

CRANLEIGH
EX CULTU ROBUR

**INFORMATION FOR NEW PUPILS
2010-2011**



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WELCOME TO CRANLEIGH!

This booklet contains basic information for new pupils and parents. We hope it will help in your preparation for coming to Cranleigh and be a useful reference for the first few weeks.

A School Calendar is published every term, which is a source of vital information. Parents are sent one before the start of each term, and pupils are given their own copy when they arrive. The first one for new parents will arrive in July/August. It gives detailed information about daily routines, village times, School and Book Shop opening times, and so on. It also indicates matches, concerts, plays, lectures, House competitions, parents' meetings, etc. Pupils use it daily, both as a prep diary and to check what they are doing that day. We hope that parents will be able to join us for many of the events listed. The School website (www.cranleigh.org) is also an important source of information, including match details, results and write-ups of recent events.

All IVth Form boarders stay in school for the first weekend; there is an outing on the Saturday evening and a Team Building Day on the Sunday. Day pupils also join in, so please keep that weekend free (11/12th September). Please see the induction programmes overleaf for details (day, time, place, dress, etc.) of the start of term for new pupils. IVth Form day pupils stay until after prep on Mondays, Tuesdays and Thursdays in order to ensure that they can be fully integrated into the community and establish good work routines.

Along with this booklet you will also have a letter from your Housemaster/mistress. IVth Form pupils and their parents are warmly invited to visit their House on Thursday 1st July from 4.30 to 5.30pm. This will give the opportunity to meet other new families and the House staff, as well as to have a look around, and ask any questions. The pupils may wear casual clothes as this is an informal occasion which will serve to familiarise them with their House before their arrival in September. Please let your Housemaster/mistress know whether you are able to attend. Please see the induction programmes overleaf for details of the first couple of days of term.

We look forward to getting to know you.

Mr A J Griffiths
(Deputy Head)



INDUCTION PROGRAMME FOR NEW IV FORM

Tuesday 7th September

- 6.00pm Arrive at Houses (in uniform) and start unpacking
- 6.30pm Drinks with Housemaster/mistress, Tutors, Matrons, Prefects
- 7.00pm Head's address to pupils and parents (Speech Hall)
- 7.20pm Parents leave
- 7.30pm House Barbeques
(Make sure you bring some warm casual clothes for this.)
- 8.30pm Time in Houses (tour of House, unpacking, question time, etc.)
- 9.00pm Day pupils go home

Wednesday 8th September

- 8.00am Breakfast in Dining Hall for boarders
- 8.30am Day pupils arrive (in uniform)
Callover in Houses
- 9.00am Pupils to Akhmedov Lecture Theatre to see the Deputy Head, the Director of Studies, the Master of the Scholars and the Director of Music, then return to Houses
- 10.00am Photographs, pre-Medicals, Computer Log-On (each will be time-tabled), Cranleigh Discovery with Prefects
- 12.30pm Lunch in Dining Hall
- 1.10pm Callover in Houses
- 2.00pm Sport (girls meet at Speech Hall, boys at St Andrew's - all in sports kit)
- 4.00pm Induction with Matrons
- 4.20pm Individual Schedules with Tutors in Houses and some pre-Medicals
- 5.30pm Rest of the School (boarders) return
Callover for all
- 5.55pm Supper
Day pupils may stay or go home
- 7.15pm Callover in Houses
- 7.30pm Evensong for boarders
Back to Houses afterwards



INDUCTION PROGRAMME FOR OTHER YEARS

Wednesday 8th September

- 3.15pm Arrive at Houses (in uniform for Lower School, dark suits for Sixth Form)
Refreshments in Houses with Housemaster/mistress, Tutors and Matrons
- 4.00pm Head's address in Akhmedov Lecture Theatre then parents leave
- 4.15pm Meeting with the Deputy Head, the Director of Studies, and the Head of Academic Administration (Akhmedov Lecture Theatre)
- 4.40pm Meeting with the Director of Sport, the Director of Music, and the Master of the Scholars (Akhmedov Lecture Theatre)
- 5.00pm Tour of School with Prefects/Unpacking
- 5.30pm Rest of the School (boarders) return Callover for all
- 5.55pm Supper
Day pupils may stay or go home
- 7.15pm Callover in Houses
- 7.30pm Evensong for boarders (Chapel)
Back to Houses afterwards



UNIFORM AND OTHER REQUIREMENTS

UNIFORM AND DRESS CODES

WORKING DRESS

Working dress is worn within School every day until after the lunchtime callover or until the end of lessons, whichever is the later.

