



CRANLEIGH
EX CULTU ROBUR

PARENTS' HANDBOOK

INFORMATION FOR PARENTS
OF NEW PUPILS



CONTENTS

WELCOME TO CRANLEIGH	3
BASIC DAILY ROUTINE	5
ACADEMIC LIFE.....	8
CURRICULUM OVERVIEW.....	11
SPORTS.....	16
DRESS CODE	20
UNIFORM FITTING	23
PERSONAL BELONGINGS.....	25
THE VILLAGE.....	27
SCHOOL CONVENTIONS.....	29
CRANLEIGH PHRASES AND PLACE NAMES	34

WELCOME TO CRANLEIGH



Sending your son or daughter off to boarding school – even as a day pupil – can be an emotional process: Will they behave? Will they succeed academically? Will they still talk to me? And, above all, will they be happy?

We can't guarantee that the answers to these questions will always be 'yes', but we can point to the experience of generations of Cranleighans who have managed to negotiate a pathway through the tricky adolescent years to emerge as cheerful, high-flying, self-motivated and (mostly) fairly lovely adults. The sense of positive energy that pervades Cranleigh life is remarkably contagious and students thrive on the busy working days, the unending spirit of engagement and the ever-present sense of fun that characterise life here.

Yes, the teenage years can occasionally be difficult, but mostly they are exhilarating and

rewarding, and they help shape your children's future character more than any other period in their life. As our youngsters grow up we aim to encourage honesty when they get things wrong; openness when they are struggling, and at all times a positive approach to school life. We're intolerant of unpleasantness to others and pride ourselves on the quality of relationships in the community – between pupils, of course, but also with their teachers. A hallmark of a Cranleigh education is how many of these relationships develop into lifelong friendships.

Crucial to their development is the way we also look to foster a degree of self-reliance, and it's important you allow your children the chance to try and resolve issues for themselves. Should you still be involved as a parent? Absolutely. But initially give your sons and daughters the chance to stand on their own two feet and you'll be

amazed how empowering it can be for them. And rest assured that we have the most dedicated team of Housemasters and Housemistresses, Deputies, Matrons, and Tutors to guide them through the challenges and excitement of the next five years. Your only regret will be not being able to do it all again yourself!

Simon Bird, Deputy Head

A very warm welcome to the dedicated boarding community that is Cranleigh. It may feel like some time since you and your child chose our school and no doubt there is excitement and trepidation now that it's time to move on to senior school.

We would like to reassure you that Cranleigh is a truly unique experience, combining a modern boarding or day week with the wealth of opportunities associated with full boarding. For Cranleighans, whether they are boarding or day pupils, the boarding house is at the centre of all that they do. The support and encouragement they receive there gives them the confidence to aim high, push themselves forward, try new experiences and, ultimately, to discover what they are passionate about.

Cranleighans often go on a big journey during their time with us, and we are frequently astounded by the progress they make, be it academically, on the sports' field, musically, or on the stage. Their successes in co-curricular endeavour feed into the classroom, giving pupils the confidence to do their very best; as a result they frequently surpass their academic expectations.

All of our boarding houses are warm, friendly places, where the onus is on pupils to support each other at all times. They are run very much as large families, and the relationships between house staff and pupils is very strong - so much so that we have a saying that 'Cranleighans never leave'! This is absolutely true; their boarding house will often be the first place that Old

Cranleighans will visit on their return from a university term.

Our community is primarily local, enabling pupils to go home each weekend and spend time with friends each holiday. Our parents are usually very engaged with school life and you will get to know the teaching and boarding staff very well indeed during the time your child is at Cranleigh.

This handbook contains everything that you will need to know about the practical aspects of life at Cranleigh. A separate handbook will be issued to pupils to help them to navigate the first term. We wish you and your child a very happy and successful Cranleigh career.

Andrea Saxel, Deputy Head (Pastoral)

I'm proud to work with a group of committed and hard-working professionals, who wholly understand that academic work can be both challenging and stressful for your sons and daughters at times. As you would hope, we have high expectations of our pupils and we anticipate that they will take responsibility for their own learning and do their best at all times; no-one at Cranleigh will ask for more. It's hugely important to us that our pupils commit to their studies, engage fully during lessons and learn to seek academic help proactively. My colleagues are here to guide your sons and daughters down their chosen academic path and will do this in an expert way. Finally, it is worth highlighting that, whilst we have pupils with a wide range of academic ability, we value effort very highly indeed.

David Boggitt, Deputy Head (Academic)

BASIC DAILY ROUTINE



MORNING

	Monday	Tuesday	Wednesday	Thursday	Friday
7:05 – 7:45	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
7:55	Callover	Callover	Callover	Callover	Callover
8:10	House Time	Chapel	House Time	Chapel	Congo
8:30 – 9:20	Period 1	Period 1	Period 1	Period 1	Period 1
9:25 – 10:15	Period 2	Period 2	Period 2	Period 2	Period 2
10:15 – 10:40	BREAK	BREAK	BREAK	BREAK	BREAK
10:40 – 11:30	Period 3	Period 3	Period 3	Period 3	Period 3
11:35 – 12:25 (ends 12.15 for Fourth Form)	Period 4	Period 4	Period 4	Period 4	Period 4
12:25	Lunch	Lunch	Lunch	Lunch	Lunch
12:30 – 13:20	Period 5 (Sixth Form)	Period 5 (Sixth Form)	Period 5 (Sixth Form)	Period 5 (Sixth Form)	Period 5 (Sixth Form)
13.20	Lunch for Sixth Form	Lunch for Sixth Form	Lunch for Sixth Form	Lunch for Sixth Form	Lunch for Sixth Form

