



TONBRIDGE SCHOOL

PARENTS'
HANDBOOK

2018/19

PARENTS' HANDBOOK – INDEX OF CONTENTS

Ethos and Aims	5
Pastoral Care – The Framework	7
Absence from school	8
Admissions Portal	9
Academic Programme	9
Academic Terms	9
Access to Boarding Houses	10
Aerosol products	10
Afternoon Activities	10
Alcohol	11
Art	11
Arts programme	11
Behaviour Policy	11
Billing Extras	12
Bounds	12
Bullying	13
BYOD (Bring Your Own Device)	13
Calculator and geometric instruments	13
Careers and Higher Education	13
Change of Address or other details	14
Chapel	14
Child Protection (within Safeguarding)	14
Communication, Mailings and Newsletters	15
Complaints	15
Confidentiality	15
Counsellor and Independent Listener	16
Damage	16
Data Protection	17
Departure times for Day Boys	17
Detention	17
Drama	18
Drugs	19
E-mail	19
Equal Opportunities	19
Evenings	19

Examinations (Public)	19
Exam Access Arrangements and Reasonable Adjustments	21
External examination charges	21
Examination Results	21
Enquiries about Examination Results	21
Examination Certificates	21
Exeats	22
Eye Tests	23
Firefly	23
Games Programme	23
Guardians	24
Independent Listener	25
Immunisation and inoculations	25
Insurance	25
Internet	25
ISI	25
Learning Strategies	26
Leave into the town and elsewhere (also refer to Bounds)	26
Lift Sharing Scheme	27
Lists and Calendar	27
Lost Property	27
Lower Master	27
Matches against other schools	27
Meals	28
Medical matters	28
Medicines	29
Music	30
Overseas Exchanges	30
Parent Portal	31
Parties	31
Personal, Social, Health and Economic Education (PSHEE)	32
Photographs	32
Pocket Money	32
Post & Packages	33
Praepostors	33
Prep and work outside the classroom	33

Prep: Recording of.....	33
Pursuits Periods.....	33
Reporting on Academic Progress.....	34
Seminar programme.....	34
Senior Team	34
Senior Students	35
Shops at the school	35
Sixth Form Academic Monitoring.....	35
Skinner's Day	35
Smythe Library	35
Societies.....	36
Sports Centre	36
Sports choices	36
Sports equipment.....	37
Sport injuries.....	37
Study Skills	38
Taxis.....	38
Telephones	38
Textbooks.....	38
The Tonbridge Society	39
Ticket Applications	41
Timetable Information	41
Timing of school days.....	41
Tonbridgian.....	42
Trips to theatres, galleries and museums	42
Tuck Boxes.....	42
Upper Master.....	42
University Visits – guidelines.....	43
Valuables	43
Visas (UKVI – Points Based System).....	43
Weekend trips and socials.....	43
Weekend arrangements.....	43
Policies.....	45
TERM DATES for 2017/18.....	Error! Bookmark not defined.

PARENTS' HANDBOOK

The school's purpose is to offer an all-round education to intelligent boys, within a structured environment of care, support, and encouragement, which promotes both individual development and a strong sense of community.

This handbook has been produced to give parents the information that will enable them to work with the school in providing the best possible education for their son. The opening section introduces the School's Ethos and Aims, its Philosophy of Care and its Framework for Pastoral Care, while information that might be needed in the future is listed in alphabetical order for ease of use. Policies can be found on the Parent Portal in Firefly, or on the school's website.

Additional guides and booklets connected with your son's education will be sent to you at the appropriate time. The information in this handbook is correct at the time of issue, and parents will be kept informed of any significant changes that occur, with an updated version of the handbook and relevant policies available on the Parent Portal. It is hoped that this handbook will be a valuable source of information throughout your son's time at Tonbridge.

Ethos and Aims

Tonbridge School aims to provide a caring and enlightened environment in which the talents of each individual flourish. We encourage boys to be creative, tolerant and to strive for academic, sporting and cultural excellence. Respect for tradition and an openness to innovation are equally valued. A well-established house system at the heart of the school fosters a strong sense of belonging. Tonbridge seeks to celebrate its distinctive mixture of boarders and day boys; this helps to create a unique broadening and deepening of opportunity. We want boys to enjoy their time here, but also to be made aware of their social and moral responsibilities. Tonbridgians should enter into the adult world with the knowledge and self-belief to fulfil their own potential and, in many cases, to become leaders in their chosen field. Equally, we hope to foster a life-long empathy for the needs and views of others: in the words of the great novelist and Old Tonbridgian, E.M. Forster: 'Only Connect'.

Tonbridge School aims to provide an **unsurpassed education of excellence and breadth**; we focus our efforts and resources on achieving this by:

Continuing to strive for **Academic Excellence**, with our boys achieving the highest possible academic standards, routinely exceeding initial expectations when they join the School. Tonbridge takes advantage of its independence, innovating in curricular matters as appropriate; the academic programme is designed to support, engage, stretch and challenge all boys (including the most able), equipping them for later life.

Offering **Co-Curricular Breadth and Depth**, with a vibrant and balanced programme encompassing sport, music, art, drama and many other activities to underpin a culture of creativity, innovation and excellence, but also to provide opportunities for service to others, self-reliance and leadership.

Providing **Pastoral Excellence**, with the house system at the heart of pastoral care, generating the small group identity that strengthens a sense of security, belonging and well-being, and allowing boys to contribute meaningfully to house as well as school activities. This system also aims to focus on each boy's progress and ambitions (encouraging all to contribute to the school and house communities) and to foster mutual tolerance and respect through appropriate rewards and sanctions.

Encouraging a heightened sense of **Individual and Collective Social Responsibility** so that along with the privileges and advantages of a Tonbridge education, there is also a strong sense of social responsibility across the entire school community (staff as well as boys) based on self-knowledge, carefully fostered spiritual and moral values, and a grounded, outward-looking awareness of others.

The School aims to recruit, retain and develop the best and most committed teaching and support staff to ensure that it is able to achieve its aims. We ensure that all our staffing, communication, recruitment, admissions, development and financial activities support the School's aims, and that the wider Tonbridge community (including parents, Old Tonbridgians, Tonbridge School Foundation, the Parents' Arts Society and the Skinners' Company) helps us achieve these aims, and benefits from the School's activities.

In summary, Tonbridge School aims to provide an excellent and broad education, to ensure that each boy fulfils his potential and is able to make a significant contribution in his chosen field(s) both at school and in the adult world, where many will become leaders.

Philosophy of Care

Tonbridge School aims to give an academic education of the very highest standard, and through its academic, co-curricular and other facilities, to enable boys to acquire the self-reliance and sense of duty and values necessary for them to play a constructive role in the changing world to which they belong.

The school believes that the house system at Tonbridge provides equality of opportunity through a caring environment in which each individual, with support, mutual respect and encouragement of members of staff and of other boys, is valued and is allowed to develop his own personality and talents while learning to live as part of a community. We aim to ensure that this community is one in which there is no place for harassment, discrimination or bullying.

We aim to develop high standards in all aspects of life; moral, intellectual, cultural, spiritual, athletic, and social. We likewise expect the highest possible standards of appearance, dress, and manners, and welcome the support of parents in achieving all our aims.

The school keeps its policies and practices under constant review to ensure that they cater in the most effective way for the welfare of all its pupils. The school carries out regular inspections of its facilities and buildings to ensure that all boys are provided with appropriate conditions in which to work and live.

Care for every aspect of each boy's life at Tonbridge is the responsibility of all teachers, and especially of housemasters. The prime responsibility is to safeguard and promote the welfare of each boy. However, young people also have rights which must be observed by housemasters and

staff. Key principles are established in law to promote and protect the rights of young people, in particular with reference to privacy, independence, dignity, choice, and self-fulfillment.

The rights and welfare of all children are addressed by the 1989 Children Act. In its child protection policy the school also follows the principles laid down in a more recent DfE policy document 'Keeping Children Safe in Education' and 'Working Together to Safeguard Children'. The school also works closely with the LSCB and our procedures also follow local guidance.

The school is subject to inspections by ISI. These inspections assess whether the school is meeting the National Minimum Boarding Standards for Boarding Schools, published by the Secretary of State under Section 87C of the 1989 Children Act. The most recent boarding Inspection was in October 2014 and its recommendations have been incorporated into this handbook.

The School has an effective Anti-Bullying Policy. This is regularly monitored and appropriately revised. Members of staff, known as the Anti-Bullying Co-ordinators, promote initiatives among boys and staff to help prevent bullying behaviour. The Behaviour, Rewards and Sanctions Policy lays down clear expectations of behaviour. Rewards and sanctions in use at the School are clearly set out, as are the roles and responsibilities in promoting and enforcing the policy.

The School aims to ensure that there is constant liaison and exchange of information between parents and the School during the five years that a boy is at Tonbridge.

Pastoral Care – The Framework

The foundation of the Pastoral Care Framework is the House system and the prime responsibility for a boy's welfare and progress at the School lies with his Housemaster. There are 7 Boarding and 5 Day Houses.

All boarding Housemasters are assisted in their pastoral duties by an assistant Housemaster, a team of 5 House Tutors and a House Matron. House Matrons are accessible to all boarders for long periods of time during any given day. They take responsibility for a wide range of the needs of boarders, including medical help, laundry, hospital or dental trips, but they also offer invaluable pastoral support and a ready ear to listen to boys' problems. A Boarding House is manned by a responsible adult (Housemaster, Assistant Housemaster, Tutor, Matron, Housemaster's wife, or other School employee) throughout any given 24-hour period during term-time.

Day Housemasters have a team of 5 House Tutors to assist them. There are inevitably longer periods during the day, such as teaching periods, when day Houses may be left unmanned by adults. During such times boys are always within easy reach of the main School buildings and have access to emergency contact numbers and telephones.

The role of Assistant Housemasters and House Tutors is to support the Housemaster in his general pastoral duties on a regular basis, but also to take specific responsibility for a group of boys within a House. This takes the form of academic advice, particularly when reports are circulated, but also pastoral support and encouragement. The House Pastoral Team will be involved in a wide range of House activities. Tutors for boys in the first year are also encouraged to give additional support. Housemasters appoint some boys in their top year as House Praes to assist them in running the House and helping to solve problems involving the welfare of other boys. School Praes are appointed by the Headmaster to help him and the Second Master in a similar way in the School.

These Praes receive induction at the start of their term of office and are subject to continual supervision and monitoring of their role.

The School pays particular attention to the need for boys to have access to different members of staff for advice and help. The Upper Master oversees the welfare of the top 3 years on a whole School basis. The Lower Master oversees the welfare of the first 2 years on a whole School basis. The School Chaplain can be approached at any time during the School week as a further source of advice and help. In addition, all boys are made aware that the School Counsellor is available 4 days a week to see in confidence. An Independent Listener (an adult outside School) is also available for boys. The Welfare Group meets regularly under the Chairmanship of the Second Master to monitor specific welfare issues.

The Medical Centre staff are available 24-hours a day during term-time and a School Doctor is on duty every morning except Sunday. Boys may make confidential appointments with a School Doctor or with any other Doctor at the local practice (Warders Medical Centre).

