by our boarders themselves as part of their leadership development.

Boarders have the opportunity to be involved in our Combined Cadet Force (CCF) and/or The Duke of Edinburgh Award (DofE). The School's Performing Arts Centre also presents a fantastic opportunity for our boarders.

We arrange a wide variety of trips at the weekends including walks, paintballing, ice-skating, cinema trips, bowling, Go Ape, Go Karting, Laser Quest, Crazy Golf, shopping, mountain biking, visits to Thorpe Park, Chessington, etc.

CARS

Sixth Form Cars

Once they have passed their driving test, boarders may bring their car to the houses once they have obtained and completed the parental permission form. Cars should only be used to travel from home to school and back again. Boarders should not travel in other students' cars, or offer lifts to other students. On arrival at the house, the car keys should be handed in to duty staff and will be stored in the office safe.

DORMS & ROOMS

Please respect the privacy of others in the Houses. You are allowed to put pictures and posters up but please do not use sellotape. Dorms must be kept tidy at all times. In preparation for the cleaners, please make sure that you make your bed in the morning and tidy up before leaving for class. To personalise your area, you may like to bring a throw, cushions, posters, photos or other decorations. We provide all bed linen as we send it away to be laundered at high temperatures on a weekly basis but you will need to provide pillows and a duvet.

SIGNING OUT & OUT OF BOUNDS

For any activity outside the Houses other than going to school, or the dining hall, including at all times during the weekend, you must sign out in the signing out book. Please also let the member of staff on duty know in person when you leave and return to the house (as you would at home). When leaving the houses for any reason at all, you must show this on your T-Card, likewise when you return so staff know who is in.

School Bounds

Please acquaint yourself with the School boundaries (please see following page for map of boundaries) and make sure you abide by House and School rules when allowed out. Failure to do so may result in you losing this privilege.

Security

The codes on the doors to boarding houses are strictly confidential, so do not divulge them to anyone else. There is a lockable safe in your room, in which you should keep your valuables. If you wish, you may hand in valuables or money to the Housemaster or House Matron for safe-keeping.

Fixtures and Fittings

Electrical fittings should never be interfered with. All electrical equipment brought from home needs to be PAT tested by the school electrician. Please inform Matron of any electrical items brought into the house.

BOARDING BOUNDS MAP

PLEASE NOTE BIG SIDE & RAMMELL FIELD ARE ONLY IN BOUNDS
FOR SPORTS AND WITH HOBH PERMISSIONS



GENERAL INFORMATION

MOBILE PHONES & TABLETS

Communication with home and friends is an important right for boarders and the school fully accepts the possession and use of mobile phones in the boarding house. Boarders must be aware that there are appropriate and inappropriate times when a mobile phone may be used.

Phones may not be used and may be confiscated if used:

- During the school day
- After lights out
- During meal times
- In an anti-social manner
- During house social events
- Inappropriately during prep

NOTE: it is the parents' responsibility to manage students' personal data usage.

Students may not use phones or laptops after lights out or during house meetings.

Year 9 & 10 are required to hand in mobile phones during prep. Year 9, 10 & 11 are required to hand in mobile phones overnight.

RESPECTING THE HOUSES

Damages

The House facilities are to be treated with respect. The cost of any intentional damage will be charged. Any purposeful damage caused by decoration (e.g. sellotape on walls) may also be charged.

Music

Staff have the final say on all music, whether inside or outside, if in doubt wear headphones.

Banned items, alcohol, smoking, vaping & drugs

Alcohol, drugs & smoking materials including vapes are not allowed in school under any circumstances. This includes empty bottles/containers/bags which contain traces. Illegal drugs will be treated as such, by being handed into relevant authorities, such as the police. If a boarder is suspected of having taken drugs or alcohol or been smoking/vaping, it may be necessary to carry out a room search and/or test for drugs/alcohol using the testing kits in the house. Boarders who are found to have been involved with alcohol or drugs will be subject to our Drugs and Alcohol Policy & Behaviour Policy which may include a temporary or permanent exclusion.

RESPECTING THE HOUSES

Staff may need to search a boarder, their room, or their possessions. This will be carried out if there is suspicion that the child has banned items on them or in their room. This will be done in accordance with our search and confiscation policy at all times. Any banned items will be disposed of; not returned to parents or to the boarders when they leave the house.

