



Claremont

SENIOR SCHOOL

Parent Handbook

2011 / 12

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1. Introduction

The purpose of this handbook is to provide you with an overview of the daily life, procedures and rules at Claremont Senior School. Some of the School's Policies are available on the website and others are available on request.

Please note that this handbook is intended as a guide for parents. It does not form a part of the school's contract with parents.

We welcome any suggestions or comments on this handbook and you will be notified of any changes. This handbook will be formally reviewed in April 2012.

1.1 School Ethos

Claremont Senior School builds upon the success, popularity and ethos of Claremont Preparatory School, placing the individual and their families first. We provide high quality education in a 'day school' environment. Students are expected to play an active role in every aspect of school life and will be given the unique opportunity to be involved in the ongoing development of a new school.

1.2 School Aims

Our aim is to put in place the learning environment, expertise, guidance and opportunities that allow every individual to flourish and discover where their skills and interests lie. We are not driven solely by results in the conventional sense, but by instilling the attitude that leads to outstanding achievement in every area of a student's school experience.

Claremont Senior School seeks to nurture or provide:

- socially responsible individuals who are able to respect themselves, each other and their environment, and make positive contributions to their school and the wider community
- a safe, creative and stimulating learning climate
- a lifelong love of learning for its own sake
- appropriate knowledge and a wide range of skills which will enable students to leave confident, with high self-esteem, enabling them to compete and flourish in a rapidly changing world and the world of work
- an awareness and appreciation of the spiritual, moral and cultural dimensions of life
- an enthusiasm for the world beyond the classroom - in particular, sport, music and the performing arts
- a respect for difference in others and a recognition that the efforts and achievements of every individual in our community are valued equally

1.3 Equal Opportunities

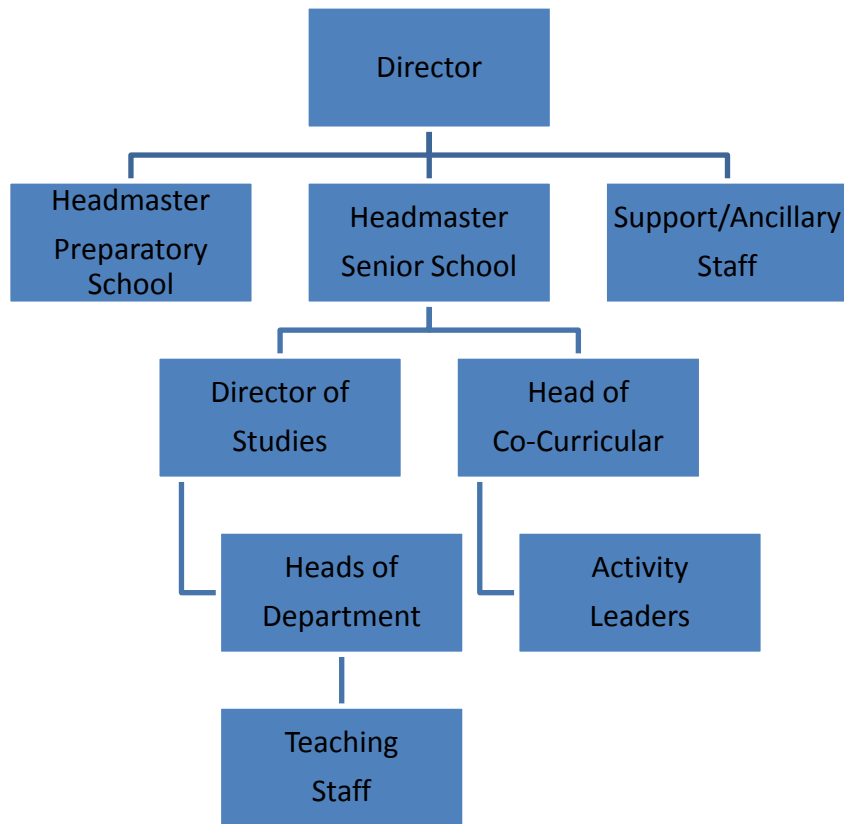
We believe that every person has the same rights and is entitled to the same opportunities, regardless of race, religion, ethnic origin, gender, sexual orientation, social background, or disability. Claremont Senior School does not discriminate on the grounds of gender, disability, age, sexual orientation, marital status or racial, ethnic or national origin. We expect everyone involved throughout Claremont Senior School to:

- respect and promote equal opportunities for all people
- encourage harmony and understanding in society
- recognise and oppose all forms of prejudice and discrimination
- remove both outward and hidden discrimination
- enable differences to become positive and enriching attributes
- develop each person's skills to the highest possible level
- promote an environment where all can share equally in the opportunities offered
- help students to learn acceptance and tolerance
- enable students to communicate confidently without fear or prejudice

Any member of the school (staff or student) who is found to discriminate or favour any other based on any group that they may be perceived to belong to may be disciplined for their actions.

2. Staff

2.1 Staff Structure



2.2 Senior Leadership Team

Mr Mark Beaumont - Director

Responsible for the management of Claremont Preparatory School since 1992, and has been instrumental in its growth and development. Has been the vision behind the development of Claremont Senior School.

Mr Giles Perrin - Headmaster

Responsible to the Director for the students, staff and all aspects of the school as a whole. Also has overall responsibility for pastoral care.

Miss Rosie Flint - Director of Studies

Responsible to the Headmaster for all aspects of the academic life at the school. Managing all aspects of the curriculum, timetabling, subject choices and organising public and internal examinations.