All boys have the opportunity to contribute their views on aspects of the Pastoral system through a School Council, House Councils and House Food Committees. There is also a clearly stated complaints procedure for boys and others wishing to make formal complaints about any aspects of School life. The whole Pastoral system is formally monitored and supervised by the Second Master (who is also the Designated Safeguarding Lead), and by the Governors' Pastoral Committee. They report respectively to the Headmaster, and to the Governors of the School.

Absence from school

All pupils are expected to begin and end term on the stated dates. The school publishes term dates two years in advance, and family holidays should be arranged to coincide with the school holidays.

Parents are asked, given the importance of taught lessons, to consider whether it really is necessary for their son to be absent from school. Absence from school during term-time can be agreed only on three grounds:

1. On grounds of health;
2. On grounds of educational benefit;
3. On compassionate grounds.

Any request for leave from school (other than for school organised activities) should be made in writing to the Headmaster **at least two weeks** in advance: such requests should not be written as a *fait accompli*, which can place the school in a difficult and possibly contentious situation. This includes requests from overseas parents for flight departures before half-term and the end of term.

Routine medical treatment (e.g. an appointment at the orthodontist) should, wherever possible, be arranged outside school time. If it is essential that a pupil miss lessons or other school commitments, the Housemaster must be informed in writing.

If a day boy is taken ill and cannot attend school, parents should contact the Housemaster on the morning of the first day of absence, and keep in regular touch thereafter. It is important that any absence is accompanied by an email or a note explaining the circumstances.

Admissions Portal

The admissions portal is an online resource made available to parents of new boys in the early summer, prior to their arrival at Tonbridge. Parents of boys joining Tonbridge in September will be sent login details for the portal during late June some 10 weeks before entry. The portal allows the school to collect from parents many of the details required in order to make their son's transition to Tonbridge as smooth as possible. It also provides parents with important information relating to their son's arrival at Tonbridge. The admissions portal normally closes some three weeks after it is made available, by which time all of the required forms should have been completed.

Academic Programme

The academic programme for each year in the school is contained in the *Academic* section of Firefly. Various booklets, for GCSE and Sixth Form, can be downloaded using the link: <https://www.tonbridge-school.co.uk/academic/curriculum-booklets/>

Academic Terms

It is important to note that there are specific events for each term and that boys are present for the whole term (see also section on Absence from school).

At the beginning of each term all boys are given a copy of the Lists and Calendar for the coming term. This small booklet contains details of the term's events as well as complete lists of staff and boys.

Novi: On the first Wednesday of the Michaelmas Term at 4.00 pm all new boys, with their parents or guardians, are invited by their Housemasters to tea in their Houses. Boys should wear smart casual clothes. Housemasters will then look after the boys while parents and guardians attend the Chapel for a brief address by the Headmaster at 5.00 pm. Precise details of the timings will be available to parents and boys via the Parent Portal. **Day boys** should note that this is the afternoon before the first full day of term.

Thursday will start with a Chapel service at 8.35 am (day boys should arrive by the usual check-in time of 8.20 am). After Chapel boys will be collected by their House Tutor, who will guide them through their first morning at Tonbridge.

Lunch will be taken in Houses at 1.00 pm, and all Novi boys will be involved in a games session from 2.15 until around 4.00. It is therefore important for day boys to make sure that they have their games kit at school for this first afternoon, and for their parents to note that day boys will be able to leave school around 4.30 on this first Thursday.

Friday sees the start of normal school routine, with five lessons in the morning, a pursuits period after lunch and two further lessons in the afternoon. This will be followed by a games session which will finish around 6.00 pm. (Please see the section Timing of school days to see how the timetable on a Friday afternoon changes according to the winter and summer timetables.)

On **Saturday** afternoon there will be games for everyone in the first year - day boys will be free to leave by 4.30 pm. Boarders spend the first weekend at school when a range of activities will be available.

On the first **Sunday** of term all Novi attend Chapel with day parents being invited to attend School Matins at 10.30 am in the Chapel. There will be a reception in Old Big School after the service.

Further information about the school routine and times can be found under Departure times for day boys, Timetable information and Timing of school days.

All years – important term events to note

Michaelmas Term: House Rugby, Novi House Swimming Gala, House Film, Senior Debating and House Music Competitions. On the last Sunday of term there are two Parents' Carol Services (4pm and 7pm) to which all parents are invited by House, rotated annually. During the last few days of term all Houses host either House Lunches or Suppers. A whole-school presentation assembly is held during the last week of term with the Novi and 2nd Year also having a separate awards assembly the same week.

Lent Term: House Art, Hockey, Soccer, Junior debating and competitions. A whole-school presentation assembly is held during the last week of term with the Novi and 2nd Year also having a separate awards assembly the same week. A Chapel service is held for all boys at 12.30pm on the last day of term.

Summer Term: A service and reception on the Friday before half-term for leavers and their parents, a whole-school presentation assembly is held during the last week of term with the Novi and 2nd Year also having a separate awards assembly the same week, along with Cricket and Athletics finals, Interviews for the Upper Sixth with the School Governors, the Leavers' Concert, and the Leavers' Ball (see also section on Skinners' Day).

Access to Boarding Houses

School policy is to restrict unsupervised access to boarding houses by people from outside the school unless they have undergone Disclosure and Barring Service (DBS) checks. Parents are asked to be aware of this policy and to respect, as far as possible, the privacy of boarding accommodation. They should always alert the Housemaster, Matron or member of the House Pastoral team to their presence in the House and should try, as far as possible, to remain in the public parts of the house.

Aerosol products

In the light of the possible dangerous misuse of aerosols and the ready availability of alternative non-aerosol products, the possession and use of aerosols, other than those dispensing deodorant, shaving foam or gel, on school premises is discouraged.

Afternoon Activities

In the first year all boys follow a mixed programme of Activities on a Wednesday afternoon, which includes personal, social and health education, sports coaching, various academic tests, drama and arts events.

In the 2nd Year boys may choose between joining one of the Combined Cadet Force (CCF) sections – Royal Navy, Army or Royal Air Force – or the New Terriers, whose programme includes first-aid, orienteering, climbing, cooking, community service, camping and canoeing. In addition Art Scholars may join Art, and Music award holders may undertake musical activities.

In the final three years the choice of activity broadens to include Community Action, Digital Creativity, Engineering, Chess, Rackets, Technical Theatre, Conservation, Tonbridgian production. A full list of these activities can be found in the *Wednesday Activities Prospectus* or the *Lists & Calendar*, which will be posted to all parents in the holidays prior to each term and issued to all boys on the first day of term.

Alcohol

The effects of drinking and juvenile alcoholism are a major concern to all schools. Boys need to be advised sensibly and educated. This is achieved in part through the school curriculum, supported by the school's policy on alcohol (see The Memoranda and the School's Alcohol and Smoking Policy). School rules state that no boy below the Upper Sixth is allowed to visit a public house at any time when the school has responsibility for him. When a boy goes home for the weekend, it is accepted that he is then the responsibility of his parents. However difficult situations have arisen when boys 'officially' at home are seen drinking in Tonbridge public houses, and this makes it more difficult to enforce the school rules applying to those staying at school over the weekend. We have therefore laid down a rule that Sixth Form boys who are not under the school's responsibility (i.e. a Day boy or a boarder who is signed out for the weekend) may not drink in public houses close to the School. Parents are asked to reinforce this ruling to their sons.

Art

The Art department is conveniently located in the Vere Hodge Building, spread over two floors above the Design Technology and Engineering Department. The first floor houses printmaking facilities and the well-equipped Pottery and photographic lighting studios, as well as a spacious teaching space. The second floor comprises two double height teaching spaces, as well as a photographic darkroom and a mezzanine Art Library, with a suite of computers for video editing and digital image manipulation. In addition to these exceptional facilities, we also have the Tunnel Gallery on the ground floor which is home to our Artist in Residence for part of the year, as well as being the venue for multiple exhibitions of boys' work. We also have Old Big School Gallery which puts on two major exhibitions per year, curated by the School Curator and part-time teacher, Emily Glass.

The Art Department and its associated galleries, along with the Music and Drama departments, form the backbone of the cultural life of the school. Boys can access the facilities seven days a week in term time and many boys find a sanctuary where they can explore their creativity, whether it be for formal assessment or purely self-enrichment. During Wednesday Afternoon Activities, the Art Department is a buzzing and energetic place where boys have the opportunity to pursue a structured program of workshops. At other times, such as during Pursuits and after Games, boys can access the department and work on their own independent projects. We are also open during Games, for those boys who are 'Off Games'. These boys can exercise their creativity whilst their bodies recuperate. The Art Society meets on Thursday afternoons and also puts on a range talks throughout the year, to accompany the exhibitions in the Old Big School Gallery, and trips to major exhibitions in London at the Tate, Tate Modern, and National Gallery.

Arts programme

The school produces an Arts Programme three times a year, listing the dates and times of all Plays, Concerts, Exhibitions and Seminar Lectures that are planned for the term. Parents are most welcome to attend any of the listed events – you can book through www.tonbridgearts.com, or alternatively the Box Office is open Monday to Friday between 9.00 am and 2.30 pm - telephone 01732 304241.

Behaviour Policy

The Behaviour, Rewards and Sanctions Policy is to be found on the school's website. It has been designed to ensure an acceptable standard of behaviour in and around the school and on any school activity. The policy emphasises the positive behaviour we expect; an additional code, entitled 'Expected Behaviour at Tonbridge School' is included in the policy and is given wide

promotion around the school. Also set out in the policy is the system of rewards and sanctions used, and a statement of roles and responsibilities in promoting and enforcing policy. School detentions form part of the sanctions.

Billing Extras

These are available to view on the Parent Portal if you are registered as the bill payer on our school database. They show extras added to your son's account since the last bill was issued. Please note that extras are added to your son's account as soon as costs are finalised for an activity. In practical terms there may be a delay between the occurrence of an event or activity and the finalisation of cost. Some charges, such as House Accounts, are submitted at the end of each term and will not be visible at an earlier stage. Please bear this in mind when reviewing the charges recorded.

Individual Shop transactions may represent multiple quantities, i.e. more than one file, pen, pencil etc. Unfortunately, it is not possible to display individual transaction quantities on this view, only the total transaction value for individual items, but these are available from the Shop Manager (Gail Hollywood gh@tonbridge-school.org or ext 4240) and can be emailed to you on request.

Bounds

Boys may, if not otherwise engaged in school activities, go into town at the following times. (Boys should “sign out” to let the Housemaster know where they are). Parental Consent Forms are available on the Parent Portal for:

- a) 2nd and 3rd Year boys to visit Tunbridge Wells
- b) 3rd Year boys to go to the cinema
- c) Upper Sixth to visit public houses

Monday	4.30—6.00 pm
Tuesday/Thursday	4.00—6.00 pm
Saturday	between lunch and supper
Sunday	between breakfast and supper

Boys must request the permission of their housemaster if they need to go into town at any other time including Pursuits. They may only leave their houses after supper with the permission of their housemaster. Being found out of bounds is a serious matter. The school regards with particular seriousness any boarder being found outside his house without permission after lock-up at 11.00 pm. Specific permission must be obtained from housemasters before boarders go out with relations, friends, Old Tonbridgians, or anyone else from outside the school, or visit private houses in the Tonbridge area. All towns outside Tonbridge, all hotels, public houses, and cinemas are out of bounds to boarders except with housemaster's permission. During the evening, if boys need to leave the house (for example to go to a talk at school or to use the DC labs) they should sign out and let the tutor on duty know they are going. After Call in the evening, only boys in the top three years may leave the house. They must seek permission from the tutor on duty (or the Housemaster) to do so and must sign out and back in. They should also report to the tutor (or Housemaster) on their return. Boys may not visit other houses during lesson time, pursuits periods, or after supper, without the permission of both housemasters.

