



**CRANLEIGH**  
EX CULTU ROBUR

## TERMS & CONDITIONS

### **A**     **INTRODUCTION**

- 1     **These Terms and Conditions** reflect the custom and practice of independent schools for many generations and they form the basis of a legal contract for educational services. The terms and conditions are intended to promote the education and welfare of each pupil and the stability, forward planning, proper resourcing and development of the School.
- 2     **Our prospectus** and other promotional material are not contractual documents. Please see **Section K** for further information.
- 3     **Notice & Fees:** The rules concerning notice and fees are of particular importance and are set out at **Sections H & I** below.
- 4     **Managing Change:** This School, as any other, is likely to undergo a number of changes during the time your child is a pupil here. Please see **Section K** for further details of the changes that may be made and the consultation and notice procedures that may apply.
- 5     **Documents referred to:** Before accepting the offer of a place, parents and pupils should read the following documents attached as follows: The Schedule of Fees (Appendix 1), The School Conventions (Appendix 2), The Parent and Pupil Complaints Procedures (Appendix 3), The Cranleigh Ethos Paper (Appendix 4) and The Teenage Years: a Partnership between Home and School (Appendix 5). A copy of these documents is attached. Parents also have an opportunity, on request, to see any of the other documents referred to in these Terms and Conditions. You may wish to refer to **Section K** for additional information on general contractual matters.

### **B**     **TERMINOLOGY**

- 6     **"The School"/"We"/"Us"** means Cranleigh School as now or in the future constituted. The School is constituted as a charitable company limited by guarantee regulated by its Memorandum & Articles of Association.
- 7     **"Governing Body"** means the Governing Body of Cranleigh School who are appointed from time to time under the terms of the governing instrument referred to above and who are responsible for governance of the School.
- 8     **"The Head"** is responsible for the day-to-day running of the School and that expression includes those to whom any duties of the Head or of the Governing Body have been delegated.
- 9     **"The Parents"/"You"** means any person who has signed the Acceptance Form and/or who has accepted responsibility for a child's attendance at this School. Parents are legally responsible, individually and jointly, for complying with their obligations under these terms and conditions. Those who have "parental responsibility" (ie. legal responsibility for the child) are entitled to receive relevant information concerning the child unless a court order has been made to the contrary, or there are other reasons which justify withholding information to safeguard the interests and welfare and best interests of the child.
- 10    **"The Pupil"** is the child named on the Acceptance Form. The age of the Pupil will be calculated in accordance with UK custom.

C **ADMISSION AND ENTRY TO THE SCHOOL**

11 **Registration and Admission:** Applicants will be considered as candidates for admission and entry to the School when the Registration Form has been completed and returned to us and the non-returnable Registration Fee paid. Admission will be subject to the availability of a place and the Pupil and Parents satisfying the admission requirements at the time. Preference will be given to those pupils who wish to enter the Sixth Form (Year 12) as boarders, subject to the availability of places. "Admission" occurs when Parents accept the offer of a place. "Entry" is the date when a pupil attends the School for the first time under this contract.

12 **Equal Treatment:** The School is a boarding and day school for boys and girls aged 13-18 years. The School has a Christian ethos but welcomes staff and children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected. At present, our physical facilities for the disabled are limited but we will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children who have disabilities and to comply with our legal and moral responsibilities under the *Special Educational Needs & Disability Act 2001* in order to accommodate the needs of applicants, pupils and members of the staff who have disabilities for which, after reasonable adjustments, we can cater adequately.

13 **Acceptance of a place:** Parents accept the offer of a place for boarding or day attendance. Permission for a pupil to transfer from boarding to day only attendance, or vice versa, will be at the sole discretion of the Head.

14 **Overseas pupils:** For reasons of administration, the right is reserved to require payment of a full term's boarding Fees ("Overseas Deposit") as a deposit in the case of a pupil whose normal residence is outside the United Kingdom. Subject to full compliance with these Terms and Conditions, interest at a discretionary rate, calculated on the difference between the Overseas Deposit and the Acceptance Deposit current at that time, will be credited to the Parents' account when the Pupil

leaves. Interest will be compounded annually and the interest rate will be a reasonable reflection of the benefit which the School has received from the use of money held in its general account during the relevant period.

D **PASTORAL CARE**

15 **Meaning:** Pastoral care is a thread that runs throughout all aspects of life at this School and is directed towards the happiness, success, safety and welfare of each pupil and the integrity of the house and school community.

16 **Our Commitment:** We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care to at least the standard required by law in the particular circumstances and often to a much higher standard. We will respect your child's human rights and freedoms which must, however, be balanced with the lawful needs and rules of our school community and the rights and freedoms of others.

17 **Complaints:** Any question, concern or complaint about the pastoral care or safety of a pupil must be notified immediately to a member of the House staff or in the case of a grave concern must be notified in writing to the Head and/or by telephone and fax/email in a case of emergency. A copy of the School's current Parents and Pupils Complaints Procedures is attached at Appendix 3.

18 **Pupil's Rights:** A pupil of sufficient maturity and understanding has certain legal rights which the School must observe. These include the right to give or withhold consent in a variety of circumstances and certain rights of confidentiality and, usually, the right to have contact with both natural or adoptive parents. If a conflict of interests arises between a Parent and a Pupil, the rights of, and duties owed to, the Pupil will in most cases take precedence over the rights of, and duties owed to, the Parent.

19 **Head's Authority:** The Parents authorise the Head to take and/or authorise in good faith all decisions that the Head considers on proper grounds will safeguard and promote the Pupil's welfare.