AFTERNOON

	Monday	Tuesday	Wednesday	Thursday	Friday
13:05	Junior Callover	Junior Callover	Junior Callover	Junior Callover	Junior Callover
14:00	Senior Callover	Senior Callover	Senior Callover	Senior Callover	Senior Callover
13:15 – 14:05	Period 5 (Lower School)	Period 5 (Lower School)	Period 5 (Lower School)	Period 5 (Lower School)	Period 5 (Lower School)
14:15 – 15:10	Priority Time	Priority Time*		Priority Time	
14:10 – 15:00			Period 6		Period 6
15:25 – 16:25	Tutorials, PSHE	Sport	Service Afternoon	Sport	Sport
17:00 – 17:50	DofE				
17:00 – 17:50					Evensong**
17:50 – 19:00	Supper				

*Tuesday Priority Time switches to 16:50-17:45 and sport earlier in second half of Michaelmas term and first half of Lent term

** Alternate weeks

AFTER SCHOOL (EVERYDAY)

19:15 – 20:45	Prep in Houses
21:15	Fourth Form/Lower Fifth Pupils in Houses
21:30	Fourth Form Lights out; Upper Fifth to own Houses; Sixth Form in Houses or Butts (quiet around Campus)
21.45	Lower Fifth Lights out
22:00	All pupils in Houses; Upper Fifth lights out; "Quiet Time" for Sixth Form

If 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.

WEEKEND ROUTINE

Saturday		Sunday	
07:05 – 07:55	Breakfast		
07:55	Callover		
08:15 – 08:45	Tutorial		
08:50 – 09:40	Period 1		
09:45 – 10:35	Period 2	10:00 – 11:00	WFC open for boarders
10:35 – 11:10	BREAK	11:00 – 12:00	Brunch
11:10 – 12:00	Period 3		
12:05	Callover and Away teams Lunch		
12:15	Fourth Form Lunch		
12:25	Fifth Form Lunch		
12:35	Sixth Form Lunch		
pm	Sport	13:10	Callover
	Village in bounds after sport	13:10 – 17:30	Village in bounds
	Exeats may begin after sport		
15:00	NTC Callover		
17:45	Callover	17:45	Callover
18:00 – 19:00	Supper	18:00 – 18:40	Supper
19:30 – 21:00	Detention	20:00	Callover
22:00	All pupils in Houses	20:15	Quiet time in Houses

ACADEMIC LIFE



At Cranleigh we aim to ensure that every pupil receives both the challenge and the support they need academically.

THE TUTORIAL SYSTEM

One of the foundations for achieving our academic and pastoral aims is the Tutorial System. All pupils have a Tutor who takes a particular interest in their welfare, as well as their Housemaster/mistress, Deputy Housemaster/mistress and/or 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.

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 Economic Education (PSHEE). 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 afternoon and the other on Saturday.

In the Sixth Form, a more adult approach to tutoring is established. Tutors and tutees aim to meet at least once a week and, as a result, Tutors and pupils generally form a strong bond as they discuss relevant issues throughout their time in the Sixth Form. A large part of this discussion is likely to focus on the university application process, heading towards the next stage of their lives.

PREP

The evening prep session runs in the Houses from 19:15 to 20:45, when pupils work silently at their own desks, under appropriate supervision. Particularly in the older year groups, it may well be necessary for pupils to find other times to complete work, fitting it round their other work and activities. Boarders are not allowed to miss prep, except for occasional calendared events. There are also academic priority times (14:10

to 15:10 on a Monday, Tuesday and Thursday) where pupils not engaged in a priority activity are expected to work quietly in their House.

EXAMS

The Fourth and Lower Fifth Forms have Progress Tests at the end of the Michaelmas term, then end-of-year examinations in the second half of the Summer term. The Upper Fifth take rehearsal GCSE/IGCSE examinations in January and external examinations in May/June. The Lower Sixth internal examinations are in the second half of the Summer term and Upper Sixth have rehearsal examinations in the second half of the Lent term and external examinations in May/June.

CAREERS ADVICE

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

(ACADEMIC MENTORING) INDIVIDUAL LEARNING SUPPORT

These lessons are arranged outside of lesson time wherever possible, or, where pupils have dropped a subject, during study periods. Individual support can focus on any specific area of need, and the learning support teacher works closely with subject teachers to agree aims, but ultimately the aim is that a pupil should develop strategies to manage their needs independently. We reserve the right to charge parents for this additional provision. Further, 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.

INDIVIDUAL MUSIC LESSONS

Individual Music Lessons are requested through the Music Departments, and are charged accordingly. Lessons can be arranged via the Music Administrator, Mrs Jo Jessop, JCJ@cranleigh.org

CURRICULUM OVERVIEW



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 Fourth Form (choices made prior to starting), as well as 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 and good linguists are given the chance to take two foreign languages.

LOWER SCHOOL

Core subjects in the Fourth Form are Biology, Chemistry, Digital Literacy, English, Geography, History, Mathematics, Physics and Religious Studies. In addition, all Fourth Form pupils must choose either French or Spanish as a core language, as well as Latin/Classical Civilisation. There is then an options system, whereby pupils choose three of Art, Design, Drama, French (as a second language) and Music.