- For Lower School pupils (boys): school blazer; charcoal grey trousers; white shirt; school pullover (optional); dark coloured socks; school tie; black polishable shoes; dark blue or black coat/waterproof jacket (optional).
- For Lower School pupils (girls): school blazer; school below-the-knee skirt; white shirt; school pullover (optional); navy tights, with the option of navy ankle socks in Summer; black polishable, sensible shoes (not ballet-style); dark blue or black coat/waterproof jacket (optional). Girls with long hair must wear it tied back with a plain-coloured hair-tie; no nail polish.
- For members of the Sixth Form (boys): dark suit; sensible shirt and tie; black polishable shoes; plain v-neck pullover (optional); plain coat (optional).
- For members of the Sixth Form (girls): dark below-the-knee skirt-suit or dark trouser-suit (the top and bottom must match); sensible collared shirt (not provocatively unbuttoned); black polishable, sensible shoes (heels less than 5cm measured at the outside from top of heel to floor); plain v-neck pullover (optional); plain coat (optional).
- No denim, logos, sportswear or trainers.

Personal jewellery may neither be excessive nor ostentatious. Nose, lip, tongue, eyebrow or any other body piercings are not permitted at any time. Girls may wear one set of sensible earrings.

Make-up must not be worn in School by Lower School girls. This also encompasses nail polish, bronzers and fake tans. Such items will be confiscated if found in School. The use of concealers (for medical reasons) may be arranged with Housemistresses or Matron on an individual basis.

During the formal part of the School day it is expected that Lower School girls will wear their hair neatly tied back.

Boys' hair must not be over the collar or eyebrows, nor gelled into spikes. Top buttons must be done up and ties worn properly. Trousers must not be worn at half-mast.

CASUAL DRESS

Casual dress may be worn in the afternoons after lessons are over but not be worn in School during lesson times. It should not be ostentatious or suggestive.

School dress and casual dress should not be mixed.

Studded boots/shoes or muddy trainers may not be worn inside School buildings.



SCHOOL SHOP

Uniform fittings at the School Shop are **by appointment only**. To secure a uniform fitting appointment during the summer holidays, it is necessary to make a reservation as early as possible and **before the end of June**. A fitting usually takes a full hour. There are NO fittings on Saturdays.

Payment for the goods must be made at the fitting by cash, cheque or credit card and the uniform must be taken away with you.

Once pupils have started at Cranleigh, they will be able to make their own purchases from the Shop by obtaining a signed chit from their Housemaster/mistress, Deputy, Warden or Matron. The amounts will be charged on the end of term bill.

A few pieces of **second-hand uniform** may be available from the Matrons in the Houses on request.

Vith Formers' requirements will depend on which sports they choose and whether they play in teams representing the School. They can be purchased from the School Shop when pupils know what teams they are playing in.

Every article of clothing and footwear, including casual wear, **MUST** be named with name and House. Nametapes are automatically ordered for the new IVth Form pupils by the School Shop and can be collected at the initial fitting appointment. Any Vth or VIth Form pupil wanting nametapes needs to notify the Shop in advance, to order them.

All new IV Form pupils will also receive **badges with their initials** on; these are to be stitched onto the right-hand chest of upper body sportswear and below the shield on the tracksuit bottoms. Please inform the School Shop, at the time of making your fitting appointment, which three initials should be used for your child's badges.

School Shop Opening Hours

During Term :

Mon – Fri : 8.30am – 12.00; 1.00 – 4.30pm
Saturdays : 10.00 – 11.30am (first three Saturdays of each term)

During Holidays :

Mon – Fri : 9.00am – 12.00; 1.00 – 3.00pm
Saturdays : Closed

Please Note:

The Shop will be closed for two weeks from 12th to 23rd July inclusive.

It re-opens on 26th July.

All enquiries should be addressed to:

Lynda Benson
The Manager
Cranleigh School Shop
Cranleigh
Surrey GU1 8QQ

Tel : 01483 273666 ext 2102



BOYS' UNIFORM LIST

Items	IV Form	LV Form	UV Form	VI Form
FORMAL WEAR				
Blazer with School Badge	✓	✓	✓	-
Charcoal Grey Trousers	✓	✓	✓	-
Navy Pullover with Badge	✓	✓	✓	-
Long Sleeve White Shirt	✓	✓	✓	-
School Ties	✓	✓	✓	-
Socks in plain dark colours	✓	✓	✓	✓
Black Shoes	✓	✓	✓	✓
Dark Suit *	-	-	-	✓
Sensible Shirts *	-	-	-	✓
Sensible Ties *	-	-	-	✓
Plain V Neck Jumper (optional) *	-	-	-	✓
Plain Coat (optional) *	-	-	-	✓
School Scarf (optional)	✓	✓	✓	✓
SPORTSWEAR				
School Tracksuit Top with badge	✓	✓	✓	✓
Tracksuit Bottoms - to match top	✓	✓	✓	✓
Navy School Hoodie (optional)	✓	✓	✓	✓
White School Hoodie	✓	✓	✓	✓
School Rugby Shorts - navy	✓	✓	✓	▪
Rugby Lycras - navy/black (optional)	✓	✓	✓	▪
Rugby Tops - Hooped	✓	✓	✓	▪
House	✓	✓	✓	▪
Practice Top (optional)	-	-	-	▪
Rugby Skins/Body Armour (optional)	✓	✓	✓	▪
White Sports Shorts	✓	✓	✓	▪
Summer Sports Shirt	✓	✓	✓	▪
Sports Socks - School	✓	✓	✓	▪
White	✓	✓	✓	▪
Swimming Shorts	✓	✓	✓	▪
Swimming Lycras for team	▪	▪	▪	▪