The following areas are out of bounds:

- The Common Room and all teachers' desks.
- Offices and laboratories in out-of-school hours.
- School kitchens.
- Staff cloakrooms.
- All rivers and streams which cross or adjoin the school grounds.

- The Head (except for school praepostors and those playing on the Head) and school lawns.
- All other areas which are private, potentially dangerous, or are covered by Health and Safety regulations.
- Old climbing wall near to the squash courts.

Bullying

The school does not tolerate any form of bullying. There is a strict anti-bullying policy and a cyber-bullying policy, given to all boys and available on the website and/or the Parent Portal. Throughout their time at the school, boys are taught to respect one another and to develop a constructive and co-operative approach to the needs of others in the community. Understanding and adhering to the anti-bullying policy is an important part of this development. The Anti-Bullying Council is a pupil council coordinated by members of staff which aims to promote a culture which rejects any bullying behaviour.

BYOD (Bring Your Own Device)

Tonbridge School seeks to develop a meaningful, flexible and engaging digital education that enhances an already excellent academic provision. The School remains clear in its belief that the best resources for a boy is a highly qualified, well informed and enthusiastic subject specialist in the classroom. But Tonbridge also recognises that our teachers and boys are exceptionally able and have the potential to develop their own expertise and experiences beyond that offered in the classroom or contained within an exam board specification. It is through our digital strategy that we seek to broaden the educational experience in a way that prepares our boys and staff for a fast-changing digital world, and to ensure that they are best placed to make the most of the opportunities that digital developments will surely create.

We have built the infrastructure that will enable all boys and staff to integrate the use of technology into their classroom experience seamlessly. We have done this by investing in improving the resilience of our network and ensuring that the main school site and houses are Wi-Fi enabled to ensure that access to digital resources is fast and uninterrupted.

We use Firefly as our learning platform to organise many of our on-line resources into an easily accessible and intuitive learning environment for both boys and staff.

Since January 2016 boys have been required to provide and use a digital device in the classroom to enhance the learning experience, but only in a way which enhances the experience they would otherwise get from a teacher and a whiteboard.

You will find within this booklet (refer to the link below) further details about the opportunities for your sons as online learners, and also information about the kind of devices required.

<https://www.tonbridge-school.co.uk/about-the-school/our-facilities/ict/digital-learning-policy/>

Calculator and geometric instruments

Your son will probably already have geometrical instruments (ruler, protractor, compasses, etc.): all he needs to know is that the Pound stocks replacement items.

He will also need a scientific calculator, i.e. one that has function buttons like SIN, COS, TAN and LOG and that can cope with numbers in standard index form. There are restrictions on which models are allowed to be used in GCSE and AS/A level maths exams. Our recommended model satisfying these restrictions is the widely available Casio fx-85GT. This inexpensive calculator is stocked in the Pound and your son is strongly advised to purchase this model if he does not already have a scientific calculator or if he is thinking of replacing his current calculator.

Careers and Higher Education

Tonbridge School is unusual in that it employs a full time Head of Higher Education. The Higher Education and Careers Department is situated within the Smythe Library. There is extensive

literature on a very wide range of careers, and a full set of university prospectuses. In addition there are universities evenings held throughout the year – Overseas Universities, and the Oxbridge Evening at the start of the Lent Term, the L6th Universities Evening at the start of the Summer Term and a 3rd Year Pre-Universities Evening towards the end of the Summer Term. Careers evenings are also held throughout the year covering a variety of areas, for which the speakers typically include Admissions Tutors, OTs and parents who are working or studying in the particular profession.

Advice and information about Higher Education is available at every stage of a boy's time in the school to guide his choice of course and university. The Tonbridge School Higher Education and Careers website <https://www.tonbridge-school.co.uk/academic/university-and-careers/> provides extensive information and guidance.

Full details of the school's Policies and Practices with respect to Careers and Higher Education are given in *Appendix One*.

Change of Address or other details

Parents are asked to inform the Headmaster's Office immediately, in writing, of any change of address and telephone number(s) so that the school's records can be kept up to date. Alternatively, parents should visit the Parent Portal home page where they can check contact details held for them on the school's database and make amendments via the Contact Details Amendment form. It is of utmost importance that the school has daytime and evening numbers (including, if relevant, mobile numbers), fax and e-mail details in case of emergency.

Chapel

The school is a Christian foundation, and Chapel Services are an important and regular part of school life (see also section on Academic Terms). All boys are expected to attend weekday services and all boarders attend the Sunday services.

Day boys and parents of all boys are most welcome to attend all Sunday services. House Services are held regularly, when parents and friends of a particular House are invited to the Sunday service and afterwards to a reception hosted by the Headmaster and Housemaster.

Boys of all faiths are expected to attend Chapel services and they are also encouraged to attend their own places of worship on particular religious festivals or days of special observance.

The Senior Chaplain plays an important role in the pastoral development of boys. Boys may approach them at any time to discuss problems or issues affecting their lives.

One of the roles of the Chaplain is to prepare boys for confirmation. The Confirmation Service is held during the Summer Term, and those boys who have chosen to be confirmed will attend a number of classes during the preceding months. Early notice of confirmation is given to parents via the Headmaster's Letter (see the section on Headmaster's Letter).

Senior Chaplain: The Rev'd D A Peters, tel: 01732 364476

Child Protection (within Safeguarding)

The school has a formal Child Protection Policy which is consistent with the guidelines issued by the DfE and the Kent Local Safeguarding Children Board. The full policy is available on the Parent Portal and the School's website. The Second Master, Dr P H Williams, acts as the School's Designated Safeguarding Lead, with the Upper Master, Mr J R Bleakley, and the Lower Master, Miss J H Green, acting as his deputies and at the TSC Mr A Lloyd. The Governors' Pastoral

Committee monitors Child Protection issues. A welfare group meets regularly under the Chairmanship of the Second Master to discuss any pupils felt to be at risk.

Communication, Mailings and Newsletters

The School believes that it is vitally important to keep parents fully informed of their son's progress and what is going on in the school at large. If a Housemaster is concerned about a boy's behaviour or progress he will contact the parents, similarly parents should contact their son's Housemaster if they have any concerns or worries. Parents receive reports (via the Parent Portal) during and at the end of every term, and there is a Parents' Evening during each year of a boy's time at the school. (See the section on Interim Reports and Parents' Evenings.)

The fortnightly newsletter informs parents of achievements, forthcoming events and actions they may need to take. We ask parents to look out for this email. The Lists and Calendar booklet gives a detailed programme of events in the school, and further information is available from the School web site – www.tonbridge-school.co.uk All parents have access to the Parent Portal where they will be able to, for example, read their son's reports, change their contact details, complete consent forms for weekend leave, view documents including end of term letters and mailings, and find Housemaster and academic staff contact details. Parents may also download the 'Tonbridge for Parents' app which has been developed to help parents access some school information more easily - ton.school/app

At the end of each term the Headmaster writes to all parents summarising various aspects of school life. Achievements and advance notice of forthcoming events including school trips can be found in the fortnightly term time e-Newsletter.

Less formally, parents can find the latest news and pictures from the school via its social media pages on Facebook (/TonbridgeUK) and Twitter (@TonbridgeUK). Social media channels give a broad overview of happenings at the school and are not designed to replace the portal or newsletter.

There are also many other more informal opportunities for communication with staff at the Parents' Arts Society meetings and at various House and school events.

Complaints

If at any time parents have cause for concern or occasion for complaint, they should raise the matter with the school as soon as possible. All concerns or complaints will be taken seriously and with respect, and the school will respond promptly. Parents should feel free to talk directly with a member of staff, to telephone, or to write with details of the issue that concerns them. In the first instance it may be best to address a concern to the member of staff most closely involved with the matter at issue (e.g. the Housemaster, Head of Department), but there may be some concerns which parents prefer to bring directly to the Second Master or the Headmaster. Parents also have the right to contact ISI. The Complaints Policy is available in full on the Parent Portal.

Confidentiality

Medical information about pupils, regardless of age, is confidential. Boys can therefore talk to the school doctors or the Medical Centre nurses in confidence. On occasions it may be necessary for the doctors or nurses to pass on confidential information to parents, or members of the teaching

staff, if they consider it to be in a boy's best interest or necessary for the protection of other members of the school community. Wherever possible any information is passed on with the boy's consent. A similar level of confidentiality applies to all discussions with the School Counsellor. Although Housemasters and other members of the teaching and pastoral staff do not have the same professional obligation to preserve confidentiality, they are required to handle sensitive information discreetly. Housemasters have a duty to ensure that any confidential information passed to them by parents about their son is used in the best interests of the child. There may be occasions when a Housemaster will seek to persuade a parent that such information should be passed on to others, if they consider it to be in the boy's best interest or necessary for the protection of other members of the school community.

Contact List

The Year Contact Details list is produced with the understanding that the data is not used by parents to communicate anything other than matters relating to the school. You are prohibited from harvesting, aggregating, mining, copying or otherwise collecting information about others, including but not limited to names, email addresses, telephone numbers from the information provided for other purposes or for your own gain. You can opt-in to the year list or the house list via the Parent Porta.

Contacting the school

If parents wish to contact the school on any matter, it is normal practice to telephone or write to their son's **Housemaster in the first instance**. Housemasters will always ensure that parents know which are the best times during the day for telephone calls. To advise of a change in contact details please use the Parent Portal.

In the case of an emergency, school Reception should be contacted directly or email the Headmaster's office: hmsec@tonbridge-school.org. The school Reception's telephone number is 01732 365555. Other useful numbers are displayed in the termly School Lists and Calendar.

**Reception is open from 8.15 am to 6.15 pm on weekdays
(but closes at 5.30 pm during school holidays)
and from 8.15 am to 1.00 pm on Saturdays
(12.00 pm during school holidays).**

Counsellor and Independent Listener

The School Counsellor spends four days a week at the school, and boys who are experiencing any form of difficulty may book a free confidential session. House notice boards give full details of how boys should book their appointments with the Counsellor. Please also see the section on Confidentiality. The Counsellor, Dr Shirley Lauryn, is always willing to meet parents where that might be helpful and she can assist parents to identify appropriate professional support outside school, if they require. To contact the Counsellor please ring 01732 365555 and ask for extension 4254. The School has an Independent Listener, details of which can be found on all House noticeboards and within this handbook.

Damage

In general where it is clearly established that a boy is responsible for damage to any school building or school property, he is charged by his Housemaster for the cost. This cost is based on a scale of charges issued by the school's Estates Department.

Data Protection

The School has a formal Data Protection (Boys and Parents) Policy which is consistent with the Data Protection Act 1998. The Policy is available on the School's website.