In the Lower and Upper Fifth Forms all pupils take core subjects – English Language and Literature, Mathematics, and the Sciences (either at Dual or Triple Award). 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 March of the Fourth Form and you will receive more information about this process in December. As well as compulsory Digital Literacy in the Fourth Form and having Computing as a GCSE option,

Information Technology is also delivered on a cross-curricular basis across all subjects.

UPPER SCHOOL

Thinking beyond GCSE, we require that a pupil should have achieved at least a 5 grade in Maths and English Language, and beyond that a total of at least 6 “points” on the Cranleigh scale (grades 9, 8, 7 count as two points and a grade 6 grade as one point).

A Lower Sixth pupil generally chooses three subjects to study at A Level. Sixth Form pupils are also given the opportunity to take the Extended Project Qualification (EPQ) and the majority take the option.

REPORTING

The School 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 a number of reports (sometimes grade only and sometimes with written comments) on a regular basis during the year.

In these reports pupils are given grades for effort (split into classwork and prep) and for attainment 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 made available through the parent portal. 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.

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:

ACADEMIC AWARDS:

Academic Credits – Issued by teachers for particularly good work for that individual. When you have five credits, you receive an Academic Credit Voucher to be spent in the School Shop or Tuck Shop.

Deputy Head's Commendation – After each Lower School written reporting session, Houses recommend those who have done particularly well in terms of their effort grades to be Commended. These pupils are invited to see one of the Deputy Heads to be congratulated and to receive a Deputy Head's Commendation Voucher to be spent in the School Shop or Tuck Shop.

Head of Department's Commendation – Issued by teachers (and signed off by the Head of Department) for a specific piece of excellent work or sustained period of academic excellence.

Academic Awards – Awarded at the end of the Academic Year based on exam result performance.

Headmaster's Commendations given for exceptional whole school contribution. They are given only occasionally and represent a significant achievement.

CHARACTER/SPORTING AWARDS

Character Credits – Issued by teachers for demonstration of Cranleigh Values (Service, Relationships, Leadership, Excellence)

House Colours (multiple levels) – Awarded by the House-Master/Mistress for contribution to the boarding house.

Co-Curricular Colours – Awarded by the Assistant Head Pastoral for particular excellence/endeavour in a co-curricular discipline.

ACADEMIC DETENTION

When academic work is late or not up to standard, pupils may be put into Academic Detention.

SATURDAY DETENTION

This is a School-based sanction for the more serious misdemeanours. It takes place on Saturday evening from 19:30-21:00 and takes priority over everything else.

WHAT DOES THE NEW 'PILOT' REWARDS SYSTEM LOOK LIKE?

Academic Credits

- Particularly strong effort in class
- Particularly strong effort on prep
- Academic enrichment task (can earn 1, 2, or 3 credits)

Character Credits

- Particularly strong effort in the areas of:
 - Service
 - Relationships
 - Leadership
 - Excellence

Note: these are aligned to Cranleigh Values

Academic Credit Commendation

- 5 x academic credits (cumulative, on a continuous rolling basis)

DH's Commendation

- Follows each report cycle
- Available to all year groups
- For effort/progress
- Nominated by houses
- Issued by DH (Academic)

HoD's Commendation

- For one specific piece of excellent work, brought to HoD's attention by teacher
- Guidance on the amount to be given each term (e.g. 2 per subject, per year group, per term)

House Colours (Lower Level)

- Character credits will be reviewed by HMs regularly and will feed into the standard half-termly/termly awarding of house colours
- There are no specific escalation numbers here, with the house colours being awarded at the HMs discretion
- There are many levels of colours within the house, hence the dual box here

ACADEMIC VOUCHER

Academic Awards

Certificate given out yearly at assembly for excellence:

- **Lower School:**
Top 5/6 end of year exam results
- **Senior School:**
As per existing awards

Academic Colours

Certificate given out termly/yearly for effort:

- **Bronze** = top x academic vouchers
- **Silver** = top x academic vouchers (already holding bronze)
- **Gold** = top x academic vouchers (already holding a silver)

Headmaster's Commendation

- Given for exceptional whole school contribution
- Can be given for academic/character reasons

Co-Curricular Colours

- As per existing awards
- Issued by AH (Co-Curricular)

House Colours (Higher Level)

- Character credits will be reviewed by HMs regularly and will feed into the standard half-termly/termly awarding of house colours
- There are no specific escalation numbers here, with the house colours being awarded at the HMs discretion
- There are many levels of colours within the house, hence the dual box here

SPORTS



Sport is one of the key moments of school life when child, parent and school come together. Cranleigh has a supportive parent community and we love to welcome parents and visiting parents to matches. Please check www.cranleigh.org/sportsdesk for details of fixtures. Please also support our Code of Conduct for spectators and encourage your child to adhere to our sporting ethos for players (both outlined below).

We offer many fixtures and our aim is to involve as many players as possible. The fixture list will see the School play other top independent schools in the country. During the term we also run a series of House competitions. Please encourage your son or daughter to keep going if they don't get selected for the team they really wanted initially, coaches communicate regularly and players do move up and occasionally down teams.

The following majority sports are played by new Fourth Form pupils at Cranleigh:

Boys

Michaelmas: Rugby (contact and touch)

Lent: Hockey

Summer: Cricket/Tennis/Athletics/Swimming

Girls

Michaelmas: Hockey

Lent: Netball

Summer: Tennis/Athletics/Swimming/Cricket

In addition, pupils have the opportunity to play a wide range of minority sports including Fives, golf, water polo, cross country and riding, amongst others.