20 **Ethos:** The ethos of the School is

- explained in The Cranleigh Ethos Paper attached at Appendix 4 to these Terms and Conditions.
- 21 **Physical Contact:** Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a pupil in distress or to maintain safety and good order, or in connection with the Pupil's health and welfare.
- 22 **Disclosures:** Parents must, as soon as possible, disclose to the School in confidence any known medical condition, health problem or allergy affecting the Pupil, any history of a learning or behavioural difficulty on the part of the Pupil or any member of his/her immediate family, or any family circumstances or court order which might affect the Pupil's welfare or happiness, or any concerns about the Pupil's safety or any change in the financial circumstances of the parents or pupils awarded a bursary by the School.
- 23 **Confidentiality:** The Parents authorise the Head to override their own and (so far as they are entitled to do so) a pupil's rights of confidentiality, and to impart confidential information on a "*need-to-know*" basis where necessary to safeguard or promote a pupil's welfare or to avert a perceived risk of serious harm to the Pupil or to another person at the School. The School will not impart confidential information unless we reasonably consider it to be necessary to do so. In some cases, teachers and other employees of the School may need to be informed of any particular vulnerability the Pupil may have. The School reserves the right to monitor the Pupil's e-mail communications and Internet use.
- 24 **Leaving School Premises:** The School is unable to prevent a pupil leaving school premises in breach of School Conventions and is not legally entitled to do so in the case of a pupil aged 16 years or over.
- 25 **Residence During Term Time:** pupils, except when boarding, are required during term time and at weekends, exeats and half term, to live with a parent or legal guardian or with an education guardian acceptable to the School. Subject to availability, short-term boarding can be provided during term time for a pupil whose accommodation arrangements have broken down and will be charged as an extra. The Head must be notified in writing immediately if a pupil will be residing during term time under the care of someone other than a parent.
- 26 **Absence of Parents:** When both Parents will be absent from the Pupil's home overnight or for a twenty-four hour period or longer, the School must be told in writing the name, address and telephone number for twenty-four hour contact with the adult who will have the care of the Pupil.
- 27 **Education Guardians:** A pupil of any age whose Parents are resident outside the United Kingdom must have an education guardian in the United Kingdom who has been given legal authority to act on behalf of the Parents in all respects and to whom the School can apply for authorities when necessary. The School can accept no responsibility during exeats, other permitted periods of time away from school, half term or the holidays for pupils whose Parents are resident abroad and the Parents and guardians of such pupils must make holiday arrangements, including travel to and from the School, well in advance. The responsibility for choosing an appropriate education guardian rests solely with the Parents but the School may be able to assist, by providing Parents with the names of agencies or individuals who have acted as guardians in the past. Parents are responsible in each case for satisfying themselves as to the suitability of an education guardian.
- 28 **Photographs:** It is the custom and practice of most independent schools, and of this School, to include some photographs or images of pupils in the school's promotional material such as the prospectus and website. We would not disclose the name or home address of a child without the Parents' consent. Parents who do not want their child's photograph or image to appear in any of the School's promotional material must make sure their child knows this and must write immediately to the Bursar requesting an acknowledgement of their letter.
- 29 **Transport:** The Parents consent to the Pupil travelling by any form of public transport and/or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.

30 **Pupil's Personal Property:** Pupils are responsible for the security and safe use of all their personal property including money, mobile phones, locker keys, watches, computers, calculators, musical instruments and sports equipment, and for property lent to them by the School.

31 **Insurance:** Parents are responsible for insurance of the Pupil's personal property whilst at school or on the way to and from school or any school-sponsored activity away from school premises. From time to time the School can, via its insurance brokers, offer other forms of insurance such as personal accident benefits or fee remission insurance, but the School does not accept a contractual duty to do so. Parents may obtain further information on application to the Deputy Bursar.

32 **Liability:** Unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for accidental injury or other loss caused to the Pupil or Parents or for loss or damage to property.

## **E HEALTH & MEDICAL MATTERS**

33 **Medical Declaration:** Parents will be asked to complete a form of medical declaration concerning the Pupil's health and must inform the Head in writing if the Pupil develops any known medical condition, health problem or allergy, or will be unable to take part in games or sporting activities, or has been in contact with infectious diseases.

34 **Medical Care:** In order that the best use may be made of the facilities and services provided under the National Health Service, every boarder must be registered on the list of the School Medical Officer while a pupil at the School. Parents must comply with the School Medical Officer's quarantine regulations as varied from time to time.

35 **Medical Examination:** All new pupils, day and boarding, will have a routine medical examination with the School Medical Officer (or other doctor appointed by him), usually during the first term at the School. Arrangements can be made on request for a parent to be present but this is subject to the Pupil's consent if the Pupil is of sufficient maturity and understanding (usually at 12+ years).

36 **Pupil's Health:** The Head may at any time require a medical opinion or certificate as to the Pupil's general health where the Head considers that necessary as a matter of professional judgement in the interests of the child and/or the School. A pupil of sufficient age and maturity is entitled to insist on confidentiality which can nonetheless be overridden in the pupil's own interests or where necessary for the protection of other members of the School community.

37 **Medical Information:** Throughout a Pupil's time as a member of the School, the School Medical Officer shall have the right to disclose confidential information about the Pupil if considered to be in the Pupil's own interests or necessary for the protection of other members of the school community. Such information will be given and received on a confidential, "*need-to-know*" basis.

38 **Emergency Medical Treatment:** The Parents authorise the Head to consent on behalf of the Parents to the Pupil receiving emergency medical treatment including blood transfusions within the United Kingdom, general anaesthetic and operations under the National Health Service or at a private hospital where certified by an appropriately qualified person necessary for the Pupil's welfare and if the Parents cannot be contacted in time.

## **F EDUCATIONAL MATTERS**

39 **Our Commitment:** Within the published range of the School's provision from time to time, we will do all that is reasonable to provide an educational environment and teaching of a range, standard and quality which is suitable for each Pupil and to provide education to at least the standard required by law in the particular circumstances, and often to a much higher standard.

40 **Organisation:** We must reserve the right to organise the curriculum and its delivery in a way which, in the professional judgement of the Head, is most appropriate to the school community as a whole. Our policy on streaming, setting and class sizes may change from year to year and from time to time and will depend mainly on the mixture of abilities and aptitudes among the pupils and may take into account management of

- friendship groups. Any parent who has specific requirements or concerns about any aspect of their child's education or progress should contact their child's tutor, or any other appropriate member of staff, as soon as possible, or contact the Head in the case of a grave concern.
- 41 **Progress Reports:** The School monitors the progress of each Pupil and reports regularly to Parents by means of grades and full written reports.
- 42 **Sex Education:** All pupils will receive health and life skills education appropriate to their age in accordance with the curriculum from time to time unless the Parents have given formal notice in writing that they do not wish their child to take part in this aspect of the curriculum.
- 43 **Public Examinations:** The Head may, after consultation with a parent and pupil, decline to enter a pupil's name for a public examination if, in the exercise of professional judgement, the Head considers that by doing so the Pupil's prospects in other examinations would be impaired and/or if the Pupil has not prepared for the examination with sufficient diligence, for example, because the Pupil has not worked or revised in accordance with advice or instruction from the staff.
- 44 **Reports and References:** Information supplied to Parents and others concerning the progress and character of a pupil, and about examination, further education and career prospects, and any references will be given conscientiously and with all due care and skill but otherwise without liability on the part of the School.
- 45 **Learning Difficulties:** The School will do all that is reasonable in the case of each Pupil to detect and deal appropriately with a learning difficulty which amounts to a "special educational need". Our staff are not, however, qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia, or of other learning difficulties.
- 46 **Screening for Learning Difficulties:** The screening tests available to Schools are indicative only: they are not infallible. Parents will be notified if a screening test indicates that a pupil has a learning difficulty. A formal assessment can be arranged by the School at the Parents' expense or by the Parents themselves.
- 47 **Information about Learning and Behavioural Difficulties:** Parents must notify the Head in writing if they are aware or suspect that a pupil (or anyone in his or her immediate family) has a learning or behavioural difficulty and the Parents must provide us with copies of all written reports and other relevant information. Parents will be asked to withdraw the Pupil, without being charged Fees in lieu of notice if, in the professional judgement of the Head and after consultation with the Parents and with the Pupil (where appropriate), the School cannot provide adequately for a pupil's special educational or behavioural needs. Remedial teaching provided by the School will be charged as an extra.
- 48 **Moving up the School:** It is assumed that each Pupil who satisfies the relevant criteria at the time will progress through the School and will ultimately complete the Upper Sixth Year (Year 13). Parents will be consulted before the end of the Lent Term in Year 11 if there appears to be any reason why the pupil may be refused a place at the next stage of the School. **Parents must give a term's notice in writing** (ie. before the start of the Summer Term in Year 11) **in accordance with the Provisions about Notice (in section H) if they do not intend their child to proceed to the next stage of the School, or a term's Fees in lieu of notice will be payable.**
- 49 **School's Intellectual Property:** The School reserves all rights and interest in any copyright, design right, registered design, patent or trademark ("intellectual property") arising as a result of the actions or work of a pupil in conjunction with any member of staff and/or other pupils at the School for a purpose associated with the School. The School will acknowledge and allow to be acknowledged the Pupil's role in creation/development of intellectual property.
- 50 **Pupil's Original Work:** Copyright in the Pupil's original work, such as classroom work, prep or homework, projects, internal examination scripts, paintings and computer generated material, belongs to the Pupil. Most such work (but not examination scripts) will be returned to the Pupil when it is no longer required for purposes of

