



CRANLEIGH

SCHOOL

EX CULTU ROBUR

Prep Parent Handbook

EVERYTHING YOU NEED TO KNOW ABOUT LIFE AT CRANLEIGH PREP

CONTENTS

Welcome	02
Communication	03
Daily Life	06
Year Groups	06
Timetables	07
Drop-off & Collection	09
Wraparound Care	12
Uniform	13
School Shop Opening Times	13
Equipment	13
Lost Property	13
Absence	14
Holidays	14
Houses	14
Bus Routes	14
Pre-Prep Specifics	15
Early Years	15
Whole of Pre-Prep	16
Curriculum	17
Academic Structure	17
Foundation Diploma	19
SPARK	19
Learning Support	19
Prep Homework Timetable	19
Reporting and Parents' Evening	22
Co-Curricular	23
Wellbeing	26
School Rules	28
Boarding	29
Trips and Tours	30
Development	31
Staff List	32
Key Contacts	34



Welcome



We know this is a big moment for you as your child starts a new school year – and, of course, some of you are starting at Cranleigh Prep for the first time. We want to help make everything as smooth as possible for you, so this is a practical guide to help answer some of the questions that may be spinning in your head.

Do read this booklet to get a feel for school life and, if you still have questions, the teachers and staff will be able to guide you. Detailed policies about everything from curriculum to attendance are to be found on the school website, but for brevity are not included here.

Rest assured, we are used to easing pupils – and, of course, newcomers – into the rhythm of a new school year. There is so much to look forward to this academic year at Cranleigh Prep – fun, friendships and opportunities. We cannot wait to get started.

With very best wishes for the terms ahead.

Will Newman, Head

FROM OUR CULTURE COMES STRENGTH

Communication

Newsletter

We want to keep you as informed as possible. You will receive a digital Newsletter every Friday during term time; this will keep you updated and contain reminders and dates for your diary.

Emails and SMS Messages

We will try hard not to send you too many emails or texts. Do check that our emails are not going to spam; this is an issue we frequently come across at the beginning of term. And, if your contact details change, let us know as soon as you know them, as we need to be able to contact you.

We have a text messaging service used to alert parents to any sudden changes in routine like a delayed return from a sporting fixture or trip.

My School Portal

From this September, everything you need to know about your child's timetable, sports and progress will be on My School Portal. This consolidates the information parents used to get from iSAMs (school information) and SOCS (sports and activities information). Later this summer, you will receive a separate email on how to access this with your login. You will also get access to the My School Portal app, so do download this.

My School Portal will also give parents access to a wide range of important information, such as school policies, dinner menus, exam timetables, subject-specific guidance, sports information and wellbeing resources. This is edited and updated throughout the year by the whole staff team, so it provides dynamic and up-to-date information on many aspects of school life.

Website

The school website is also being updated over the summer months and we are aiming for a September launch. This will remain a good source of information, particularly for term dates; see [*cranleigh.org*](http://cranleigh.org).

School Reception

If you have any questions, the school office is a good place to start. We have an excellent team, who are happy to help on 01483 542058 or [*cpsreception@cranleigh.org*](mailto:cpsreception@cranleigh.org).

Staff

Staff are happy to be contacted directly. Bear in mind they may be teaching, or busy with school duties, so may not be able to respond immediately or over weekends. A full staff contact list is at the back of this booklet. If in doubt, apply the principle of [*initials@cranleigh.org*](mailto:initials@cranleigh.org).

Contacting Pupils

While boarders are allowed to communicate via email during their evening prep sessions, we ask parents to refrain from emailing them during the academic day, directing any essential queries to the front office or the relevant Form Tutor.

Equally, we want to encourage our pupils to be organised and independent. If they have forgotten their kit for a Games lesson that day, they will instead go with our off-Games group and take the chance to get on top of their homework. By giving permission to call home we would compound the issue rather than fix it.

Contact for Medical Reasons

If your child is unwell – and you need to keep them at home – do call us in the

office on 01483 542058 from 07.45, or send an email to notify us at [*absence@cranprep.org*](mailto:absence@cranprep.org), as well as copying your Form Tutor. If your child has medical needs at school, Matron is on hand, and you can call her directly on 01483 542056. You can also register these through My School Portal.

Parent Community

We have a very engaged parent community, and you will be asked if you are happy to join the relevant parent WhatsApp groups. We also have a wonderful group of Cranleigh volunteers who put on termly social events for the whole Prep Community. If you would like to get involved – or just need to ask about an event – you are most welcome to contact Mrs Liz Newman directly on [*ean@cranleigh.org*](mailto:ean@cranleigh.org).

Learning Support

If you have any questions about Learning Support, please do not hesitate to contact Ms. Salt, our Head of Learning Support, at [*jaas@cranleigh.org*](mailto:jaas@cranleigh.org). She will be delighted to connect with you and there is more information elsewhere in this booklet.

Music

If you have any questions about music, email [*music@cranleigh.org*](mailto:music@cranleigh.org). Again, you will find more information in this booklet.

Finance

If you have any queries about fees, then feel free to contact our finance team on 01483 273666. We would rather you asked than were confused or concerned about anything.