The most important driving force behind Cranleigh sport is for all the pupils to participate and enjoy the game. The School does have, and has produced, a number of elite players and, although this is a great achievement, the real strength of the School lies in our determination to develop all players who come to us. For the major team sports, most coaches will either be a fully qualified coach or be going through the

process of coaching qualifications. We believe in developing the strongest possible coaching environment for all the pupils. It is just as important for the U14D/E side to enjoy their game as it is for the 1st Team. As a result, all the pupils will find their fixture list both full and comprehensive, encapsulating a range of fixtures, many of which will be very competitive.

Whilst winning is important, it is vital for the pupils to adopt a sporting approach to victory as well as defeat. We will not be playing to win at all costs, but to play in an attractive, attacking, all-embracing style so that we are able to involve as many players as possible.

We also understand that not every pupil is the same and that each player will have different motivations for playing the game. This therefore means that we differentiate the level of after-training commitment from the players. The more talented group of players in each year will be offered extra coaching in their free time and there are a number of early morning conditioning sessions for the senior players throughout the year, to enable them to develop their full potential and, if they choose to, be able to step into the professional side of the game once they have left.

KIT AND EQUIPMENT

Please ensure your son or daughter has the official kit, available from the School Shop, which is needed for games and match days. It is important that all kit is clearly marked, including boots and shoes.

For rugby and hockey, all pupils must wear a gum shield for each training session as well as matches. Gum shields are available through our OPRO supplier and we strongly recommend that all pupils have a dentist-fitted gum shield rather than a self-fitting one.

Rugby boots must be fitted with official rugby studs and not football studs. Ask your local sports shop about this if you have any doubts.

Before each match all referees will be asked to examine the state of the studs and are within their rights to make the players change their boots. Head guards and shoulder pads can be worn by any player, but must conform to IRB safety standards. Again, ask your local sports shop about this if you have any doubts. For Hockey, wearing astro shoes is preferred as matches and practices will take place on Astro turf pitches. It is mandatory that all pupils wear proper shin guards. Proper training shoes are required for netball.

SPORTING CODE OF CONDUCT

Competitive sport often involves contact and inevitably involves some confrontation. It is important to emphasise to the boys and girls that there is absolutely no bad language or attitude to be used during or after the game, towards the referee, players or spectators. If there is any dialogue to be held, it will be through the captain and the member of staff in charge of the game. Any abuse of this nature is not tolerated and will be dealt with severely.

Sportsmanship also applies to supporters. Cranleigh parents uphold a high standard of behaviour on the touchlines, sometimes in the face of difficult circumstances, and have rightly gained an excellent reputation for fair and encouraging support. We are sure you will wish to continue to set an example to the players you support. If you feel that there has been a breach of any kind, please inform the member of staff in charge of the game and we will take the appropriate action.

MATCH TEAS

After matches those pupils playing at home will be required to attend match teas. As parents you are very welcome to join us for tea in the Emms Centre, where there will be a chance to meet other Cranleigh parents, visiting parents, and members of Common Room.

Players are ALL expected to attend match teas after games on a Saturday. It is important for the pupils to host the opposition properly after the match and we should be most grateful if parents could be supportive in this.

GOING HOME

After away matches pupils often want to go home with other parents. However it is vital for parents of the pupil concerned to inform the member of staff responsible for their team and ask for permission for them to go home with someone else. If this does not happen we will ask your son or daughter to get on the bus and go back to School.

MEDICAL FACILITIES

Injuries: Any injuries sustained during a game or on practice days are referred to the Medical Centre, via the member of staff in charge of the game. There will be suitably qualified medical staff on duty during the matches.

Doctor: On Monday and Thursday a specialist sports doctor will be available to assess injuries from the weekend matches which were not critical. The doctor will refer them to the physio, for a second opinion or will prescribe any further treatment as necessary. NHS treatment is available at the Cranleigh Village Hospital, but there will be a waiting list.

Physiotherapy: This facility is available at the School for those with medical insurance, arranged either privately or through the School scheme. Please contact Ms Yvonne Sharp in the Accounts Office if you would like further details. Otherwise each session will have to be paid for. The Medical Centre will discuss this with you before treatment starts. NHS treatment is available at the Cranleigh Village Hospital, but there will be a waiting list.

HEAD INJURY GUIDELINES

All pupils who sustain a significant head injury must be assessed by a doctor before taking part in any sport.

A significant Head injury is:

1. Any loss of consciousness
2. Symptoms lasting more than 3 minutes
3. Headache persisting
4. Vomiting
5. Blurred or double vision
6. Poor or altered concentration
7. Poor balance
8. Any amnesia
9. Fits or abnormal behaviour

One or more of the above symptoms may be indicative of concussion.

Any pupil who has sustained a concussion, in or out of school, MUST be off all sport (and may be off lessons as well) and must be assessed by the doctor. The act of playing sport again, whilst a pupil has not fully recovered from concussion, puts the pupil at risk of suffering 'second impact syndrome'. This is potentially a fatal condition where the brain cannot cope with load or impact of activity when it has failed to recover from the original injury. It is for this reason that concussion should be treated with respect and medical advice adhered to.

Headaches can be treated with paracetamol but if symptoms persist or worsen then hospital admission may be indicated.