Mr Charles Woodwright - Head of Co-Curricular Programme

Responsible to the Headmaster for all aspects of the co-curricular life at the school. Working to develop a full and balanced programme involving a wide range of Creative, Active and Service related activities.

Mrs Diane Durrant - Deputy Head of Preparatory School

Responsible for liaison with Claremont Preparatory School, overseeing transition, school policy and the development of pastoral care at the Senior School.

2.3 Teaching Staff

All teaching staff can be contacted via email. All staff have an email address which has the format: firstname.surname@claremontschool.co.uk. For example, to email Mr Giles Perrin type: giles.perrin@claremontschool.co.uk.

Mrs Arabella Ansar-Carver	Head of Drama
Mr Neil Burrows	Head of Science
Mr Liam Cobley	P.E. & Boys' Games
Mrs Monica Esslin-Peard	Head of Music
Miss Rosie Flint	Head of English
Mr Jeremy Hudson	Head of Mathematics
Mrs Karen Hudson	French
Mr Clive Illman	Spanish
Mr Paul Knight	Design Technology
Mr Giles Perrin	Religion and Philosophy, History & PSHE
Miss Kitty Scammell	Geography & Girls' Games
Mr Charles Woodwright	I.T. & Mathematics
Mrs Julia Woodwright	Head of Art

2.4 Support Staff

Mrs Diane Durrant	Pastoral Support
Mrs Leslie Eldridge	Laboratory Technician
Mrs Andrea Featherstone	Special Educational Needs Co-ordinator (SENCO)

2.5 Ancillary Staff

Mr Larry Burchell	Caretaker
Mr Andy Clifton	I.T. Manager
Mrs Kirran Klein	Administrative Support
Mrs Muna Steed	Catering Manager
Miss Fiona Taylor	Headmaster's P.A.
Mr Simon Tyas	I.T. Technician

2.6 The Pastoral System

The school's pastoral system centres on the role of the Personal Tutor. However, the school day is structured to allow every teacher time to build effective working relationships with their students. Included in the daily programme are opportunities to meet any teacher for support and advice outside of normal class hours.

Personal Tutor

Every student is assigned a Personal Tutor with whom they meet every morning. The Personal Tutor supports students with all areas of their school programme. The

relationship between a student and their Personal Tutor is of great importance to their on-going progress at the school.

Your child's Personal Tutor should be your initial contact for enquiries relating to their academic and co-curricular programmes and/or any other issues relating to their school life.

2.7 The House System

A competition established the names and logos of the four houses, which form the basis of the House System. Every student is placed into one of the houses upon arrival at the school and will remain in that house for the duration of their time at the school. The Head of the Co-Curricular Programme places students into each house taking into consideration the need for equal gender, aptitude and age distribution, across all houses. Siblings will be placed into the same house.

The four houses are:

- Bodiam (blue)
- Camber (amber)
- Pevensey (red)
- Scotney (purple)

Throughout the year, a range of house competitions and activities are organised. These activities help to promote school spirit and give a sense of belonging to all staff and students. The House System is an inclusive but competitive programme that requires a cohesive and team-orientated approach from all students. It provides opportunities for leadership, teamwork, individual talent, creative development as well as physical skill and intellect.

Teamwork and inclusion are central to the organisation of the House System. All competitions reflect this ethos and students are required to work alongside other students from all age groups at the school.

3. School Organisation and Routines

3.1 Car Parking

Parents are asked to use the designated 'Drop Off' area when dropping off their children in the morning. There is additional parking to the left of the exit gate. Parents are requested not to park in the octagon area.

3.2 Daily Routine

Shape of the Day

08.30	Morning Registration followed by Assembly or Tutor Time
09.00	Period 1
09.40	Period 2
10.20	Period 3
11.00	Break
11.30	Period 4
12.10	Period 5
12.50	Lunch
13.40	Period 6 (following Afternoon Registration)
14.20	Period 7
15.00	Academic Access (Monday and Wednesday only) or Co-Curricular Programme
15.45	Break (Monday and Wednesday only). Times vary on other days
16.00	Co-Curricular Programme
17.30	End of school day

Arrival, Registration and Lateness

All students should arrive at the school by 8.30am and report to their Personal Tutor for Registration. Personal Tutors will be in their rooms from 8.15am. Students arriving prior to 8.15am must sign in at the School Office and go to the Student Common Room. Students who miss morning registration should report to the School Office and sign in before going straight to class. The School will not be responsible for, and cannot admit, students dropped off prior to 8.00am.

Assembly and Tutor Time

There will be a whole school assembly on Monday and Friday at 8.30am. On Tuesday, Wednesday and Thursday from 8.30am to 9.00am is Tutor Time. This provides an opportunity to discuss progress, set targets and reflect on a wide range of issues including academic, co-curricular and personal issues, as the need arises.

Catering

Food will be provided to all students at the following times, in the School Dining Room:

- Morning Break
- Lunch
- Afternoon Break

All students are expected to attend Lunch. Eating at Morning and Afternoon Break is optional. A weekly menu will be published on the noticeboard outside the School Dining Room.

Students are encouraged to keep well hydrated. Bottled water is permitted in class and there are water fountains positioned around the school.

Academic Access

Academic Access sessions take place twice a week on Monday and Wednesday from 3.00pm to 3.45pm. These sessions provide students with an opportunity to either:

- Undertake private study and homework in the Library or a supervised classroom
- Arrange a meeting with a subject teacher to discuss issues relating to a particular subject
- Attend a club or group activity scheduled for this time

The Co-Curricular Programme

The Co-Curricular Programme will run every afternoon until the end of the school day. It starts at 4.00pm on Monday, Wednesday and Friday and at 3.00pm on Tuesday and Thursday. Claremont Senior School is committed to the holistic development of every student. To support this ethos, the school offers a unique Co-Curricular Programme which forms an important part of every student's daily timetable and is a key component of their learning experience.