SANCTIONS

Staff will hand out punishments (sanctions) if a student behaves in a way likely to affect the smooth-running of the house or the enjoyment of other students. Most incidents will be dealt with by restricting free time (a House Detention). More serious incidents will be referred to the Houseparent. All sanctions are recorded and parents will be informed of any serious incidents.

Get to know the House and School rules:

- Take pride in being part of the boarding community and your house.
- Treat others with respect.
- Your enjoyment should never be at someone else's expense.
- Do not interfere with other students' belongings.
- Do not accept or condone behaviour that is not in keeping with our standards and expectations.

FIRE SAFETY

- All boarders should familiarise themselves with the location of the designated assembly areas and evacuation procedures for their houses.
- On hearing the fire alarm leave the building immediately. You must not return to collect any personal items.
- Head calmly for your nearest assembly point, following the emergency evacuation procedures as instructed and/or displayed in the boarding house.
- Once outside, move to the assembly point designated for your building. In the event of an emergency, house staff will be present at these locations to give you further direction.
- Do not return to an evacuated building unless told to do so by a member of the house staff.
- Never attempt to fight a fire unless you have been specially trained to do so, and then only if it is safe to do so.



GENERAL INFORMATION

MEALS

Meals are compulsory for everyone, including at weekends. Those with allergies or those who have a food preference (e.g. vegetarians) can be catered for but please ensure that this information has been given to the house staff in advance. Boarders must be dressed appropriately for meal times and pyjama bottoms are not acceptable.

PREP

Prep is a vital aspect of boarding life. During Prep, all boarders are expected to be working in the house or at supervised prep support in school. The following points are important:

- You must work independently and quietly throughout prep 19:00-20:30
- You must work where directed by your house staff unless given permission to do otherwise. If you finish early it is advisable to have a good book to read.

BED TIMES

All boarders are expected to be ready to go to bed and in their rooms at least 5 minutes before lights-out; please allow time to use the bathroom and clean teeth etc. beforehand. Not adhering to bedtime rules will see sanctions put in place

GUESTS AND VISITORS

Boarders may invite a friend or guest into the house provided that they observe the following:

- The host student must ask permission of Duty Staff before issuing the invitation.
- The guest must be introduced to Duty Staff on arrival and you must inform the Duty Staff of their departure and ensure they sign in and back out in the guest book.
- The host student must stay with their guest at all times and be responsible for the guest's behaviour while in the house. This includes ensuring that he/she understands and abides by house rules.

Guests are only allowed in communal areas, NOT IN BEDROOMS ROOMS OR CORRIDORS. Staff reserve the right not to let guests into houses at any time.

LAPTOPS

We recommend that boarders bring their own laptop because a lot of schoolwork is now digital. When boarders arrive, they will need to either configure their own laptop using the instructions provided or take their laptop to the IT department, which will enable them to access the school wireless network. The network is closely monitored and inappropriate sites will be blocked. During prep time, boarders will not be able to use sites such as Facebook/YouTube.

What is a policy?

A document that explains how certain things are dealt with

Other stuff in the policy:

- ☐ Philosophy
- ☐ Monitoring and evaluation of the policy
- ☐ Pastoral Structure
- ☐ Intervention
- ☐ List of relevant policies
- ☐ Roles and responsibilities
- ☐ Use of restraint
- ☐ Searches
- ☐ Malicious accusations against staff
- ☐ Mobile phone use
- ☐ Use of Illicit drugs

Behaviour Policy Ess

for boarders

WHY SHOULD I CARE..?

This is your school, your 'home-from-home', the policy informs you of what staff expect of you and what you should expect from staff

You can look at this policy in more depth – there are copies in each boarding house duty room

Smoking & vaping in school time/school grounds, possible sanctions are: Letter home, detentions, 'Quit Smoking' support, school gating, warning of exclusion, exclusion.