Symptoms requiring immediate referral to hospital:

1. Severe headache not relieved by paracetamol
2. Vomiting more than once
3. Fits / convulsions
4. Worsening level of consciousness/alertness
5. Abnormal behaviour
6. Any weakness or altered sensation

Once all the symptoms have resolved, the doctor will instruct the pupil on a GRADED return to activity. This is a controlled prescribed amount of activity a pupil can do each day whilst monitoring the pupil's symptoms. If at any stage any of the symptoms of concussion return, the pupil should be off all sport again until instructed to restart the graded process. This graded return to sport is a very important and essential part of the treatment programme. It should not be ignored, bypassed or stages missed or jumped. It is the only way we can assess whether the brain has recovered from the initial impact and without it we would be putting the pupil at risk. The pupil will then progress through non-contact drills and then controlled contact drills before being allowed back into full contact sport. We no longer need to abide by a three-week rule, however every pupil is a different case and some pupils will return sooner and some longer than this period.

DRESS CODE



DRESS CODE ETHOS

- We expect all students to take care over their dress and appearance and to be well-presented at all times; clothes and shoes should be clean, in good repair and worn smartly
- We aim to work with pupils in developing a sense of judgment as to what is appropriate dress for any given situation: formal, less formal and informal. A separate dress code will be issued by the School during sustained periods of warm weather
- Pupils will be required to wear working dress within School every day until after the lunchtime Callover or until the end of lessons, whichever is the later
- Pupils may wear casual dress in the afternoons after lessons are over but it should not be ostentatious. School dress and casual dress should not be mixed. Studded boots/shoes or muddy trainers may not be worn inside School buildings
- School uniform must be worn during Saturday lunch unless pupils are in a match immediately afterwards, in which case school sports kit may be worn. Tracksuit trousers must be worn over shorts, and students must also wear proper sports shoes
- If a pupil or family are experiencing any difficulties caused by the dress code on the basis of religion, race, disability, gender identity or medical issues then they are encouraged to contact Housestaff to discuss further
- We generally expect that hair should be neatly presented and of a single natural colour and its style and length should not be ostentatious. For boys, hair should not be over the collar or eyebrows
- The School may ask pupils to change if we feel that any pupil's appearance and

choice of dress departs from this code and does not match the spirit and ethos of the School's approach to uniform. In cases of doubt please speak to your Housestaff for guidance. Ultimately, the Housestaff/Deputy Head will judge what dress and appearance is, or is not, acceptable

- The School regularly reviews its uniform guidance and dress code with the pupils and consults with staff, parents and uniform suppliers as appropriate

UNIFORM

LOWER SCHOOL (FOURTH AND FIFTH FORMS)

Boys: School blazer; charcoal grey trousers; white shirt; school pullover; dark coloured socks; school tie; black polishable shoes; dark blue or black coat/waterproof jacket (optional). Boys' hair needs to be neatly presented and of a natural colour and should not be over the collar or eyebrows. Top buttons must be done up and ties worn properly. Trousers must not be skinny in style or worn at half mast. Boys should be clean shaven. Jewellery should not be worn with uniform and piercings are not allowed at any time.

Girls: School blazer; school on-the-knee skirt; white shirt; school pullover; navy tights; 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. Make up must not be worn in School during the formal working day. This also encompasses nail polish, bronzers and fake tans. The use of concealers (for medical reasons) may be arranged with Housemistresses or Matron on an individual basis. No ostentatious hair. Personal jewellery is limited to one fine chain necklace (must be subtle), one pair of small stud earrings (worn in lower lobe), one small ring, one watch. No bracelets, or anklets are to be worn.

Nose, lip, tongue, eyebrow or any other body piercings are not permitted at any time.

UPPER SCHOOL (SIXTH FORMS)

- All students must wear a conservatively coloured (navy, grey, black) formal suit (a subtle pinstripe is acceptable) that is appropriate for a formal work setting, including matching jacket, skirt/trousers.
- Shirts should be of a formal nature, be collared and have sleeves. They should be tucked in at all times. They should be conservatively patterned (e.g. simple stripe or check). Boys must wear a tie at all times, with their top button done up. Girls' shirts should be buttoned above the cleavage. Shoulders and midriff should be covered at all times.
- Skirts should be of an appropriate length for a formal work setting. Lycra trousers or skirts are not to be worn (they are too figure-hugging and the skirts do not hold the correct length). Skirts should not have excessive slits or visible zips at the back.
- A pullover (if worn) should be monotone. It must be in a plain rather than a chunky knit, without buttons and zips, so that it fits comfortably under a suit jacket. Sweatshirts (or similar styled sports-wear tops) are not allowed.
- Shoes must be formal, black, polishable and leather (or leather look). No trainers, canvas or embroidered shoes. High heeled, stiletto or platform shoes should not be worn.
- Outerwear, if worn, should be plain, conservatively coloured and formal (school sports coats is acceptable).
- Jewellery, along with all other uniform, should be modest, a single necklace (no shells or leather necklaces) and, for girls, a pair of earrings in the earlobe (one

cartilage piercing may be allowed), one bracelet and one ring. Nose, Lip, tongue, eyebrow or any other body piercings are not allowed.

- Make up for girls should be subtle and suitable for a formal work setting.
- Boys should be clean shaven.
- Hair needs to be neatly presented and of a natural colour and, for boys hair should not be over the collar or eyebrows.