Daily Life

Year Groups

We know it can get confusing with ages, national curriculum stages and acronyms, so for clarity, this is how we organise our year groups:

Stage	Ages	National Curriculum	Groups
Pre-Prep	3-4 years	Pre-School (EYFS*)	Early Years
Pre-Prep	4-5 years	Reception (EYFS*)	Early Years
Pre-Prep	5-6 years	Year 1	Key Stage 1
Pre-Prep	6-7 years	Year 2	Key Stage 1
Prep	7-8 years	Year 3	Lower Prep
Prep	8-9 years	Year 4	Lower Prep
Prep	9-10 years	Year 5	Middle Prep
Prep	10-11 years	Year 6	Middle Prep
Prep	11-12 years	Year 7	Upper Prep
Prep	12-13 years	Year 8	Upper Prep

*EYFS = Early Years Foundation Stage

Timetables

We have a busy and vibrant school day with much going on. The length of day varies according to age and after school options. The timetable below shows a 'typical' day but there are variations depending on Games days, and so on.

Pre-School & Reception		Years 1-2		Years 3-4	
07.45 - 08.30	Early Bird Club	07.45 - 08.30	Early Drop-off	07.30 - 08.00	Drop-Off
08.20 - 08.30	Drop-off	08.20 - 08.30	Drop-off	08.00 - 08.10	Registration
08.30 - 08.45	Registration	08.30 - 08.45	Registration	08.10 - 08.30	Tutorial
08.45 - 09.25	Session 1	08.45 - 09.25	Lesson 1	08.35 - 09.25	Lesson 1
09.30 - 10.10	Session 2	09.30 - 10.10	Lesson 2	09.30 - 10.20	Lesson 2
10.10 - 10.35	Break & Snack	10.10 - 10.35	Break & Snack	10.20 - 10.45	Break & Snack
10.35 - 11.15	Session 3	10.35 - 11.15	Lesson 3	10.50 - 11.40	Games
11.20 - 11.55	Session 4	11.20 - 11.55	Lesson 4	11.45 - 12.35	Lesson 4
12.00 - 12.30	Lunch	12.00 - 12.30	Lunch	12.35 - 13.05	Lunch
12.30 - 13.00	Break	12.30 - 13.00	Break	13.05 - 13.35	Break
13.00 - 13.20	Registration	13.00 - 13.20	Registration	13.35 - 13.50	Registration
13.20 - 14.00	Session 5	13.20 - 14.00	Lesson 5	13.50 - 14.15	Tutorial
14.05 - 14.45	Session 6	14.05 - 14.45	Lesson 6	14.20 - 15.10	Lesson 5
14.45 - 15.10	Break & Snack	14.45 - 15.10	Break & Snack	15.15 - 16.05	Lesson 6
15.10 - 15.50	Session 7	15.10 - 15.50	Lesson 7	16.10 - 16.50	Lesson 7
15.50 - 16.00	End of Day	15.50 - 16.00	End of Day	16.50 - 17.45	Snack & Activities (Prep)
16.00 - 16.30	Compass Club	16.00 - 16.40	Activities (Pre-Prep)		
16.30 - 17.00	Compass Club	16.50 - 17.45	Snack & Activities (Prep)		
17.00 - 18.00	Compass Club (and light supper)				



Years 5-6	
07.30 - 08.00	Drop-Off
08.00 - 08.10	Registration
08.10 - 08.30	Tutorial
08.35 - 09.25	Lesson 1
09.30 - 10.20	Lesson 2
10.20 - 10.45	Break & Snack
10.50 - 11.40	Lesson 3
11.45 - 12.35	Lesson 4
12.35 - 13.05	Lunch
13.05 - 13.35	Break
13.35 - 13.50	Registration
13.50 - 14.15	Games*
14.20 - 15.10	Games*
15.15 - 16.05	Lesson 6
16.10 - 16.50	Lesson 7
16.50 - 17.45	Snack & Activities (Prep)

*Thursday these sessions are Tutorial and Lesson 5

Years 7-8	
07.45 - 08.00	Drop-Off
08.00 - 08.10	Registration
08.10 - 08.30	Tutorial
08.35 - 09.25	Lesson 1
09.30 - 10.20	Lesson 2
10.20 - 10.45	Break & Snack
10.50 - 11.40	Lesson 3
11.45 - 12.35	Games**
12.35 - 13.05	Games**
13.05 - 13.35	Lunch
13.35 - 14.05	Break
14.05 - 14.15	Registration
14.20 - 15.10	Lesson 5
15.15 - 16.05	Lesson 6
16.10 - 16.50	Lesson 7
16.50 - 17.45	Snack & Activities (Prep)

** Wednesday/Thursday these sessions are Lesson 4 and Independent Study

Drop-off & Collection

Regular Drop-off times

Years	Drop-off time	Where to park	In wet weather
3 to 8	07.30 - 08.00	Main car park. Let your child walk to supervised crossing, or accompany them if you prefer.	No change (classroom)
1 & 2	07.45 - 08.20	Main car park. Take your child to tennis courts and hand over to the staff.	Wyatt Hall
Pre-School & Reception	08.20 - 08.30	Preferred spaces are below 5-a-side football pitch. Take your child to the classroom.	No change (classroom)

Please note that parents are not allowed to enter any of the pupil changing rooms or toilets, even before or after the school day. Thank you in advance for your help with this.

Lateness

If your child misses registration for any reason (after 08.00 for Years 3 to 8, or 08.30 for Pre-Prep), they need to report to the school reception so that they are registered before going to their classroom.

Regular Collection times

Years	Regular Collection time	If doing an activity	Where to collect
Pre-School	12.45 single session 15.50 - 16.00 double session	–	For 12.45 collections, please go to school reception At 15.50 - 16.00 go to your child’s classroom
Reception	15.50 - 16.00	–	Your child’s classroom
1 & 2	15.50 - 16.00	16.40 - 16.50	Pre-Prep
3 to 8	16.50	17.45	The Hub

Years 5 to 8 have fixtures on Wednesday afternoons and Years 3 and 4 on Thursdays. The collection times on these days may vary according to venue or their match arrangements, but these details are always shared on teamsheets in advance.