Every member of staff plays a full part in the Co-Curricular Programme, setting up and managing activities which reflect their passions, interests and skills. In addition, the programme is enhanced by employing experts to run specific activities and also through the development of links with local organisations, clubs and societies.

Consequently, an extensive range of activities are on offer every afternoon of the week. These activities target the development of skills in three key areas: Creative, Action and Service. With the help of their Personal Tutor at the beginning of each term, every student chooses five activities which address these three key areas. During each week students are involved in at least:

- Two Action activities (individual/team sports; fitness and physical related activities)
- One Creative activity (art, craft and design; performing and creative arts)
- One Service activity (team orientated projects within the local and wider communities)
- One activity of their choice

Students will work closely with Activity Coordinators, setting targets and objectives for their given activity and reflecting on their progress at key points in the term. Activities provide excellent opportunities for students to develop skills in leadership, teamwork, management, communication, planning and organisation. The programme is designed to ensure students develop a broad range of skills during their time at the school.

Every attempt will be made to ensure that each student is able to participate in the activities of their choice. However, this will not always be possible. In particular, if

demand is not sufficient to make a particular activity viable. In such cases the individual/s concerned will be contacted and asked to choose an alternative activity.

Some of the activities on offer will incur additional charges. This will, however, be clearly shown on the Activity Form that all students will take home with them. All Activity Forms will need to be completed, signed and returned to the School Office, together with payment in full, if applicable. Without this form and the relevant payment (if applicable), students may not be permitted to participate in the activities of their choice.

End of the School Day

The School day ends at 5.30pm. Students waiting to be collected should do so in the designated 'Drop Off' area. In wet weather, students should assemble in M1 to await their parents arrival. Buses will leave each day at 5.45pm. The School will not be responsible for students remaining on site after 5.45pm without prior arrangement.

Buses

A mini-bus service is available to and from the school in the morning and evenings. This is a chargeable service and parents are required to book their child onto the service prior to the start of each term. Details of routes and charges can be obtained from the School Office. There is also a free shuttle bus service between the Preparatory and Senior School at the start and end of each day. You will be contacted by the school prior to the start of term with information about exact pick-up and drop-off points and the relevant times.

If a student misses their bus at the end of the day they should inform the School Office as soon as possible and parents will be contacted.

Full school uniform should be worn on the bus and poor behaviour will be reported by the driver and dealt with appropriately. Each driver is equipped with a mobile phone or radio and will contact the School Office if the bus is significantly delayed or if there has been any unruly behaviour. Poor behaviour on a school bus may result in a student being withdrawn from the service.

3.3 Emergency

Fire Alarm and Evacuation

If the Fire Alarm sounds then please evacuate the building and assemble on the far side of the School Field opposite the Octagon, until the all clear is given.

Should you discover a fire:

- Shout "fire" and activate the nearest fire alarm
- Evacuate to the designated area. Do not attempt to fight the fire.

Serious Incidents

If parents become aware of a serious incident on-site they must report it straight to the School Office. Information regarding off-site incidents should be telephoned through to

the School Office. Every day during the school holidays there is a member of the Senior Leadership Team who will be on duty.

3.4 Parents

Contacting the School

The School Office is open from 8.00am to 6.00pm each weekday during term time (9.00am to 5.00pm in the school holidays). Outside office hours messages can be left on the answer machine. Email is often the easiest way to contact the school.

For general enquiries please contact the School Office:

Address: Claremont Senior School
Bodiam
Nr Robertsbridge
East Sussex
TN32 5UJ

Telephone: 01580 830396
Fax: 01580 830726
Email: fiona.taylor@claremontschool.co.uk
Website: <http://www.claremontschool.co.uk>

For enquiries relating to your child's academic and co-curricular programmes and/or any other issues relating to their school life, you should contact their Personal Tutor in the first instance. The Personal Tutor will pass on any concerns to a member of the Senior Leadership Team, if appropriate. You may contact the Personal Tutor either by telephoning the School Office, by email or through a note in the Student Planner.

Parents can expect an initial response from the school, to any enquiry, within one working day.

Student Planner

Every student is issued with a Student Planner at the start of the academic year. This is an important means of communication between school and home which supports students' organisation and, by extension, their learning and progress. They should use their Student Planner to record their homework, academic targets, merits and distinctions, and any important notices. The Student Planner is the school passport and should be carried by all students at all times. It is important that parents check the Student Planner frequently. The Personal Tutor will also check and sign the Student Planner.

Change of Details

Please inform the School Office immediately, in writing, of any change of address, telephone number or email so that our records can be constantly kept up to date. It is of utmost importance that we have both daytime and evening contact numbers and email details in case of emergency.

Student Health Form

The Student Health Form is a means by which you provide us with important health, medical and dietary information about your child. This form is sent out during the Summer Holiday. It is vitally important that you complete and return it to the School Office prior to the start of the school year.

Newsletters

Newsletters and other information from the School are usually sent by email. Please ensure the School Office has your current email address.

Parents' Meetings and Information Evenings

There will be various opportunities throughout the school year for parents to meet teachers both formally and informally. Please check the School Calendar and Fixtures planner for dates.

There will be two formal parents' evenings during the school year. The first towards the end of the Michaelmas Term and the second in the Summer Term prior to the internal examinations. At other times parents are welcome to contact staff via email to discuss any issues or concerns. Numerous informal events are also arranged throughout the school year.