Smoking & vaping 'out of hours' whilst in boarding house care (e.g. in town after prep), possible sanctions are: Gating, 'Quit Smoking' support, banned from house activities, withdrawal of boarding place

Smoking & vaping in the boarding house, possible sanctions are: Saturday detention, sent home, parent meeting, short-term/permanent exclusion, withdrawal of boarding place

Sanctions for smoking & vaping depend on where you get caught and how many times you've been caught before

Possible Sanctions
Withdrawal of privilege, reprimand, extra curricular time, parents contact

Green

Given for third offence
Lateness, disruptive behaviour, uniform, bad language, property, general poor conduct, borrowing items without permission, inappropriate use of facilities

Any questions?
Speak to your boarding house tutor

entials

What does this policy say?

How we want you to feel

How we care for you

How we reward you

What happens when things go wrong

Self-confident

Free from bullying

Secure
Happy

You can realise your potential

Valued as an individual

Independent

That there is a breadth of opportunities

Careers support

Student voice

Tutorials

House staff

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age, damaging
poor behaviour,
out permission,
e of mobile

estions?

our HoBH

Sports colours

House colours

Scholarships

Merits

Drinks at
Ipanema

Speech day
prizes

Cinema
tickets

Various in-house
rewards

Trophies

EdGen

Incident procedures

PSPs

Sanctions

Staff
responsibilities

Day vs Boarding
behaviour issues

Behaviour monitoring

Exclusion

Personal Support Plans
are used when you
need a fair amount of
support, maybe after a
behaviour incident

What are the
Sanctions?

Possible Sanctions:
Withdrawal of privileges, verbal
reprimand, parents contacted, gating,
Saturday detention

Amber

Given for things like:
Repeated 'Greys',
inappropriate behaviour in
school or in house, going out of
bounds

Parents contacted, meeting with
parents, long-term gating, loss of
free time, possible short-term or
long-term exclusion, police
involvement for illegal activity

Red

Given for things like:
Offensive behaviour towards staff,
serious misconduct, truancy,
substance abuse (drugs &/or alcohol),
possession of alcohol or weapons,
bullying (inc. cyber), inappropriate use
of mobile recording

BOARDING RULES

MONDAY-FRIDAY

- Between the end of school and 6.50pm, all boarders are permitted into town, other boarding houses, the sports hall and gyms (as per the rota) subject to induction and possession of gym card. Boarders must be physically present for the 5.30pm sign in. Access to town is 1 hour Monday-Sunday until 5.30pm. Must sign out with staff.
- All boarders are permitted into town between 6:15 - 6:55pm provided they have signed out.
- Prep 7 - 8.30pm (in all senior houses) Monday to Friday inc.

FROM 8.30PM - 9.50PM

- Gym slots available as per the boarding schedule (the gym is not open on a Friday) subject to induction and possession of gym card. Sports hall available as per the boarding schedule
- The Astro is available all after prep until 9.50pm
- CV, Weights Gym, Dance Studio Rota Monday-Thursday:
- Year 10 & 11 Gym access is 8.30 - 9.10 (year 10 are not permitted to use the weights gym)
- Year 12 & 13 Gym access is 9.10pm - 9.50pm
- All year group may visit another boarding house with permission
- Only Year 12 and 13 are permitted to visit town after prep (maximum of 1 hour)

SATURDAY

- From 8:00am all boarders are permitted into town, another boarding house (prior permission must be agreed between staff in both houses) or the sports hall and gyms (as per the rota provided by PE department). breakfast sign in.
- Sign in with duty staff between 2-3.00pm
- Boarders are permitted into town in the following ways after supper:
 - 6.15 - 7pm Year 9
 - 6.15 - 8pm Year 10 & 11
 - 6.15 - 9.30pm Year 12 & 13

SUNDAY

- From 11am all boarders are permitted into town, another boarding house (prior permission must be agreed between staff in both houses) or the sports hall and gyms (as per the rota provided by PE department) subject to induction and possession of gym card.
- Sign in with duty staff between 2-3.00pm
- Boarders are permitted into town following the same rules as Saturday after supper (see above).
- Return for those who have been home for the weekend is between 6-9pm for all students unless otherwise authorised by HoBH.

SUMMER RULES FROM APRIL (START OF YEAR 11 STUDY LEAVE) – OCTOBER (HALF TERM)

- Boarders' morning swims start, running on Tuesday and Thursday mornings (7 - 7.30am)
- Walks around campus are now permitted until 9.30pm
- The town rules after supper apply as per main rules above.
- All boarders are permitted to use school facilities (astro, Scott courts, Cornwallis field and gyms) until 9.30pm

NOTES

- Access to town is limited to 1 hour.
- Walks around campus are not permitted (except during the summer rules)
- Takeaways are permitted on Wednesday (for sixth form only) and Saturday for all year groups.
- Energy Drinks are not permitted in boarding houses.
- The coach house will be open as per the rota and purchases can be placed on the bill.
- Sixth form students will be allowed up to two alcoholic drinks.