GIRLS' UNIFORM LIST

Items	IV Form	LV Form	UV Form	VI Form
FORMAL WEAR				
Blazer with School Badge	✓	✓	✓	-
Regulation Below-the-Knee Navy Skirt	✓	✓	✓	-
Navy Pullover with Badge	✓	✓	✓	-
Blouse - Short Sleeve White (Summer - optional)	✓	✓	✓	-
Long Sleeve White (Winter)	✓	✓	✓	-
Ankle Socks - Navy (Summer - optional)	✓	✓	✓	-
Navy Tights	✓	✓	✓	-
Sensible Black Shoes (not ballet pumps) *	✓	✓	✓	✓
Dark Below-the-Knee Skirt/Trouser Suit *	-	-	-	✓
Sensible Collared Shirt *	-	-	-	✓
Plain V Neck Pullover *	-	-	-	✓
Plain Coat (optional) *	-	-	-	✓
Scarf (optional)	✓	✓	✓	✓
SPORTSWEAR				
Tracksuit Bottoms	✓	✓	✓	✓
Tracksuit Top	✓	✓	✓	✓
Navy School Hoodie (optional)	✓	✓	✓	✓
White School Hoodie	✓	✓	✓	✓
Sports Tops - School (for Hockey, Lacrosse)	✓	✓	✓	▪
House	✓	✓	✓	▪
Summer Sports Shirt	✓	✓	✓	▪
Skort	✓	✓	✓	▪
Lycra Shorts - Athletics	✓	✓	✓	▪
Sports Socks - School	✓	✓	✓	▪
White Trainer Socks	✓	✓	✓	▪
Swimsuit - dark colour	✓	✓	✓	▪

Code for the charts:

- ✓ Item Required
- Item required only if participating in this sport
- * Item NOT available from the School Shop
- Item not required for this year group



OTHER ITEMS FOR ALL PUPILS

Items	IV Form	LV Form	UV Form	VI Form
BAGS School bag - for books (optional)	✓	✓	✓	✓
School Sports bag - for away matches	✓	✓	✓	▪
Laundry bag - boarders	✓	✓	✓	✓
Sock bags (one for Cubitt)	✓	✓	✓	✓
Tuck box (optional)	✓	✓	✓	✓
2 Padlocks	✓	✓	✓	✓
SHOES Indoor trainers - non-marking for Sports Centre	✓	✓	✓	▪
Outdoor trainers	✓	✓	✓	▪
Rugby boots	✓	✓	✓	▪
Astroturf trainers (preferred for hockey)	✓	✓	✓	▪
Cricket shoes	✓	✓	✓	▪
Football boots	-	-	-	▪
Sport boots (lacrosse for girls)	▪	▪	▪	▪
SPORTS EQUIPMENT				
Tennis/Squash racket	▪	▪	▪	▪
Squash goggles, strongly recommended for eye protection	▪	▪	▪	▪
Hockey stick	✓	✓	✓	▪
Shin pads	✓	✓	✓	▪
Gum guard	✓	✓	✓	▪
School Water bottle	✓	✓	✓	▪
Towels	✓	✓	✓	✓
Swimming goggles	✓	✓	✓	▪
Cricket box	✓	✓	✓	▪
OTHER ESSENTIALS				
Name Tapes (ordered automatically for IV Form - others on request)	✓			
Initial Badges (ordered automatically for IV Form - others on request)	✓			
Underwear *	✓	✓	✓	✓
Nightwear, including slippers & dressing gown (boarders) *	✓	✓	✓	✓
Wash bag (preferably hanging) & toiletries, tissues *	✓	✓	✓	✓
Casual clothes for free time *	✓	✓	✓	✓
Suitcase/holdall *	✓	✓	✓	✓
Coathangers *	✓	✓	✓	✓
Shoe cleaning equipment (boarders)	✓	✓	✓	✓
Mug, plate, bowl and cutlery (named) *	✓	✓	✓	✓
Alarm clock (boarders) *	✓	✓	✓	✓



Bedding for boarders

Pupils should bring their own duvet and pillows (we provide them for overseas boarders). We provide sheets and duvet covers (colour-coding allows us to ensure the pupils change them regularly!), though some Houses allow pupils to take their own (please confer with Matron to find out the routine in your particular House).

