WELCOME TO
BOARDING AT
SEVENOAKS
SCHOOL
WELCOME TO
SEVENOAKS SCHOOL

As a School we believe that our pupils thrive best when they, parents and the School work together. This document highlights some key issues, which you should take some time to read please.

You will also receive a booklet about the relevant Boarding House, which includes further information from the Boarding Housemistress or Housemaster.

There is also a New Pupil Guide.
Some key staff

(further details can be found on Parent Pages)

Email addresses are initials followed by @sevenoaksschool.org

Head: Dr Katy Ricks (CLR)
Senior Deputy Head: Miss Theresa Homewood (TMH)

Academic Deputy Head: Mr Tim Jones (TCJ)
Co-curricular Deputy Head: Mr Geoffrey Stanford (GES)
Pastoral Deputy Head: Miss Helen Tebay (HPT)

Head of Boarding: Mrs Nichola Haworth (NJH)

Head of Sixth Form (Fenton Division): Dr Matt Edwards (MTE)
Assistant Head of Sixth Form (Caxton Division): Mr Paul Harvey (PXH)
Assistant Head of Sixth Form (Wordsworth Division): Ms Lorna Dolan (LAD)

Middle School Divisional Head (Amherst): Mr Jim Grant (JWG)
Middle School Divisional Head (Boswell): Mr Alex Smith (ACS)
Middle School Divisional Head (Sackville): Miss Rachel McQuillin (RLM)

Head of Lower School: Mr Philip de May (PDM)
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SEVENOAKS SCHOOL ETHOS

Founded in 1432, Sevenoaks School enjoys the distinction of being one of the UK’s longest established schools. A tradition of innovation and excellence has seen Sevenoaks develop into a co-educational day and boarding school, its constituency extending both locally and across the globe. The School now offers a rigorous as well as a rounded education for pupils from the age of 11 to 18. The campus affords a safe, attractive and, in parts, spectacular environment in which to learn and grow. Sevenoaks recently earned the accolade of Sunday Times Independent Secondary School of the Year, adding to its world-wide reputation as a centre of excellence and as a flagship for the International Baccalaureate.

The School aims to continue its outstanding record of academic achievement, pastoral care and co-curricular opportunity. Academic excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. A professional team of specialist Tutors, Boarding House staff and year heads ensures that our pupils are happy and receive expert care and support, while the mutual respect shared by students and staff helps to generate an atmosphere of tremendous friendliness. State-of-the-art facilities, together with high level instruction, provide rich opportunities for pupils to participate in a wide variety of sports and the Performing Arts.

Every pupil is encouraged to be curious, creative, critically aware, and to develop his or her passion and talent to the full. Life is fast-paced, dynamic, and expectations are high. At the same time, we try to cultivate in our pupils the habit of reflecting on their learning, and on the way they behave and perform. While distinctively forward-looking, the School continues to value its alumni, who return for regular matches, social events and anniversary dinners, and whose presence is strongly felt and recorded in the inclusive school publications.

The School’s international outlook promotes the principles of tolerance and open-mindedness. Regular assemblies, Tutor group meetings and a programme of talks help to foster the social and emotional welfare of our pupils, while a long tradition of voluntary service and local and international charity projects advances a core set of values across the student body. Ambitious but principled, confident and compassionate, our pupils are prepared for leadership in an ever more complex world.

All of our Sixth Form students pursue the International Baccalaureate Diploma Programme, which the School has delivered for over thirty years. The diploma represents, in the School’s view, the best preparation for university and for work in an increasingly connected and competitive world. Students leave Sevenoaks to study a wide range of courses at top universities in the UK, the US and elsewhere. They do so with an enlarged capacity for independent thought and intellectual risk-taking, a strong appetite for learning, and equipped with the skills and personal qualities necessary for a happy and successful life.
SECTION 1: PASTORAL CARE

Our aim is to work closely with parents and pupils to help our children develop into responsible adults who are able to respond to the pressures that they will inevitably face.

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<tr>
<th>Divisional Head</th>
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<td>Mr Philip de May</td>
<td>Years 7 &amp; 8</td>
<td>10 day Tutor groups + Lambardes</td>
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<th>Divisional Head</th>
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<td>Mr Jim Grant</td>
<td>Amherst</td>
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<td>Mr Alex Smith</td>
<td>Years 9, 10 &amp; 11</td>
<td>9 co-ed day Tutor groups + Johnsons</td>
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<td>Miss Rachel McQuillin</td>
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<th>Divisional Head</th>
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<td>Mr Paul Harvey</td>
<td>Caxton</td>
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<td>Assistant Head of Sixth Form</td>
<td>Dr Matt Edwards</td>
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<td>Assistant Head of Sixth Form</td>
<td>5 co-ed day Tutor groups + International Centre &amp; Park Grange</td>
<td>6 co-ed day Tutor groups + Sennocke &amp; School House</td>
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Boarding Housemasters or Housemistresses (BHMs), their Assistants and other staff assigned to Boarding Houses are Tutors for boarders in their House. Every pupil is allocated a Tutor who takes academic, pastoral and general responsibility for your child. With this in mind, the Tutor oversees a pupil’s studies, keeps an eye on reports and grades, and takes action as necessary. Working closely with you, the Tutor will be concerned with, and responsible for, your child’s well-being, behaviour and progress.

The Divisional Heads work closely with Tutors and are also available for parents and pupils to see for advice and support. The Pastoral Deputy is responsible for the Pastoral System, works closely with the Divisional Heads, the Head of Boarding and BHMs and is also available for parents and pupils for help or consultation.

Each Boarding House has a Matron who can also be a helpful contact for pupils and parents, for example with medical matters and travel arrangements, etc.

Welcome Boarding 2014
Absence
Leave of absence is given for interviews, careers courses, etc. connected with a pupil’s future, participation in representative games or important family occasions such as weddings and funerals. Doctors’ and dentists’ appointments (other than emergencies), driving tests and the like should, whenever possible, be arranged for evenings, long weekends or holidays.

Leave of absence is seldom granted for other reasons. A written request for leave for one day is always required and must normally reach the Divisional Head at least one week in advance. Requests for a longer period of absence must be addressed to the Pastoral Deputy Head, Miss Helen Tebay. School holidays are fixed at the absolute maximum consistent with good learning. Consequently we expect parents, as a condition of acceptance of a place for their children at the School, to respect the exact times at which holidays and half-terms begin and end. Under no circumstances should parents make holiday arrangements involving early departures or late arrivals without obtaining the permission of the Pastoral Deputy Head in advance, stating in writing the reasons for the request. These requests will only be granted in exceptional circumstances.

Alcohol
Alcohol must not be brought to school. There are occasions when Sixth Formers may, with the permission of the Head or Senior Deputy Head, consume alcohol under the direct supervision of staff. Such events include break-up and leavers’ suppers in Boarding Houses and team dinners, subject to normal UK legislation.