Wraparound Care

Communications will go out before the start of each term for you to book your child into wraparound care. For any adhoc bookings please email: wraparoundcare@cranleigh.org

Tax-Free Childcare can be used to pay for elements of this wraparound care. Please refer to our website from 1 August onwards, which will contain these updates.

Time	Year Groups	Provision	Detail	Cost
07.30 - 08.00	Years 1-8	Breakfast Club	A huge breakfast! Please take your child to the dining hall via the side entrance by the chapel.	£5.00
07.45 - 08.30	Pre-School & Reception	Early Bird Club	Breakfast club for our youngest years. Please take your child to the dining hall via the side entrance by the chapel.	£7.50*
16.00 - 18.00	Pre-School & Reception	Compass Club	After school activities for parents who need to collect later**. Please collect your child from the classroom at the end of the session.	According to time: 16.00 - 16.30 £5.00* 16.30 - 17.00 £5.00* 17.00 - 18.00 £10.00 (including sandwich supper)
17.45 - 18.30	Years 1-8	Supper Club	Pupils join in with boarders after their activity finishes and go along to supper with them.	£7.50

*The compulsory school day is different lengths according to age and so where a child in Pre-School and Reception has a sibling in Years 3-8, they are entitled to free Early Bird Club and the 16.00 - 17.00 element of Compass Club.

**As Reception pupils get used to the school day, we will review the potential to extend these activities into specialist provision.



Uniform

We have a school shop on the Senior site, complete with friendly staff, who can help you with all your uniform needs.

There is also a school shop website with step-by-step instructions on how to order uniforms and sportswear.

Summer uniform is worn for the first half of the Michaelmas Term and for the whole of the Summer Term. Winter uniform is worn from the second half of the Michaelmas Term and for the whole of the Lent Term.

As with kit, everything should be clearly named. Parents are asked to order their child's nametapes from the school shop, as they must be in a specific format. On the uniform page of the website, we spell out where to sew the nametapes on the uniform, so do have a look at this.

Nearly new uniform sales take place regularly, and details can be found in the calendar.

School Shop Opening Times

Term Time

Open weekdays from 08.30 - 16.30
(closed between 11.55 and 12.25)

First Saturday of each term

Open 08.30 - 12.00.

Holidays and Long Leave

The School Shop is open during the holidays and Long Leave but may be open at reduced hours. Please call the shop before you visit.

The shop is open on the first Saturday of term but not all Saturdays.

School shoes should not be trainers. If in doubt, you should be able to polish them!

School Shop
01483 542102
schoolshop@cranleigh.org

Equipment to bring to school

From Year 1

2 pencils, pencil sharpener, highlighters, colouring pencils, rubber, ruler.

From Year 3

As well as all the above, also bring a blue ink pen, scissors, glue stick and a reading book. A prep diary will be provided by the school and children need to bring this in every day.

From Year 5

As well as all the above, if your child is doing food technology, be sure to pack a Tupperware box.

From Year 6

As well as all the above, children need to bring a Casio 85-GTCW/83-GTCW calculator to school for maths lessons.

Lost Property

This is taken to the storage unit underneath Townsend Building so that pupils can recover their own kit. It is also laid out for parents at the end of term, so it is worth checking if anything has gone astray.



Absence

If you need to take your child out of school for any reason, such as medical appointments, please email absence@cranprep.org in advance, copying in the Form Tutor. As they leave, please make sure they sign out with the school reception. Do remember that, if your child is late to school, they will need to sign in via reception.

Bus Routes

We offer a home to school bus service in partnership with Vectare. Their dedicated support teams will fully manage transport.

- cranleigh.org/admissions/home-to-school-bus
- cranleigh.vectare.co.uk
- cranleigh.org/wp-content/uploads/2026/05/Cranleigh-Map-26-27-2-2.pdf
- cdn.vectare.co.uk/media/cranleighschool2627/Cranleigh_Transport_Guide_26-27_v3.pdf

Holidays

To comply with DfE guidelines, we remind you that holidays must be taken outside of term time. The Head is unable to authorise holidays in term time, except in exceptional circumstances.

Houses

All pupils from Reception to Year 8 belong to an Academic House: Hearts, Clubs, Diamonds, Spades, whose function is to generate House spirit and friendly competition across a range of competitions throughout the year.



HEARTS



CLUBS



DIAMONDS



SPADES

Pre-Prep Specifics

As a reminder, Pre-School and Reception are together known as Early Years. There are a few details here that are specific to these age groups, as well as those that also apply to Years 1 and 2 and therefore all of Pre-Prep.

EARLY YEARS

Children can join Pre-School from the day they turn 3 years old, and should be toilet trained. Their days are organised in single sessions (08.30 to 12.45) or double sessions (08.30 to 16.00). They must have a minimum of six sessions a week, including a Monday or a Friday, rising to eight in the Summer Term before going into Reception.

15 Hours Universal Funding for Pre-School

As a new provider to Pre-School age children, the school must register for this funding and is in the process of doing so. Please refer to the school website after 1 August for further information on how to make use of this universally accessible provision.

Early Years Learning Support Specifics

If a teacher has concerns regarding a child's progress in any curriculum area, they will immediately discuss practical support and monitoring pathways with the parents. This is part of our policy of early intervention.

Interventions are tiered based on need and can include:

- In-class support
- Group support
- 1:1 targeted withdrawal with the Learning Support team
- External Specialist Agencies

Early Years Co-Curricular Specifics

Swimming and PE

You will be given your child's timetable prior to the new academic year. Please note when they have Swimming and PE lessons, so that you can help them arrive with the correct kit that day.