Information evenings and literature will be provided at relevant points during the school year. There will be several opportunities to meet with subject teachers to discuss GCSE options.

Friends of Claremont School (FOCS)

Friends of Claremont School is a registered charity, run by a committee of Claremont Preparatory School parents. The committee meets once a month during term time only and they organise several events throughout the school year, raising money for projects which directly benefit the children of the Preparatory School. We would very much like to create a Claremont Senior School FOCS and warmly encourage any parents interested in getting involved to make themselves known to Mr Perrin.

Complaints

Those wishing to make a complaint are directed to the Complaints Policy, which can be obtained on request.

3.5 Planning Ahead

Term Dates

Michaelmas Term 2011

Term starts	Thursday 8th September 2011
Half Term	Monday 24th to Friday 28th October 2011
Term ends	Wednesday 14th December 2011

Lent Term 2012

Term starts	Monday 9th January 2012
Half Term	Monday 20th to Friday 24th February 2012
Term ends	Friday 30th March 2012

Summer Term 2012

Term starts	Monday 23rd April 2012
Bank Holiday	Monday 7 th May 2012
Half Term	Monday 4th June to Friday 8th June 2012
Term ends	Friday 13th July 2012

Michaelmas Term 2012

Term starts	Thursday 6th September 2012
Half Term	Monday 22nd to Friday 26th October 2012
Term ends	Wednesday 12th December 2012

Calendar and Fixtures

Before the start of each term you will receive a copy of the school Calendar and Fixtures planner, which outlines all key dates for that term. It also includes term dates for the next calendar year and contact information for the school.

Open Mornings

These termly events are exceptionally important days for the whole school community. Your child should expect to be available to attend and assist at such events as required. Please also encourage friends and family who have children and are interested in the school to come along and see what the school is up to. Dates for all Open Mornings appear in the School Calendar.

Speech Day

This event is held at the end of the school year. **All** students are expected to attend this very inclusive prize giving and celebration of the academic year. Parents and extended family are very warmly invited to attend and to stay for drinks and refreshments afterwards.

4. Student Matters

4.1 Student Welfare

Child Protection

All teaching and support staff are trained regularly, as directed by the government, in child protection (safe guarding) procedures. They are also familiar with the procedures to be followed in the event of an actual or alleged case of child abuse. A school Child Protection Policy is available. The Senior School Child Protection Officer is Mrs Diane Durrant and in her absence, Mr Giles Perrin. Both have been trained in procedures for designated Child Protection Officers.

Criminal Records Bureau (CRB) Checks

All members of staff, including parental volunteers, who have access to children and young people are required by law to have an enhanced CRB disclosure check. This system is overseen by the Headmaster. Any parent wishing to engage in voluntary or paid help on any activity MUST discuss the need for a CRB check with Mrs Diane Durrant or Mr Giles Perrin.

Bullying

Claremont Senior School has in place a strict anti-bullying code based on mutual respect and which underscores the unacceptability of any form of bullying. Claremont Senior School does not tolerate bullying and any students who are found to be bullying may be expelled.

If your son or daughter is experiencing any form of bullying, or is concerned about a friend or peer who is experiencing bullying, then please encourage them to talk to an adult as soon as possible. That person may be their Personal Tutor, a member of the Senior Leadership Team, the Child Protection Officers, or any member of staff that they feel comfortable talking to. Alternatively, we have set up an email address through which students can express their concerns at anytime. This email address is: talk2us@claremontschool.co.uk. The important thing is to communicate.

The school's Anti-bullying Policy and information about 'what you do if you are bullied' is made clear to students on the first day of term and routinely throughout the year.

Health and First Aid

The designated First Aid leader at Claremont Senior School is Miss Fiona Taylor. All members of the Claremont Senior School staff have undergone First Aid training. A school First Aid Policy is available.

Those with asthma inhalers should keep them with them at all times, including during P.E. Any other medicines should be stored in the School Office and administered with Miss Fiona Taylor's supervision.

Safety Rules and Student Personal Safety

Any activity which may endanger any member of the School or School property and any members of the general public or their property is forbidden. Entering or using laboratories and workshops without the presence of a member of staff is not permitted. Students must not interfere with School property and any accidental damage must be notified to the school as soon as possible.

Personal, Social and Health Education (PSHE)

A curriculum of PSHE is devised by Mr Giles Perrin and implemented through the Religion & Philosophy lesson and Tutor Time. These are delivered by specialists, with Personal tutors also present. A PSHE policy is available.

Careers

General careers information is held in the Library. A number of lunchtime careers talks will be held during the course of Year 9.

Student Forum

The purpose of the Student Forum is to provide a platform for students at Claremont Senior School to air issues of general concern and make proposals for changes or innovations. All students have the opportunity to contribute to this body. It is overseen by the Headmaster.

4.2 Attendance and Student Absence

Reporting Absence from School

- Parents should contact the School Office on the morning of the first day of absence and keep in regular contact thereafter.
- A written note, telephone message or email should be given/sent to the School Office or Personal Tutor if part of the school day is to be missed due to an appointment.
- Students who know in advance that they will need to miss a lesson or other school commitment, should see the member of staff involved to explain the circumstances, as far in advance as possible. They must also inform the School Office or Personal Tutor as above.
- Students leaving school in an emergency during the school day should notify their Personal Tutor and/or the School Office.
- Any student leaving during the school day **MUST** sign out at the School Office.

Parents wishing to take their children on holiday during term time, depart early for holidays or return to school late afterwards, should write to the Headmaster requesting permission to do so. **It is not normal to sanction absence for holidays in term time.** If parents remove their child without the permission of the school the absence is unauthorised and the student's place in the school may not be secure.