BOARDING EXEAT PROCEDURES & PERMISSIONS

Our Ethos; To promote an outstanding all-round education, to value our boarding community, to provide an exceptional boarding experience. We believe representing Cranbrook School in all forms is a privilege and students are expected to avoid exeat arrangements that prevent them from their extra-curricular and wider school involvement. The safety of our students is of paramount importance, all exeat requests must be arranged with and approved by the HoBH and this cannot be delegated to another member of staff.

Cranbrook School operates a zero-tolerance approach to students who abuse our exeat procedures. Any students returning unexpectedly will be told to report to the Director of Boarding and could lose the privilege of our flexible weekend arrangements for the rest of the year.

TERM TIME 'ONE OFF' EXEATS

Parents must request any 'one off' mid-week exeats from boarding from the HoBH at least 48 hrs in advance. Parents must provide details of who is acting in loci-parentis for the student whilst away from school (usually the parent or guardian) along with any transport arrangements. All exeat requests are subject to the HoBH approval, if permission is not granted parents may request the DOB reviews the request. Note for all absence from school, parents must also follow the school 'Attendance Procedures' Birthdays: boarders are permitted to visit Kypseli, Jumeria and Willow and Sage to celebrate birthdays with friends but are not permitted to go The George.

Boarders are not permitted to travel out of Cranbrook unless driven by parent/guardian. Boarders must ensure they return in time for the 10pm sign in.

SPECIAL REQUESTS WHILST IN THE CARE OF THE BOARDING HOUSE

Students may request a 'prolonged absence' from the house after school or on weekends. Such requests must be made by the parents in writing (email) and must include details of transport arrangements. Emergency procedures in the event of injury, intoxication, missed transport etc. will be arranged by the HoBH or DOB and any additional costs incurred will be passed on to parents. This may include sending the student to their guardian by taxi. If permission is not granted parents may request the DOB reviews the request

TERM TIME 'REGULAR' EXEATS; MONDAY – THURSDAY

Regular exeats from boarding are restricted to one night a week and will only be granted if the HoBH feels it is in the best interests of the students. Students should return to their boarding house the same evening to avoid disruption to their daily routine, if this is not possible then students must return between 07:30-08:00. To request a regular weekday exeat parents must complete an 'absence outside of school hours' request form.

BOARDING EXEAT PROCEDURES & PERMISSIONS

WEEKEND EXEATS: FRIDAY – SUNDAY

Weekend exeats are agreed on weekly basis and are agreed between the HoBH and the parent. All weekend arrangements must be confirmed by 08:30 on Thursday. If visiting houses other than their guardian or home, requests require written confirmation from the parent and host family. Any requested returns outside of the permitted times must be agreed with the HoBH in advance.

BOARDERS ARE PERMITTED WEEKEND LEAVE TO RETURN HOME AT THE FOLLOWING TIMES:

Fridays between 15:00-21:00

Saturday between 09:00-21:00 (including directly from a school sports fixture)

BOARDERS ARE PERMITTED TO RETURN FROM WEEKEND LEAVE AT THE FOLLOWING TIMES:

- Saturday between 11:00-18:00 with prior arrangement with the HoBH
- Saturday between 18:00-21:00 at any time
- Sunday between 11:00-18:00 with prior arrangement with the HoBH
- Sunday between 18:00-21:00 at any time (NB this remains the standard exeat return time for students who have lost the privilege of our flexible arrangements)

NOTE THERE ARE NO EXEATS PERMITTED FOR THE FIRST WEEKEND OF THE SCHOOL YEAR.

START AND END OF TERM EXEATS

Student absence at the start and end of term must be requested from the HoBH at least two weeks in advance and is subject to approval from the Head Teacher. Such absence, even if approved, will be recorded as unauthorised school absence.