Boarding Common Rules and Sanctions
The Common Rules supplement the normal School rules. The School rules obviously apply to all boarders when they are at school and in their Houses; they can be found in each House booklet. The Common Rules must be strictly adhered to by boarders in each House.

Boarding House Facilities
All Boarding Houses have leisure areas for their pupils. Every House has television and DVD facilities, with access to Sky TV. All Houses have snooker and/or table tennis tables and extensive garden areas. All Houses have a computer suite in-house, and access to a limited library of reference books. All Houses have excellent kitchen facilities, stocked with a wide range of food from the School’s catering department, including milk, bread and fresh fruit daily. All Houses have wireless access.

Bullying
The impression that we have gained from parents and our own surveys at school is that bullying is not something which is widespread at Sevenoaks. However, although this is reassuring, we do not feel that we should be complacent – incidents do occur from time to time (e.g. telling people “you’ve got no friends”, “you’re fat”, “gay”, etc.) which cause understandable distress and we wish to be in a position to deal with them effectively. Bullying can also take place online.

Parents have a crucial role to play in helping the School deal with bullying:

• Parents should discourage their child from using bullying behaviour and teach them how to resolve different situations without using violence or aggression.
• Parents are often the first to detect that their child is being bullied or is bullying others. If parents think, or find out, that their child is being bullied, they should remain calm and reassure their child that they have done the right thing in saying that they are being bullied and that they will help the child to improve the situation. Parents should contact their child’s Tutor and Divisional Head. They will deal with the matter immediately and sensitively.

• A Divisional Head, BHM or the Pastoral Deputy Head should also be contacted if parents or pupils hear that bullying is going on which does not directly involve them.

More detailed documents are available on request from the Pastoral Deputy Head or from the Parent Pages on the School website. The School’s policy is based on DFE guidance, Preventing and Tackling Bullying.

Child Protection
The law defines someone as a child until they are eighteen years old.

Children from all types of background may be abused physically, emotionally, sexually or through neglect. It is not always easy to recognise or accept that abuse is happening. If you have concerns about a child you should contact Social Services, the Police or the NSPCC.

Sometimes parents or pupils tell us that they believe a child is being abused; a pupil might tell us themselves or their behaviour changes in a way that means that they could be being abused. If this happens we have a legal duty to tell Social Services of any concerns that we have of possible child abuse. In some cases we can talk to the family but you may first hear from Social Services. We understand that this would be upsetting but, in certain circumstances, we are required to contact Social Services not the family.

The Pastoral Deputy Head is responsible for dealing with concerns about child abuse. Our policy, based on Safeguarding Children and Safer Recruitment in Education, is on the School’s website.

Clothes
The uniform list is on the website. We have considered it carefully: please stick to it! All items of clothing should be marked clearly with the pupil’s name before he or she enters the School. Unnamed articles cause considerable inconvenience to pupils and parents.

In addition to the items on the Clothes List, boarders may bring casual clothes to wear after school and at weekends; these must also be named. They should be sensible clothes and it is at the discretion of the BHM to require offending articles to be sent home at the boarder’s own expense.

Complaints Procedure
Sometimes pupils may feel that they would like to complain about something that is worrying them. The first thing that they should do is speak to any member of staff they know well. If they want support they can take a friend or another member of staff with them if they wish. It is particularly important for them to realise that, if they are in trouble over something, they are entitled to have a friend or their Tutor or BHM with them when they are talking to any of the senior members of staff.

In the majority of cases the matter will probably be settled to their satisfaction, but if not then they can make a formal complaint. A document outlining the procedure is on the Parent Pages of the
Correspondence
The first point of contact for any parent with a concern about their son or daughter should be the BHM or Tutor. It is vitally important that your son or daughter’s BHM be kept informed of any matters which might affect the progress of their tutee.

All the Houses (boarding and day) are grouped within Divisions under a Divisional Head who has overall view of pastoral and curriculum matters. You may have dealings with the Divisional Head on matters which have a bearing on other pupils or staff. The majority of serious matters are handled by Divisional Heads, but please write to the Academic, Co-curricular or Pastoral Deputy Head or the Head if you wish.

Drugs
The School’s policy on alcohol and tobacco is outlined in the section on parties. Any involvement in illegal drugs, whether in term time or during the holidays, is deemed a major breach of School Rules, and will be treated accordingly. Any pupil found to have bought, sold or consumed illegal substances may face expulsion, as may pupils who have given illegal drugs to others. Where a pupil is suspected of having taken drugs he or she may be asked to take a swab, urine or hair test and, if found positive, will be suspended or expelled. Pupils who are suspended because of illegal drugs may only be allowed to return to school if they agree to submit to random testing for the rest of their school career.

Educational Guardianship
The Governors of the School require that every pupil whose parents are resident abroad has a suitable Educational Guardian living in this country. The Educational Guardian must be at least twenty-five years of age and live within reasonable travelling distance from Sevenoaks. More detail is provided in a separate document. Parents and the Educational Guardian should complete the form indicating what additional responsibilities the Educational Guardian will have beyond the minimum.

For parents who are unable to appoint an Educational Guardian from their own family or acquaintances, we suggest that they refer to the AEGIS website at www.aegisuk.net as a starting point. We do not, however, arrange for Educational Guardians to be appointed. Parents are therefore responsible for the welfare of their children while staying with the Educational Guardian concerned.

Facilities on campus
The School has a well-stocked Library with a computer suite. This facility is open until 8.30 p.m. every weekday night. The Performing Arts Centre has practice rooms available for use every evening, at weekends and from 7am on weekday mornings. Sixth Form boarders have limited access to the Art Room in the evenings and at weekends. The Sennocke Centre is available for use by boarders in the mornings from 7am, in the evenings until 9pm and at weekends. Various supervised activities take place there most evenings. The School’s running track is a popular meeting place in the summer term.

Health and Safety
The School has a detailed Health and Safety Policy (available from the Facilities Manager on request). Staff are instructed that all trips follow DfES guidance, Health and Safety of pupils on
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educational visits and its supplements. Specific queries on the Trips Policy should be referred to the Deputy Head Co-Curriculum.

Hosting Boarders
Pupils often have friends who are boarders and, from time to time, may wish to invite them to their homes at weekends. If you are willing to host a boarder in this way, please telephone the relevant Housemaster or Housemistress with your request. They will need to be advised about the travel arrangements and the plans for the weekend. The School needs to be confident that boarders will be supervised by an adult if they stay at a friend’s house. House staff also need to receive permission from the boarder’s parent or Educational Guardian before agreeing to the arrangement.

If you are hosting a party to which boarders are invited, please contact the Head of Boarding (Mrs Nichola Haworth – njh@sevenoaksschool.org). It will be most helpful if you could supply a list of all boarders invited and which Boarding House they belong to. Please discuss with Mrs Haworth travel arrangements, whether alcohol will be available, sleeping arrangements and the supervision being provided. Please contact her at least a week in advance. Boarders in Y11 and below can only attend if the total number is less than 30 and no alcohol is provided unless in the direct care of their parents or Educational Guardian.