Off-Games Procedure

If for any reason a student is unable to participate in a physical activity due to sickness, injury or ill health, they are required to have a letter signed by either a parent or a doctor.

4.3 Student Conduct and Appearance

Parents and students are expected to support the aims, ethos, policies and rules of the school and to uphold its good name and reputation. Expectations of student conduct and appearance are both simple and high.

Student Codes of Conduct

- Show respect for yourself and for the school community
- Be courteous and polite to everyone, kind and helpful to one another
- Respect one another's property, the school buildings and furniture
- Arrive at school on time and fully prepared
- Do your best in class and complete homework as well as possible and on time
- Take pride in your uniform and dress correctly
- Walk sensibly, safely and quietly around the school
- Behave safely at all times, observing safety rules (e.g. fire procedures)
- Do not put others' safety at risk
- Look after your own possessions and leave valuables at home
- Do not indulge in public displays of affection (sexual relationships), act modestly in public
- Be healthy – do not take or have in your possession tobacco, alcohol, or non prescribed drugs in any form, at any time or in any place
- Drink plenty of water
- Stay within the published bounds of the school
- Look after the environment; do not drop litter and conserve electricity and materials
- Play ball games only in designated areas at approved times
- Do not eat in public places and do not chew gum

The **Classroom Code of Conduct** will be developed in collaboration with the students during the first week of term.

Sports Fixtures and Games

An atmosphere of good sportsmanship must prevail at all times, both on and off the field of play. Students are to be aware that when playing for a school team, they are representing Claremont Senior School and should give their full commitment, remembering that their behaviour will reflect upon themselves and their school.

Games Sessions

Correct Claremont Senior School kit must be worn. Start times for practices are published on the Sports noticeboard.

Dress Code and Uniform Lists

Students are expected to travel to and from school each day in full school uniform.

Boys' Uniform

Navy blazer with school crest on pocket
Mid Grey trousers
Plain white long sleeve shirt
Plain white short sleeve shirt (Summer)
Navy V-neck jumper with silver trim
Striped tie (colour depending on House)
Grey socks
Black polishable shoes
White lab coat

Boys' Games Kit

Navy and amber Rugby shirt
Navy and amber Polo shirt
White Polo shirt
Navy Shorts
Navy Tracksuit bottoms with school crest
Navy Hoodie with school crest
Navy waterproof with school crest
Navy and amber games socks
White games socks
Blue Boy leg Speedos
Towel
Navy and amber Swimming hat
Football, Rugby and Hockey boots
Trainers
Navy Games bag with school crest
Shin pads
Gum shields

Girls' Uniform

Navy Blazer with school crest on pocket
School Tartan skirt
White short sleeve blouse with school crest
Navy V-neck jumper with silver trim
Lapel pin (colour depending on House)
Navy tights
White short socks (optional)
Black, low heel polishable shoes
White lab coat

Girls' Games Kit

Navy and amber Rugby shirt
Navy and amber Polo shirt
White Polo shirt
Navy Skort
Navy Tracksuit bottoms with school crest
Navy Hoodie with school crest
Navy waterproof with school crest
Navy and amber games socks
White games socks
Blue Speedo swimming costume
Towel
Navy and amber Swimming hat
Hockey boots
Trainers
Navy Games bag with school crest
Shin pads
Gum shields

Boys' Appearance

- Tie smart, top button done up, shirt tucked in and blazer worn
- No piercings
- Hair should be of a natural colour and should not be ostentatious in style
- Tattoos are not permitted

Girls' Appearance

- Skirt should be knee length and blazer worn
- A pair of simple ear studs is permissible, but no other earrings or facial piercings are permitted. (Studs should be covered during games and PE sessions)
- Other jewellery is discouraged, but if worn it should be simple, understated (one small necklace, one small bracelet) and not visible, i.e. worn underneath school uniform
- Hair should be pinned or neatly tied back off the face
- Hair should be of a natural colour and should not be ostentatious in style
- Tattoos are not permitted
- Make-up is discouraged, but if worn it should be discreet and natural. Students with heavy make-up will be required to remove it.
- Nail varnish is not permitted.

School Uniform Supplier

Simmonds of Tunbridge Wells are the providers of the school uniform. Please note that swimming hats and girls' lapel pins will not be sold by Simmonds and will be available to purchase from the School Office. Their contact details can be found at <http://www.simmonds-ltd.com/>

Alcohol, Smoking and Drugs

Alcohol and Tobacco

The following is not permitted:

- Bringing alcohol onto School premises
- Consuming alcohol on School premises
- Supplying alcohol to other School students, including those aged 18 and over
- Bringing tobacco or any product containing tobacco onto School premises
- Using tobacco or any product containing tobacco on School premises
- Supplying tobacco or any product containing tobacco to other School students

Drugs and Substances

The following is not permitted:

- The supply of drugs and substances
- Possession or use of drugs and substances
- Other involvement with drugs and substances

We reserve the right to administer drugs testing given reasonable suspicion. We adhere to the MOSA guidelines for drugs testing. This will always be in cooperation with parents. Drugs and substances are defined for the purposes of this rule as:

- controlled drugs
- the paraphernalia of drugs or substances intended to resemble drugs

- 'legal' drugs which can be obtained from a chemist shop
- performance enhancing drugs
- anabolic steroids
- glue
- solvents
- other substances held or supplied in each case for the purposes of misuse

For further details please refer to the Drugs Policy.