assessment or display. The Parents consent for themselves and (so far as they are entitled to do so) on behalf of the Pupil, to our retaining such work at school premises until, in our professional judgement, it is appropriate to release the work to the Pupil. Certain coursework may have to be retained for longer than other work in order to reduce the risk of cheating. We will take reasonable care to preserve the Pupil's work undamaged but cannot accept liability for loss or damage caused to this or any other property of the Pupil by factors outside the direct control of the Head and staff.

- 51 **School Trips:** A variety of school trips will be provided for your child while a pupil here. The cost of some school trips will be charged as an extra and added to the bill. School trips abroad or those in the United Kingdom involving an overnight stay will be the subject of a separate agreement with Parents. The cost of the trip will be payable in advance. The Pupil is subject to school discipline in all respects whilst engaged in a school trip. All additional costs of special measures (such as medical costs, taxis, air fares, or professional advice) necessary to protect the Pupil's safety and welfare, or to respond to breaches of discipline, will be added to the bill.

## **G BEHAVIOUR AND DISCIPLINE**

- 52 **School Regime:** The Parents accept that the School will be run in accordance with the authorities delegated by the Governing Body to the Head. The Head is entitled to exercise a wide discretion in relation to the School's policies, rules and regime. The Head will exercise those discretions in a reasonable and lawful manner, and with procedural fairness when the status of a pupil is at issue.
- 53 **Conduct and Attendance:** We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. Parents warrant that the Pupil will take a full part in the activities of the School, will attend each school day, will be punctual, will work hard, will be well-behaved and will comply with the School Conventions about the wearing of uniform.
- 54 **School Conventions:** The School Conventions which apply are set out in the Calendar and other documents published from time to time. Parents and pupils have

an opportunity on request to see the current rules and regulations before they accept the offer of a place.

- 55 **School Discipline:** The Parents hereby confirm that they accept the authority of the Head and of other members of staff on the Head's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each Pupil and the school community as a whole. The School's disciplinary policy which is current at the time applies to all pupils when they are on school premises, or in the care of the School, or wearing school uniform, or otherwise representing or associated with the School, and also when boarders are in the company of day pupils at, or away from school premises, or outside school hours in term time.
- 56 **Investigative Action:** A complaint or rumour of misconduct will be investigated. A pupil may be questioned and his/her accommodation or belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the Pupil's human rights and freedoms and to ensure that his/her Parents are informed as soon as reasonably practicable after it becomes clear that the Pupil may face formal disciplinary action, and also to make arrangements for the Pupil to be accompanied and assisted by a parent, education guardian or a teacher of the Pupil's choice.
- 57 **Procedural Fairness:** Investigation of a complaint which could lead to expulsion, removal or withdrawal of the Pupil in any of the circumstances explained below shall be carried out in a fair and unbiased manner. All reasonable efforts will be made to notify the Parents or education guardian so that they can attend a meeting with the Head before a decision is taken in such a case. In the absence of a parent or an education guardian, the Pupil will be assisted by an adult (usually a teacher) of his/her choice.
- 58 **Divulging Information:** Except as required by law, the School and its staff shall not be required to divulge to Parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which the Head has acquired during an investigation.

- 59 **Drugs & Alcohol:** A pupil may be given the opportunity to provide a urine sample under medical supervision if involvement with drugs is suspected, or a sample of breath to test for alcohol consumed in breach of school discipline. A sample or test in these circumstances will not form part of the Pupil's permanent medical record.
- 60 **Terminology:** In these Terms and Conditions "**Suspension**" means that a pupil has been sent or released home for a limited period either as a disciplinary sanction or pending the outcome of an investigation or a Governing Body' Review. "**Rustication**" means releasing a pupil home or to an education guardian for a specified period of time (usually a weekend) but without further disciplinary consequences. "**Withdrawal**" means that the Parents have withdrawn the Pupil from the School. "**Expulsion**" and "**Removal**" mean that the Pupil has been required to leave ("**asked to leave**") the School permanently in the circumstances described below. "**Released home**" means that the Head has consented to the Pupil being away from school for a specified period of time. "**Exclusion**" means that the Pupil may not return to School until arrears of Fees have been paid. "Exclusion" may also be used as a general expression covering any or all of the other expressions defined in this clause.
- 61 **Sanctions:** The School's current policies on sanctions are available to Parents on request before they accept the offer of a place. These policies may undergo reasonable change from time to time but will not authorise any form of unlawful activity. Sanctions may include a requirement to undertake menial but not degrading tasks on behalf of the school or external community, detention for a reasonable period, withdrawal of privileges, gating, rustication or suspension, or alternatively being removed or expelled.
- 62 **Expulsion:** A pupil may be formally expelled from the School if it is proved to the Head's satisfaction on the balance of probabilities that the Pupil has committed a grave breach of school discipline or a serious criminal offence. Expulsion is reserved for the most serious breaches. The Head shall act with procedural fairness in all such cases. The Head's decision shall be subject to a Governing Body Review if requested by a Parent. The Pupil shall remain away from school pending the outcome of the Review [see "Governing Body Review" below].
- 63 **Fees after Expulsion:** If the Pupil is expelled, there will be no refund of the Acceptance Deposit or of Fees for the current or past terms, but the overseas element (if any) of the Acceptance Deposit, and the unspent balance of any lump sum prepayment will be refunded without interest. There will be no charge to fees in lieu of notice but all arrears of Fees and any other sum due to the School will be payable or deducted from any refund.
- 64 **Removal in other Circumstances:** Parents may be required, during or at the end of a term, to remove the Pupil, temporarily or permanently from the School, or from boarding, if, after consultation with a pupil and/or parent, the Head is of the opinion that by reason of the Pupil's conduct or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities offered by the School, or if a parent has treated the School or members of its staff unreasonably. In these circumstances, Parents may be permitted to withdraw the Pupil as an alternative to removal being required. The Head shall act with procedural fairness in all such cases, and shall have regard to the interests of the Pupil and Parents as well as those of the School (see "Governing Body' Review" below).
- 65 **Fees Following Removal:** If the Pupil is removed in the circumstances described above, the rules relating to Fees and Deposit shall be the same as for expulsion save that the Deposit will be refunded in full without interest.
- 66 **Leaving Status:** The expression "leaving status" has reference to whether the Pupil has been expelled, removed or withdrawn, and to the record which will be entered into the Pupil's file as to the reason for leaving, and the Pupil's status as a leaver, and the transfer of the Pupil's work to another educational establishment and to the nature of the reference which will be given in respect of the Pupil, and also to the financial aspects of the Pupil's leaving. These and any other relevant matters of leaving status will be discussed by the Head