House Closing and Weekends Off
Boarding Houses will be closed whenever the School is not in operation, including half-terms. Houses will be open the morning before term starts and remain open until the morning after term ends, in order to avoid the need to miss any school for long journeys home. These early arrivals and late departures must be negotiated in advance. Except in very special circumstances, boarders should not expect to return any earlier nor leave any later than that. Should boarders be leaving early on a school trip, then alternative arrangements must be made, in advance, to pick up extra luggage from the Boarding House in term time.

On exeat weekends, boarders are expected to go home or to stay with friends or Educational Guardians, but the School would look after anyone in real need. Boarders who stay in at weekends must abide by the normal boarding rules. The weekend curfew times set out in the Boarding Common Rules must be adhered to.

ICT Code of Conduct
By logging onto the School’s IT network, all pupils are deemed to have read the IT Code of Conduct and agreed to adhere to its terms and conditions. The code is routinely updated, with the current version available on Firefly. In essence, the School expects all users to respect the systems provided and to use them responsibly, securely and legally.

Meals (also see Boarding Handbook)
We provide three meal services per day:

Breakfast (7.30 a.m. – 8.15 a.m.)  Lunch (12.30 p.m. – 2.00 p.m.)  Supper (5.45 p.m. – 6.30 p.m.)

All meals are of a high standard and there is always a vegetarian choice. Our meals reflect the diversity of our student intake. All boarders must attend breakfast, lunch and supper in the main Dining Room unless given specific permission by a member of House staff to do otherwise. We will cater on an individual basis for a boarding student with special dietary needs (medical or
Pupils in Years 7 and 8, unless required for Games, finish school on Saturdays at 12.10 but lunch is provided for any who may wish it.

Water is available in the entrance to the Dining Hall, where there are also vending machines. At first break Middle and Upper School pupils are provided with a hot drink; the Lower School are provided with squash. Healthy and substantial snacks can also be purchased at the kiosk at first break.

**Medical Matters** (also see the Boarding Section of the Parent Pages)

The Health Centre is situated within the school grounds to provide health care to all students and employees of Sevenoaks School. All boarding pupils register with the School Medical Officer, Dr Lyons, who is a partner in a local general practice. Either Dr Lyons or one of her partners visits the School daily from Monday to Friday, and pupils may book a consultation. Registration with the School Medical Officer will also allow boarders access to the National Health Service.

It is expected that all pupils will be immunised against measles, mumps, rubella, diphtheria, tetanus and polio, according to standard Department of Health guidelines. Please inform the Health Centre if this is not the case or if there are special exemptions or requirements. In the event that immunisations are not current, arrangements can quickly be made to bring them up to date, but full information is required. In general no immunisations can be given in school to pupils under sixteen without the consent of a parent or Educational Guardian. In exceptional circumstances a pupil may consent, providing the nurse is happy that they fully understand the procedure.

The School Health Centre provides a comprehensive travel and immunisation facility for boarders. On request appropriate advice and administration of vaccines, and malaria prophylaxis, are discussed. Due regard is given to the latest Department of Health guidelines. Unfortunately this is no longer part of the National Health Service provision and a charge will be made for some of the vaccines. Where appropriate a private prescription is issued for malaria prophylaxis.

You are no doubt aware that Sevenoaks School is a school which encourages entry from all corners of the globe. In some parts of the world Hepatitis B is endemic. The children at the School are encouraged to partake in activities which frequently involve travel overseas. In order to minimise any risk we actively encourage parents to have children immunised against Hepatitis B. This is a highly infectious disease and the long-term prognosis is often poor.

It is very important that students do not bring medication from home, even over the counter medicine, without telling us. The doctor has approved a list of over the counter medications which delegated boarding staff may administer with parental permission. Anything further must only be administered with the written consent of the parent. For pupils on long term medication, a “care plan” is completed by the Boarding House and the Health Centre nurses to maintain good continuity of care. If your child requires special medical treatment every effort will be made to obtain the prior consent of the parent or Educational Guardian, or the pupil if he or she is sixteen or over. Should this be impossible in the time available, the Head, Pastoral Deputy Head, House staff or School nurse, acting in loco parentis, is authorised to give valid consent to such treatment (including anaesthetic or operation) as may be recommended.

Parents are advised that pupils over the age of sixteen have the right to medical confidentiality.
and to take decisions about their medical treatment. It is, however, the School Medical Officer’s policy to encourage the young adult to share medical decisions with a responsible adult. There are, of course, times when this confidentiality should not be broken and parents should be cognisant of this fact when making enquiries. It is, therefore, not always possible for the Health Centre to share information with parents. For the duration of a pupil’s time at Sevenoaks School the Medical Officer reserves the right to reveal confidential information to the appropriate authority where, if such information were withheld, it would be detrimental to the individual’s health or to that of a member of the School community. If you have any queries or concerns, please speak to the Health Centre.

Boarders are expected to see their dentist regularly in the holidays. If, in an emergency, a pupil needs dental treatment during the term, he or she will normally be treated as a fee-paying patient; it is not usually possible to transfer him or her from the list of his or her dentist at home to a dentist in Sevenoaks.

Pupils needing hospital treatment will be accompanied by a member of staff.

There are a number of private medical insurance schemes. Details can be found on the Parent Pages of the School website.

Messages for Pupils and Parents during the School Day
Parents are asked to telephone the School Office with messages for their children only in cases of emergency. Such calls should, whenever possible, be made during class time. It is essential that, for parents who are out during the day, work and mobile numbers are provided so that they may be contacted in an emergency. Any change of contact number should be notified to the School Office immediately.

Pupils may bring mobile phones to school but these must be switched off during the school day except at morning break and lunchtime. If pupils need to contact you urgently, and cannot use a mobile, they should report to Reception in Claridge House. Out of hours they should go to Reception in the Sennocke Centre or contact a member of the Boarding House staff.

Parental Responsibility
If parents are divorced, or divorce during a pupil’s time at school, and there are custody arrangements that limit access by one parent or give one parent total responsibility for decisions about a child’s education, please send a copy of the relevant section of the divorce settlement to the Pastoral Deputy Head.

Parties
We have been asked by parents to provide some guidelines upon the running of teenage parties; teenagers can be very insistent in claiming that ground rules you regard as reasonable are "unbelievable"!

(a) Parties at the homes of other people
Find out where it is to be held, and establish clear times for delivery and collection. Contact the host parents to ensure that they will be present; unsupervised parties are an invitation to trouble and we strongly urge you not to allow your children to attend. Parties where the age-groups vary widely also present risks; those in hired halls are very difficult to control and even the best organised are sometimes invaded by gate-crashers. Be cautious about dropping your son or daughter at a pub beforehand. Quite apart from the illegality of drinking under age,
some may drink too much before arriving at the party.