Unacceptable Behaviour

Some examples of unacceptable behaviour:

- Incidents of theft, blackmail, physical violence, intimidation, bullying (as defined in the School Anti-bullying Policy) and racism
- Persistent rudeness to others or the disruption of any school activity whether in class or otherwise
- Possession or use of an unauthorised firearm or other weapon
- Vandalism or computer hacking

Misconduct of a Sexual Nature

Misconduct of a sexual nature includes:

- The committing of a sexual act by a student with another person whether or not the student or the other person is aged 16 or over
- Any act of indecency by a student
- The supply or possession of pornography
- The loading or downloading of pornographic images or text to or from the internet

Bounds

Students are not permitted to leave the boundaries of the school, during the school day, without prior permission and/or staff accompaniment.

Mobile Phones

Mobile phones are strongly discouraged at Claremont Senior School. If there is a specific logistical need for your child to use a mobile phone before or after school they may bring their phone in, but it must be left in the School Office and signed in and out. Any student found with a mobile phone during the school day will lose the privilege of bringing a phone into school for the remainder of that term. Confiscated phones are put in an envelope and given to the School Office from where they can be collected. Claremont Senior School is not responsible for phones brought into school without permission.

Rewards

Claremont Senior School is strongly committed to a policy of encouragement of all types of endeavour and the reward of both success and commitment. Much of this is communicated by praise and appreciation, both in writing and orally. A system of formal rewards and responsibilities is in place to publicly celebrate student

achievement including prizes awarded at the end of each term, on Speech Day and as part of the weekly routine in assembly.

Merits

A merit may be awarded for an excellent achievement or effort in any area of school life. Merits are recorded in the Student Planner and signed by the relevant teacher. The accumulation of merits contributes to the ongoing House Competition.

Distinctions

A Distinction may be awarded for an outstanding piece of academic work or outstanding achievement in the Co-Curricular Programme, or as acknowledgement of their personal progress or effort. Distinctions are recorded in the Student Planner and students are congratulated personally by the Headmaster. A Distinction is worth five merits. A distinction will be supported by a Distinction Certificate which will be presented by the Headmaster in Friday’s assembly.

REWARDS		
Level 1	Merit	
	<ul style="list-style-type: none"> • Good work • Good effort • Helpfulness 	<ul style="list-style-type: none"> • Note in Student Planner • Teacher informs Personal Tutor
Level 2	Distinction (worth 5 Merits)	
	<ul style="list-style-type: none"> • Excellent work • Excellent/sustained effort • Sportsmanship • Acts of kindness 	<ul style="list-style-type: none"> • Distinction Certificate • Mention in Assembly • Teacher informs Personal Tutor • Personal Tutor informs parents
Level 3	Headmaster's Commendation	
	<ul style="list-style-type: none"> • Outstanding work • Outstanding leadership 	<ul style="list-style-type: none"> • Headmaster's Commendation certificate • Teacher informs Personal Tutor • Personal Tutor informs parents

Sanctions

A detention is an imposition applied by teaching staff on a student. Claremont Senior School believes in constructive punishment and detentions are an opportunity for students to catch up on work missed, redo work which could be of a higher standard or reinforcing the need to follow the Code of Conduct. It is arranged and conducted by the teacher and the Personal Tutor will be informed. They may then inform parents.

A Headmaster's detention is given for more serious poor behaviour or serious lack of work. The Personal Tutor will inform parents of a Headmaster's detention and a suitable future behaviour arrangement will be negotiated with the student. More serious incidents may be punished by the imposition of a suspension. These are imposed by the Headmaster. Serious offences such as theft, possession of alcohol/drugs, physical violence and repeats of level 3 behaviour, will incur a suspension from school and in more serious cases may lead to permanent exclusion.

SANCTIONS		
Level 1	Briefly Detained	
	<ul style="list-style-type: none"> • Minor episode of unsatisfactory or anti-social behaviour in class or around the school (ignoring instructions, poor language etc.) 	<ul style="list-style-type: none"> • Name on board • Briefly detained after class • Teacher informs Personal Tutor
Level 2	Teacher's Detention (30 minutes)	
	<ul style="list-style-type: none"> • Warned three times in class • Poor dress • Poor behaviour around school/yobbishness • Rudeness • Persistent lateness 	<ul style="list-style-type: none"> • Note in Student Planner • Teacher informs Personal Tutor • Personal Tutor informs parents
Level 3	Headmaster's Detention	
	<ul style="list-style-type: none"> • Repeats of level 2 behaviour • Still behind with work after levels 1 and 2 • Gross unkindness • Bullying • Missed class/games/activity • 1st smoking offence 	<ul style="list-style-type: none"> • One hour detention after school • Letter to parents

Expulsion

Students may be expelled for involvement in theft, bullying, drugs or any other continuous or serious breach of conduct.

If a student is expelled from the school by the Headmaster, the parents have the right to appeal against the expulsion. The procedure for this is set out in the Appeal Against Exclusion Policy.

4.4 Academia

Year 9 Curriculum

Students are taught by specialist teachers for all of their subjects. The Year 9 curriculum covers Mathematics, English and the three Sciences (Biology, Chemistry and Physics), Spanish, French, Geography, History, Religion and Philosophy, Music, Art, Drama, I.T. and P.E. Students may also opt for a foundation GCSE Design and Technology course, taught as a 90 minute afternoon activity.

Setting

For the academic year 2011-2012, students are set according to ability in Mathematics and Science. These two sets will be reviewed at the end of September, at which point the Head of Mathematics and the Head of Science may make some adjustments to the composition of the sets.