The Cranleigh Pool is warmer than standard training pools but slightly cooler than traditional teaching pools. Some children prefer a full body swimsuit (like a rash vest) to keep them warmer. Parents will be sent a form to indicate their child's current swimming ability prior to joining, so that we can plan accordingly.

Shin pads and a mouthguard are required to play hockey, and we look after the gumshields at school in order to keep them safe. Pupils can bring their own stick if they wish, but we have plenty here.

Forest School

Children generally play outside in a designated space during morning and lunchtime breaks, except during severe weather. Wellies boots and a coat are a must!

Pupils participate in weekly Forest School sessions designed to foster outdoor exploration, problem-solving, physical development, and an understanding of nature. They are provided with waterproof suits by school, but please make sure they have their wellies.

Early Years Wellbeing Specifics

The 'Key Person'

Your child's class teacher is known as their 'key person' and they will have responsibility for tailoring learning to your child's unique needs and establishing a strong, trusting relationship. The class teacher will collaborate and partner with you so that learning development is continued at home.

Food and Drink

Snacks are provided twice daily – before morning play and mid-afternoon. Our children enjoy a two-course school lunch which is cooked and prepared on-site daily. The children eat in a quieter area, accompanied by their class teachers and teaching assistants who will help to promote good table manners.

The class teacher is responsible for checking that food matches individual dietary and health requirements at every meal and snack time. The school will accommodate children's religious and cultural dietary needs and will work closely with families where a child has sensory sensitivities affecting their eating. Coloured lanyards are given to children with specific dietary needs.

Please remember to pack a water bottle in your child's school bag, which they will always have access to.

Sunscreen

We ask that parents apply sunscreen to their child before morning drop-off during the warmer months. With your permission, staff can give children a second application of sunscreen during the school day.

WHOLE OF PRE-PREP

Home-School Communication Book

At the start of the academic year, we will give your child a home-school communication book. The class teachers will use this to record and convey any important messages for parents. Do check this notebook every day and please sign it. You can also use it to tell the teachers about a playdate, arrangement, or anything you think the teacher should know.

Reading

Once they are ready, we will give your child reading books to take home at night. Please do not worry if another child starts reading before your child. All children develop at their own pace and the aim is to start at the right time, to engender a love of reading for pleasure. When your child has a reading book, do read along with them after school, either in the evening or before school.

Make a note of their progress in the home-school communication book.

Please pack

A named bottle of sunscreen and a named sun hat – please buy the school uniform sun hat!



Curriculum

Academic Structure

Year	National Curriculum	Cranleigh		No. Forms	Setting		
Pre-School	Early Years Foundation Stage	Pre-Prep (Sophia Excell)	Cranleigh Prep (Will Newman, Emma Lewis, Helen Brice)	1	N/A		
Reception				2	N/A		
Year 1	Key Stage 1			2	N/A		
Year 2				1	N/A		
Year 3	Lower KS2	Lower Prep (Emma Unwin)		2	Maths		
Year 4				2	Maths		
Year 5	Upper KS2	Middle Prep (Alison Bridges)		2	Maths		
Year 6				4	Maths, Science, French (extends to Latin)		
Year 7	Lower KS3	Upper Prep (Academic: Tamsin Groocock, Pastoral: Will Davies)		4	Maths, English (extends to History, Drama), Science (extends Geography, Computing), French (extends Spanish, Latin, LfL)		
Year 8				4	Maths, English (extends History, Music, Art, Drama, Design Engineering, Food Technology, Religion and Philosophy), Science (extends Geography, Computing), French (extends Spanish, Latin, LfL)		





Foundation Diploma

The curriculum in Years 7-8 is known as the Cranleigh Foundation Diploma. Built around our core values, it provides a structured framework for education in its broadest sense. Alongside academic attainment and effort, pupils develop key skills such as communication, problem solving, creativity, resilience, organisation, leadership and teamwork, while also being encouraged to contribute to the wider community and step beyond their comfort zones. Pupils' effort and achievements are recorded on a pupil profile throughout the year.

SPARK

Cranleigh Prep's bespoke enrichment curriculum, SPARK sits at the heart of this broader approach. Standing for Skills, Passions, Art, Readiness and Knowledge, it gives pupils from Years 3-8 opportunities to explore interests and develop skills beyond the traditional curriculum. Example topics include sustainability, entrepreneurship, problem solving and first aid.

Learning Support

At Cranleigh, your child's development and wellbeing are our highest priorities. We closely and continuously monitor each pupil's progress to ensure they are thriving both academically and personally. Should we feel additional guidance would be beneficial, we will always reach out to discuss this with you early on.

We are proud to offer a diverse range of tailored interventions designed to support unique learning needs, and we are always happy to provide personalised recommendations to help your child reach their full potential. We view education as a collaborative journey and deeply value your insights. If you have any questions or initial concerns, please do not hesitate to contact Ms. Salt, our Head of Learning Support, at jaas@cranleigh.org. She will be delighted to connect with you.

Prep Homework Timetable

Regular prep tasks are set each week to enable pupils to consolidate them. The amount set gradually increases through the school year groups. Prep should never cause pupils stress or worry and parents, as well as pupils, should speak to their child's teacher if this ever becomes a concern.

Pupils from Year 3 upwards will gradually be set written tasks and any one task should not exceed more than 30 minutes. Pupils of all ages should be reading, or be read to, on a daily basis.

All pupils in Years 2-8 have access to a 'Century Tech' account which provides a personalised learning path in English, Maths and Science. All pupils may access this material whenever they wish to in order to further their own learning.

What is SPARK?