(b) Parties in your own home
It is essential that you and enough other adults are present all the time, however discreetly! Explain clearly in advance to your son or daughter the house rules (e.g. all bedrooms out of bounds), when the party will end, and what drink is allowed and what is not.

(c) Invitations and gatecrashers
Do not invite too many people. Invitations should go out well in advance and the parents of the guests should have your telephone number and you theirs. Ensure that there is only one recognised way in and out, always under close control of parents. Do not feel obliged to let in anyone who you feel has not been invited.

(d) Food and drink
Quite a few teenagers consider heavy drinking to be acceptable, even admirable. Some may well have drunk a good deal before they arrive, and it is therefore a good idea to keep an eye on late arrivals. The School hopes to help teach young people to be sensible about alcohol. While the odd glass of wine or beer with parents during meals is acceptable, we ask that parties for Year 11 pupils, and of course those in younger year groups, do not provide alcohol; no Lower or Middle School pupil is allowed alcohol at School events. Boarding pupils up to and including Year 11 will not be allowed to attend parties where alcohol is being provided. We will allow Sixth Form pupils, subject to parental permission, to attend parties where alcohol is served, subject to the following guidelines:

- supervision by one adult for every 15 pupils.
- food, as well as alcohol, must be provided.
- alcohol is restricted to beer of approximately 4% or less and wine of 12% or less.
- no alcopops or other spirits may be given.
- distribution is closely monitored.
- shandy and fruit punches are good low/nil alcohol alternatives.
- sufficient soft drinks are provided, including water.

Please ensure that alcohol is not brought to the party by guests, for example in water bottles, and that guests arriving have not consumed alcohol in advance.

Alcohol is provided for Sixth Formers at some School events, e.g. occasional dinners, but only under supervision and with a plated meal.

(e) Smoking
School policy is that young people must not smoke and, since smoking at parties encourages others to join in, we hope that parents will not allow smoking. If you do not wish guests to smoke, make this clear; on this point most teenagers are reasonable. If you do allow it, fear for your carpets!

Personal Safety
Pupils are given talks on personal safety in Years 7, 9 and 12 including, for instance, travelling to and from school.
The School raises pupils’ awareness of potential risks associated with the use of mobile phones, social networking sites, chat rooms and other activities through occasional assemblies and education programmes about online safety including Thinkuknow. More information can be found on the School’s website at www.sevenoaksschool.org (search for Safety on the internet).

**Personal Worries**
If pupils or parents have concerns the following people are available and willing to help:

- Tutors or BHM and Assistant BHM
- Divisional Heads
- House Matron
- The School Doctor and Nurses in the Health Centre (467707)
- Deputy Heads
- Any members of the academic staff the pupil trusts
- School Counsellor (email: caroline@windmilltherapycentre.co.uk or via the Health Centre on 01732 467707)
- Peer Mentors
- Prefects
- Childline (Freephone 0800 1111)
- Samaritans (Telephone 0845 7909090)
- Boarders and their parents may contact Ofsted Social Care Department, tel: 01634 817460, regarding any complaint concerning their welfare.

**Personal, Social and Health Education Programme**
The aim of PSHE is to prepare young people for adulthood, to foster a positive self-image and the knowledge, skills and values which will enable them to be informed, responsible and active members of the community, both now and in the future.

The School’s new PSHE Policy is now available on Firefly.

**Physical Restraint**
Use of force to control or restrain pupils at Sevenoaks School is very rarely necessary. However, staff may use reasonable force to prevent a pupil:

- injuring themselves or others.
- committing a serious breach of good order and school discipline, whether inside or outside the classroom.
- causing serious damage to property (even if their own).

Pupils, including prefects, do not have the right to use force to control or restrain other pupils. The School’s policy, based on DCSF Non-Statutory Guidance for Schools in England (November 2007) and DfE Non-Statutory Use of Reasonable Force (July 2011), is available on request from the Pastoral Deputy Head.
Pocket Money
We are often asked by parents what pocket money we recommend for boarders. It is an important question. Our guidelines are as follows:

- Under 15 - £30 per month
- 15 – 16 - £40 per month
- Over 16 - £60 per month

Parents will wish to review the amount with their children; boarders who seldom return home will obviously need more. Please do not provide excessive sums for this may lead to loss, theft, imprudent lending and borrowing, or an over-reliance on material goods.

Please supply sufficient money at the start of each term to provide for your child’s requirements. This should cover both pocket money and other needs, such as travel, clothing or minor items like toothpaste, soap, etc. These funds may be sent direct to an individual bank account. Lower School boarders may like to leave a sum of money with the BHM. We recommend that all Middle School and Sixth Form boarders should have personal accounts and administer their own financial affairs with guidance from their parents.

Private Fostering
Private fostering is used to describe the arrangement when a child under 16 (or under 18 if disabled) is cared for and lives with an adult who is not a relative for 28 days or more in any 12 month period. The Children Act 1989 defines a relative as a parent, step parent, grandparent, step grandparent, brother, sister, uncle or aunt, as long as the relationships are all confirmed by a marriage or civil partnership. A boarder who spends holidays with a professional Educational Guardian might fall into this category or, indeed, any pupil who regularly spends weekends with another family who are not related. There does not need to be any exchange of money in such an arrangement, and the arrangement could be either permanent or temporary.

The legislation in The Children Act 1989 and 2004 is very clear; parents and carers are legally required to notify Children’s Social Services about any such arrangement they make. This should be done at least six weeks in advance. Further information is available from:

- www.kent.gov.uk/SocialCare/children/fostering-private.htm
- Children’s Social Services, Lead officer for Private Fostering. 01622 694801
- The Pastoral Deputy Head.

Public Houses
Pupils are not allowed in public houses, wine bars or off licences while at school and under our supervision. If they are staying with their parents or Educational Guardian, then the decision rests with them.

Religion
Christmas and Remembrance Day services are held in St Nicholas’ Church.

Local churches:
- Anglican:
  - St Nicholas Church – opposite the School
  - Sunday Services:
    - 8.00 a.m. Holy Communion
    - 9.15 a.m. & 11.00 a.m. Morning Services
    - 6.30 p.m. Evening Service

Welcome Boarding 2014
- Roman Catholic: St Thomas of Canterbury, Granville Road, Sevenoaks
  
  **Sunday Services:**
  - 08.00 Mass (Latin)
  - 09.30 & 11.15 Mass
  - 18.00 Evening Mass

  Mass is also celebrated every Saturday at 18.00.