Pocket Money

Pupils should not keep more than a very small amount of cash in their possession, and that must be locked away, NOT left lying around. Any other money must be paid into the House Bank to keep it safe. Houses often suggest depositing £35 there at the start of term. Then pupils can ask for it when they need it. High Street bank accounts are not advised until the UVth at the earliest, as easy access to too much money can cause difficulties.

Other Valuables

These should be insured under parents' home insurance policy. Pupils are advised not to bring very valuable things into School because, in an open community, it is difficult to keep them safe all the time. They should be kept locked away where possible. Passports, etc. should be given to pupils' Housemaster/mistress for safe-keeping.

Newspapers

Each House orders its own House newspapers for pupils. If pupils want their own copy of a newspaper then parents must let their Housemaster/mistress or Matron know before the start of term.

Music Systems

Pupils must have headphones so they do not disturb others with their music!

Electrical equipment

All school-owned equipment is tested regularly for safety. Refrigerators, toasters, kettles, heaters, fans, lights and other such may not be brought into school. Parents must ensure that any hairdryers, hair straighteners or other permissible electrical equipment brought into School by pupils is safe.

Stationery

A starter pack containing the files and exercise books needed initially by new IVth Formers will be supplied to them. They will also need pens, pencils, rulers, etc., which they can bring with them or purchase on arrival. Textbooks, novels, calculators, and a wide range of stationery items may be purchased during term from the School Bookshop. Pupils sign for their purchases, and charges are put on the end-of-term bill. The Sixth Form will need files, file paper, etc., which they can bring with them or purchase at school as needs arise. Sixth Formers obtain their textbooks through the Bookshop and charges are put on the bill.

Taxis

When these are required, they can be **booked through Matrons**, who have names of suitable firms. Charges will go on the end-of-term bill.



ACADEMIC AND PASTORAL MATTERS

THE TUTORIAL SYSTEM

One of the foundations for achieving our academic and pastoral aims is the Tutorial System. All Lower School pupils are put into a tutorial group with others in the same year in their House, and one of the House Tutors is assigned as their Tutor. Some of the tutorial sessions will address matters relating to Personal, Social, Health and Citizenship Education (PSHCE). Others will focus on time management, study skills and individual issues of an academic or pastoral nature. There are two formal sessions: one on Monday morning and the other on Saturday morning.

In the Sixth Form, pupils choose their own personal Tutor from the teaching staff. They meet at least once a week and, as a result, Tutors and pupils generally form a strong bond as they discuss issues relevant to pupils throughout their time in the Sixth Form. A large part of this is likely to focus on the university application process, heading towards the next stage of their lives.

All pupils, therefore, have a Tutor who takes a particular interest in their welfare, as well as their Housemaster/mistress, Deputy Housemaster/mistress and/or Warden and Matron. In the early years these people are generally the first point of contact for both pupils and parents on any academic or pastoral matter.

PREP

The evening prep session runs in the Houses from 7.15pm to 8.45pm. Pupils work silently at their own desks, under appropriate supervision. Pupils find other times to complete work where necessary, particularly in the older year groups, fitting it round their other work and activities. Boarders are not allowed to miss prep, except for occasional calendared events.

EXAMS

The IVth and LVth Forms have end-of-year examinations in the second half of the Summer term. Earlier in the term the LVth complete a short-course GCSE in RS and take the necessary exam. The UVth take mock GCSE exams in January and external exams in May/June. LVIth and UVIth have external examinations in January and in May/June.

CAREERS ADVICE

Careers advice is included as part of the PSHCE and tutoring programme throughout a pupil's time at Cranleigh, including advice on subject choice at the various stages, a week of work experience at the end of the UVth, and the move towards university applications and consideration of gap years in the Sixth Form.

EXTRA LESSONS

Extra lessons such as Learning Support or individual Music Lessons are requested through the Special Educational Needs or Music Departments, and are charged accordingly. It is vital that parents send any current or past learning support information to us as soon as possible, and certainly before the start of term.



A BRIEF OUTLINE OF THE CURRICULUM

This document provides a condensed version of the academic curriculum at Cranleigh. Further information will be sent to you in due course at the appropriate points in your son's or daughter's time here. The basic curriculum aim is to act within the spirit of the National Curriculum but also to offer a greater breadth and diversity, taking full advantage of our independence and of the extra time available to a boarding school.

In the first three years a broad curriculum is maintained so that few options are ruled out before choices of subjects are made for Sixth Form courses. There is an "options" system in the Lower and Upper Fifth Forms, the two years leading up to GCSE, which enables pupils to take between nine and eleven GCSE subjects. The School offers two different options for Science GCSE. Good linguists are given the chance to take two foreign languages. A national screening test called MiDYiS, used by all HMC schools, is conducted in the early weeks of the Fourth Form year. We are required to encourage our pupils to take this test, but are also required to tell parents that there is a parental right to withdraw their child from it if they wish. Naturally we recommend that all our pupils take this test.