UNIFORM FITTING



The School Shop offers a full personal fitting out service for new pupils via a booking system during the school holidays. Parents of new pupils MUST make an appointment for uniform and sportswear using our online service at: www.cranleigh.org/information/school-shop. Full fittings usually take approximately 90 minutes and we strongly recommend parents book their appointments as early as possible, once their place has been confirmed, to secure their preferred date and time during the holiday.

Families with more than one child joining the School should contact the School Shop who will make a double appointment for you.

For pupils starting in the Michaelmas term, appointments are available exclusively for overseas parents during the last week of the summer holidays. Please contact the School Shop directly to make a convenient appointment, giving your child's name and age.

Thirty minute "Top Up" appointments for current parents are available each weekday at 12:30 and 13:00. Please contact the School Shop to make an appointment.

Once your appointment has been made you will receive an automated e-mail confirming your date and time. Twenty-four hours before your scheduled appointment you will receive a second automated reminder e-mail. If you wish to reschedule or cancel then please use the link on the e-mail or phone the School Shop.

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 are at Cranleigh, they will be able to make their own purchases from the School Shop by obtaining a signed chit from their Housemaster/mistress, Deputy, 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 on request.

Sixth 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.

NAME LABELS

Every article of clothing and footwear, including casual wear, MUST be individually named with name and House. Parents will need to order their own nametapes. However, these need to be created in a certain format and step-by-step information on how to order these online can be found on our website www.cranleigh.org/information/school-shop. These can be ordered either through Cash's www.jjcash.co.uk or Woven Labels www.wovenlabelsuk.com.

Initial Badges. These will be ordered by the School Shop and will be ready for collection at your child's fitting. These can be stitched onto the left-hand chest of upper body sportswear and below the shield on shorts and tracksuit bottoms. The preferred three initials indicated on the Pupil Information Form will be used unless parents notify the School Shop differently.

SCHOOL SHOP OPENING HOURS

During term time:

Mon – Fri : 08:30 – 12.00noon;
12.30pm – 17:00

Saturdays : 08:30 – 12.00

During holidays:

Mon – Fri : 09:00 – 12.00
12:30– 17:00

Saturdays: Closed

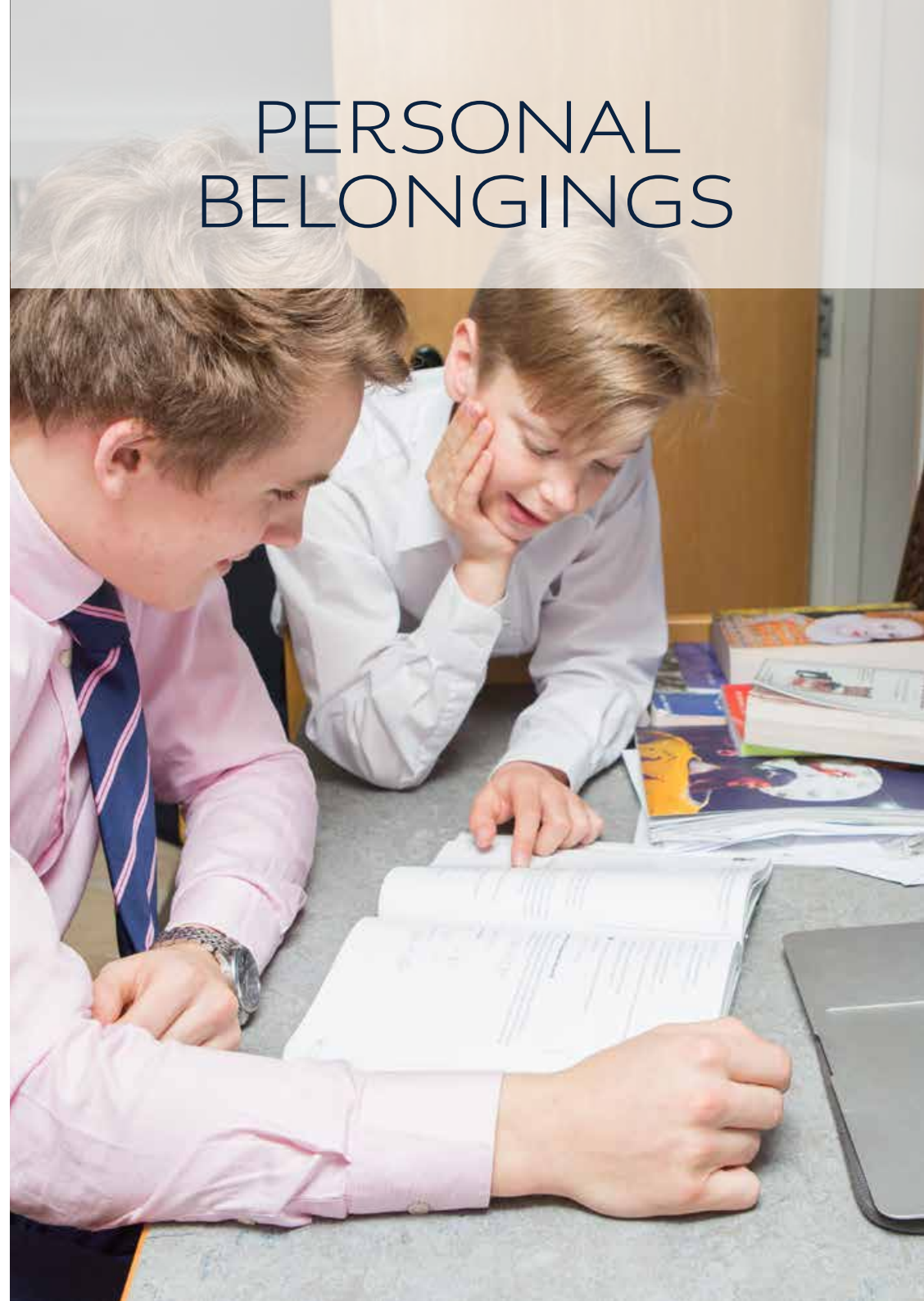
The stationery section of the School Shop is closed during Saturday mornings during term time and throughout the holidays.