- with the Parents and, where appropriate with the Pupil, at the time of the Head's decision.
- 67 **Governing Body' Review:** Parents may ask for a Governing Body Review of a decision to expel or require the removal of a pupil from the School or from boarding (but not a decision to suspend a pupil unless the suspension is for 11 school days or more, or would prevent the Pupil taking a public examination). **The request must be made in writing as soon as possible and in any event within seven days of the decision being notified to the Parents.** Parents will be entitled to know the names of the Governing Body who make up the Review Panel and may ask for the appointment of an independent panel member nominated by the School and approved by the parent (approval not to be unreasonably withheld).
- 68 **Review Procedure:** The Head will advise the Parents of the procedure under which such a review will be conducted by a panel of up to three people (either three members of the Governing Body or two members of the Governing Body and one independent person if requested) If Parents request a Governing Body Review, the Pupil will be suspended from School until the decision to expel or remove has been set aside or upheld. While suspended, the Pupil shall remain away from School and will have no right to enter school premises during that time without written permission from the Head.
- 69 **Complaints Procedures:** The School Parents and Pupils Complaints Procedure is explained in Appendix 3 attached to these Terms and Conditions.
- H **PROVISIONS ABOUT NOTICE** - see also section F "Moving up the School" and section G.
- 70 **Notice to be given by Parents** means (unless the contrary is stated in these terms and conditions) **a term's written notice addressed to and actually received by the Head personally.** It is expected that parents will consult with the Head before giving notice to withdraw a pupil.
- 71 **Provisional notice** is valid only for the term in which it is given and only when written and accepted in writing by the Head personally or the Deputy Head duly authorised for this purpose.
- 72 **Fees in lieu of notice** means Fees in full for the term of notice at the rate that would have applied had the Pupil attended and not limited to the parental contribution in the case of a scholarship, exhibition, bursary or other award or concession.
- 73 **"A term's notice"** to be given by Parents means notice given before the first day of a term and expiring at the end of that term. A term's notice must be given **in writing** if the Parents **wish to cancel a place** which they have accepted, or if Parents **wish to withdraw a pupil** who has entered the School; or if, following the GCSE year or AS Level year, **the Pupil will not return for the following year** even if he/she has achieved the required grades; or **the Pupil wishes to discontinue extra tuition.**
- 74 **Cancelling Acceptance:** The cancellation of a place which has been accepted is normally a breach of contract which can cause long term loss to the School if it occurs after other families have taken their decisions about schooling for their children. If the Parents cancel their acceptance of a place less than a term before the entry date or the Pupil does not join the School after a place has been accepted and not cancelled, a term's Fees will be payable and the deposit will be credited to the account. Parents who cancel acceptance on more than a full term's notice before entry will not be required to pay Fees in lieu of notice but the deposit will be retained by the School. Cases of serious illness or genuine hardship will receive special consideration on written request.
- 75 **Withdrawal by Parents:** If a pupil is withdrawn on less than a term's notice, or excluded for more than twenty-eight days for non-payment of Fees, Fees in lieu of notice will be immediately due and payable as a debt at the rate applicable to the term in question unless the place is filled immediately and without loss to the School. The charge to a term's Fees represents a genuine pre-estimate of the School's loss in these circumstances, and sometimes the actual loss to the School will be much greater. This rule is necessary to promote stability and the School's ability to plan its staffing and other resources.

- 76 **Prior Consultation:** It is expected that a parent or duly authorised education guardian will in every case consult personally with the Head or with the Head's authorised Deputy before notice of withdrawal is given.
- 77 **Withdrawal by Pupil:** The Pupil's decision to withdraw from the School shall, for these purposes, be treated as a withdrawal by the Parents.
- 78 **Discontinuing Extras:** A term's written notice is required to discontinue extra tuition or a term's Fees for the extra tuition will be immediately payable in lieu as a debt.
- 79 **Termination by the School:** The School may terminate this agreement **on one term's written notice sent by ordinary post or email or on less than one term's notice in a case involving expulsion or required removal.** The School would not terminate the contract without good cause and full consultation with Parents and also the Pupil (if of sufficient maturity and understanding), and would offer the Parents a Governing Body' Review of a decision to terminate. The deposit would be refunded without interest less any outstanding balance of the account.

## I **FEES**

- 80 **Meaning:** "Fee" and "Fees" where used in these terms and conditions include each of the following charges where applicable: ***Registration Fee; Acceptance Deposit; Overseas Deposit; Tuition Fees; Boarding Fees; Fees for extra tuition; other extras*** such as House charges, clothing and equipment, photographs and other items ordered by the parent or the Pupil and ***charges arising in respect of school trips***, and ***damage*** where a pupil alone or with others has caused wilful loss or damage to school property or the property of any other person (fair wear and tear excluded) and ***late payment charges*** if incurred.
- 81 **Payment:** The Parents undertake to pay the Fees applicable in each school year. Fees are due and payable before the commencement of the school term to which they relate. If one or more items on the bill are under query, the balance of the bill must be paid.

- 82 **Refund/Waiver:** Fees will not be refunded or waived for absence through sickness; or if a term is shortened or a vacation extended; or if a pupil is released home after public examinations or otherwise before the normal end of term (provided that the School remains open to a pupil who wishes to stay at school during that period); or for any cause other than exceptionally and at the sole discretion of the Head in a case of genuine hardship or where there is a legal liability under a court order or under the provisions of this contract to make a refund. This rule is necessary so that the School can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other Parents. Separate rules (set out in **Section G** above) apply when a pupil is expelled or removed, ie. asked to leave. See also Section J for information about the rules on events beyond the control of the parties.
- 83 **Exclusion for Non-Payment:** The right is reserved on 3 days written notice to exclude a pupil while Fees are unpaid. Exclusion on these grounds is not a disciplinary matter and the right to a Governing Body' Review will not normally arise but the Chairman of the Governing Body has discretion if thought fit to authorise a review of the documentary evidence with or without a formal meeting with the Parents. The School may also withhold any information, character references or property while Fees are unpaid but will not do so in a way that would cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the pupil. **A pupil who has been excluded at any time when fees are unpaid will be deemed withdrawn without notice** twenty-eight days after exclusion. (Then a term's Fees in lieu of notice will be payable in accordance with the **Provisions about Notice in Section H.**)
- 84 **Late Payment:** Simple interest may be charged on a day-to-day basis on Fees which are unpaid. The rate of interest charged will be at up to 2% above the Bank of England base interest rate which is a genuine pre-estimate of the cost to the School of a default. Cheques and other instruments delivered at any time after the first day of term will be presented immediately and will not be considered as payment until cleared.