The Fourth Form – that is a pupil's first year at Cranleigh – is divided into six teaching groups which represent a very broad streaming based on Scholarship and Common Entrance examinations. Maths and French are setted across the whole year group and the setting is reviewed on a regular basis during the year. Fourth Form pupils study Art, Biology, Chemistry, Design, Drama, English, French, Geography, History, Information Technology, Mathematics, Music, Physics and Religious Studies. In addition, a pupil studies German or Spanish *ab initio*. Pupils will study German for three weeks and Spanish for three weeks, and then parents will be contacted in mid-October so that a choice can be made. The majority of the Fourth Form take a course in Classical Civilisation, which is becoming increasingly popular as a GCSE option. We recommend that some pupils who have performed well enough at Common Entrance in Latin should take the subject in the Fourth Form with a view to

continuing it through to GCSE and perhaps beyond. The Head of Classics will contact parents of the pupils for whom he feels that Latin would be an appropriate option.

In the Lower and Upper Fifth Forms all pupils take core subjects – English Language and Literature, Mathematics, French and the Sciences (either at Dual or Triple Award), as well as a short-course in Religious Studies. Pupils are put into subject-specific sets for these subjects. Other subjects taught in the Fourth Form are available as optional subjects for GCSE; pupils generally choose three or four of them. These choices are made by April of the Fourth Form and you will receive more information about this process early in January. Information Technology is delivered on a cross-curriculum basis through all GCSE subjects. Thinking beyond GCSE, we expect that a pupil should have achieved at least C grades in Maths and English Language, and beyond that a total of 6 "points" on the Cranleigh scale (A* or A grade counts as 2 points, B as 1 point), if he or she is to have a realistic prospect of success in the Sixth Form.

A **Lower Sixth** pupil generally chooses four subjects to study at AS Level in addition to Critical Thinking, which they all study. Most **Upper Sixth** continue with three subjects through to A2 or Pre-U Level.

The School of course runs a careful and regular system for monitoring pupils' progress in academic subjects. There is a **Parents' Meeting** for each year group annually – the Fourth Form Parents' Meeting takes place in the second term of the year - and parents receive four **written reports** and comments on a regular basis during the year. In these reports pupils are given grades for effort and for attainment, along with a comment, from each of their teachers. At the end of term, parents receive pastoral reports from their House. Tutors discuss reports with their tutees, and copies are sent to parents. Beyond this, members of staff are always happy to discuss particular issues with parents; the usual channels of communication are through a pupil's Housemaster/mistress or Tutor.



WHAT IF...

The Cranleigh community is a very friendly one so you have only to ask and there will be plenty of people keen to help, but here are some pointers in case it's helpful to read them ahead of time...

... you feel unwell

If you feel unwell first thing in the morning, **see your Matron; she may well send you to the Medical Centre.** Your Matron can book an appointment for you to see the Medical Officer. If you feel unwell during a lesson, ask the teacher if you may go to your Matron. Do not go to the Medical Centre without a teacher's or Matron's knowledge and permission. Surgeries are held on Monday-Friday mornings.

... you want/need to contact home

All Houses have **pay-phones**. After you have been at Cranleigh for half a term, you are allowed to have a **mobile phone** in School but you must be careful to use it sensibly and only at the right times. It must be switched off during lessons, activities of any sort, prep and after bedtime. Mobile phones get collected each night at bedtime and can be collected next morning. When you arrive, you will be shown how to use the **computers** and the School network. Every pupil is given a personal **email** address, which is another good way to contact home. You are not allowed to use Hotmail or other web-based email. There is a post-box on the main corridor for posting **letters** if you want to write home.

... you have a problem with another pupil or teacher

Talk to your Housemaster/mistress, Deputy, Warden, Tutor, Matron, House Captain or a Prefect. Never think that something is too trivial to be raised - they will always take you seriously. Bullying is rare, but if it occurs we want to know and we will deal with it.

... you think you need to miss a lesson

If a trip or music lesson is coming up, always ask permission of all teachers whose lessons or activities you think you will miss, as far in advance as possible.

... you lose something

There are shelves outside the Dining Hall for books, etc. to be left during meals, but do not leave them there longer than that. Take responsibility for your possessions. Keep your **valuables locked away** and give **cash to your Housemaster/mistress for safe keeping**. It is worth asking in TASC and the Enquiry Office if you have lost something (after searching in your House and asking Matron) as some lost property ends up there.

... you are a day pupil and you arrive late

Find Matron and tell her you have arrived. If you cannot find her, report to the Secretary in Common Room. Then go to where you are meant to be.