All boarding houses remain open for two hours after the end of term, and duty staff and the house Matron are available in the house to speak with parents. Boarding houses re-open at 18:00 the night before the start of term. Out of hours care can be available (if sufficient demand) until 21:00 at the end of each half term and from 08:00 on the morning before term starts.

Parents wishing students to return during this out of hours care must put their request in writing to the Director of boarding. Where this can be accommodated an additional charge of £5/hour if pre-arranged otherwise £10/hour will be added to the bill. Packed meals are provided at 1pm and 7pm if care is booked in advance. Where international flights do not match with Cranbrook School Term days, students should stay with their guardians.

ANTI BULLYING IN BOARDING

Boarding House Anti-Bullying Information for Boarders

What is Bullying?

Bullying is anything that hurts or upsets someone, again and again. It makes them feel lonely, unhappy or afraid. We are a caring community in the Boarding House and we are very good at considering other people's feelings and at being kind. It is important, however, that we remind ourselves about bullying so that we can always be ready to identify it and stop it.

Bullying can be physical, such as: Hitting or kicking or shoving taking or hiding someone's things or any physical action intended to hurt another boarder's feelings. Bullies might use words to tease about someone's:

Clothes/Appearance/Intelligence/Skills/
Weaknesses Nationality/Culture
Family/future/school choice.

Bullies can use words to scare. They do this by shouting or whispering threats or unkind things or by writing cruel things.

Bullies are more likely to strike when their nasty behaviour is hidden, such as in a Dorm or a changing area, when the victim and the bully are alone.

Bullies could also use technology to hurt – this is easy for them because they can send these messages privately. This is called Cyberbullying and could be the wrong use of email, texts, messaging, forums, web-cams, camera phones, or sites such as Facebook.

Bullies can exclude or ignore their victim and they encourage others to do the same. For example: They leave people out of games. They refuse to co-operate or share.

How do bullies act?

Sometimes they act alone or sometimes in groups. Bullies often get others to do their bullying for them - they have the ideas but don't want to get caught bullying. Bullies are often clever in their nasty behaviour - they might even appear to be popular. Bullies like having power over people.

What do I do if I see someone being bullied?

You must help the victim and support them. Encourage them to speak to an adult or speak to an adult for them. You know that bullying is wrong, so if you see something happening, have the courage to be kind - reassure the victim.

Don't ignore bullying because it doesn't involve you. Watching someone being bullied and enjoying it is the same as bullying someone yourself.

What do I do if I am bullied?

Bullies will often accuse you of 'snitching' if you expose their unkindness. This is a bully's method of getting away with making somebody else's life miserable.

You must tell someone. There are posters in every dorm and in the phone boxes and public areas which give you help and advice about how to talk to someone.

In the Boarding House, you could talk to:

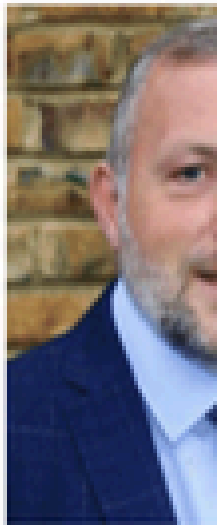
- Your Houseparent
- Deputy Head of House
- Matron
- Assistant Matron
- School Nurse, Gemma Warburton
- The Headmaster, Mr Clark
- Deputy Head of School, Mr Carney
- A gap student, your 'buddy' or a friend, someone in your Safety Circle.

There are also many adults in the Day School who you can talk to, as well as our Independent Listener and outside contacts such as Childline and our Local Area Designated Officer. All details are posted in your dorms.

What will the school do if I am bullied?

We will stop the bullying by talking to you and the bully and then to your parents and the bully's parents. We will listen to all your concerns about bullying and we will put a plan together to protect you in the Boarding House. The bully will be sanctioned and the bullying will stop.

Cranbrook Your Safeguarding



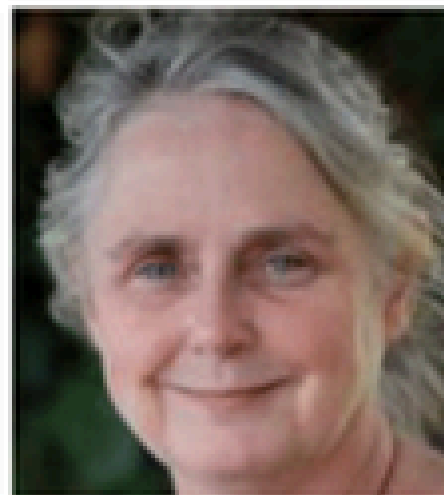
Mr C.