- 85 **Part Payment:** Any sum tendered that is less than the sum due and owing may be accepted by the School on account only. Late payment charges will be applied to any unpaid balance of Fees.
- 86 **Appropriation:** The Parents agree that a payment made in respect of one child may be appropriated by the School to the unpaid account of any other child of those Parents.
- 87 **Payment of Fees by a Third Party:** An agreement with a third party (such as a grandparent) to pay the Fees or any other sum due to the School does not release the Parents from liability if the third party defaults and does not affect the operation of any other of these terms and conditions unless an express release has been given in writing, signed by the Bursar. The School reserves the right to refuse a payment from a third party.
- 88 **Instalment Arrangements:** An agreement by the School to accept payment of current and/or past Fees by instalments is concessionary and will cease automatically in the event of any default for thirty days or more. On ceasing, the full amount of Fees then due shall be payable forthwith as a debt and interest will start to accrue at the rate for Late Payment (see above). Fees received under an instalment arrangement shall be deemed to have been paid in ten instalments appropriated as to four instalments for the Michaelmas Term, three instalments for the Lent Term and three instalments for the Summer Term. The payments in respect of each term shall be deemed a separate credit agreement from the payments for each other term.
- 89 **Composition Schemes** under which a lump sum prepayment for between one and five years is made by or on behalf of the Parents will be the subject of a separate contract which will provide, among other conditions, for a refund of the unused part of the prepayment in the event of the Pupil's leaving earlier than expected. Fees in lieu of notice (where applicable) and any other sum due and owing to the School at that time will be deducted from the sum to be refunded.
- 90 **Scholarships & Bursaries:** Every scholarship, exhibition, bursary or other award or concession is a privilege and is subject to high standards of attendance, diligence and behaviour on the Pupil's part and to the Parents' treating the School and our staff reasonably. The terms on which such awards are offered and accepted will be notified to Parents at the time of offer. The value of a scholarship shall be deducted from Fees before any bursary or other concession is calculated or assessed.
- 91 **Fee Increases:** Fees are reviewed annually and are subject to increase from time to time. If less than a term's notice is given of a fee increase greater than 9%, notice of withdrawal given within 21 days after notice of the increase was received will not incur a term's fees in lieu of notice and the Acceptance Deposit will be refunded without interest.
- 92 **Money Laundering:** Legislation requires the School, in some circumstances, to obtain satisfactory evidence (such as sight of a passport) of the identity of a person who is paying Fees.
- J** **EVENTS BEYOND THE CONTROL OF PARTIES**
- 93 **Force Majeure:** Events beyond the reasonable control of the parties to this agreement are referred to below as 'Force Majeure Events' and shall include such events as an act of God, fire, flood, storm, war, riot, civil unrest, acts of terrorism, strikes, industrial disputes, outbreaks of epidemic or pandemic disease, failure of utility, service or transportation.
- 94 **Notification:** If either party to this agreement is prevented from or delayed in carrying out its obligations under this agreement by a Force Majeure Event that party shall notify the other in writing immediately and shall be excused from performing those obligations while the Force Majeure Event continues.
- 95 **Continued Force Majeure:** If a Force Majeure event continues for a period greater than 90 days the party who has provided notification under clause 94 above shall notify the other of the steps to be taken to ensure performance of this agreement.
- K** **GENERAL CONTRACTUAL MATTERS**
- 96 **Management:** It is our intention that the terms and conditions will always be

- operated so as to achieve a balance of fairness between the rights and needs of parents and pupils, and those of the school community as a whole. We aim to ensure that the School, its culture, ethos and resources are properly managed so that the School, its services and facilities can develop. We aim also to promote good order and discipline throughout our school community and to ensure compliance with the law.
- 97 **Legal Contract:** The offer of a place and its acceptance by the Parents give rise to a legally binding contract on the terms of these Terms and Conditions.
- 98 **Change:** This School, as any other, is likely to undergo a number of changes during the time your child is here. For example, there may be changes in the staff, and in the premises, facilities and their use, in the curriculum and the size and composition of classes, and in the School Conventions and Regulations, the disciplinary framework, and the length of school terms. Fee levels will be reviewed each year and there will be reasonable increases from time to time.
- 99 **Consultation:** It is not practicable to consult with parents and pupils over every change that may take place. Whenever practicable, however, Parents will be consulted and given at least a term's notice of a change of policy or a change in any physical aspect of the School which would have a significant effect on their child's education or pastoral care. For example, notice would be given of a proposal to close a boarding house or remove a subject from the curriculum.
- 100 **Representations:** Our prospectus and other promotional material describe the broad principles on which the School is presently run and gives an indication of our history and ethos. Although believed correct at the time of printing, the prospectus and other promotional material is not part of any agreement between the Parents and the School. **Parents wishing to place specific reliance on a matter contained in the prospectus or other promotional material or a statement made by a member of staff or a pupil during the course of a conducted tour of the School or a related meeting should seek written confirmation of that matter before entering this agreement.**
- 101 **Third Party Rights:** Only the School and the Parents are parties to this contract. The Pupil is not a party to it. The acts and omissions of Parents are binding on the Pupil and vice versa as to any matter of behaviour, discipline and Fees. All requests and authorities by the Parents are treated as being made on behalf of the Pupil and vice versa.
- 102 **Interpretation:** These terms and conditions supersede those previously in force and will be construed as a whole and headings, unless required to make sense of the immediate context, are for ease of reading only and are not otherwise part of the terms and conditions. Examples given in these terms and conditions are by way of illustration only and are not exhaustive.
- 103 **Jurisdiction:** This contract was made at the School and is governed exclusively by English law.

- Appendix 1** The Schedule of Fees.
- Appendix 2** The School Conventions.
- Appendix 3** The Parent and Pupil Complaints Procedures.
- Appendix 4** The Cranleigh Ethos Paper.
- Appendix 5** The Teenage Years: a Partnership between School and Home.



**CRANLEIGH**  
EX CULTU ROBUR

### FEES AND CHARGES FROM 1 SEPTEMBER 2009

Boarding	£8,827 per term payable in advance.
Day	£7,195 per term payable in advance.

A discount of fees is available for the third (20%) and subsequent siblings (30%) attending either the Senior or Preparatory School at any one time. For details contact the Deputy Bursar.

### CHARGES

#### General

Certain additional charges stem from the wide variety of activities and facilities available at Cranleigh. In principle, any service or item acquired by a pupil for personal use is charged to parents. These include purchases from the School Shop, other items of clothing and equipment, materials individually requested or those used in products retained by pupils, medical and dental charges, optional trips/tours/holidays of a sporting, musical, cultural or recreational nature as well as miscellaneous items such as taxis, telephone charges, CDs, personal newspapers, dry cleaning and similar items.

#### SPECIFIC ADDITIONAL CHARGES

##### Academic

Additional lessons	£37 per hour.
Examination access assessment	£92

(Special learning, IGCSE English and extra curricular Modern Languages).