GCSE Options

During Year 9 students make their GCSE option choices, which they continue into Year 10 with. There are six compulsory subjects:

- Mathematics
- English (literature and language)
- Science (dual award)
- a Modern Foreign Language

They also opt for a further four subjects, to give ten GCSEs in total, chosen from the following:

- an additional Science
- an additional Modern Foreign Language
- History
- Geography
- Religious Studies
- Drama
- Art
- Music
- Design and Technology
- I.T.
- Business Studies
- P.E.
- Dance

Post-16 Provision

During Year 11 students are asked to make choices for the subjects that they wish to study in the 6th form. Decisions about the Post-16 provision for Claremont Senior School will be made in due course and are under constant consideration.

Examinations

Students are examined in most subjects during the course of an academic year. In Year 9 internal examinations in core subjects are held in November and in all subjects in the middle of the summer term. In both Year 10 and Year 11 students will have module exams at various stages over the two years (some in November, January or March, depending on subject, and all subjects in the summer).

Assessment, Monitoring and Reporting to Parents

Students are frequently assessed by their subject teachers throughout the school year, both formally and informally. The formal assessment process is carried out by the issuing of Interim Grades every half term and with end of term reports in December and July.

Interim Grades

The half termly Interim Grades initiate a conversation between the Personal tutor and their tutee about academic progress. They also provide an opportunity for self-assessment and reflection and are sent home to parents. An Interim Grade for each subject consists of an attainment grade (A* to D) and 3 separate marks awarded for Attitude to Learning. Students will therefore get 15 attainment grades (one per subject) and 45 Attitude to Learning scores per half term.

Attainment Grades

Attainment grades are awarded with reference to the following:

- acquisition of skills, knowledge and understanding
- quality of written work and homework
- quality of oral contributions
- quality of practical work/performance

The grades that can be awarded are:

A*	Outstanding
A	Excellent
B	Good
C	Fair
D	Weak

Attitude to Learning

The three marks awarded for Attitude to Learning assess the extent to which the student is active, cooperative and independent in lessons. The points below give an idea of the kind of thing teachers are looking for, but are not exhaustive.

The student is:	
Active <ul style="list-style-type: none"> • participates fully in lessons • maintains a positive attitude to learning • has high expectations • is willing to think and enquire • takes intellectual and creative risks 	Always 1
Cooperative <ul style="list-style-type: none"> • brings the right book and equipment • follows instructions from the teacher • meets deadlines • presents work carefully • organises work • works collaboratively with others 	Usually 2 Sometimes 3
Independent <ul style="list-style-type: none"> • completes homework • uses Academic Access / seeks help when required • records homework in the Student Planner • catches up with work missed • keeps reading journal 	Rarely 4

Parents should note that the '1' is assigned sparingly. Students are not expected to get a '1' for all three areas in all subjects. In fact, a '1' in all three areas for a single subject would be a rarity.

A '3' in any area would merit a chat with the subject teacher and/or Personal Tutor. Those with persistently low Attitude to Learning marks will be referred to the Director of Studies initially. Targets for improvement will be agreed and parents will be contacted. If poor Attitude to Learning marks persist then a more serious sanction may be imposed.

On Report

A student whose academic progress is deemed to be unsatisfactory may be put 'On Report' by the Director of Studies. There are 3 types of report:

- **A Short Report.** This requires teachers to award an Attitude to Learning mark for the student for every lesson of the day. The student takes the report home to be signed by parents before presenting it to their Personal Tutor the following morning. They will have a review with the Director of Studies at the end of the week.
- **A Weekly Report.** This requires a comment about the preceding week, again to monitor progress, but on a less urgent basis.
- **A Headmaster's Report.** This also requires a signed comment about progress and the report will be taken personally by the student to the Headmaster. This will be given in cases of especially poor progress.

Whilst every effort will be made with the cooperation of parents to help the student to overcome a poor attitude parents need to be aware that repeated poor effort and attitude could lead to their child being excluded from the school.

Homework, Quality Time and Parties

A homework timetable is published for all students in the first week of term. Parents are requested to ensure that students can complete homework in a suitable working environment. Students are expected to spend approximately 1½ hours each evening on their homework. There will usually be homework in two different subjects on any given night.

We ask parents to support the school in fostering good work habits, by discouraging their children from telephoning each other between 7.00pm and 9.00pm on Mondays to Thursdays. If all parents maintain this it helps ensure undisturbed evenings for homework. It is also very helpful if parents only allow socialising and parties to occur on Saturday nights during term time and indeed, wherever possible, to hold them in school holidays.

Special Educational Needs

The school has a Learning Support Department, run by the Special Educational Needs Co-ordinator. This provides support for students with dyslexia and can arrange assessments if it is felt that your child has a learning difficulty. This is especially pertinent to the provision of special circumstances for external examinations. Specialist timetabled Learning Support provision is charged as follows:

- Group Session (no more than four students): £10
- One-to-one Session: £25

English as an Additional Language

Support for English as an Additional Language is also co-ordinated by the Learning Support Department and is tailor-made to suit the needs of individual students.

Gifted and Talented

At Claremont Senior School we celebrate and reward excellence in every field. Gifted and Talented students are identified by their teachers, with progress and provision for such students monitored and managed by the Director of Studies. This provision falls into three categories:

- **Enrichment.** Learning more, often in a different context beyond the classroom
- **Extension.** Work at a more advanced level
- **Acceleration.** Work at a faster pace

Such provision is designed to maximise the student's potential, challenge them academically and increase their motivation.