Dental Care

All boys can be treated in an emergency by the school's Dentist. Routine dental treatment and check-ups should be arranged during school holidays.

Departure times for Day Boys

A day boy may return home after his school commitments for a given day are completed. In reality a boy's earliest routine departure times are listed below, but many boys will be involved in a number of activities and hence their departure time could be up to ninety minutes later on Mondays, Tuesdays and Thursdays.

Monday	4.15 pm	(after the last lesson)
Tuesday	4.30 pm	(after games)
Wednesday	6.05 pm	(after the last lesson)
Thursday	4.30 pm	(after games) (after games in the summer and after last lesson during the winter)
Friday	6.05 pm	timetable)
Saturday		After school matches have been completed

On a Saturday, home fixtures are likely to be completed by 4.30 pm, while boys involved in away matches are likely to return to school between 5.30 and 6.30 pm depending on the length of the journey.

Boys not involved in games on a Saturday afternoon may leave after lunch (2.00 pm), but they are encouraged to stay and watch the home matches if at all possible.

Day boys staying for evening events are expected to arrange with their parents as to whether they are staying at school for an evening meal or are going home before returning later. The boy should then inform his Housemaster of his plans.

Detention

There are three forms of detention which can be used as part of the system of sanctions within the Behaviour, Rewards and Sanctions Policy.

Sunday Extra Work Class is held every Sunday (except Exeats) from 4.00 to 6.00 pm for issues connected with unsatisfactory work and behaviour and for some unauthorised absence from lessons or other School activities.

Tuesday School Detention is held every Tuesday from 5.20 – 6.00 pm for issues of misbehaviour and other disciplinary matters.

Headmaster's Detention is held on set Saturdays from 7.00 to 9.00 pm. This is for more serious disciplinary matters and any boy in this detention will automatically see the Headmaster or Second Master.

Housemasters will give parents at least two days' notice if their son has been placed in one of these detentions. The full detention procedures are published in the Behaviour, Rewards and Sanctions policy.

Drama

Located in the E.M. Forster Theatre, the Drama Department offers unrivalled facilities available to all Tonbridgians whether they are studying Drama and Theatre or taking part in co-curricular productions. We encourage participation in all its forms, whether it's working backstage with our professional team of technicians, performing in the 400-seat theatre or enjoying the programme of professional productions as a member of the audience.

The Drama Department is central to the cultural life of the school and we work closely with the Music and English Departments to deliver a creative and culturally diverse curriculum. We stage an impressive range of productions over the course of the academic year including a whole school play or musical in the Michaelmas Term, a Junior Play, a Lower Sixth Play and an Edinburgh Fringer Play in the Summer Term, four or more House Plays scattered through the year, as well as numerous exam performances in the Lent Term.

With a range of Theatre trip to London and the Edinburgh Fringe Festival, the Drama Department offers a wonderfully rich experience of theatre.

Dress and Appearance

The school expects that all boys will have high expectations when it comes to their general appearance. The detailed dress requirements are stated in The Memoranda and clothing lists are available on the Parent Portal. All boys must abide by the school regulations regarding dress, and repeated failure to do so may well result in a boy being sent home.

It is particularly important for boys to pay careful attention to the guidelines regarding hair; any boy who contravenes the The Memoranda will not be allowed to take part in any school activities (e.g. representing the school at games), and failure to rectify the problem in a given period of time may result in a boy being suspended from school.

It is also very important that boys set high standards when they are off the school campus. Day boys walking to and from school are allowed to wear a non-regulation jacket but otherwise they should be wearing normal school dress.

Driving by boys

The school policy prohibits any boy from driving to or from school without the Headmaster's permission. Day boys, when they have passed their driving test, may apply for the Headmaster's permission through their Housemaster. Where permission is granted it is only for journeys to and from school, and boys may not use their cars for any other purpose.

Boys must also seek the Headmaster's permission if they wish to drive other boys to and from school and the same applies to the passengers – they must have permission to be driven to school by another boy. It is extremely rare for boarders to be given permission to keep a car at school. Permission to drive form and guidelines can be found on the Parent Portal.

Boys may not use motorbikes.

If driving lessons are arranged during term time Sixth Formers must ensure that they do not clash with school commitments.

Drugs

The school is totally opposed to the use of drugs and New Psychoactive Substances (formally known as 'legal highs') or any psychoactive substance, which is reflected in the school's Drugs policy, available on the Parent Portal and the School's website. The policy is designed to support and protect every individual in the school community as well as each and every parent. The School reserves the right to test any boy for drugs where there are reasonable grounds for suspicion.

E-mail

All boys have access to e-mail facilities subject to abiding by the school's Acceptable Use of Computers (Boys) Policy, which is available on the Parent Portal.

Emerging Technologies and Use of New Media

This policy provides a framework for students and staff to utilise the opportunities provided by new technology and media safely and can be found on the website.

Equal Opportunities

The school is committed to securing equality of opportunity through the creation of an environment in which pupils are treated on the sole basis of their relative merits and abilities. This commitment is shared by all pupils, staff and governors.

There is a written policy on discrimination which is available to parents on request.

Evenings

Boarders will usually have their evening meal in Houses at approximately 6.15 pm Prep will then commence at 7.00 pm

Society talks, meetings, concerts, plays etc will also take place on various evenings during the week. Boarders may attend these events with the permission of their Housemaster. Housemasters will ensure that boys keep the right balance between attending such events and keeping on top of their academic work. (See also section on Leave into Town and elsewhere.)

Day boys who wish to attend any evening event may order an evening meal from the Orchard Centre, rather than going home and then returning later in the evening. Boys need to obtain a signed slip from their Housemaster in order to obtain their evening meal. There is no additional charge for this.

Examinations (Public)

The school prepares boys for the following public examinations:

GCSE: nine or ten subjects are taken at the end of the 3rd Year (year 11). Most subjects use the IGCSE qualification whose grading scheme is identical to "domestic" GCSEs. Boys taking Double Award Science usually end up with nine GCSEs. Some boys take the Latin & Greek option and thus end up with one more GCSE qualification, Latin being taken at the end of the Second Year and Greek at the end of the Third.

The Government is in the middle of changing the grading structure from the current A* to G to a 9 to 1 system. The Third Year of 2017-18 will have a mix of results, some subjects using the A* to G grades with others using the 9 to 1 system. This is unfortunately beyond our control. Boys in the First and Second Years of 2017-18 will have all their subjects graded using the 9 to 1 system. The chart below shows how the new grades match to the old ones.

Current grading structure	New grading structure
A*	9
	8
A	7
	6
B	5
	4
C	

Sixth Form

Other than Geography which retains an AS examination at the end of the Lower Sixth year, all other subjects offered at Tonbridge have terminal examinations taken at the end of the Upper Sixth. We use reformed A level specifications for most subjects but the following six subjects use the Pre-U course: English, History, Mandarin, Philosophy & Theology, Art and Music. The Pre-U qualification has a different grading scheme based on Pass, Merit and Distinction grades. These are linked to A levels as follows.

A level & IA level	Pre-U
	D1
A*	D2
	D3
A	
	M1
B	M2
	M3
C	
	P1
D	P2
	P3
E	

Most boys start with four subjects and are encouraged to continue with all four until at the least the end of the Lower Sixth. Eventually about half the boys in a year group drop to three subjects.

The school is a centre for public examinations only in the summer of an academic year. Immediate past leavers will be able, if necessary, to re-take A level modules in the June of the year after leaving the school but a charge for invigilation will have to be made, along with a charge for the examination entry.

In addition the school is a centre for Associated Board Music examinations. Contact the Director of Music for further details.

Exam Access Arrangements and Reasonable Adjustments

The Examinations Officer works closely with the Head of Learning Strategies to ensure that boys requiring arrangements for their exams are supported in the most appropriate way, and in line with the regulations set by the Awarding Bodies. The school also has a policy on typing in examinations: it is sent to all boys each year and is available on the Parent portal.

External examination charges

It is the policy of the Examination Boards to require payment of exam entry charges in advance. This is why, to some parents' understandable surprise, these charges appear on their school bill before their son has taken the examinations.

Examination Results

A level, PreU and GCSE results are made available to the school towards the end of August. Precise dates are announced for each year in the calendar, in the newsletter, and on the Parent portal. Each boy's results are emailed to his school email account at 9 a.m. on results day and shortly after that will appear in the "My Son" section of the Parent portal.

Heads of Departments, Careers Department staff and the Director of Studies are available for consultation from the Thursday that results are released until the Saturday after the results have come out.

Enquiries about Examination Results

The Director of Studies publishes advice and information about challenging the marking of exam papers at the end of the Summer Term. Essentially such enquiries about results have to be made through the school as the examination centre. The examination boards will not entertain enquiries made by individual candidates or their parents. Boys are also able to request to see copies of their exam scripts.

Examination Certificates

Examination certificates typically arrive at the School in November for both GCSE and A Level/Pre-U. These certificates are very valuable documents and are irreplaceable in their original form. Awarding Bodies will only issue a certifying statement of results if they are lost and this can be costly and time-consuming to arrange. It is becoming increasingly common for universities and employers to ask to see original examination certificates, and their safekeeping is therefore important.

GCSE certificates will be issued through Housemasters directly to the boys in the Michaelmas term of their LVI year, and boys will be required to sign receipt for these. **We strongly recommend, as do the Awarding Bodies, that a digital copy is taken by each boy of their certificates.**

Our normal policy for A Level and Pre-U certificates is to send them by mail to the address we have for each boy on the main school database. These are sent by signed-for delivery for tracking and security and as such it is very unlikely that such a package would get lost in the post. Unfortunately, however, this option is only available for UK addresses.

We therefore contact boys in the Summer Term, whose address is overseas, asking them to make a choice between the following options:

Option 1: Ask the School to keep your certificates until you come to pick them up in person. We are only required to keep certificates for 1 year, so it is important that arrangements are made to collect them **before the end of the year following the exams.**

Option 2: Ask the School to hand your certificates to an authorised person on your behalf. We would need an e-mail to say who that person is going to be and at least 24 hours' term-time notice of their arrival at the school. **This must be arranged before the end of the following year.**

Option 3: Ask the School to send them by signed-for delivery to you at a UK address which is a good option for those who will be studying in the UK this autumn. We can also arrange for them to be sent by the same signed-for delivery to a named person at a UK address, e.g. a relative or a guardian, the details of which you must provide to the Examinations Officer. **This must be arranged before the end of the following year.**

Option 4: Ask the School to have the package couriered using DHL, FedEx or another agency to the overseas address we have on our database. This is likely to be an expensive option (currently somewhere between £50 and £70) for which we would have to charge and this will be added to your final school account. You would also need to let us know which of these agencies typically operates in your country. **This option is only available until Lent half term of the year following your exams.**

Option 5: Ask the School to have the package couriered using DHL, FedEx or another agency to a different overseas address to the one we have on our database. This would have the same cost as Option 4, and you would have to check that we have the right address for you. **This option is only available until Lent half term of the year following your exams.**

Option 6: For overseas deliveries after Lent half term, you will need to arrange and pay for your own courier collection. Please give at least 24 hours' term-time notice of the intended collection date and courier company, in order for your certificates to be available.