6th Form text books (retained by pupils).

Paper, exercise books, files, pens, rulers etc. purchased from the Book Shop.

Optional revision guides and subject based magazines.

Academic trips, including field trips, exchanges, conferences, lectures, exhibitions, theatre trips etc (occasionally subsidised by departmental budgets).

DT materials for 6th Form projects.

Art – Lower School and 6th Form workbooks.

ISCO Careers Subscription (optional).

UCAS Fee (Upper 6th Form)

External Exam Fees.

Lost/unreturned textbooks and library books.

#### Sport/Activities

Team shirts when pupils opt to retain them.

Some activities and sports may incur an additional charge if appropriate.

Riding, livery and other standing charges are available on application to the Stables Manager. Other variable expenses such as Veterinary/Farrier/Tack are charged at cost.

#### Music

Termly instrument lessons:	
Michaelmas Term (12 lessons)	£240
Lent Term (9 lessons)	£180
Summer Term (6 lessons)	£120
Theory per Lesson	£ 20
Termly School Instrument Hire	£ 40

Instrument repairs.

Sheet music provided for individual use.

#### Miscellaneous

Day pupil's voluntary boarding £28 per night

House takeaways and outings.

Special dinners (e.g. musical, sporting, 6th Form).

Culpable damages.

Photographs.

Individual use of library photocopier..

Bus tickets (day pupils).

Fees Insurance (optional).

School Mission for Social Services (optional).

O.C. Society Life Subscription (optional).

CCF/Duke of Edinburgh's Award.

#### Payment of Fees/Fee Changes (see over)

**PAYMENT OF FEES** Unless paid under the Composition Fees Scheme, all School Fees and Charges are payable on or before the first day of term. If the fees for any pupil remain unpaid at the end of the term in which they are due the School reserves the right not to permit the pupil to return to the School. The Bursar may also terminate schooling during any particular term if there is a consistent record of late payment. This will not terminate the liability of the parent or guardian for payment of outstanding or future fees.

**FEE CHANGES** The fees and charges shown are those presently in force. The Governing Body reserves the right to review them at their discretion at any time whether before or after a pupil's admission. As much written notice as possible of alteration will be given.

## CRANLEIGH SCHOOL CONVENTIONS

Pupils are encouraged to develop self-discipline; indeed this represents the main form of discipline within the Cranleigh community. Common sense is to be used both in interpreting the Conventions and in general behaviour; pupils are expected to set high standards of honesty, courtesy and appearance.

Bullying is not tolerated at Cranleigh. We expect everyone to be valued as an individual and treated with respect, courtesy and consideration. Any sign of bullying should be reported immediately so it can be dealt with. This is a supportive community and we must treat each other in positive, constructive ways at all times.

- 1) Pupils must always accept the authority of a member of Common Room.
- 2) Pupils are expected to be familiar with the Dress Code, Village Times, Daily Routine, Computing Code of Conduct and Fire Drill, which are published separately and may alter from time to time.
- 3) All pupils are expected to attend Chapel at the prescribed times, as instructed.
- 4) Music should not be played during working hours, or after 9.30 pm at a volume audible outside a study.
- 5) Pupils who know in advance that they will need to miss a lesson or other School commitment should see the member of staff involved at least twenty-four hours in advance.
- 6) Bicycles are not to be used around the School site, and may be kept at School only by arrangement with Housemasters/mistresses. Helmets must be worn.
- 7) Chewing gum is not to be brought onto the School site.
- 8) Running or noisy behaviour in the main quad/corridor is not allowed. Books or bags must be left on shelves provided and not on the floor or steps (except before morning chapel).
- 9) Computer Games are not allowed in School. DVDs are permissible only when kept in the possession of the Housemaster/mistress and for use in the House Common Room and not in individual studies.
- 10) Mobile phones must be switched off during lesson, activity, meeting and prep times, in Chapel, Hall and after bedtime. They should be used for social and family contact only.
- 11) Boys are not allowed in Girls' Houses unless invited by the Housemistress. The areas immediately outside the Girls' Houses are not to be used as gathering/socialising places. Girls are allowed only into the Common Room areas of Boys' Houses; they are not allowed into boys' studies/bedrooms.
- 12) Pupils may not drive into School or in its immediate neighbourhood. They may not drive each other, nor be driven by any other than their immediate family without permission from their Housemaster/mistress.
- 13) The following list gives some more examples of serious breaches of discipline and behaviour which, along with conventions 1, 11 and 12 above, may lead to an exclusion from the School:

- a) tampering with any fire appliance or safety device;
- b) smoking or being part of a group in which there is smoking;
- c) purchase or consumption of alcohol, except according to JCR rules or with a member of CR;
- d) gambling or betting;
- e) visiting Public Houses in Cranleigh Village during term time (for boarders and day pupils);
- f) inappropriate or unpleasant misuse of phones, computers or other forms of communication;
- g) theft of property or identity (e.g. logging onto a computer using someone else's password);
- h) possession or misuse of fireworks, fire-arms, knives or other weapons;
- i) bullying of any kind;
- j) inappropriate sexual behaviour;
- k) possession, supply or misuse of drugs or substances or paraphernalia of drugs and substances.

The list is not intended to be an exhaustive one, and it is possible that other breaches of the Conventions may result in a pupil's exclusion from School. Persistent breaches may result in permanent exclusion from the School. The last six are examples of offences which are viewed as extremely serious and are treated particularly severely. They are likely to lead to an exclusion, which may turn out to be permanent.

When in the care of the School, pupils who possess, supply or misuse drugs, or who take part in an act of sexual intercourse, will be permanently excluded from the School.

## COMPLAINTS PROCEDURE FOR PARENTS AND PUPILS

### 1. COMPLAINTS FROM PARENTS

**A complaint from a parent will be treated in a serious and timely manner.**

The School aims to ensure that:

Parents wishing to make a complaint know how to do so

Parents realise that we listen and take complaints seriously

We respond to complaints within a reasonable time and in a courteous and efficient way

We take action where appropriate

#### **"How should I complain?"**

In the first instance, please talk to your son/daughter's Housemaster/Housemistress (in the unlikely circumstance that the problem is with them then contact the Deputy Head). Be as clear as possible about what is troubling you. They may be able to sort things out quickly, or they may put you in touch with the member of Common Room relevant to the particular issue.

#### **"What will happen next?"**

If the matter is raised face-to-face or by telephone, it may be possible to resolve the issue immediately and to your satisfaction. If the matter cannot be resolved in this way, we will require you to make the complaint in writing and it will be referred to the Deputy Head (who will also keep the Head informed about it). We will contact you within five working days of the receipt of your written complaint in order to respond to your concerns and explain how we intend to proceed further if this is necessary.

The person to whom you make the complaint will need to discuss the matter with those involved and/or consider it further before responding. You will appreciate that some delay may inevitably result from the consultative process. A letter or report will be sent to you as quickly as possible. This will inform you of the outcome of your complaint, the reasoning behind it and any action taken or proposed.