- Baptist: The Vine Baptist Church, Park Lane, Sevenoaks
  
  **Sunday Services:** 10.30 a.m. Morning Worship

- Evangelical: The Vine Evangelical Church, Hitchen Hatch Lane, Sevenoaks
  
  **Sunday Services:** 10.30 a.m. Morning Worship

- Methodist: The Drive Methodist Church, The Drive, Sevenoaks
  
  **Sunday Services:**
  - 10.30 a.m. Morning Worship
  - 6.30 p.m. Evening Worship

- Society of Friends (Quakers):
  
  The Meeting House, Hollybush Lane, Sevenoaks
  
  **Sunday Meeting:** 10.30 a.m. Meeting

For those who are of faiths other than Christianity there are links established with other places of worship:

- Our local Reform Synagogue is in Bromley: 0208 460 5460
- Our nearest Mosque is in London: 0207 724 3363
- Hindus are invited to join with the Krishna Movement at their temple in Soho: 0207 437 3662
- We have links with the local Buddhist community.

**Rewards and Sanctions**

The School encourages pupils to develop the capacity for self-discipline, to learn to act with consideration for others, and to discern what is acceptable behaviour in school and as a member of the wider community.

In the Lower and Middle School pupils may be awarded “Distinctions” for a piece of work that shows commendable endeavour as well as for a piece of work that is of a high academic standard. Following the award of the first three of these, a £5 W H Smith token is awarded to Years 7-11. Following the award of the next four the same reward is given; following the award of the next five the same reward is given; and so on.

In the Sixth Form if a pupil receives three "Distinctions" in one academic year, he or she will be commended by the Head in person. Following unsatisfactory academic progress, a pupil may be placed on Supervised Private Study by the appropriate Divisional Head.

Inevitably from time to time pupils break School Rules and we have detentions, which take place on Fridays after school and, for more serious offences, on Saturday evenings! We believe it to be very important that, on such occasions, pupils are honest, accept the consequences of their actions and then be allowed to move on. We really appreciate parents’ co-operation with any punishment given; it will not have been given lightly. If you do feel that the School has over-reacted please contact the relevant Tutor, Divisional Head or the Pastoral Deputy. For very serious offences pupils may be suspended or expelled; parents will be contacted.

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School Rules
The School Rules are on Firefly and the Parent Pages section of the school website. Changes to the School Rules can be made at any time and these changes will appear in italics.

School Social Events
If pupils are unwell and unable to come to school they must not attend School social events the same day.

Social Gatherings for Boarders
Informal social gatherings are held for boarders on a regular basis.

Alcohol is only available at break-up and Leavers’ suppers. Needless to say, attendance is entirely voluntary, as is consumption of alcohol, and, unless we hear to the contrary, it is assumed that parents have agreed to their child’s attending such functions.

Sunday Leave
Boarders may go home with the permission of their BHM on Saturday after completing their afternoon commitments (12.15 p.m. for those in Lambardes) or at any time on Sunday. They must always return by 9 p.m. on Sunday evening. Other leave may be stopped by the BHM if a pupil’s work or behaviour is unsatisfactory or if he or she breaks the rules governing home leave.

Uniform
To ensure that rules are applied equally to boarders and day pupils, the following rules apply: Boarders may not wear casual clothes on the School site before the end of the timetabled day; that is 4.10 p.m. Monday to Friday, 4 p.m. Saturday. They should not wear casual clothes in town before 4.10 p.m. on Monday, Wednesday and Friday; 3.30 p.m. on Tuesday, Thursday and Saturday (except when walking to out-of-school sports venues, when track suits may be worn).
SECTION 2: ACADEMIC MATTERS

The common goal of all teachers here is to communicate effectively and encourage pupils to develop a commitment to learning for its own sake. Preparation for university and beyond is also seen as important, and each pupil is taught to develop a self-motivated attitude to study. Academic departments review their courses regularly to ensure that learning is a stimulating and engaging experience.

The Curriculum

In the Lower School (Years 7 and 8) pupils study English, Mathematics, French, Latin, Geography, History and Systems of Belief, Biology, Chemistry, Physics, Drama, Technology, Art and Music, and enjoy lessons in PE and Swimming and Personal, Social and Health Education (PSHE). Students will also take one further language, chosen from German, Russian or Spanish, in Year 8.

It is the purpose of the Middle School Curriculum to ensure that all pupils have a suitably wide range of options to choose from. The principle of breadth (guaranteed by the compulsory core of subjects) is as important here as in the Upper School. Few pupils are able to map out their academic future with certainty, and an open mind towards the future should be maintained at this stage.

Year 9 pupils all follow courses in English, French, a second Modern Language (German, Russian or Spanish), Latin, Mathematics, History, Geography, Biology, Chemistry and Physics as well as Systems of Belief. A range of creative subjects is also studied, including Art, Drama and Music. All pupils follow courses in PSHE, Technology, PE and Swimming.

Most subjects operate with mixed ability sets, with some reference to gender balance. Mathematics and Modern Languages do choose to set, though the composition of sets is constantly monitored and regularly reviewed.

Year 10 and 11 pupils follow ten academic subjects: Mathematics, English Language, Biology, Chemistry and Physics, a Modern Foreign Language (French, German, Russian or Spanish and, optionally, Latin or Greek) and either History or Geography or Classical Civilisation. The School offers its own courses for Years 10 and 11 in English Literature, Art, Music, Drama, History of Art, Technology – Robotics and Technology – Visual Communications. In addition pupils follow a Middle School core, comprising a Critical Perspectives course in Year 10 and ‘10 Ideas that Changed the World’ in Year 11.

In the Sixth Form pupils follow the International Baccalaureate Diploma Programme, which consists of six subject groups. Pupils choose three subjects at Higher Level and three at Standard Level:

1. Language A – (English) Literature, including the study of selections from World Literature, or combined with Drama to form the ‘Literature and Performance’ course, the latter available at Standard Level only.

2. Language B – Modern or classical language.
3. Individuals and Societies – History, Geography, Economics, Philosophy, Psychology (Standard Level only), Classical Civilisation (Standard Level only).

4. Experimental Sciences – Biology, Chemistry, Physics, Design Technology, Sports Exercise and Health Science.

5. Mathematics – Mathematics Higher Level; Mathematics Standard Level, or Mathematical Studies at Standard Level.

6. Electives – Visual Arts, Music, Theatre Arts or a second subject from groups 2, 3 or 4.

In addition, all IB diploma students undertake an Extended Essay and follow a course in Theory of Knowledge (ToK). A programme of Creativity, Action and Service (CAS) must also be completed. Pupils enjoy a range of talks and interviews on university guidance; more detailed information is sent home prior to choices for Year 10 and the Sixth Form.

Books
Pupils obtain the vast majority of their books through loan arrangements with the academic departments. If a book is lost by the student, a replacement has to be ordered immediately and the cost is put on the school bill. Loaned books which are not returned, as required by the Head of Department, are chargeable at the full replacement cost. Books returned late will not be accepted back into stock, and credit will not be given.