Exeats

In each term there are one or two fixed long or short exeats, in addition to the half-terms. The dates for these, together with the start and end of each term, are published well in advance. In the Michaelmas Term the first long exeat is from Friday lunchtime to 9.15 pm on Sunday evening and the second fixed long exeat is from Saturday afternoon to the Monday evening. In the Summer Term there is a long exeat, covering the early May Bank Holiday, running from Saturday afternoon

to Monday evening. All the other exeats are from Saturday afternoon (after games commitments have been fulfilled) to 9.15 pm on Sunday evening. **On long exeats, lasting for more than one night, the school is closed and all boarders are expected to go home with parents or guardians.**

See also the sections on Returning to school after the holidays and exeats and Weekends when there is no exeat.

Eye Tests

It is desirable that a boy's eyes are tested at about the age of 13, before entry to the school, even if there is no reason to suspect problems.

Firefly

The school uses [Firefly](#) as our learning platform.

This learning platform is most powerful when used in conjunction with mobile computing devices. The 'Firefly for Students' app enables boys to access online learning resources, to communicate with teachers, to keep track of their prep and other commitments, and much more. This app is available on iPhone/iPad and Android devices, and so we recommend that all boys should carry a smart-phone or other mobile-enabled device compatible with the Firefly for Students app. Further guidance on the suitability of a particular device can be obtained, if necessary, from Chris Scott, the Director of ICT Services.

One of the functions that Firefly provides is to bring together in one place each boy's homepage the details of all of the preps that he has been set – we hope this will help boys to remain organised and plan their prep time effectively. As a result, we no longer issue Prep diaries. If a boy wishes to continue using his own diary to record prep that, of course, will be fine.

Games Programme

Organised games form an integral part of the curriculum at Tonbridge. It is school policy that every boy should have a minimum of three games or exercise sessions per week, and that as many boys as possible should represent the school in inter-school fixtures.

Accordingly, each sport has its own programme of fixtures with other schools (usually but not exclusively on a Saturday afternoon), and a boy is expected to play for the school if he is selected for a team (on some Saturdays during the year there can be up to 380 boys involved in some form of school sport).

Each sport runs its own practice sessions on Tuesday, Thursday, and Friday afternoons (see section on Timing of school day). Some practice sessions are given over to inter-House matches, which mean that many boys have an opportunity to represent their House in various sports at an appropriate age level.

A weekly programme for each sport is available to boys in advance via the Sports Portal so that they should therefore know exactly where, and indeed when, each of their games sessions is taking place

In most sports boys will be placed in ability groups (usually called a "game") and will receive appropriate coaching. Sport coaches carefully monitor a boy's progress and, if appropriate, he will have the opportunity to move up to a higher ability game, and as a consequence some boys will be asked to move down. (See also the sections on Sports choices, school matches, and Sport injuries.)

Guardians

To assist the school in caring for the pupils of parents living overseas, the school requires parents to nominate a guardian who is resident in the UK. A pro-forma is sent out with the offer letter for new parents and must be completed and returned to the Admissions Office as part of the condition of entry.

The role of a guardian is to provide or arrange appropriate accommodation (if required) for the pupil:

- during school holidays, half-terms or Exeats;
- if the school has to close temporarily because of an emergency, e.g. fire or epidemic;
- if the pupil has to be away from school on medical advice or if he is temporarily suspended;
- to take decisions in emergencies on behalf of the parents in cases where the school is not empowered to do so;
- to be accessible in case of emergency.

Given the above reasons for guardianship it is important that a pupil's guardian does not live too far from the school – ideally within two hours' drive of Tonbridge.

Hair

The Memoranda states that "hair must be tidy and neither excessively short nor long (not over the collar). Hair must not be dyed or tinted, nor cut or dressed in any extreme fashion". Parents are asked to support the school in what is not meant to be a repressive policy, but one that insists on boys' appearance being tidy and within reasonable parameters, so as to reflect better on themselves and on the school.

House Awards

Boys who have made a significant contribution, in one way or another, to life in the House, or have generally been a credit to the House in some aspect of school life, are rewarded with some form of House Award.

House Matrons

A Matron and an Assistant Matron assist each boarding Housemaster. In some Houses they are resident. The name of the Matron in your son's House is in the House Information Sheet issued by the Housemaster and is included in the Lists and Calendar booklet. Matrons are an integral part of the pastoral care offered to the boarders and will play a significant part in the life of boarding pupils.

House Rules

Each House has its own set of House Rules. These are displayed on House noticeboards and are discussed with first year boys as part of their induction programme. A copy of the House Rules is available on request from individual Housemasters. These are an extension of the Behaviour, Rewards and Sanctions Policy and boys must adhere to them.

House Tutors

All boarding Housemasters are assisted by an Assistant Housemaster and a team of five House Tutors. Each Tutor will have specific responsibility for one year group in his House. Assistant Housemasters and Tutors take turns with the Housemaster to be on evening duty in his House. There may also be an Additional Tutor without a specific year group of boys who plays a role in House events and supports the Pastoral Team.

Day Houses have five Tutors to assist the Housemaster with pastoral and academic supervision of boys. The names of your son's House Tutors are published in the Lists and Calendar booklet.

Independent Listener

The Independent Listener is a confidential and supportive adult available to the boys who wish to discuss something with someone outside the School community. A policy explaining the role is available on the Parent Portal and on the School's website. The independent Listener is: Mrs Patricia Bridgland, Mobile: 07941 007527; Home: 01892 824671; Email: bridglandpatricia@gmail.com

Immunisation and inoculations

All boys are given the opportunity to have their childhood vaccination schedule kept up to date by the local NHS school nurses. They administer the BCG in the first year, Diphtheria, Tetanus and Polio and Meningitis A,C,W,Y vaccinations for the second year year according to the current NHS immunisation schedule guidelines <http://www.nhs.uk/Conditions/vaccinations/Pages/vaccination-schedule-age-checklist.aspx>

Boys with an incomplete or unknown vaccination history will be vaccinated in accordance with Public Health England's guidelines

http://www.hpa.org.uk/webc/hpawebfile/hpaweb_c/1194947406156

The Medical Centre can also offer these vaccinations if necessary.

Boarders travelling abroad are offered immunisations as necessary for the country they are visiting, and given malaria prophylaxis as required in accordance with the recommendations from MASTA.

Flu inoculations are offered to boarders every Michaelmas Term.

Insurance

It is recommended that any valuable personal possessions that are brought to school, including laptops and other electronic devices, are clearly marked and insured under an 'All Risks' policy. The school is not able to accept responsibility for the insurance of boys' personal effects.

Internet

Boys are given access to the internet at prescribed times. The Acceptable Use of Computers policy sets out clearly what the rules are in terms of this access and sanctions will be imposed against those who try to break these rules. Access to unacceptable sites is blocked by the school and boys' use of the school computer system is regularly monitored and flagged to the Online Safety Officer (the Second Master acts in this capacity). Social networking sites have also been blocked at those times when boys are involved in academic and extra-curricular commitments. The school will use sanctions against boys who use these sites to place unacceptable material and opinions, who by their words or actions bring the school into disrepute and who use new technologies to bully or belittle other members of the school community.

ISI

The name, address and telephone number of the body now responsible for inspecting and safeguarding child protection issues is ISI (Independent Schools' Inspectorate).

CAP House

9-12 Long Lane, London, EC1A 9HA

Tel: 020 7710 9900

Email: concerns@isi.net

Website: www.isi.net/complaintsschool/

The last **Inspection** (both academic and pastoral) took place in December 2014. The full report can be found on both the school and ISI website.

Learning Strategies

At Tonbridge School, we believe that all boys should be able to access the help and support they need to enable them to become independent and fully-engaged learners.

Our Learning Strategy provision aims to be appropriate to the particular needs of boys who have a specific learning difficulty or disability. We also aim to be a resource for the whole school, enabling all pupils to achieve their full academic potential and reach the highest levels of excellence within the school.

All boys are screened at the beginning of their Novi year; those with a specific learning difficulty or disability are offered appropriate, tailored support. We also work with all boys to build up a unique learning profile. We help them to reflect on their learning styles and preferences and provide them with a toolkit of strategies and resources which will be helpful across the curriculum; this is achieved through the bespoke Learning to Learn (L2L) programme in their first term. Throughout their school careers, boys will have access to a range of Learning Support including:

- study skills advice
- smarter revision and processing strategies
- memory techniques
- better organisation
- essay writing
- proof reading
- note taking

Boys may come to us via our screening or after referral from a Housemaster, tutor or subject teacher. Many refer themselves, making use of our Study Skills drop-in sessions on Mondays and Fridays or requesting help from one of our Learning Mentors.

In addition, we run several innovative Learning Mentor training programmes. Boys are trained in the skills they need to help each other. Each House has at least one Learning Mentor who works closely with us to develop healthy and proactive learning communities. Some of our Novi students are trained as Specialist Learning Mentors and use these skills with children from local partner primary schools. We also have sixth form Learning Mentors who support younger pupils in specific subjects and skills areas on a one to one basis in timetabled slots.

Finally, members of the LS Department liaise with other teaching staff throughout the school in departmental meetings and through the Link Teacher scheme, advising on the particular needs of individual pupils and offering support and resources as requested.

Leave into the town and elsewhere (also refer to **Bounds)**

At various times during the school day boys have the opportunity, if they do not have any other school commitments, to visit the local shops in the centre of Tonbridge.

Specific school rules on what is and is not out of bounds are stated in The Memoranda (available on the school's website). In terms of visiting the town, there are a number of possible times during the week.

Boarders may sign out of their Houses in the evening (after 6.00 pm) for short periods of time in order to use school facilities or to visit a local shop. Permission to go anywhere else must be given by a boy's Housemaster.

Boys in the 1st and 2nd Year are not allowed out after 9.00 pm. All 3rd Year boarders should be back in their House by 10.00 pm and Sixth Form boarders by 10.30 pm.

Concerts, plays, evening trips to theatres may delay a boy's return, but nonetheless it is important that a boy has obtained his Housemaster's permission before leaving his House.

Consent forms are available on the Parent Portal.

Lift Sharing Scheme

A popular feature, available on the Parent Portal is the lift-sharing scheme, whereby parents who have signed up can view an interactive map showing the locations of all other parents in the scheme. Name and phone details are displayed to enable parents to contact each other.

Lists and Calendar

At the beginning of each term every boy is given a copy of the Lists and Calendar for that term. All parents (day and boarding) are posted a copy prior to the beginning of each new term. This small booklet contains details of all the term's events as well as complete lists of staff and boys.

Lost Property

Any property lost on the school grounds, around the school or at the Tonbridge School Centre is returned to and stored at the school reception, where it will be kept for a term. Any unclaimed items will be disposed of. Any named items are returned to the boy's house. Please ensure that all property is named.

Lower Master

The Lower Master (Miss J H Green) has broad responsibility for the co-curricular activities of the Lower School (years 1 and 2), for the first year induction process, and for ensuring that the Novi become settled and involved in the wider activities of the school as quickly as possible. The Lower Master also co-ordinates whole year group activities including socials with other schools. The Housemaster is the first point of call for parents, but for general first and second year information, you may choose to contact the Lower Master as well or instead.