#### **"What happens about confidentiality?"**

Your complaint or concern will be treated seriously and in a confidential manner. The number of people involved in investigating or advising on the matter will be kept to the minimum necessary to provide a solution or answer. It will be necessary to consult and involve agencies outside the School in certain circumstances. Your concerns will be referred to the Head where necessary, and in some circumstances the Chairman of the Governing Body may also need to be informed.

It is the School's policy that complaints made by parents will not adversely affect their children in any circumstances.

Any action that needs to be taken under staff disciplinary procedures as a result of a complaint will be handled confidentially within the school.

#### **"What if I am not satisfied with the outcome?"**

Whilst we hope that you will feel satisfied with the outcome of proceedings so far, if you are not, the Head will refer the matter to the Chairman of the Governing Body and, if necessary, to the School Conciliation Committee consisting of at least three individuals not directly involved in the matters that are the subject of the complaint and at least one of whom will be independent of the management and running of the School. Parents will be invited to attend any formal hearing and be accompanied by a companion. Please note that legal representation is not appropriate at this stage and will not be permitted. Alternatively, concerns may be raised directly with the local office of the Commission for Social Care Inspection (01483 413540).

We hope that we shall be able to satisfy your concerns. If we are unable to do so, you may wish to seek independent legal or other advice.

## **2. COMPLAINTS FROM PUPILS**

### **How do I make a complaint?**

- By talking about it - or by writing it down if you find that easier.
- You can do it by yourself, or as part of a group, or through your parents.

### **To whom?**

- Preferably to your Housemaster/Housemistress/Warden/Tutor, but if you are not comfortable with this, you can make your complaint to any member of Staff. The Deputy Head or the Head may be able to help, but you should talk to your House Staff first if at all possible. The Chaplain will always talk to you in confidence and House Matrons are also very good listeners.
  - If the problem is serious and you do not feel you can talk about it to anyone at the School, or if you feel that the School itself has not dealt with your problem properly, you can always ring the Rector of Cranleigh in confidence (The Rev'd Canon Nigel Nicholson – phone 01483 273620) or the local office of the Commission for Social Care Inspection (01483 413540).
  - The 24-hour Childline Service continues to be available on 0800-1111. All calls are free and confidential, and trained counsellors will help any young person with any problem

### **Does it matter what the issue is?**

- No, it can be a big problem or a small one. By discussing it you are most likely to resolve the matter.

### **What will happen next?**

- If possible, the person you go to will deal with the complaint in person. If not, he or she will go to someone who can help on your behalf.

### **Do others have to know?**

- If you are worried about confidentiality, tell the person you have consulted about your concerns - they will understand and ensure that the matter is dealt with as privately as possible. Even if you find the issue hurtful or embarrassing, don't worry - it will only be discussed by those who need to know in order to help you.

## THE CRANLEIGH ETHOS PAPER

### Cranleigh School aims:

- to establish its ethos as a predominantly local-boarding community
- containing a significant proportion of day-pupils and of boarders with parents overseas,
- in which there is a strong and active partnership between parents and the School;
- to offer all pupils a range of opportunities so that they can achieve to the best of their ability within a framework of shared values and standards;
- to value and nurture each pupil as an individual, thus preparing him/her for life beyond school.

### Objectives

- to provide a stimulating learning environment in which pupils can develop their academic potential to the full
- to provide a happy and secure pastoral environment in which pupils can learn to live together and thus foster a sense of community, co-education, respect for one other and good citizenship
- to provide pupils with the opportunity to take advantage of a breadth of co-curricular activities in order to develop positively all aspects of their character
- to provide pupils with the opportunity to take decisions based on their own judgement and to communicate those decisions appropriately and effectively
- to provide a clear, simple and effective management structure capable of taking timely decisions and allocating necessary resources appropriately
- to provide the necessary administrative and logistic framework to meet the needs of members of Common Room and pupils alike

There are four broad areas to which these objectives are directed:

1. Cranleigh's value system;
2. teaching and learning;
3. the co-curriculum;
4. the Cranleigh community.

### Cranleigh's value system

***Spiritual values*** Cranleigh is a community based on Christian principles, and attempts:

- to make all pupils aware of the spiritual dimension in human experience and understanding;
- to encourage an appreciation of values which transcend the material and the intellectual;
- to present and practise the Christian faith not merely as a system of belief but also as a way of life in knowledge of God;
- to communicate the Bible's teaching on the ideals of self-forgetting, service to others, moral integrity and responsibility;
- to ensure respect for all faiths, combined with a readiness to explore and understand them;
- to give all pupils an appreciation of human diversity and an inclusive spirit towards their fellow human beings.

***Pastoral values*** Cranleigh aims to educate the pupils in the personal disciplines and attitudes necessary for living together in an effective and secure society in which:

- the views of the minority are accommodated;

- the attitudes of the majority are not allowed unquestioned licence;
- multi-cultural attitudes to learning and development are valued.

**Discipline** Cranleigh aims to achieve the necessary level of discipline for the effective functioning of the school as a community, but no more. Cranleigh is committed to establishing an environment where there is an understanding of the need for moral, academic, and social discipline in establishing its ethos. While committed to ensuring a disciplined regime, Cranleigh aims to minimize the level of imposed discipline, and to encourage the development of personal discipline and of individual responsibility.

**Leadership** Cranleigh aims to develop leadership potential in all its pupils so that, as adults, they will be confident not only in taking decisions based on their own judgement but also in implementing them. Cranleigh stresses the need for those with responsibility to understand the value of:

- moral courage;
- establishing and upholding standards;
- welding together a disparate team in order to achieve a coherent objective;
- being unpopular, if need be, in order to be effective;
- reconciling the views of a minority without losing sight of a particular aim.

**Management** Fundamental to the effectiveness of any organization is an easily understood management system with transparent procedures. Cranleigh aims to involve all members of the Common Room, bursarial staff and pupils in the effective running of the School.

- **Communication** It is intended that Cranleigh's channels of communication should be as clearly defined and as open as possible in order to encourage individuals to take responsibility within their own sphere of influence. A willingness to take responsibility is viewed as an effective means of building morale within the community as a whole.

**2 Teaching and Learning** Academic achievement is viewed as the most important priority for pupils at Cranleigh. Each pupil is given the opportunity to fulfil his/her academic potential, commensurate with his/her ability, and to achieve the highest possible attainment level. While taking note of the National Curriculum, the Cranleigh curriculum seeks to promote breadth and depth of study and to encourage independence of learning and self-discipline in work habits.

Within this context, Cranleigh aims:

- to provide a Tutorial system capable of monitoring and guiding the academic study of each individual pupil, and enabling pastoral care to support the teachers in their work;
- to provide all pupils with realistic short- and long-term targets, measuring their achievement by a balance of internal and external assessment;
- to provide all pupils with a breadth of education through lectures, visits and outside speakers;
- to provide each pupil with clear advice and guidance on his/her options and realistic aspirations for Higher Education, and for his/her possible future career;
- to establish a balanced, varied, well structured and workable timetable;
- to provide adequate resources for teaching areas (including the provision of ICT), and a clear structure and management within each academic department;
- to encourage pupils with Special Educational Needs to receive and accept appropriate advice and support, and pupils of significant ability to achieve absolute excellence wherever possible.