Skills
Passions
Art
Readiness
Knowledge

Prep Homework Timetable

Pre-Prep

Reception	Weekly Spellings / Phonics Sounds Daily Reading
Year 1	Maths activities Weekly Spellings / Phonics Sounds
Year 2	Daily Reading

Lower Prep

Year 3	1-2 pages from White Rose Maths Homework books Weekly Spellings
Year 4	15-minutes times tables practice Daily Reading

Middle Prep

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 5	English	Science		French	Maths
Year 6	Science	French	English	Latin	Humanities Maths

Upper Prep

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	English French	Latin/ Classics Spanish	History	RP Geography	Science Maths
Year 8	Science	RP History	English Geography	Maths French	English Latin/ Classics



Reporting and Parents' Evenings

	Michaelmas	Lent	Summer
Pre-Prep	Parents' coffee morning to meet tutors.		Full written report
Reception	Parents' coffee morning to meet tutors.		Full written report
Year 1	Parents' coffee morning to meet tutors. Cards with effort grade. Parents' Meeting – class teacher only. Written report – specialist teachers only.	Cards with effort grade. Parents' Meetings – all subjects.	Cards with effort grade for English, Maths and Phonics. Full written report with Head of Pre-Prep comment.
Year 2	Parents' coffee morning to meet tutors. Cards with effort grade. Parents' Meeting – class teacher only. Written report – specialist teachers only.	Cards with effort grade. Parents' Meetings – all subjects.	Cards with effort grade for English, Maths and Phonics. Full written report with Head of Pre-Prep comment.
Year 3	Parents' coffee morning to meet tutors. Cards with effort and attainment. Full written report.	Parents' Meetings. 2 sets of cards with effort and attainment.	Mini subject reports after assessments. My School Portal published Form reports with Head's comment.
Year 4	Parents' coffee morning to meet tutors. Cards with effort and attainment. Full written report.	Parents' Meetings. 2 sets of cards with effort and attainment.	Mini subject reports after assessments. My School Portal published Form reports with Head's comment.
Year 5	Parents' coffee morning to meet tutors. Cards with effort and attainment. Full written report.	Parents' Meetings. T2 sets of cards with effort and attainment.	Mini subject reports after assessments. My School Portal published Form reports with Head's comment.
Year 6	Parents' coffee morning to meet tutors. Cards with effort and attainment. Full written report.	Parents' Meetings. 2 sets of cards with effort and attainment.	Mini subject reports after assessments. My School Portal published Form reports with Head's comment.
Year 7	Parents' coffee morning to meet tutors. Cards with effort and attainment. Parents Meetings.	Cards with effort and attainment. Full written report.	Mini subject reports summarising the year. My School Portal published Form reports with Head's comment.
Year 8	Parents' coffee morning to meet tutors. Cards with effort and attainment. Parents Meetings.	Cards with effort and attainment. Full written report.	Mini subject reports summarising the year. My School Portal published Form reports. Head's report.

Co-Curricular

Sport

Every pupil participates in team sports, regardless of their current ability level. Giving it a go, getting involved and playing for the fun of it are what matter most to us. Our major teams are Rugby (boys), Netball (girls), Football, Hockey and Cricket.

Swimming is taught as a curriculum subject until the end of Year 4, thereafter as an after-school activity. Tennis and Athletics are also in the curriculum in the summer months.

Fixture days are on Wednesday afternoons for Years 5-8 and Thursdays for Years 3-4. We warmly welcome all parents to come and support. Roughly every other weekend during term time, we have Saturday morning fixtures for Years 5-8, on the understanding that school takes priority over club commitments. These Saturdays are published in the calendar in advance.

Everything you need to know about sport will be on My School Portal. Team sheets are published here at least one day in advance.

Parents are welcome to come and watch matches. Don't forget, pupils must attend match tea afterwards.

Music

Music is integral to Cranleigh Prep and we have curriculum music lessons for all. We also have a dedicated team of specialist staff, extending across to Cranleigh Senior.

Music lessons are available from a team of 35 visiting teachers who teach across both sites. Select instruments are offered in Year 2 (cello and violin), upon application, with the full range of instruments available from Year 3. Lessons rotate around the school day on a weekly basis so pupils don't miss the same subject twice in a row.

Please complete a form to sign up to music lessons: docs.google.com/forms/d/1MwawfbHNwt-4nD4sei_eyk6PmUjMre_s_7IXk2cD8OEs/viewform?edit_requested=true.

Pupils can sing in choirs throughout their time at Cranleigh Prep. From Years 6-8 they can audition to be in the Chamber Choir. They can also be part of instrumental ensembles from Year 3.

If you have any queries please email: music@cranleigh.org.

Drama

From the earliest years, there are opportunities to perform. Through the years, children can be involved in small studio productions, fully staged plays and musicals. Drama lessons encourage pupils to extend their range of expression in communication, acquire acting skills and understand a wide range of texts and plays.

LAMDA lessons are also very popular for Years 3 to 8, with an impressive track record of distinctions achieved in the annual exams. Please contact Juliet Merrett for more information: jmm@cranleigh.org.

Dance

Dance is offered as part of the curriculum in the lower years until Year 5, helping pupils to develop spatial awareness, coordination, fluidity of movement, musicality and imagination.

We have our very own Dance Academy with an extensive calendar of choreography and performances and many children take part in additional dance lessons for ballet, tap, modern and street dance. There is a charge for these extras and you can find more about dance by contacting Kimberley Vowles: kdv@cranleigh.org.





Performances

We have informal concerts approximately every fortnight in our Chapel just to get children used to performing. Our musicians also perform regularly in assemblies.