... you are a day pupil and are unwell so will be absent

Your parent/guardian must phone your House before 8.00am. When you return you must bring a letter from your parent/guardian explaining the absence.

... the fire alarm goes off

At 8.00am each Monday there is a short test alarm lasting only a few seconds – ignore it! During lessons in the Emms Centre you will evacuate the building and assemble outside. A roll call will be taken by the member of staff taking your class. At any other time you must vacate the building immediately and go to your House assembly point (you will be told on the first day where this is and exactly what to do).



PERSONAL PROBLEMS PROCEDURES

Health

If you are in any way worried about your health, Matron can make an appointment for you at the Medical Centre. A Medical Officer visits the School every weekday for morning surgery. All information given to the Medical Officer and Nurses is treated in strict medical confidence.

Day-to-day living conditions

This sort of problem is best raised first with your Matron. Food and other issues are often discussed at House Council meetings and you may want to raise something with your year-group representative or House Captain.

Work

Any problems about work should be discussed with the teacher concerned or, if necessary, with your Tutor. Tutors will always approach other members of Common Room on your behalf if you find it difficult to do so yourself.

Bullying

We hope this is rare at Cranleigh, but it can happen even in the best schools. If you find it difficult to discuss with members of Common Room or your parents, get together with some friends and bring the problem to the attention of your House Captain, or any other Prefect. If it is serious or persistent, you really will have to tell an adult, preferably your Housemaster/mistress or Warden. Do not let bullies make your life a misery. They get away with it only if they are protected by other people's silence.

Other personal problems

If you have problems (e.g. over money, or with friends, or at home), your Tutor, Housemaster/mistress, Deputy Housemaster/mistress, Warden or the Assistant Deputy Head may be able to help with useful advice.

The Chaplain will always be pleased to talk to you and House Matrons are also very good listeners. The Medical Officer may offer to refer you to the Counsellor, or you can use the Counsellor's drop-in session. Do not bottle things up: if you do, the problems will only seem worse. There is a "well-being" centre based in the Library.

House Council

If there is something you want to raise, one way to do that is via your year-group representative, who will bring it up at the termly House Council meeting. You are also welcome to raise things in-between times with House staff or a Prefect.

Formal complaints

If you have a formal complaint relating to the running of the School, you should follow the procedures and advice laid down in the complaints procedure. You should go to your Housemaster/mistress/Warden in the first instance if at all possible.

The last safety net

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 in confidence the NSPCC (0800 800 5000), the Commission for Social Care (01483 413540), the Rector of Cranleigh, Canon Nigel Nicholson (phone 01483 273620) who is a sympathetic listener and will always do his best to help, or Mr Geof Talbot (Counsellor) who can be contacted either via the Medical Centre or directly on 0870 7705803 (landline), 07957 260660 (mobile) or e-mail geof.talbot@cognison.co.uk. Also, 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.



CRANLEIGH INFORMATION

BASIC DAILY ROUTINE

The full daily routine is in the Calendar, but here is an outline of a typical weekday:

BREAKFAST	Served from 7.15am in Dining Hall; doors close at 7.50am
CALLOVER	Under House arrangements at 8.10am
CHAPEL	On Tuesdays, Thursdays and Fridays at 8.25am
LESSONS	Begin at 8.45am (take paper, pens and Calendar, which is also the prep diary)
BREAK	After period 3, from 10.40am to 11.10am
LUNCH	At 12.15pm for IVth Formers, who must go straight to the Dining Hall from period 5. Books can be put on the shelves outside the Dining Hall, but should be collected straight after lunch. VIth Form lunch starts at 1.05pm after their period 6.
CALLOVER	Under House arrangements at 1.10pm for Juniors (1.50pm for Seniors). Junior Period 6 begins at 1.20pm
AFTERNOONS	Vary - so they will be explained daily
SUPPER	At 5.50pm for IVth Form (6.25pm for VIth Form)
PREP	Back in Houses from 7.15pm until 8.45pm
AFTER PREP	Social times in House
BEDTIMES	IVth Form bedtime is 9.30pm Houses shut down by 11.00pm



CRANLEIGH 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 9.30pm 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 (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.



REWARDS AND DISCIPLINE

Rewards

A good learning community is steeped in encouragement and praise. Most rewards fall into that sort of category, but there are a few specific ones which are worth a mention, including:

- **Credits** are issued by teachers for particularly good work for that individual.
- When pupils have five credits, their Tutor tells the Deputy Head, who invites them to be congratulated and to receive a **Credit Voucher** to be spent in the School Shop, Book Shop or Tuck Shop.
- After each Lower School reporting session, Houses recommend those who have done particularly well in terms of their effort grades to be **Commended**. They are invited to see the Deputy Head, Director of Studies or Assistant Deputy Head to be congratulated.