Mandy Winnick Retail Manager Cranleigh School Shop, Cranleigh Surrey GU6 8QQ

Tel: 01483 542102

E-mail: schoolshop@cranleigh.org.

PERSONAL BELONGINGS



TECHNOLOGY

To integrate pupils into the boarding ethos of the School, laptops, tablets and mobiles should not be brought in upon arrival unless there is a strong educational need and then only with Housemaster/mistress approval. The use of mobile phones is prohibited in the Fourth Form. Personal music players and e-readers (e.g. iPods/Kindles) may be brought in but any multi-function devices (e.g. iTouch/Kindle Fire) will not be allowed to connect to the WiFi for internet access and games should not be played.

Parents will be notified when these devices are permitted after a suitable settling-in period and pupils will be required to agree to the Acceptable Use Policy which outlines how we expect these devices to be used appropriately. Full information can be found in the ICT Whole School Policy which is available on request.

All equipment should be labelled clearly, have a suitable case and be adequately insured in case of accidental damage.

POCKET MONEY

Pupils should not keep more than a very small amount of cash in their possession, and they are advised that it must be locked away, not left lying around. Houses often suggest depositing £35 into a House Bank at the start of term so that a pupil can ask for it when they need it. Each House will have its own policy and system for taking care of pocket money, please refer to the House handbooks. High Street bank accounts are not advised until the Upper Sixth at the earliest, as easy access to too much money can cause difficulties.

OTHER VALUABLES

These should be insured under your home insurance policy. We advise pupils against bringing 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 and any other

important documents should always be given to the Housemaster/mistress for safe-keeping.

ELECTRICAL EQUIPMENT

Personal electrical equipment such as hairdryers, hair straighteners and electrical razors, is permitted provided they are in good, safe working order. Domestic electrical equipment such as toasters, kettles, fridges, fans, heaters and lights may not be brought into School. All School equipment is tested regularly for safety.

BEDDING

Pupils are requested to bring in their own duvet and pillow (these are provided for overseas boarders). Some Houses provide duvet covers and pillowcases whilst others prefer pupils to bring their own. Please talk to Matron, before the end of June, to find out the routine in your child's House. Sheets are provided by the School.

STATIONERY

Fourth Formers: will be supplied with a starter pack containing the files and exercise books needed initially. They will also need pens, pencils, rulers, etc., which they can bring with them or purchase on arrival. Textbooks, calculators, and a wide range of stationery items may be purchased from the School Shop during term time. Pupils will sign for their purchases and the amount will be added to your end-of-term bill.

Sixth Formers: will need files, file paper, etc., which they can bring to School with them or purchase at School as needs arise. They will obtain their textbooks through the School Shop, or academic departments, and the cost will be charged to your end-of-term-bill.

THE VILLAGE



This is often referred to as 'the vill'. There are banks, supermarkets, hairdressers and other shops and services located there.

The Fourth Form are allowed to visit the village on certain afternoons from the Summer term. The weekly village times increase a little as the pupils move up the school.

The Fifth Form may visit the village between 16:30 and 17:30 on Monday, Tuesday and Thursday.

The Sixth Form may visit any time they are free from 16:30 to 18:00 Monday to Friday (but not during lesson/priority time even if they have a study period).

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 21:30 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) 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.
- 10) 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.
- 11) 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.
- 12) The following list gives some more examples of serious breaches of discipline and behaviour which, along with conventions 1 and 10 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, firearms, knives or other weapons;
 - i) bullying of any kind;
 - j) inappropriate sexual behaviour;