Our productions include:

- Pre-Prep Nativity
- Year 3 Summer production
- Year 5 Michaelmas production
- Year 7 Summer production
- Year 8 play or film-in-a-day

Our concerts include:

- Autumn Concert
- Lent House Music Competition
- House Singing Competition
- Summer Concert
- Speech Day
- Choir Tour – this takes place every two years (see Trips)
- External concerts and competitions throughout the year

Riding

We are lucky to have our very own equestrian centre, based over at the Senior School. Pupils from Years 3 to 8 are able to ride during one games session per week, at an additional cost, and children in Years 1 to 2 enjoy Pony Club as part of their after-school programme. Places are limited and your child may be placed on a waiting list or be part of a fortnightly rotation. If your child would like to take riding lessons, please email cpsactivities@cranleigh.org and inform us of how much experience of riding your child has.

Cranleigh riders compete in NSEA competitions in all disciplines. If your child has their own pony and you would like to find out more about them competing in our teams at NSEA competitions from grassroots upwards, then please email the Head of Riding, Mrs Chris Allison: mca@cranleigh.org.

Golf

We have our very own 9-hole golf course which is situated over at the Senior School. Specialist coaching is offered by Eliot Wise (the professional at Cranleigh Golf and Country Club) at an additional cost. This is run through our after-school activity programme and parents can sign up in the normal activity window.

After School Activities

These take place in two phases: KS1 from 16.00 to 16.40 and Prep from 16.50 to 17.45. We offer a wide range of activities ranging from Sport, Music, Drama and Art to the more unusual activities like Stonemasonry.

Schedules go out to parents at the end of the preceding term to sign up through SOCS.

Wellbeing

Cranleigh Prep is built on happy foundations. If you have a concern about your child, however small, do talk to your child's teacher in the first instance, who can bring other key staff in as necessary. Pupil wellbeing is discussed at staff briefings (three per week), sectional meetings (weekly or fortnightly) and weekly safeguarding and pastoral team meetings. There is no chance that pupils slip through the net.

Pastoral Structure

The Form Tutor is the beating heart of your child's pastoral care. Please channel all your questions through them and keep them apprised of anything and everything that might affect your child. If they feel that further support is required, they will approach Heads of Section, Head of Boarding, Assistant Heads and Deputy Heads as appropriate. You would be involved at every step since the importance of this partnership is paramount.

These key staff meet as a Pastoral Leadership Team every week to discuss pupils who would benefit from additional care, with further layers of help provided through the medical team and the Safeguarding Committee.

Health

In the event of an accident or sickness during the school day, medical staff will look after your child until you can be contacted. We may ask you to collect a day pupil if they become unwell during the day.

As mentioned previously, if your child is ill, and you need to keep them at home, please email **absence@cranprep.org**, telephone the school office on 01483 542058 from 07.45, or register it through My School Portal. If your child has been vomiting due to illness, they will need to be kept off school for 48 hours.

If children have medicines, they must be handed into the medical team along with a medication consent form. Please do not let pupils take these into school.

Food

We provide fresh, nutritious and balanced meals for both boarding and day pupils, prepared on-site by our chefs. Staff and pupils sit together, with lunchtime staggered across three slots. Our themed lunches and dinners are particularly popular, ranging from Halloween and Christmas lunches to cuisines from around the world, tying these into the school curriculum whenever possible. We have a no nut policy and work with parents to make adjustments for specific allergies. We also have a Food Council for pupils to be able to put forward their suggestions and feedback.





School Rules

Rewards and Sanctions

We believe in promoting positive behaviour through encouragement, recognition and clear expectations. Pupils are rewarded for effort, achievement, kindness and citizenship through our Carrot (Years 1- 6) and Credit (Years 7-8) systems, which contribute to House totals. Pupils can earn Bronze, Silver and Gold badges, while exceptional achievements may be recognised with a Head's Award.

Generally, feedback is overwhelmingly positive, but where behaviour falls below expectations pupils may receive demerits, with three demerits in a half-term resulting in an after-school detention. More serious or repeated concerns may lead to a Report Card or Friday evening detention, with parents kept informed.

Uniform

School uniforms provide children a sense of belonging and we expect pupils to wear it with pride. When the children are old enough to wear shirts, they should be tucked in. School shoes should not be trainers. If in doubt, you should be able to polish them!

Going home

All children need to sign out before going home, whether from their classroom or the Hub, depending on age and time of day.

Hair

Hair must be kept natural in appearance and colour, without gel, wax or other styling products. For both boys and girls, hair reaching the shoulder or below must be secured with navy blue bands. Fringes should remain clear of the eyes. During the summer months, girls in Years 1-4 are permitted to wear school-pattern scrunchies, which are available for purchase from the School Shop.

Mobile Phones and Smart Watches

The use of personal mobile phones is not permitted. If a pupil needs a phone for their commute to school, it must be handed over to Reception immediately upon arrival. The same rules apply to smart watches.

Pupils in Years 6-8 are issued iPads at school to develop greater digital literacy ahead of Cranleigh Senior. Other electronic devices or Kindles are only allowed following a specific recommendation from the Learning Support Department.

Emergencies

If a pupil has an urgent need to contact home, they can use the school office telephone with permission. Please appreciate that pupils will not be allowed to call home for forgotten games kit, unless they have a specific match.

Jewellery

Jewellery is generally discouraged. Girls with pierced ears may wear a single pair of plain, understated studs, though these must be taped or removed for all games sessions and matches. Beyond an inexpensive, clearly labelled watch, the only other permitted item is a necklace worn strictly for religious reasons. Rings and bracelets should remain at home.