Calculators
Every pupil needs a suitable calculator for Mathematics and there are specific (I)GCSE/IB requirements.

- From Year 7 up to and including Year 11, a standard scientific calculator - the Casio FX – 85 GT Plus is required. This costs about £10 and comes in pink, blue or black.
- The Ti-84 Plus calculator is compulsory for all IB Maths courses in the Sixth Form, and many pupils find it helpful to have this calculator in Years 10 and 11 as well. This costs approximately £90.

Both calculators are widely available, but can also be purchased through the school shop. Written parental consent is required if the purchase of the Ti-84 Plus is to be added to your school bill.

Exchanges and visits
Our programme of exchanges and visits is one of Sevenoaks’ great strengths and owes much to the staff who plan, organise and give up a great deal of time, during term and in the holidays, to accompany them. Our aim is to provide the broadest range of opportunities we can while being increasingly mindful of cost and sustainability, so trips are annually reviewed, considering educational benefit and value for money.

A list of trips planned for the next academic year is regularly updated on the Parent Pages of the website. All dates and costs are approximate and will be confirmed nearer the time.

Homework
Homework is an important part of the learning process for our pupils. It gives them time to reflect and develop good study habits, fosters independent learning, and helps them to consolidate what they learn in class.
We try to make homework interesting by setting creative as well as critical homework tasks, and by giving students choices in their homework assignments. At the same time, staff are asked not to set homework on occasion if it is not thought meaningful or appropriate to do so.

It is important that students use their homework time properly. This means spending enough time on it to submit well-presented and completed work. But it means, too, that students should not routinely spend more time on homework than is designated. If you find that your son or daughter spends too much or too little time on homework, please contact their Tutor in the first instance, who will then speak to the teacher(s) involved and determine the best course of action.

The timings of homework are currently:

- Year 7, 8, and 9 pupils are set three 30 minute homeworks (Monday to Friday), though in Year 9 some science homeworks will last 40 minutes.
- Year 10 and 11 pupils are set three 40 minute homeworks, though some science homeworks may be 50 minutes.
- Sixth Form pupils are advised to spend 4 hours per week for each subject at Higher Level, and 3 hours per week for each subject at Standard Level. This includes use of private study periods in the library.

All students are issued with school diaries, in which they should enter their homework tasks. Please feel free to monitor their use of these diaries, and ensure that they are used effectively. Tasks will, in the majority of cases, also be set electronically by teachers via Firefly. Also, please ensure that the space in which they work at home is sufficiently clear of clutter and generally quiet and free of distractions. Background music and social media are discouraged, particularly when completing work with strong verbal content such as language vocabulary, English or History essays.

Finally, where Internet research is required, teachers should give specific sites for reference, to help save students’ time. Please contact the Tutor if you feel that your son/daughter is spending too much time fruitlessly searching for things on the Internet which, as you know, is, in the hands of a teenager, just as good a tool for procrastination as it is for research.

**Learning Support**

In general, staff are very generous with time and regularly give extra help.

More formally, support is available for pupils with learning difficulties from the Learning Support department which helps pupils with study skills and organisation, as well as offering professional diagnosis of dyslexia, dyspraxia, and other learning difficulties.

- **One timetabled lesson per week** is delivered to each student who needs help, with reports written on progress.
- Pupils with specific learning difficulties may be allowed to use laptops in class and be granted extra time in exams.
- English as an Additional Language (EAL) is available for non-native speakers.
- Modern Language Assistants help with conversation classes.
• Setting in Maths, Science and Languages helps to support the less able as well as to accelerate
the learning of the more able.
• Departmental clinics exist to support pupils who might struggle in a subject.
• Revision sessions and seminars run by departments before public exams help to reinforce
learning.

In addition, help is available for students who experience problems with essay planning, hand-
writing, note-taking and general organisational study skills. Further information is available from
the Head of Learning Support.

Library
The School library is available for use by all pupils, and those new to the School will be given a
short induction course on its procedures. The library is used chiefly by Sixth Formers for private
study periods and may be used by all pupils before school, during lunchtime and until 8.30 p.m.
each weekday (4.30 p.m. on Fridays before weekend exeat), and 4 p.m. on Saturdays.

Plagiarism
The School expects candidates to show intellectual honesty in the completion and submission of
all work.

(a) What is plagiarism?
• taking someone else’s words, images or ideas from a published source (book or Internet)
  and trying to pass them off as your own.
• copying from someone else or allowing someone else to copy from you.

Plagiarism is a form of cheating, which is taken very seriously by the School and by
examination boards.

(b) How to avoid plagiarism
• If pupils want to use the same wording as a published source, they should simply place
  quotation marks around the passage and state where it came from; this is called
  referencing.
• Include a bibliography which lists details (author, title, date) of the publication(s) you have
  used in your research.
• Students should never copy from any student or lend work to another student so that it
  may be copied.

(c) Coursework
Coursework provides students with an opportunity for independent research into a topic.
This may involve doing research in textbooks and on the Internet. If students copy the words
or ideas of others and don’t show their sources, they will be committing plagiarism – and that
is against exam board regulations.

(d) Penalties
If work is submitted as coursework to an exam board, and it is discovered to have been
plagiarised, there will be very serious consequences:
• the work will be awarded zero.
• the student will be disqualified from that examination and may be disqualified or even debarred from other exams.

The School’s Appeals Policy on internal assessment is available on the website.

Pupils, especially those undertaking formal coursework, are given talks and guidance on how to avoid plagiarism, and are asked to sign codes of conduct with regard to intellectual honesty. Please help to reinforce this at home.

Reports, Grades and Parents’ Evenings
Parents are given formal feedback on their child’s academic progress. This is made up of a combination of full reports with grades, separate Grades and comments and a consultation evening for teachers and parents within a single year. Details of Parents’ Evening arrangements will be sent out nearer the time.

Teaching Staff
A list of teaching staff and their qualifications is maintained in the Admissions Supporting Information Booklet, which can be found on the website.
SECTION 3: THE CO-CURRICULUM

Co-curricular activities are central to the life of Sevenoaks School. We believe that they are important in developing life-long skills of teamwork, endeavour and self-discipline, as well as adding variety and fun to the week.

Clubs and Societies
A range of activities is run at lunch time and after school. Details are published in a guide given to all pupils in September. Some clubs and societies incur additional charges.

Games
Lower School pupils do Games on Wednesday and Friday afternoons, plus two lessons per fortnight of PE and one lesson per fortnight of swimming.

Year 9 have Games on Thursday and Saturday afternoons, plus two lessons per fortnight of PE and one lesson per fortnight of swimming.

Year 10 have Games on Monday and Saturday afternoons, plus two lessons per fortnight of PE.

Year 11 have Games on Tuesday and Saturday afternoons, plus two lessons per fortnight of PE.

The Sixth Form have Games on Tuesday and Saturday afternoons.

A Games kit list can be found with the uniform list.