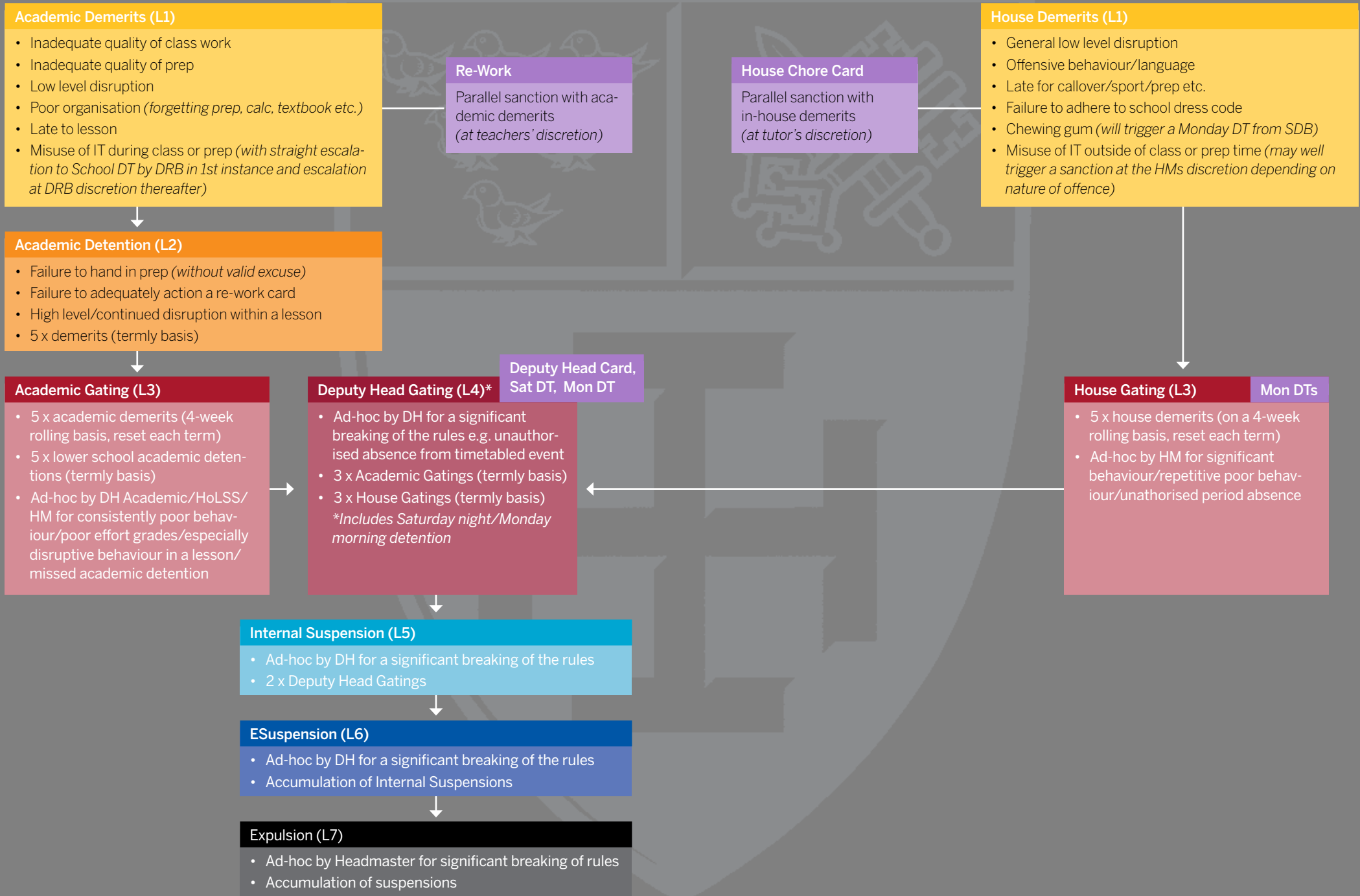
- k) possession, supply or misuse of drugs or substances or paraphernalia of drugs and substances. The list is not intended to be an exhaustive one, and it is possible that other breaches of the Conventions may result in a pupil's exclusion from School. Persistent breaches may result in permanent exclusion 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.

DISCIPLINE

Disciplinary issues are overseen by the Deputy Heads so there is uniformity across all Departments and 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.

It should be noted that if a pupil is placed into an academic detention, Monday detention or Saturday detention the pupil must attend. The Saturday detention (typically used for more serious misdemeanors) takes place in the evening from 19:30 to 21:00 and takes priority over everything else.



CRANLEIGH PHRASES AND PLACE NAMES



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

Priority times: During Priority Time pupils may be involved in Art, Design, Drama or Music. Other priorities like riding or small group tennis coaching, or something creative that requires the purchase of materials, may incur a charge on the end-of-term bill. There are also some service activities, e.g. CCF, Social Service, Eco group and the opportunity to join the Duke of Edinburgh Award Scheme. Pupils not involved in these priorities work or read in House.

Callover: This is registration which takes place in the House at certain set times (always at 07:55, for example).

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 weeks.

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.

Exeats: There are five weekends, known as exeats, in the School year when the Houses are closed and it is expected that pupils will go home or to guardians.

Weekends: At weekends parents or guardians of boarders who would like to go home on Saturday must ask permission from their 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. Boarders have the option of returning on Sundays evenings for a 9pm Callover or on Monday mornings for a 7:55am callover.

ALT: The Academic Lecture Theatre, which is situated on the top floor of the Emms Centre.

Bluetts: The 1st XV rugby pitch behind Pickup.

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 Pond: 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 except in the Summer Term.

High Upfold: A part of Loveday House above Gatley's Lake.

Jubilee: A pitch that lies between the Pavilion and Sanny Lane.

Lintott's: The middle astroturf.

Lowes: 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.

St Andrews: 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 (non-marking trainers to be worn).

VCT: The Vivian Cox Theatre, used for small assemblies and productions; it is attached to the back of the Speech Hall.

VHC: The van Hasselt Centre, the building between West house and the Staff Common Room which houses humanities.

Westcott: The Prep School astroturf.

WFC: Woodland Fitness Centre (non-marking trainers to be worn).

Woodyer Art Studios: The studio block between the golf course and the Chapel, which houses the Art Faculty.

KEY CONTACTS

Mr Simon Bird, Deputy Head:

SDB@cranleigh.org

Dr Andrea Saxel, Deputy Head (Pastoral):

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Mr David Boggitt, Deputy Head (Academic):

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Mr Charlie Boddington, Assistant Head (Co-curricular):

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Mr Patrick Robets, Bursar:

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Mrs Claudia Brightman, Headmaster's PA:

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Ms Yvonne Sharp, Fees Controller:

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Mrs Angela Walker, Common Room Secretary:

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Medical Centre:

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