Discipline

The Cranleigh School Conventions (see previous page) are also printed in the back of the School Calendar. The first two paragraphs indicate the School's approach to discipline - aiming at encouraging self-discipline in a well-ordered and supportive community.

Disciplinary issues are dealt with, in the first instance, by the House staff, overseen by the Deputy Head so there is uniformity across all Houses. The aim is always to help the pupil concerned to face up to what has gone wrong, and to choose a better way forward.



CRANLEIGH TERMINOLOGY

Here are a few clues about some things you may hear referred to so that you know what they are!

Activity Times

Pupils may be involved in Orchestra, Choir, Play Rehearsals, Art, Design Technology, Life Saving, Woodwork, Chess or whatever other activities are on offer that term. If you choose a more specialist one, like Riding or Small Group Tennis coaching, or something creative which requires the purchase of materials, then there may be a charge on the end-of-term bill. There are also some Service Activities, e.g. CCF, Social Service, Ecogroup, and the opportunity to join the Duke of Edinburgh Award Scheme.

Callover

This is registration which takes place in your House at certain set times (always at 8.10am, for example).

Commendation

An informal meeting with the Deputy Head, Director of Studies or Assistant Deputy Head after a reporting session when those who have done particularly well are congratulated (you get subject reports at regular intervals throughout the year).

Congregational Practice (Congo)

This takes place on Fridays in Chapel. The Director of Music practises the hymns to be sung in Chapel over the coming week or so.

Credits

Credits are awarded by subject teachers for particularly good pieces of work. You show credits to your Tutor as you get them, and when you have five your Tutor will tell your Housemaster /mistress, who will give you a voucher to be spent in the School Shop, Book Shop or Tuck Shop.

Individual Schedules

Every term Lower School pupils choose what activities they want to do. Pupils do this online with their Tutors, who encourage them to get involved without being overloaded!

Long Leave

Half-Term break.

Moab

The traditional Cranleigh term for a small kitchen in a House. When making toast pupils must stand and watch it, not overcook it, and NOT prop the door open - the fire alarms are very sensitive.

Weekends

There are five weekends in the School year when the Houses are closed and it is expected that pupils will go home or to guardians. At other weekends parents or guardians of boarders who would like to go home on a Saturday night must ask permission from the Housemaster/mistress, in writing or by email, by the end of the previous Thursday. The weekend starts on a formal basis once a pupil's sporting commitment on a Saturday is fulfilled. On most Sundays boarders return in time for Chapel at 8.15pm after Callover at 8.00pm, but on some Sundays there is no Chapel and Callover is at 9.00pm. The times of Sunday Callovers are always in the termly Calendar. It is not acceptable to return on Monday morning.



PLACE NAMES

Here are a few clues about some things you may hear referred to so that you know where they are!

ALT	The Akhmedov Lecture Theatre, which is situated in the Emms Centre.
Butts	The Sixth Form bar in the JCR (see below).
Clare's Oak	A pitch that lies between the Pavilion and Sanny Lane.
Connaught Block	The large block between East House and Speech Hall. English classrooms are on the lower ground floor, and History and Geography on the second floor. The upper ground floor corridor houses Economics/Business Studies classrooms and is a strictly quiet zone during junior lunch.
CR	Staff Common Room.
Emms Centre	The building between the Staff Common Room and the School Shop, which houses Maths, Sciences and Modern Languages.
Gatley's Lake	The small lake below West House. You must not use the path round Gatley's as a short-cut between Loveday/High Upfold and West.
Gatley's Café	A café and tuckshop, open during breaks, afternoons and early evenings.
High Upfold	A part of Loveday House above Gatley's Lake .
JCR	The Junior Common Room for Sixth Formers (not to be used in lesson/activity time).
Jubilee	A pitch that lies between the Pavilion and Sanny Lane.
Lintott's	The middle astroturf.
Lowers	The games fields on the far side of Horseshoe Lane. To get there, go out of the Sanny Lane school gate and cross the road carefully.
Marcon	The nearest of the astroturf surfaces.
MMS	The Merriman Music School.
Pickup	The furthest of the astroturf surfaces.
Rhodes Block	The classroom block between the golf course and the Chapel, which houses the Art and Design Faculty.
St Andrew's	The three main rugby playing fields, at the end of the road past Lintott's and Pickup.
Sanny	A pitch that lies between the Pavilion and Sanny Lane.
South Field	The grass area in front of the School between the main drive and the Outdoor Education Centre. It is a good place for quiet reflection in free time in the summer, but not for ball games or running around.
TASC	The Trevor Abbott Sports Centre. A pair of indoor, non-marking, trainers <i>must</i> be taken to play sport or use the gym, etc.
VCT	The Vivian Cox Theatre, used for small assemblies and productions; it is attached to the back of the Speech Hall.
Westcott	The Prep School astroturf.