Scholarships

A wide range of academic and other scholarships are available for students entering Claremont Senior School. These are administered by the Headmaster in consultation

with the Director of Studies. Any scholarships awarded will be valid up to and including Year 11, subject to ongoing satisfactory performance. Progress is monitored by the Director of Studies and scholarships may be removed if students persistently under perform without good reason. The expectation is that scholars will demonstrate consistent academic progress and a high level of performance, be that in academic or co-curricular fields. It is especially important that Attitude to Learning marks reflect a good or outstanding understanding.

Bursaries

A small number of bursaries will be available to assist families with school fees.

Calculators

All students will need to purchase their own calculator. Mathematics and Science teachers will recommend an appropriate model to students.

4.5 Student Organisation and Activities

Fixtures

Claremont Senior School participates in a range of sporting fixtures which are an important part of school life. If selected for a particular team, a student will be given at least 24 hours notice, in addition to being told the precise meeting and travelling arrangements. These should take priority over other club commitments. Loyalty and full commitment are expected, and if injury or illness cause last minute withdrawal, the team coach must be contacted as soon as possible. If special one-off family commitments or other special circumstances prevent a student from representing the school, parents should notify the team coach well in advance and never less than one week before.

Trips and Visits

These form part of Claremont Senior School's 'outward-looking' policy. Visits can be local or further afield. Some are subject related, e.g. field trips and outing days, theatre or museum visits and some are fun activities.

When planning for an activity, the group's safety is paramount. If the school has concerns about the behaviour of a particular student and the effects this might have on others, it reserves the right to exclude him or her from the activity. Students who do not behave in an appropriate way may be sent home from a trip at the parents' cost. In such cases we expect parents to fetch the child.

Use of ICT

Computers can be accessed in the Library, Art Department, Language Room and the IT classroom. Students will be asked to sign and return an ICT Acceptable Use policy. It would be useful if you could go through this with your child at the beginning of term.

Claremont Senior School does not support the use of Social Networking Sites/Facebook, as a means of communicating with other members of the school community including staff, parents or students.

Personal Laptops

Personal laptops will be allowed to be used by students during class time, at the teacher's discretion. Any student who wishes to use their laptop will be required to register that laptop with the school IT Manager prior to it being used. All laptops that are brought to school will be required to have fully licensed anti-virus software. Laptops can be a useful tool for study, but they are not essential and students will not be in anyway disadvantaged without one. Claremont Senior School cannot accept responsibility for loss or damage.

Library

The library will support all areas of the curriculum, foster an enjoyment of reading for leisure and provide a place where any member of the school can work or read in peace. Subject teachers are populating the shelves with carefully selected electronic and paper resources that will support the students' learning as they move up through the school. It also has three computers for student use.

As one would expect in a new school, the library is an ongoing project!

Music Lessons

Students can receive individual music lessons from visiting music teachers to the School each week. If your child wishes to have instrumental or voice lessons, please contact the Head of Music.

Tuck Shop

This will be a student led initiative that will be developed over the Michaelmas term.

Books and Stationery

Students are issued with books and stationery as required by each department. In many cases, books will be on loan to students. They are expected to look after them carefully and return them in a good state. Lost or damaged books will be charged on the termly bill.

Lockers

Each student is provided with a locker. Students must supply a suitable padlock. Lockers must be cleared at the end of each academic year. Claremont Senior School accept no responsibility for personal items held in the lockers.

Personal Belongings and Lost Property

In a busy school day it is easy for students to misplace items. Please ensure that all clothing and other items brought into school are named so that they can be returned. **Please do not allow your child to bring expensive items or large amounts of cash to school.** Please help your child to take responsibility for their personal property.

Emergency Closure

Should Claremont Senior School ever be unable to open in the morning or need to close during the school day you will be contacted and the School website updated. The procedure regarding heavy snowfall is outlined below.

- In the event of heavy snowfall, please always presume that the school will be open. If your child can make a safe journey to and from school, they will be engaged in as normal a day's work as possible. If you use the school bus service you are advised to check with them as to the level of service running. The School Office will provide as much up-to-date and helpful information as possible and the School website will be regularly updated.
- In the very unlikely event that the school will be closed for the day, we aim to make any such decision as close to 7am as possible. This decision will be posted on the School website and emailed to all parents.
- If bad weather comes in or persists during the school day then a decision may be made to finish the day early and send students (and staff) home. As above, this decision will be posted on the School website and emailed to all parents. Please rest assured that students will only be allowed to leave the school early with your permission.

School Fees

The School's Finance Officer is Mrs Jean Doran, who is based at the Preparatory School and can be contacted on 01424 751555. She will be happy to deal with any financial queries that you may have.

Photography and Publications

From time to time students are photographed in school. This happens for a number of reasons; for the central database, as a house, or individually when participating in school events such as matches, drama productions or musical presentations. At times we may wish to use some of these images in publications which go outside school. We urge you to read the Photographic Policy. Then if you wish to withdraw consent then you need to write to the School Office. The School will then make every effort to uphold your wishes. In some GCSE subjects photographs and videos are part of evidence for public examinations. Should this constitute a problem with your child please let us know. Claremont Senior School retains photographs and video evidence in line with data protection regulations. These are contained in the school policy.

5. Policies

The following policies are available on request and on the senior school website:

- Admissions Policy
- Anti-bullying Policy
- Behaviour Policy
- Curriculum Policy
- Drugs Policy
- Drugs and Drug Testing Policy
- Educational Trips and Visits Policy
- English as an Additional Language Policy
- Exclusions incorporating Appeals against Exclusion Policy
- First Aid Policy
- Health and Safety Policy
- ICT Acceptable Use Policy
- Learning Difficulties and Disabilities Policy
- Parent Complaints Policy
- PSHE Policy
- Photographic Policy
- Safeguarding and Child Protection Policy