Matches against other schools

Parents are encouraged to support their sons at school matches. Fixtures are listed in the termly School Lists and Calendar. Via the sports section of the website parents may also synchronise their own personal calendars via outlook to school sports fixtures which will allow you to receive updates with match details and team information in relation to specific sides (full details of this service may be found on the school sports website).

Maps and directions to other schools can be collected from Reception or found on the sports section of the school website, a copy can be faxed or posted by ringing 01732 365555.

On Saturdays Home matches usually start between 2.15 and 2.30 pm, but in order to maximise the use of the Astros, some hockey matches will start earlier. If daylight permits the senior home team may start nearer 3.00 pm. It is best to check with your son with regard to the scheduled start-time of his match, but details will be available from Reception (01732 365555) up to midday on Saturday and can also be found on the Parent Portal Sport pages as well as on the school's website – www.tonbridge-school.co.uk

Maps showing which home team is playing on which pitch will be available from 1.50 to 2.30 pm for anyone arriving at the swimming pool entrance to the games fields. The QR code featured on the sports programme will also allow you to receive an updated weekly schedule should you wish. Both at Tonbridge and at other schools a post-match tea is provided for parents. At Tonbridge there will be signs to direct you to the venue for tea (usually the Tonbridge School Centre).

At the end of a home match parents are free to take their sons home if they are day boys or boarders going on weekend leave (See the section on Exeats, Returning to school, Weekend trips, and Weekends when there is no exeat.)

The same applies to away matches, but in addition parents are welcome to bring their son back to Tonbridge even if he is not going on weekend leave. It is very important for you or your son to inform relevant members of staff if he is not going to be on the coach for the return journey – a lot of time can be wasted looking for a boy who has already left with his parents! Boys must not take lifts with other parents unless there has been explicit permission from his parents and the member of staff taking the team has been informed.

Coaches returning boys to Tonbridge from away fixtures are likely to arrive back at school between 6.00 and 6.30 pm, but return from away cricket matches can be nearer 8.30 pm.

The school has a published Code of Conduct for Sport which parents are asked to note.

Meals

The Catering department at Tonbridge is committed to delivering a high standard of nutrition to boys. All meals are prepared in-house and where appropriate ingredients are sourced locally. The school operates 9 kitchens serving 11,000 meals a week. Each kitchen is headed by a trained, qualified chef and supported by their team. The school also employs a full time baker and butcher. Fresh food is delivered to the Houses on a daily basis. Boys may request, via their Housemasters or Matrons, a packed meal if they have commitments which mean they will miss a mealtime. There is a strong social and pastoral element to the meals.

Boarders take all weekday meals in their Houses. The lunch menu is varied regularly throughout the week and a salad or vegetarian alternative is always available. On Saturday evenings and Sundays the boarders from all Houses eat together in the Orchard Centre. The social mix of the informal weekend arrangements complements the pastoral and communal benefits of House-based meals during the week.

Cereal, biscuits, cake, fruit or other snacks are usually available in boarding Houses during the evening. In addition, Housemasters may also allow boys, at designated times in the evening, to visit local take-away shops. We would appreciate your support in our efforts to regulate the amount of take-away food a boy eats!

Boarders also have access to hot/cold drinking water, toasters and often microwave ovens. In addition, Sixth Formers usually have sandwich makers and fridges in their common rooms.

Day Boys in Welldon, Whitworth, Cowdrey and Oakeshott take lunch in separate areas of the Orchard Centre, while those in Smythe use the dining room in the House. The menu is varied regularly throughout the week and a soup, salad and vegetarian alternative is always available.

If a day boy is staying at school for a concert, play rehearsal, society meeting or some other evening activity, he may obtain an evening meal from the Orchard Centre. He should obtain a form from his Housemaster, which enables him to order his evening meal in the Orchard Centre.

The quality of food is monitored regularly by the Catering Management team.

Medical matters

The School Medical Centre is open twenty-four hours a day during term-time and staffed by registered nurses. The centre has twelve beds and has full outpatient facilities.

Parents are asked to complete and return a medical before the start of term via the Admissions Portal.

All boarders at the school are encouraged to register with the Medical Officers, who are local General Practitioners contracted by the school to care for the health of the boys under the National Health Service. One of the doctors holds a morning surgery in the Medical Centre Monday to Friday. Boys are also free to make their own appointments at Warders, the doctors' local practice - telephone 01732 770088.

For a boy to register with the school doctors please complete a GMS1 (which can be found as an attachment in your Novi pack) on entry to the school. (When boys leave the school they need to re-register with a GP as they will be de-registered from the Tonbridge medical practice.)

Boarders who require medical attention in their House will initially see the House Matron, who will then refer them to the Medical Centre if necessary.

Any boy who is taken ill during lesson time or injured while on the games field will be taken to the Medical Centre. In the case of day boys, parents will be contacted as soon as possible so that arrangements can be made for taking him home. If any boarder has to stay in the medical centre overnight or is taken to hospital, his parents will be informed.

If a boy has been ill, or has received any medical treatment, or has been in contact with any infectious diseases during school holidays, the Termly Health Update form on the Parents Portal **must** be completed. Any medication that a boarder brings back to school **must** be handed to his House Matron at the beginning of term. Any boy taking malaria prophylaxis must bring the medication with him so that he can complete the course. Enquiries about medical issues are welcomed from parents, who should telephone the Medical Centre directly - 01732 304272 - or contact their son's Housemaster.

The school offers a group medical insurance scheme with AXA PPP, details of which are sent in advance by the Bursary to the parents of all new boys and are also available at all times on the parent portal. All boys are automatically enrolled in a Personal Accident Insurance Scheme (incorporating emergency dental insurance) details of which are also available at all times on the parent portal. The medical insurance scheme is strongly recommended if you have no other insurance policy in place. Further details are available from the Bursary - 01732 304122.

Other medical matters are listed under Confidentiality, Counsellor, Dental Care, Eye Tests, Immunisation and inoculations, Medicines and Sport injuries.

Medicines

All medicines brought into school from home must be taken to the Medical Centre to be acknowledged and assessed. Medicines prescribed from outside the UK cannot legally be administered and need to be re-prescribed by the school doctor. Any supporting evidence from the prescribing doctor, and contact details, should also be sent to the Medical Centre in case there is need to contact that doctor.

Boys must not have any "homely remedies" in their possession, such as cough/cold preparations, lotions, antihistamines, indigestion treatments or traditional herbal medicines. These may interfere with other medicines which a boy may be prescribed or given, and can cause unnecessary reactions or overdosing.

Parents are asked to complete a Termly Health Update form via the Parent Portal.

Music

The school has a long-established tradition of high quality music-making. We aim to stimulate a life-long enjoyment of music by encouraging as many boys as possible to participate in musical performance, both choral and instrumental. All ensembles are professionally coached and perform regularly, both within and beyond the School. At present roughly half the boys in the School have instrumental tuition; more are involved in choral activity. The Music School is available for teaching and practice throughout the day and during the evening; its resources include four Steinway grand pianos, a percussion room, a rock room and a double recording studio. There are 16 practice rooms equipped with Steinway designed pianos.

The Director of Music will also be delighted to give advice as to a suitable instrument, if that is needed, and can be contacted by e-mail via this address: jmm@tonbridge-school.org. In general, it is entirely possible for a boy to embark upon a new wind or brass instrument and achieve a high standard by the time he leaves school. A stringed instrument is less likely to be started successfully at this age, though this does not apply to the Double Bass. Obviously, most instrumental lessons have to be given in school time; in order to ensure that a boy does not miss the same subject each week, we arrange a rota system for the term. This rota covers the whole school day rather than just academic lessons. All parents are requested to complete a Music Tuition Form.

The fee for a term's course of ten weekly individual lessons of forty minutes is £320. A full term's notice in writing to the Director of Music is required if lessons are to be terminated. Ensemble coaching, aural, theory and scales classes are all free of charge. A large stock of instruments is available for hire to pupils free of charge.

The school has a large number of musical groups: Symphony Orchestra, Chamber Orchestra, String Orchestra, Big Bands, Concert Band and School Orchestra, as well as many chamber music groups, including Jazz and Rock. The Chapel Choir sings at school services on Sundays.

Live music-making is a central feature of the Music Department's work and several formal concerts are given each term by boys and staff. The Octagon Concerts (Tuesdays at 5.30 pm) provide a weekly opportunity for less formal performance. The programmes are designed to give as much variety and interest as possible, and parents and friends are always very welcome to attend. Details of musical events can be found in the Arts Brochure or on the School's website.

Overseas Exchanges

The School runs a number of overseas exchange programmes, co-ordinated by the International Student Co-ordinator, which are available to the boys:

India Exchange	Third year / Lower Sixth boys
Australian Exchange	Current Novi boys
New Zealand Exchange	Current Novi boys
American Exchange	Current Novi boys
China Exchange	Lower Sixth boys

Almost every boy who has been on one of our school exchanges has called them a life changing experience.

Overseas Universities Evening

In the Michaelmas Term there is an 'Overseas Universities Evening' for boys who are or may be considering attending university outside the UK. Experts on American, European and other international universities give talks, followed by a question and answer session and an opportunity

to meet the speakers over drinks. The evening is open to boys and parents across all years, but is most relevant for those in the Lower Sixth.

Parents' Evenings

Specific dates for Parents' Evenings are usually given about a year in advance. There is a Parents' Evening during each year of a boy's time at the school, to which parents and/or guardians are invited to meet the members of staff who teach their son. Boys are strongly encouraged to attend with their parents and/or guardians. Invitations are sent two weeks before the evening via e-mail. The Parents Evening booking system is a first come first serve system and becomes live at 10am on the Saturday after parents have received the e-mail. Parents' Evening usually take place on a Thursday or Friday evening from 6 45pm, or occasionally for particularly busy staff with more than one set in a year group at 6 15pm.

An Oxbridge Evening is held in the Lent Term to which parents and boys are invited. Information about application to other Universities is provided during the interval talk at the Lower Sixth Parents' Evening. We also hold an information evening for Overseas Universities in the Michaelmas Term to which parents and boys are invited, and a Universities Evening for 3rd Year parents and boys in the Summer Term.

Parents' Pastoral Evenings

Held in the first half of the Michaelmas Term, there is a specific Evening for the parents of Novi. The talk given, and subsequent discussions, cover what is PSHEE, Anti-bullying and Online Safety. There will be a parents' pastoral conference held in the Michaelmas Term of 2018, covering a range of topics, for parents of boys in all year groups.

Parent Portal

The Parent Portal aims to provide a wide range of information to parents allowing them an insight into the day-to-day life of the School and specific information regarding their Son. Administrative paperwork and communications are all archived on the Portal. Parents are able to view their son's contact details, reports, timetable and external exam results; view the extras added to their son's account since the last bill was issued; obtain email addresses for all staff; access forms (e.g. for weekend leave) and documents (e.g. End of term mailing from the Headmaster and school policy documents); view the School's Daily Bulletin; see Sports fixtures and results. Please note that access to billing information via the Parent portal is restricted to the parent or guardian responsible for the payment of fees. Parental access is via a link on the School web site (www.tonbridge-school.co.uk)

Parties

Parents often ask the school for our views on private parties. Teaching staff at Tonbridge are given the following guidance in relation to boys and alcoholic drinks:

1. *'Boys in the first three years of the school should never be allowed alcohol.*
2. *Boys in the Sixth Form can drink wine, cider, or beer under supervision, but care should be taken about the quantity consumed. It is envisaged that these social occasions will involve a meal of some form. As a rough rule of thumb, two small glasses of wine (125ml) or two bottles of beer (330ml) would be seen as plenty with a meal.*
3. *Bottles of wine should never be left on tables for boys to self-serve. Boys should never be allowed to drink spirits. Soft drinks and water should always be available as an alternative.*

Any social situation where alcohol may be served without a meal must have the express permission of the Second Master.