Designated Safeguarding
& Deputy



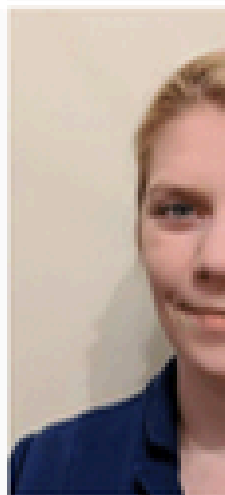
Mrs Burnett

Deputy Safeguarding
Lead -
Assistant Head of
Boarding



Mrs Davies

Deputy Safeguarding
Lead
- SENCO



Mrs H.

Deputy Safeguarding
Lead
- Mental Health

Crab School Safeguarding Team



Arney

Safeguarding Lead
Deputy Head



Harris

Safeguarding
Lead
Mental Health



Mr Johnson

Deputy Safeguarding
Lead
- Online Safety



Mrs Pack

Deputy Safeguarding
Lead -
Assistant Head of
Boarding

WHERE CAN I GET HELP?

Turn to anyone you feel you can talk to comfortably. Remember you probably have friends who may be able to help you or an older student to whom you feel you can turn too. The Director of Boarding, Assistant Heads of Boarding, Houseparents, Tutors or other members of staff always want to help. Remember you can always talk, telephone or write to any of the following people:

- Friends and other students in the house
- Tutor
- Head of House/Houseparent
- Deputy Head of House
- House MAC
- Member of staff on duty
- Any member of staff you trust
- Mr Clark, Head Teacher
- Mr Carney, Deputy Head, Director of Boarding & Safeguarding Lead
- Mrs Harris, Child Protection
- Mrs Burnett, Child Protection and Assistant Head of Boarding.
- Mrs Pack, Child Protection and Assistant Head of Boarding.
- Mrs Davies, Child Protection and Student Support
- Miss Dudding, Child Protection
- Staff in the Medical Centre
- Anyone in the Drop-In Clinic
- Place2talk
- <https://shorespace.org.uk/> - a safe space for teens worried about sexual behaviour.
- <https://www.childrenssociety.org.uk/> - for general support and advice
- ChildLine 0800 1111. www.childline.org.uk
- The Office of the Children's Commissioner

Telephone: 020 7783 8330

Website: www.childrenscommissioner.gov.uk

- The Samaritans 08457 90 90 90
- NSPCC - Helpline is a free, 24-hour service which provides counselling, information and advice.

Free Phone: 0808 800 5000

Website: www.nspcc.org.uk Text: 88858

- YoungMinds - A charity designed to support young people and their families with mental health needs and support. Textline offers you free, 24/7 text messaging support wherever you are in the UK. If you need someone to talk to about how you are feeling, text YM to 85258. <https://www.youngminds.org.uk/>
- Ring FRANK anytime and speak to an advisor who's professionally trained to give you honest, unbiased information about drugs. Free Phone: 0800 776600 www.talktofrank.com Text: 82111
- CEOP

Reporting online abuse

<https://www.ceop.police.uk/Safety-Centre/>

- Cruse Bereavement Line 0844 4779400
- OFSTED 0300 123 4666
- INDEPENDENT LISTENER - Jules 07715 747786

There is also help on Cranbrook School's website: <https://www.cranbrookschool.co.uk/about-us/pastoralcare/supporting-wellbeing/>

Mr Carney 01580 711802 or CarneyD@cranbrook.kent.sch.uk

Mr Clark 01580 711809 or ClarkD@cranbrook.kent.sch.uk

Mrs Burnett 01580 711875 or BurnettK@cranbrook.kent.sch.uk

Mrs Pack 01580 711870 or packc@cranbrook.kent.sch.uk



Our School Context

Cranbrook School is a selective, co-educational Academy with day and boarding provision. Boarding entry points occur at Year 9 and at Year 13. We have a large Sixth Form of 300 students from an overall school population of 800. The ability level on entry is above average and the proportion of high achievers in each year group is higher than the national average.