All pupils are expected to be available to represent the School in team fixtures if selected. Team lists are posted at least 36 hours prior to a fixture on the Sports Hall notice boards and at Claridge House on reception. For away matches, departure and return times are posted with team sheets on the Sennocke Centre notice board and in the Bulletin. A list of venues for home fixtures and a map are posted on the board next to the entrance to the Sennocke Centre. Pupils are expected to stay to host visitors at match teas.

Pupils must not leave valuables unattended in the changing rooms and all valuable kit must be stored in lockers. All pupils have access to a locker.

PE contact numbers are: 01732 467751 Director of Sport
01732 467757 PE Office
01732 467750 Sennocke Centre reception
01732 457401 Solefields Pavilion
07768 842908 Head of Girls’ Games mobile
07768 804525 Head of Boys’ Games mobile

If pupils need to be excused from Games a letter from the Health Centre must be handed in at Registration. During PE lessons off-games pupils may be sent to the Library or given a task to do, as appropriate. During Games off-games pupils will be supervised in the Library until 3 p.m. on Saturdays, 4 p.m. on other days. They must sign in and out of the Library on these occasions.

Pupils are only allowed home in exceptional circumstances and such requests should be made in writing to the Pastoral Deputy Head. Requests for long-term exemption for medical reasons must

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be supported by a doctor’s certificate and sent to the relevant Tutor.

Sevenoaks School offers a wide range of sports at a representative level competing against other schools. Opportunities are available in athletics, badminton, basketball, cricket, cross country, football, hockey, netball, rounders, rugby, sailing, shooting, squash, swimming and tennis.

**Drama**

Opportunities to participate in co-curricular Drama can be found in the four major productions that the Sevenoaks School Theatre Company stages each year: the Lower School play (Years 7&8); the Middle School play (Years 9&10); the Senior play (Years 11-13); and the cross-school production. The latter takes the form of a biannual tour to schools in Germany or a major collaboration with the music department. Rehearsals take place in departmental priority times after school and lunchtimes. There are also some Sunday rehearsals.

SSTC performances and production levels are always of a high standard, and the broad range of work attracts popular audiences from the school community. Participation in theatre is as much about being an audience member and benefiting from the broad range of culture and entertainment on offer.

In addition to the SSTC’s main shows, there are also a number of smaller studio-based projects throughout the year, such as modern language plays, student-directed plays, boarders’ plays etc. Students can also undertake lessons in Trinity-Guildhall or LAMDA acting exams, which can be timetabled and booked just like music lessons. A member of the department also coordinates NYT auditions.

The SSTC’s guiding principles include cultivating a sense of an ensemble, developing artistic collaboration and for students to have significant creative input and ownership in their work. Great emphasis is placed therefore on the creative process, as well as the final performance. We seek to maximise opportunity to as many students as possible, as well as challenging those most gifted who are keen to be stretched. We often bring in outside professionals and practitioners to enrich the work and rehearsal process.

Last year a group of Upper Sixth students took their own production to the Edinburgh Festival, with only minimal advice and support from staff – a testament to the culture and initiative of SSTC members. There is another group keen to follow in their footsteps…

For those students interested in stage management, technical theatre and design, there are plenty of opportunities to get involved and undertake responsibility with each main production. There is also a Stage Crew VSU, Costume and Props VSU, and a Technicians’ club. We are looking at introducing a writers’ group and expanding our Theatre in Education VSU programme after its successful first year. We also hope to employ a Designer in Residence next year to work with students interested in stage design.

**Music** (Department telephone and fax 01732 467706)

Individual tuition is currently available in all standard orchestral instruments as well as in piano, organ, harp, recorder, saxophone, guitar (classical and electric/bass), percussion and voice. In 2013-14, there will be a charge of £621 for 27 x 30 minute lessons. Some instruments can be hired (£49 per term 2013-14).
We are keen to encourage pupils to start to play an instrument if they have not had the opportunity before. We have set up a scheme which will pay the first term’s fees for a certain number of pupils on specific instruments. This is a fantastic opportunity to receive expert one-to-one tuition and learn a new skill. The scheme also covers instrument hire but not music or consumables, i.e. reeds. These lessons might be individual, in pairs or small groups (subject to availability and at the discretion of the Director of Music). At the end of the ‘free term’ pupils will have the option of continuing the lessons, charged at the normal rates. The criteria for these free lessons this coming year are as follows:

(i) Available only to pupils beginning an instrument which is new to them in Years 7 and 9.

(ii) Instruments on offer are: French Horn; Trumpet; Trombone; Euphonium; Tuba; Oboe; Bassoon; Double Bass; Organ; Harp.

Further details are available from the Music Department. A departmental handbook will be sent to anyone who registers for lessons, including information about the cancellation procedure.

Parents’ and Staff Choir
The Music department runs a Parents’ and Staff Choir which meets on selected Tuesday evenings throughout the year; details can be found in the Calendar. The choir rehearses exciting large-scale choral works for performance with orchestra at prominent events in the school year. There are no formal auditions, and the current members enjoy a lively social aspect to their meetings as well as enjoying their music-making.

If you require any other information concerning music lessons or the Parents’ Choir please contact:

  Director of Music: Mr Christopher Dyer – email: chd@sevenoaksschool.org
  Secretary: Mrs Vicki Wood – email: vlw@sevenoaksschool.org

Thursday afternoons
On Thursday afternoons Year 10 and above choose from Combined Cadet Force, Voluntary Service Unit or Sailing. More details are provided in the Michaelmas Term of Year 9.
SECTION 4: ADMINISTRATION

**Bulletin**
This is available on Firefly and gives notices to pupils. It is viewed daily in Tutor time. All pupils are expected to read it but Tutors will highlight key points, especially for younger pupils. A shortened version of the next day’s Daily Bulletin is posted on the Parent Pages at around 5 p.m. (1 p.m. on Saturday). This includes end-time for after school activities and opening times for the PA Clothing Shop.

**Calendar**
The Calendar contains details of parents’ meetings, School events, matches, etc., many of which will be of interest to you. Parents are encouraged to attend School events including matches and performances. Dates of future terms and holidays are also listed. A summary of key evening dates can be found on the Parent Pages of the School website.

**Communications to Parents**
We are now using the email communications system iSAMS to send information faster and more efficiently. It will also be invaluable in the event of urgent announcements which may also be sent as text messages (e.g. in the event of school closure due to bad weather). Whilst not completely replacing letter mail (you will continue to receive some publications by post), we see this as a crucial method of speeding up and improving the way you receive information from us, as well as contributing to the School’s Energy Conservation Policy.

Parents of pupils joining the School who supply an email address and/or mobile phone number will automatically be registered by the School for iSAMS. In case of difficulty registering or receiving mail, please contact the Main Office for assistance.