CRANLEIGH VILLAGE

This is often referred to as 'the vill'. There are banks, supermarkets, etc. located there.

Village Times

After Michaelmas Long Leave Juniors may visit the village between 4.30pm and 5.30pm on Mondays, Tuesdays and Thursdays.

The Sixth Form may visit any time they are free from 4.30pm to 6.00pm Monday to Friday (but not during lesson/activity times even if they have a study period).

Everyone may visit the village on Saturday afternoons after their sporting commitments, and on Sundays after the lunchtime callover, but they must be back by the 5.30pm callover on both days.

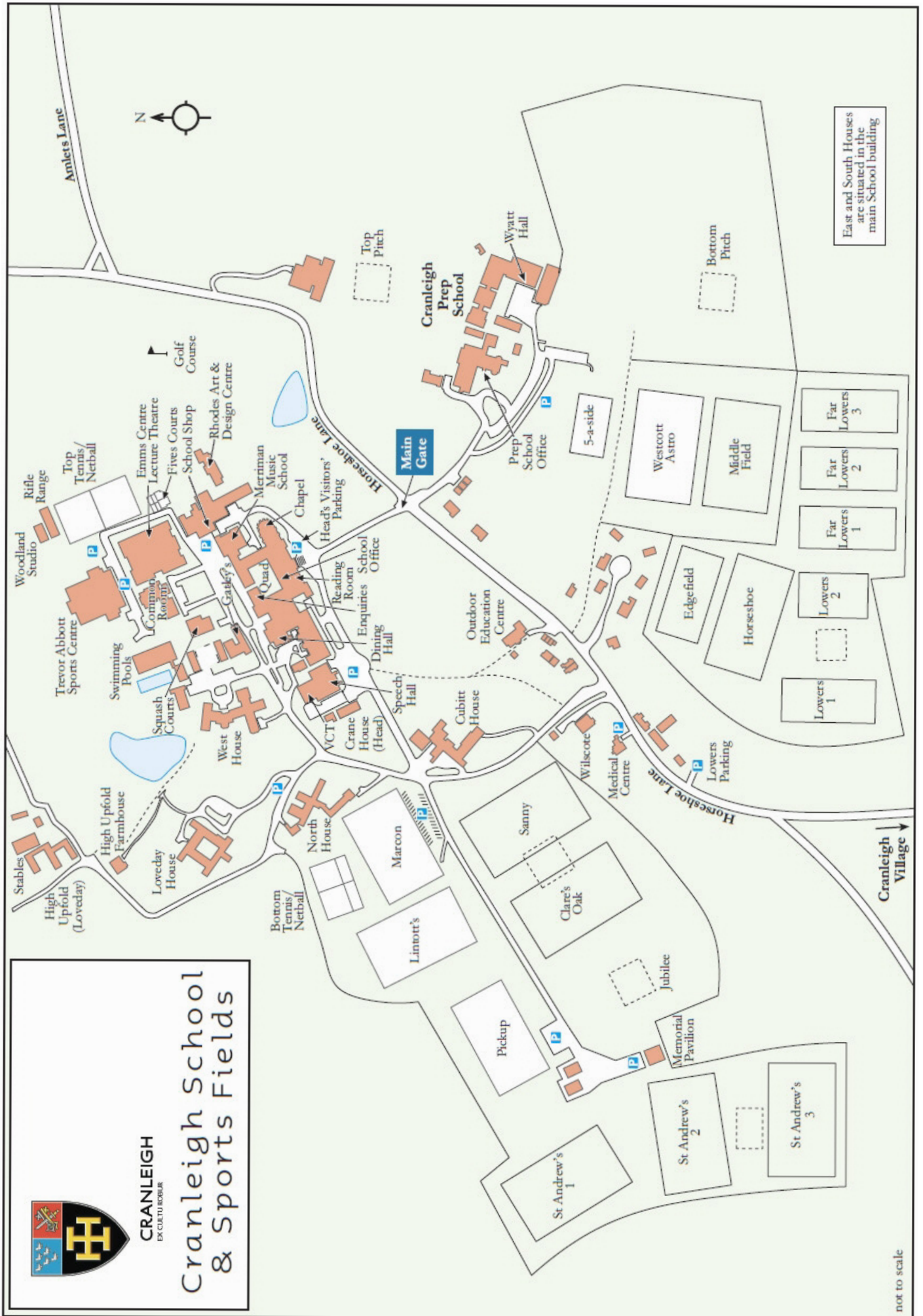
Pupils, although in casual dress, should remember that they are representing the School when in the village, and must ***always* sign out** in their Houses before going.





CRANLEIGH
EX CULTU BOBUR

Cranleigh School & Sports Fields



East and South Houses are situated in the main School building

not to scale