Parents are asked to consider this guidance and the following points when planning a party or giving consent for their sons to attend a private party:

- (i) **Communication:** It is absolutely right that parents should speak to each other about proposed parties in advance. Your sons should not feel that it is unusual for you to speak to other parents about the arrangements regarding a party, nor should parents feel that they cannot ask the questions they want to of the hosts. If you are hosting a party it may be that you take the initiative and contact other parents in advance with details. Parents organising parties should expect and welcome phone calls from other parents. It is also worth clarifying who the other guests are – age range, school, etc.
- (ii) **Alcohol:** This is a difficult area as so much depends on the judgement of parents. We would recommend that there should be **NO ALCOHOL** at all at parties where boys in the first three years are present. Adults at a party should ensure that there is moderate consumption of alcohol. As a general rule, it is suggested that only beer and a little wine is available. Spirits should not be served to boys of school age. We would remind parents boys in the first three years that parties are often of mixed age groups, and you need to satisfy yourself about the nature of the party your son might be attending. It is also important that where alcohol is to be served that food is available.
- (iii) **Adult Presence:** Any party involving young people should have an adult on the premises in some capacity. It is always worth checking by getting in contact beforehand.
- (iv) **Post party supervision:** It should be the responsibility of the hosts to ensure that guests are picked up safely and are returned to the care of a responsible adult. Guests should not be allowed to leave the party under the care of anyone not authorised by the parent.
- (v) **Timing:** With lessons and other school commitments on Saturdays, we strongly recommend that private parties are only organised on Saturday evenings, if in term-time.

Personal, Social, Health and Economic Education (PSHEE)

PSHEE and Citizenship is approached at the whole school level and is delivered through a wide range of activities and experiences, both curricular and co-curricular. The personal development and well-being of our pupils is at the forefront of all that we do as a school; from our delivery of pastoral care through the house system, in Chapel services and talks, the CCF, sports programme and many other areas.

Certain PSHEE and Citizenship issues are covered in a range of academic curriculums. Other areas are dealt with through Novi Assemblies, The Novi activity programme on Wednesday afternoons, the Second year PSHEE programme and assemblies, and the Seminar programme for the third year and lower sixth. There is an Upper Sixth Transition Morning in the Summer term to help the leavers recognise and deal with the challenges of a gap year and the first year of university. Mr A G McGilchrist coordinates PSHEE throughout the school.

Photographs

The school's policy on cameras and photographic images is set out on the Parent Portal and the School's website. Parents are asked to read this if they wish to take photographs of a school event.

House and Team photographs are taken regularly throughout the academic year and are available to purchase following the links supplied on the Parent Portal and via the fortnightly newsletter.

Pocket Money

An initial allowance of £30 is recommended for boys in their first term. This money should be deposited with the Housemaster, as should air-tickets, and other valuables, in the House Bank for safekeeping. Travel money, if required, can be sent to the boy, or drawn from the Housemaster as required. Boys in their first two years are discouraged from having access to Bank, Building Society or Post Office accounts.

Post & Packages

Packages addressed to boys will generally be delivered direct to Reception and can only be collected by their Housemaster. Boys should not assume privacy when a package is delivered - Housemasters routinely ask boys to open a package in their presence.

Praepostors

Each House has its own team of Praepostors (Praes), chosen from the senior boys in the top years. The Praes are given duties and responsibilities which help with the smooth running of the House. Praes undergo training before starting their role. They are not permitted to administer any form of sanction.

The Praes should act as role models for younger boys, they play a major part in helping new boys settle in to life at Tonbridge, and they assist the Housemaster in solving pastoral issues and problems.

The Head of House is automatically a School Praepostor, and if other House Praes make a substantial contribution to school life, they may also be appointed School Praes. The Headmaster also appoints three boys to be Head of School along with two Deputy Heads of School.

Prep and work outside the classroom

In the first three years preps are assigned to cyclical days (as opposed to days of the week). Preps and other tasks will be recorded on the School's new Digital Learning companion: Firefly.

On any given night of the week (Monday to Friday) boys should receive prep in three subjects and should expect the following quantity of work:

1st Year	90 minutes
2 nd Year	90–120 minutes
3 rd Year	120–150 minutes

In addition to the above boys will receive prep at the weekends. They must therefore use their time effectively (especially on Sundays) to ensure that all their work is completed in preparation for Monday.

At Sixth Form level preps are set according to the nature of the subject; some will set a short prep after almost every lesson while a more essay-based subject is likely to set one extended piece of work per week. In addition to any set prep boys are expected to consolidate and develop their work in the classroom by more extensive reading. In general a Sixth Former should be aiming to complete 18 hours per week on average outside the classroom.

Prep: Recording of

Details of all preps, including information about the work set and the date by which it is to be submitted, will be posted on the School's intranet site (Firefly) to enable all boys, and their tutors and Housemasters, to have a single record of all of their preps available via computer or portable mobile device.

Pursuits Periods

- These periods take place every Monday from 2.00-2.45pm: The priority of Activities is clarified in the termly Lists & Calendar.
- Departments are open and are manned so that boys can consult members of staff for help with difficulties and problems, and for advice about Universities, UCAS, and careers.
- Games practices are not allowed but, subject to priorities activities like Squash coaching and Cricket nets may take place.
- Boys are not allowed "down town" without permission from their Housemaster.
- Quiet conditions are maintained in Houses.

Reporting on Academic Progress

Within the school's academic curriculum, each boy's programme is planned and his progress carefully monitored by subject teachers, House Tutors and Housemasters. Parents will be notified by email when new reports are available to be accessed via the Parent portal My Son page. Interim reports will be published in the first half of each term except when there is a parents' evening in that half term and will consist of an achievement grade and a "learning habits" grade on a 1 to 4 scale, the criteria for these will be explained on each report. There will be a short comment from the subject teacher and suggestions about how things might improve further in each subject. There will also be a short tutor report summarising academic progress over the preceding half term.

End of term reports will be more traditional, with each subject teacher providing grades using the same criteria as above, plus a two paragraph comment. The first paragraph will concentrate on the work in that subject looking back over the term and the second will make suggestions for how to improve further in the future. These are supplemented by a sport report and sometimes on extra-curricular activities or special achievements. Reports on individual music lessons will also form part of the end of term report. These reports will be discussed between the boy and his House Tutor who will together write an academic summary including agreed targets for the next term. In addition, the Housemaster will write a report on each boy, providing an overview of academic, pastoral and co-curricular issues, as well as summing up the term more generally.

Seminar programme

The Seminar Programme operates in the 3rd year and the Lower Sixth, with both year groups receiving three periods per cycle, split into one double and one single period. Both the 3rd Year and the Lower Sixth are split into groups of around a dozen boys, which are deliberately selected to cut across Houses and academic subjects. The discussions, presentations and lectures embrace the academic as well as critical thinking and citizenship, pushing boys to consider issues and viewpoints outside of their normal field of view and comfort zone, and also contribute to the school's 'Personal, Social and Health Education' programme. The emphasis throughout is not merely on receiving information, but also attempting to develop each individual's ability to think and articulate their views.

The primary purpose of Seminar at all levels is to foster and deepen interest and understanding in philosophical, political, ethical, scientific and artistic issues, that lie beyond, yet underpin, study at GCSE, A level and Pre-U qualifications. Topics are wide-ranging (from censorship to surrealism, film direction to the ethics of charitable giving and sport, world citizenship to aesthetics) and embrace practical concerns as well as conceptual challenges (such as the 'gap year' and UCAS applications).

To this end Seminar welcomes a broad spectrum of external speakers, many of them distinguished in their fields. In past years, for example, Michael Portillo, Tom Avery, Baroness Vere, Sgt Johnson Beharry VC, Richard Stuart and Peter Tatchell have all visited at the school.

Senior Team

The Senior Team consists of the Headmaster, the Second Master (Dr P.H. Williams), the Upper Master (Mr J.R. Bleakley), the Director of Studies (Mr J.C. Pearson), the Director of Teaching and Learning (Mr M.J. Weatheritt), the Director of Admissions & Marketing (Mr A.J. Leale), the Bursar (Mr A.C. Moore) and the Director of the Tonbridge Society (Mr A.R. Whittall). The ST supports and advises the Headmaster on all aspects of school policy, practice and management.

Senior Students

In addition to the seven boarding houses, there is accommodation for 47 Sixth Formers in six Senior Student Houses, each under the supervision of a resident member of staff (known as the Senior Student Housemaster). The houses offer a greater independence for senior boys and the opportunity for longer periods of uninterrupted study; they can be a useful bridge between school and university in that respect. Boarders may choose to become senior students for one or more terms, but most boarding houses also operate a simple rota system so that boys take it in turns to be senior students. A senior student remains a member of his house in all other respects, including the taking of meals.

Shops at the school

The Tonbridge School Shop can supply all the articles on the [School Uniform](#) lists including sportswear, equipment and tuck boxes. The shop also sells an extensive range of [Tonbridge giftware and OT memorabilia](#).

The Shop is located at the top of the entrance to the school, next to the Medical Centre. It is divided into two parts; one side is for uniform, sportswear and gifts, while the other side, known as The Pound, carries a wide range of stationery supplies and essential toiletries. Staff are also able to source anything to order.

The Shop caters for both boys and parents. During term time boys can purchase anything they need, provided they have a green slip signed by a housemaster, teacher or matron. This will then be charged to the individual boy's account. The Shop also accepts cash and debit or credit cards. Parents can purchase all items of uniform; this is initially done in the form of an appointment before the start of the school year. After this time parents can make purchases in person, over the phone or by email.

Additional services include dry cleaning, alterations and dinner suit hire.

Sixth Form Academic Monitoring

Boys' progress throughout the Sixth Form is carefully monitored to ensure they are fulfilling their academic potential. Monitoring takes place through a combination of progress tests, reports and examinations. These are scrutinised by tutors, Housemasters, the Director of Studies and the Director of Teaching & Learning. If you require further details, please contact the Director of Studies.

Skinner's Day

This day (a Saturday in early July) marks the end of the school year at Tonbridge. The day is marked by a Chapel service for the boys, a prize-giving ceremony, musical concerts, departmental displays including readings and drama, a cricket match between the school's XI and the Old Tonbridgians and the day ends with boys and their parents returning to their Houses for tea.

Further details of Skinner's Day will be available to parents in the half-term of the Summer Term via the Parent portal or their son's Housemaster. **All parents are welcome to attend this event.**

Smythe Library

Refurbished in 2016 you will find a café, newspapers, periodicals as well as the Higher Education and Careers Department plus a new classroom. The second floor houses fiction, some non-fiction and several group working spaces before going to the top floor which holds the Art, English, Languages and History collections, as well as a quiet working space.