**3 The co-curriculum** The co-curricular programme aims to offer a wide range of opportunities in which each pupil can develop other skills and interests, while increasing his/her own self-esteem and confidence. Such opportunities are sensitively timetabled in order to minimize clashes with other commitments in the daily school calendar.

Within this context, Cranleigh aims:

- to provide a wide variety of activities which stimulate interest and provide contrast, specialisation and balance to a pupil's everyday life;
- to promote a programme for the individual and collective development of the creative and performing arts,
  - encouraging participation and involvement at all levels of ability,
  - encouraging absolute excellence at the higher end of the ability range;
- to offer a varied and well-organised sporting programme, aiming to promote individual and collective excellence as well as to encourage participation by all, regardless of ability;
- to offer all pupils the opportunity to participate in social service, either locally or occasionally abroad, and to develop and foster a caring community;
- to provide opportunity for adventure-training, promoting leadership and strength of character.

4 The Cranleigh Community Significant importance is attached to the support which pupils are encouraged to give one another in their lives at Cranleigh. Such mutual support promotes trust, cohesion, friendship and high morale, along with a sense of belonging and security. It also seeks to emphasise the higher priority which is attached to membership of Cranleigh School rather than to any particular year-group or status-group. Individual development can thus be based on a pupil's acquisition of the self-discipline needed to take advantage of the opportunities on offer.

Within this context, Cranleigh aims:

- to teach all pupils to listen to the views of others, to accept them where appropriate, to be forgiving of others' faults and to accept the rules and conventions by which the Cranleigh community exists;
- to provide an environment where boys and girls, day pupils and boarders benefit from sharing opportunities for development together, but in which their different needs and abilities are also recognised;
- to provide opportunities for independence of thought and action, and to help each pupil to develop an ability to take decisions based on his/her own judgement, fundamental self-belief and inner confidence;
- to help all pupils to develop the confidence to communicate decisions and views, orally and in writing, in order to build strength of character and self-reliance.



## **THE TEENAGE YEARS: A PARTNERSHIP BETWEEN SCHOOL AND HOME**

The pressures on the young these days are easy to see but difficult to handle. One only has to turn on the television, open a teenage magazine, read the newspaper, or look at what is happening all around in society to realise what teenagers are up against.

We have decided to write this outline of the School's approach to some of these pressures because so many parents have asked us to. Few would disagree that a strong partnership between parents and the School is vital in supporting teenagers through their adolescence. We hope that you will find these guidelines of some help.

### **PUPILS' RESPONSIBILITIES**

- Cranleigh School life is intended to be full, and we hope that parents will support us by encouraging pupils to be involved and committed to School and House activities.
- We do not, for example, think it appropriate for pupils to have any type of job during term time.
- School commitments, including matches and School outings, should be seen as the top priority. We expect pupils to be available to take part whenever they are asked to do so, and we assume that parents will ensure that they do so. We hope that it will take very exceptional circumstances for it to become necessary for a parent to withdraw a pupil from any activity. When this does happen, it is both disruptive and demoralizing for the rest of the community.
- We are very happy for parents to take their own boarding son or daughter out in the evening to celebrate a special occasion, but we cannot allow friends out with them. We ask that prep time should be avoided if at all possible.
- We ask all parents to ensure that boarders arrive back in School by the correct time on Sunday evening after any type of exeat.

### **TEENAGE DRIVING**

- In the interests of safety, members of the School are not allowed to drive cars on or in the near vicinity of the School campus, even in their final term at Cranleigh.

### **SMOKING, ALCOHOL, AND ILLEGAL SUBSTANCES**

- We do not allow smoking on or around the School site, and we hope that parents will do all that they can to discourage their sons and daughters from smoking.
- No pupil is allowed to bring alcohol on to School premises or to a School event held off premises.
- Current licensing laws do not permit the supply of alcohol to pupils under the age of 16 in any circumstances.
- Sixth Form pupils are allowed to drink beer, cider or wine (not spirits) in School only at a table meal with a member of Common Room, or as members of 'Butts' after their 18<sup>th</sup> birthday (in compliance with licensing laws).
- We consider it to be vitally important for the School and parents to encourage a sensible and informed approach to alcohol.
- We hope parents will join with the School in educating our teenagers about the issues and dangers associated with the misuse of drugs and substances and will be vigilant about noticing any warning signs (such as marked mood swings or changes in personality and outlook).

- The School has a zero-tolerance approach to the possession, supply or misuse of drugs or substances on School premises or at a time when a pupil is in the care of the School. The Conventions state that this will lead to a permanent exclusion.

## **SOCIALISING, PARTIES AND COMMUNICATION**

- We aim to encourage a positive approach to socializing, and to discourage socializing which has a negative effect on pupils' curricular and extra-curricular lives.
- Smoking, drinking, drugs, parties and relationships are all relevant issues in this respect. We hope parents will say "no" to a proposed outing if they do not feel confident that all is going to be well in one or more of these areas.
- We are concerned about teenagers, particularly below the Sixth Form, going into town on a Saturday evening. Quite a number of parents have expressed worries about the amount of drinking (often under-age) which takes place, and about the potential dangers late at night. We see the subsequent exhaustion, and inability to function properly on their return to the School.
- We are keen to encourage friendships between boys and girls, but we hope to work together with parents to avoid inappropriate physical relationships developing. This is particularly true when one or both of the pair is or are in the Lower School. Experience has often illustrated the dangers and pitfalls of an intense, exclusive relationship, especially at an early age.
- The boys are not allowed into a girls' House without a specific invitation from the Housemistress. Girls are allowed into the Common Room areas of the boys' Houses, but they are not allowed into the boys' rooms. This is for their protection because it is so easy for things to go wrong.
- The School has a zero-tolerance approach to any act of sexual intercourse taking place on School premises or at a time when a pupil is in the care of the School. The Conventions state that this will lead to a permanent exclusion.
- We have found that parties held during term time tend to have a detrimental effect and we respectfully ask for them to be planned to take place during holiday periods. If a family insists on holding a term time party against our better judgment, then we ask that Housemasters/mistresses are informed at an early stage of the planning and supplied with the details and a guest-list of Cranleighans.
- Experience has shown us that it is extremely unwise for a teenage party to take place without the presence of adults. Current licensing laws do not permit the supply of alcohol to Lower School pupils. It should also be borne in mind that some teenagers will smuggle in alcohol, especially spirits, thus increasing the risks yet further.
- Electronic communication is vital in today's boarding communities, but we are very concerned about the way it can sometimes be misused:
  - for inappropriate and/or unpleasant text messaging;
  - for access to pornographic or other inappropriate material on the internet.
  - For inappropriate and/or intrusive use of camera or video technology
- Misuse of this sort can have an extremely detrimental effect on both the individuals concerned and on the community as a whole. We therefore take a very serious view of such behaviour.
- We particularly try to emphasise the need for all members of our School community to treat others with respect, and we are very grateful to parents for all they do in reinforcing this message.