Boarding

Pupils are welcome to board from Years 3 to 8, with children typically boarding more and more as they head towards the top of the school. We offer both weekly, flexi-boarding and ad-hoc options, with children staying from one to five nights each per week.

Boarding enriches everything that the children enjoy at school. They revel in the company of their friends and get stuck into a wide variety of activities, making the most of the school's outstanding resources

Staff provide a safe and happy environment, blending just the right mix of structure and freedom for boarders to get the most out of their time in House. Without realising it, they are learning all kinds of social skills and independence, while under the impression it is just for fun! In a world where children are in danger of growing up too fast, boarding lets them stay younger for longer.

If you are interested in finding out more about boarding, please contact the Head of Boarding, Mr Toby Batchelor, on tb@cranleigh.org.



Trips and Tours

There are many day trips and visiting workshops built into the terms for every year group. In addition, every child has the chance to enjoy a residential trip each year.

Who	What	When	Approx Cost
Year 3	Sayers Croft, Ewhurst	October	£120
Year 4	CYE (Christian Youth Enterprises), Chidham	October	£290
Year 5	Mill on the Brue, Somerset	March	£280
Year 6	Travelbound, Normandy, France	June	£755
Year 7	Manor Adventure, Isle of Wight	September	£435
Year 8	St David's, Pembrokeshire	June	£750-800

Our tour opportunities include:

Who	What	When	Approx Cost
Years 7&8	Sports Weekend Tour	November	£100
Years 5-8	Ski Trip	Easter holidays (odd years)	£1700
Years 7-8	Major Sports Tour	Easter holidays (even years)	£750
Years 6-8	Choir Tour	Start summer holidays (even years)	£800

Development

The Development Office at Cranleigh works across the Prep and Senior School with alumni, parents and friends to raise funds in support of building projects, exceptional resources to enrich the student experience and to widen access to those from disadvantaged backgrounds. Like many schools, Cranleigh does not enjoy the benefits of a capital endowment, so donations are extremely valuable to the School which is a Registered Charity (No. 1070856).

Cranleigh was founded on philanthropy with a gift in 1863 of 200 acres of land from George Cubitt MP. Worth £3,500 then it would have an equivalent value today of £207,000. Cranleigh's Chapel, its first Science Laboratories, the Devonport Speech Hall, the Library and Reading Room were all made possible by 1930 thanks to the generosity of individuals who believed education was the most powerful way to change the world. This tradition of giving has continued, the Prep School Chapel, welcoming orchard and the Townsend science and arts building exist thanks to the generosity of the community. And in the Senior School, the Vivian Cox Theatre, Bluett's Rugby Pitches and the Trevor Abbott Sports Centre

are all facilities accelerated thanks to charitable gifts and bequests both from individuals and the power of collective community support.

Generations of Cranleighans benefit from the gifts of those who have come before them, just as your child will as they join the School.

Cranleigh is committed to fundraising to widen access to our exceptional community. We raise funds for The Cranleigh Foundation (Registered Charity No. 1122918) to allow bright children who have experienced extreme hardship in their early lives, to join and benefit from the Cranleigh community and share in the experience and opportunities that your child enjoys. We know that Foundationer places change an individual child's life path and that the diversity that inclusion brings enriches the whole School community. We ask all parents to consider their support of the Cranleigh Foundation on a regular basis and are most grateful for all those able and committed who do so, you are changing lives. In the words of a past Foundationer: *"My time at Cranleigh is simple to quantify: it has given me a future."*

We are immensely grateful to those who choose to give the gift of education by supporting Cranleigh. Both individual and collective philanthropy has shaped Cranleigh's past and your child's will benefit immediately from the generosity of past donors. Philanthropy today is a powerful way to shape the School's long-term future. More information can be found on our website.

Staff List

Title	First name	Surname	Email	Main Role
Mrs	Amanda	Barnes	akib@cranleigh.org	Teaching Assistant (Prep)
Mrs	Lisa	Batchelor	lcb@cranleigh.org	Assistant Housemistress
Mr	Toby	Batchelor	tb@cranleigh.org	Head of Boarding
Mrs	Andrea	Beasley	anlb@cranleigh.org	Reception Teacher
Mrs	Kathleen	Brady	katb@cranleigh.org	Dance Teacher
Mrs	Holly	Brewer	hgb@cranleigh.org	Year 3 Teacher
Mrs	Helen	Brice	hdeb@cranleigh.org	Deputy Head (Academic) and Head of Maths
Mrs	Alison	Bridges	alb@cranleigh.org	Head of Middle Prep
Mrs	Nicola	Brill	njb@cranleigh.org	Teaching Assistant (Prep)
Mr	Tom	Butchers	tpb@cranleigh.org	Head of Prep DT
Mrs	Kathryn	Callaghan	kaac@cranleigh.org	Deputy Head of Learning Support
Mr	Michael	Callaghan	mllc@cranleigh.org	Year 4 Teacher
Miss	Dani	Casey	dlc@cranleigh.org	Teaching Assistant (Pre-Prep)
Mrs	Pippa	Charlesworth	pac@cranleigh.org	Art Teacher & Pre-Prep Teacher
Mrs	Claire	Cooper	cec@cranleigh.org	Head of MFL
Mr	William	Davies	wid@cranleigh.org	Assistant Head (Pastoral & Operations)
Miss	Fiona	Duncan	fad@cranleigh.org	French Teacher
Mrs	Kathryn	Dunn	kld@cranleigh.org	Teaching Assistant (Pre-Prep)
Miss	Carolyn	Elliott	ce@cranleigh.org	Learning Support Teacher
Mr	Fraser	Ellson	fhde@cranleigh.org	Music Teacher
Mrs	Sophia	Excell	sce@cranleigh.org	Head of Pre-Prep
Mrs	Nicola	Fincken	nsf@cranleigh.org	Teaching Assistant (Pre-Prep)
Mr	Alex	Forsdike	apf@cranleigh.org	Humanities Teacher
Mr	David	Glen	dag@cranleigh.org	Head of Geography
Mrs	Elizabeth	Gourlay	eag@cranleigh.org	Teaching Assistant (Pre-Prep)
Miss	Robyn	Gregson	rmg@cranleigh.org	Teaching Assistant
Mrs	Tamsin	Grocock	rtg@cranleigh.org	Assistant Head (Academic) and Head of Science
Mr	Mark	Halstead	mh@cranleigh.org	Head of Latin
Mrs	Hari	Homan-Russell	hhr@cranleigh.org	Year 2 Teacher
Mrs	Emma	Lewis	efl@cranleigh.org	Deputy Head (Pastoral)
Mrs	Helen	Lewis	hdl@cranleigh.org	Pre-School Teacher
Mrs	Judith	Marriott	jjm@cranleigh.org	English Teacher
Mrs	Sarah	Miles	shm@cranleigh.org	Deputy Boarding House Parent and English Teacher