**Data Protection Policy**
The School has a formal Data Protection Policy which is consistent with the Data Protection Act 1998. The policy is available to parents on request from the Pastoral Deputy Head.

**Fees and Accounts**
The school termly fees and extras are payable by direct debit, either:
(a) on the opening day of term, or
(b) the annual fees by 10 equal monthly instalments commencing 1 August, and the extras on the opening day of term.

Parents who wish to consider entering into a lump sum Fees in Advance Scheme for a minimum of two years’ fees in advance should contact the Finance Bursar.

Failure to settle the fees by the opening day of term or in accordance with the prescribed methods will result in a late payment surcharge at a rate determined from time to time by the Governors. Fees or accounts which remain unpaid beyond a time permitted by the Governors may result in a pupil’s suspension or expulsion from the School.

No refunds are made for pupils who miss periods of schooling or meals for whatever reason; in particular there is no refund for pupils who leave the School part way through the term after IB or GCSE exams or during authorised periods of private study at home prior to exams. This also applies to music lessons and private language lessons.
Pupils may charge individual items up to £10 in value to their school account without parental authorisation, e.g. tickets for plays.

A full term’s notice in writing to the Head is required before the removal of a pupil from the School. Failing such notice, a full term’s fees are payable. This regulation also applies to music lessons (except for the first term) and to private language lessons where a term’s notice in writing should be given to the Director of Music/Head of Modern Languages.

The Governors fixed the fees for the academic year 2014-2015 as follows:

**Boarding Pupils**
Years 7 to 13 - £10,626 per term (£31,878 per annum.). Sixth Form (direct entry) - £11,526 per term (£34,578 per annum).

Parents will be written to separately.

**Insurance**
The School provides insurance for your child in a Personal Accident Insurance Scheme, the charge for which is incorporated in the fees. This is a tariff based scheme that provides benefits in the event of an accident resulting in death or permanent disability; it is not a healthcare scheme.

For boarding pupils only, the School provides dental cover (dental injury and emergency cover) through Denplan. The cost is added to boarders’ bills, unless parents decide to “opt out”.

Whilst your child is at school, the following additional insurances are all available on an “opt in” basis:

- **Private healthcare** (currently through BUPA)
  Designed to cover treatment for acute illness or injury and giving prompt access to private medical treatment.

- **School fees refund scheme** (currently through Chubb)
  If your child is unable to attend school due to sickness, accident or quarantine for 4 days or more.

- **Personal possessions**
  Sometimes personal possessions insurance is available through, or as an extension to, a household insurance policy. If your child does not have such cover for personal items such as laptop, mobile phone, iPad, musical instrument etc., then the School can arrange such cover through Chubb.

Further details of all insurance schemes can be found on the Parent Pages of the School website or through the Fees Secretary.

**Lost Property**
Lost Property is open on Tuesdays, Thursdays and Saturdays (8.20 – 8.50 a.m.) and at other times as advertised in the Bulletin. Lost Property can be found in the Marley Sports Hall.

All unmarked items of school clothing will go to the PA shop after one week; other unnamed
items are disposed of after one week. Unmarked valuables will be held by the Pastoral Deputy Head and disposed of after one month.

Lost Property is run by volunteers; anyone wishing to help should please contact the Pastoral Deputy Head.

Parents’ Association
All parents are members of the Parents’ Association. The School has a very active Parents’ Association; for further details please see the Parents’ Association Handbook.

Parents’ Association Clothing Shop
The shop is run by a small group of volunteers and is open regularly throughout the year to sell second-hand uniform on behalf of parents and to raise funds for the PA. It is located currently underneath the Marley Sports Hall next to the Flat. Opening times are published in the School Calendar.

During the summer holidays it is anticipated that the shop will be open occasionally. Please telephone the School Office (reception) to confirm that the shop will be open if you wish to avoid a wasted journey.

Parent Pages
The School website’s Parent Pages (www.sevenoaksschool.org/parents) offer privileged access to a wide range of School information including sport fixtures and results, life in each Boarding House, copies of the Daily Bulletin, downloadable mailings and links to a range of useful information.

Access is for parents and Educational Guardians only; usernames and passwords will be sent to parents in the term before their child joins the School.

Personal Possessions
Ideally valuable equipment should not be brought to school, nor should large sums of money.

We have several rules regarding the safeguarding of property, and parents can best help by:

(a) making sure that all personal property is clearly and indelibly marked. In particular, we would stress the need to see that all clothing is marked; watches, calculators, mobile phones, laptop computers etc. should be engraved with either the pupil’s name or pupil code.

(b) keeping an eye open for any ‘borrowing’ of other pupils’ property, including games kit, and any extravagant buying, selling or swapping.

(c) doing their best to see that children do not bring large sums of money to school, and that valuables are deposited with the PE staff during games. Any loss must be reported immediately to the School Office, Tutor or the Pastoral Deputy Head.

(d) encouraging your children to use a locker.

(e) ensuring that property is not left outside overnight. Periodically the campus is cleared of all bags left outside.

Printing
The School is committed to reducing its CO₂ emissions and energy consumption as well as reducing waste. All pupils are allocated a printing quota that is monitored across the campus.

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Legitimate requests for an increase in the quota should be addressed to the Computing Department.

**Pattern of the day**

7:00 a.m. – 7:30 a.m. Wake Up Call
7:30 a.m. – 8:20 a.m. Breakfast
8:30 a.m. – 9:00 a.m. Registration / Assembly
9:00 a.m. – 4:10 p.m. Lessons
10:50 a.m. – 11:15 a.m. Morning Break
1:05 p.m. – 2:20 p.m. Lunch – Sixth Formers may eat early, if they are free before the lunch break.
5:45 p.m. – 6:30 p.m. Supper
6:45 p.m. – 9:00 p.m. Homework - Lambardes does not have this time allocation. Most houses have a homework break.
9:00 p.m. – 11:00 p.m. Free Time for Sixth Form; younger pupils go to bed earlier.

**School List**

At the beginning of the academic year we produce the School List or ‘Blue Book’ which contains names of the staff and the names and details of all our pupils. You will receive a copy in the early part of your child’s first term, and annually thereafter.

**School Photographs**

Photographs of Tutor groups and of the whole School are taken annually and biennially respectively. Individual photographs of pupils are taken in Year 7, Year 9 and Lower Sixth. These are available to purchase.

**Stationery Shop**

There is a School Stationery Shop at which pupils may purchase stationery items at lower prices than in the high street shops. Photocopying, which is chargeable, is also available. Smart cards are used to charge costs to the pupil’s termly bill.

There is a maximum limit on how much a pupil may charge each term without prior permission from parents, as follows:

- Years 7 and 8 = £15
- Years 9, 10 and 11 = £25
- Sixth Form = £90

The shop is based in the Reprographic Department in Claridge House and, during term time, is open from 8 a.m. to 5 p.m. It will also be open during the two days before term commences between 10 a.m. and 4 p.m.