Title	First name	Surname	Email	Main Role
Mrs	Alexandra	Morgan	asm@cranleigh.org	Geography, Swimming and LfL Teacher
Mrs	Sarah	Morris	skm@cranleigh.org	Reception Teacher
Mrs	Sophie	Nataraj	sjn@cranleigh.org	Head of History and Humanities
Mrs	Elizabeth	Newman	ean@cranleigh.org	Maths Teacher
Mr	William	Newman	cpshead@cranleigh.org	Head
Mr	Mark	Pearn	mwp@cranleigh.org	Maths Teacher
Mr	Robert	Perry	rwp@cranleigh.org	Head of Art
Mrs	Fiona	Prior	fcp@cranleigh.org	Teaching Assistant (Prep)
Mrs	Elizabeth	Reed	ekr@cranleigh.org	Year 5 Teacher
Mr	Jeremy	Reid	jpr@cranleigh.org	Humanities Teacher
Mrs	Sally	Robertson	str@cranleigh.org	Learning Support Teacher
Mrs	Elia	Rogers	emor@cranleigh.org	Year 1 Teacher
Mrs	Victoria	Rogoff	vlr@cranleigh.org	English Teacher
Mrs	Philippa	Russell	pipr@cranleigh.org	Science Teacher
Mrs	Jean	Salt	jaas@cranleigh.org	Head of Learning Support
Miss	Verity	Sandford	vs@cranleigh.org	Learning Support Teacher
Mrs	Rebecca	Seward	rms@cranleigh.org	Learning Support Teacher
Mrs	Emma	Shilton	ems@cranleigh.org	Year 4 Teacher
Mr	Edward	Shires	ejos@cranleigh.org	Head of English
Mrs	Jen	Smillie	jhs@cranleigh.org	Year 1 Teacher
Mrs	Laura	Smith	ljs@cranleigh.org	Head of RP
Miss	Catherine	Staples	cjs@cranleigh.org	Deputy Director of Admissions & Registrar
Mrs	Christine	Steenekamp	csk@cranleigh.org	Head of Food Technology
Mr	Christopher	Stone	cms@cranleigh.org	Director of Sport
Mr	Thomas	Stroud	ts2@cranleigh.org	Head of Computing and Digital Learning
Mrs	Emma	Unwin	eru@cranleigh.org	Head of Lower Prep
Mrs	Sophie	Vincent	scv@cranleigh.org	Teaching Assistant (Pre-Prep)
Mrs	Kimberley	Vowles	kdv@cranleigh.org	Head of Dance
Mrs	Lisa	Waller	lw@cranleigh.org	Swimming Teacher
Mr	Phil	Waller	pgw@cranleigh.org	Head of Drama
Mrs	Emily	Wann	esw@cranleigh.org	PE Teacher
Mr	Simon	Weaver	sjw@cranleigh.org	Maths Teacher
Mr	Edward	Williams	egw@cranleigh.org	Year 5 Teacher
Mrs	Rebecca	Williams	r fw@cranleigh.org	Head's PA
Mrs	Ruth	Williams	rw@cranleigh.org	Head of Music

A background photograph of a classroom with several students in school uniforms. A boy in the center is smiling and looking towards the right. Other students are visible in the foreground and background, some out of focus.

Key Contacts

Cranleigh Prep School

Horseshoe Lane
Cranleigh, Surrey
GU6 8QH

School office

01483 542058
cpsreception@cranleigh.org

Prep Head's PA

Mrs Becky Williams
r fw@cranleigh.org

Absences

absence@cranprep.org

Wraparound Care

wraparoundcare@cranleigh.org

Activities

cpsactivities@cranleigh.org

Fees

01483 273666

Website

cranleigh.org

School Shop

01483 542102
schoolshop@cranleigh.org

Matron

01483 542056

Medical Centre

01483 542020
01483 542021

Friends of Cranleigh Prep

Mrs Liz Newman
ean@cranleigh.org

Staff

initials@cranleigh.org

Head of Learning Support

jaas@cranleigh.org

Riding

ridingschool@cranleigh.org

Dance

kdv@cranleigh.org

Music

music@cranleigh.org

LAMDA

jmm@cranleigh.org

Head of Boarding

Mr Toby Batchelor
tb@cranleigh.org



Cranleigh Prep School

Horseshoe Lane
Cranleigh
Surrey GU6 8QQ

+44 (0)1483 542058
cpsreception@cranleigh.org

cranleigh.org