There are two professional librarians who will help with finding the right information whether in a book or other media, and support all research.

The Learning Strategies Department is based on the Lower Ground floor together with disabled access to the lift.

Societies

There are a large number of school societies and clubs, which hold regular meetings, covering a wide spectrum of interests from Christian Fellowship (The Ruston Society) through to the Mah Jong Society and the Sub-Aqua Club. Most of these are open to any boy who wishes to join but a few cater specifically for the interests of specific year groups. A full list of Societies can be found in the termly Lists and Calendar booklet.

Early in the Michaelmas term there is a Societies' Fair where all boys, especially those in the first year, can see the range of societies on offer.

Most academic departments have their own societies, which invite speakers and also arrange visits or expeditions. A member of staff oversees each society, but much of the responsibility of running a society is given to boy officers.

Societies meet at various times during the week (with the notable exception of Wednesdays) and these are displayed on the weekly Activities Bulletin that is posted on House and school notice boards.

Sports Centre

Opened in June 2008, Tonbridge School Centre (TSC) offers some of the very best sport and leisure facilities in the South East. TSC is open to pupils, parents and staff of Tonbridge School as well as members of the local community.

TSC Leisure Club offers Members use of our extensive facilities including our well-equipped contemporary [Fitness Suite](#) (Gym), award-winning [Swimming Pool](#), an extensive array of [Exercise Classes](#) and our stunning world-class [Athletics Track](#). Other activities including [Tennis](#), Badminton and Table Tennis are available to Members free of charge and subject to availability.

TSC is also home of the Recre8 Children's Activity Courses which include a comprehensive range of leisure, sporting, creative and educational activities during term time and the school holidays. Further information is available on the website and Parent Portal. The Manager is Mr A.R.Lloyd and can be contacted on 01732 304111 or by email: arl@tonbridge-school.org

Sports choices

Sport is an integral part of the educational experience at Tonbridge. Excellence at the top end is underpinned by an embedded ethos of participation and representation. Boys of all ability are encouraged to play meaningful and competitive sport, at either House, School or representative level.

We identify four key benefits of sport in education:

- Working with others in a team towards an external, collective objective.
- The challenge of competition and of mastering physical skills.
- The self-evident benefits of physical exercise.
- The concept of fair play, and the ability to cope with both success and failure.

Tonbridge is well known for excelling in major sports and has produced a number of county and international sportsmen over the years ([Notable OTs](#)). Different boys have different strengths and interests, and we try to offer as wide a choice of sports as possible in the hope that each boy will find something to develop or trigger his enthusiasm.

Sport at Tonbridge operates on a 'Club' system - each boy commits himself to one sporting 'club' for each term (though this does not preclude playing other sports in spare time and at House level). All boys who opt to play a particular sport benefit from coaching by a dedicated coach and have the opportunity to participate in competitive sport, whatever their ability. We run teams in all age groups (eg. there are as many as 22 rugby teams, with seven at under 14 level), and there are competitive House competitions in most sports (including weekly 'House Leagues' where A team players are ineligible).

Tonbridge has unsurpassed sporting facilities: our [Sports Centre](#), completed in 2008, provides national standard indoor facilities to supplement our outstanding outdoor facilities which include over 100 acres of superbly-maintained playing fields, three astro-turf pitches and an all-weather athletics track. The quality of the facilities meant that Tonbridge was recognised as an Olympic training venue for London 2012. Tonbridge hosted the Australian Track and Field team for their Training Camp prior to the London Olympics.

Tonbridge School recognises and welcomes competition within sport. Competition encourages team awareness and, when guided appropriately, teaches the importance of winning without arrogance and losing with good grace. Emphasis is placed on the highest standards of sportsmanship at all levels and this is laid out in the School's '[Code of Conduct in sport](#)' which is available on the Parent Portal.

Sports equipment

Boys are expected to provide their own basic sports equipment (e.g. hockey stick, cricket bat) but the school will provide more specialised equipment (e.g. hockey goalkeeping kit) when it is needed.

It is school policy that boys must wear mouthguards when playing rugby and hockey. Mouthguards should be made to a specific standard by a dental surgeon. With this in mind, O-Pro, members of the National Dental Mouthguard Association, visit the school on a regular basis and provide custom-fitted mouthguards. Details of the O-Pro service are mailed to parents annually.

With similar regard for Health and Safety requirements, it is also school policy that boys must wear shin-pads when playing soccer or hockey.

Cricket helmets must be worn by all boys playing cricket whenever they are batting, wicket-keeping or fielding close to the wicket. The school will provide helmets for boys but it is expected that those who are selected to represent the school at A-team level provide their own helmets.

Sport injuries

Boys injured whilst playing games are escorted to the Medical Centre.

During the recovery period, boys are placed 'off exercise' on the daily lists circulated throughout the school. They may not normally play games though where appropriate, a distinction between contact and non-contact sport is made. Boarders are not permitted to return to 'on games' until they are cleared as fit by the school doctor at his daily surgery. For day-boys, the equivalent permission is given by the boy's parents. All concussion injuries have a mandatory 23 days off contact sports as per RFU guidelines.

During full games afternoons when 'off-exercise', boys in the first three years normally attend the Library for supervised study. If appropriate, they may be advised to use the TSC Gym.

The school has the services of two Physiotherapists from the 'Wells Physiotherapy and Sports Clinic' who visit the school twice a week. If a boy requires physiotherapy and has private health insurance, he will be seen by the school doctor and referred to the school physiotherapist. Day

boys must be seen and referred through their own GP for the same service. If no private health insurance is held, parents who wish to pay for treatment may do so or alternatively, an NHS appointment may be sought. However, NHS appointments may have a significant waiting list.

Study Skills

We work with all boys to build up a unique learning profile. We help them to reflect on their learning styles and preferences and provide them with a toolkit of strategies and resources which will be helpful across the curriculum. Study skills advice is available from the Learning Strategies department, and throughout their school careers, boys will be enabled to develop a range of Study Skills including smart revision strategies, memory techniques, better organisation, essay writing, proof reading and note taking. A range of Study Skills resources to support the boys' development is available on the School's intranet and Parent portal sites.

Additionally, all Novi complete a study skills programme called 'Learning to Learn' (L2L) during their first term. Boys are taught, in their normal English sets, essential study skills by teachers from the Learning Strategies department. The L2L project is the School's bespoke programme for developing thinking and learning skills. It aims to make our pupils more active, self-reflective, independent and evaluative learners who will be equipped to face the demands of the School's academic programme and to be able, upon leaving the School, to progress expertly and independently in their university studies.

Taxis

The school has reached an agreement with three local taxi firms who have all undertaken to ensure that their drivers have clearance from the Disclosure and Barring Service before transporting children. The relevant firms are:

Castle Cars	01732 363637
Nightingale Travel	01732 361419/07730 492625 (airport transfer only)
Tonbridge Taxis	01622 279464/017713 815270

All taxis booked by the school will come from the above firms. Parents are, of course, free to make their own arrangements.

Telephones

Boys are permitted to have mobile phones and most boys at the school do now possess one. Housemasters will keep a list of numbers in case they have to contact boys urgently, and boys' numbers are added to the School's database for the same reason. If parents wish to telephone their son, they are asked to be mindful of not calling during lesson time nor at bedtime in the Boarding Houses. Boarders' use of devices and mobile phones is subject to the School's Mobile Phone Policy, and all boarders in the Novi and Second year hand in their devices overnight.

Textbooks

During a boy's first three years at Tonbridge the individual teaching departments supply the necessary textbooks. Boys are expected to look after the books and return them to the relevant department at the end of the academic year. If a boy loses or damages a textbook that has been lent to him, he is liable to be charged. Such charges will be added to a boy's end of term account.

Occasionally during a boy's first three years he may be asked to purchase a book by an individual department. In such cases the relevant charge is added to his end of term account. In the Sixth Form boys purchase their own textbooks either from The Pound or via Departments. Alternatively boys may equip themselves with copies purchased elsewhere or secondhand from departing pupils.

The Tonbridge Society

The Tonbridge Society brings together the Parents' Arts Society, the Old Tonbridgian Society, Careers and Mentoring, and the Development Office under one inclusive umbrella, to inspire and support the boys, as well as foster a life-long relationship with the School and each other.

It provides a social and professional network for all those who are part of the Tonbridge School community - parents, current boys, Old Tonbridgians, staff and friends of the School.

Throughout the year, the Tonbridge Society organises a wide-ranging programme of events and activities, providing opportunities to socialise, the chance to see the boys perform in concerts and theatrical productions and to cultivate a culture of philanthropic support. Other events are designed to bring together parents, OTs and the boys to share careers advice, offer work experience and provide mentoring opportunities.

Parents' Arts Society

All parents are automatically enrolled as members of the Society when their son joins the School and the charge for membership is met by the school until your son leaves.

The PAS exists for the benefit of the Tonbridge School community and tries to cater for a wide range of tastes and interests on both the social and educational fronts. It organises events such as London walks, visits to art galleries, opera evenings, wine tastings, theatre trips and a formal May Ball. There are also long weekend trips to destinations such as the art galleries of Florence and, more recently, trips to China, Granada, and Greece.

Our other aim is to give parents a chance to use the superb educational and cultural facilities of the School. Lectures are arranged on subjects encompassing the Sciences and Politics, as well as the Arts and Evening Classes are also a regular part of the termly programme.

Do come and take advantage of the educational facilities and opportunities on offer - they are much too good to remain the sole preserve of your sons! You can get as involved - or not - as you like, but if you do attend any of these events, we can assure you of a very warm welcome. Please note that The Tennant Lecture Series talks are free, and there is no need to book or apply for tickets. Just come and enjoy them.

The good news is that parents can continue to enjoy all these benefits even when your son has left the school in return for a very modest annual fee.

Old Tonbridgian Society

After your son's education at Tonbridge, he will have lifetime membership of the Old Tonbridgian Society.

The Old Tonbridgian Society exists to keep Old Tonbridgians in touch with one another and with the school. It arranges various events in London such as the Annual Dinner and City Drinks, as well as receptions for recent leavers. There is also an Annual Reunion held at the school on a Saturday in the Michaelmas Term for a span of roughly ten years at a time. The OTS also publishes an annual OT News and regular e-newsletters. It also arranges university visits to keep in touch with recent leavers and offers advice on careers and work experience.

The OTS also supports a wide range of sporting clubs such as cricket, golf, football, rugby, shooting, sailing, fives, squash, rackets and real tennis, and, next season, hockey: most of these clubs play at a high standard but also cater for the enthusiast.

In short, the OTS takes an interest in all OTs and what they do when they have left Tonbridge. It will always be happy to advise and assist OTs in ventures on which they may be embarking and to encourage those with an entrepreneurial instinct, by putting them in touch with more experienced OTs.

Careers Mentoring Scheme

There are many parents, Old Tonbridgians and friends of Tonbridge School who have expressed a desire to become involved in helping boys of the school by, for example, giving careers advice,

offering work experience and speaking at careers events. The Tonbridge Society Careers Mentoring Scheme brings together these offers of help, knowledge and expertise. As your son goes through Tonbridge School he will have increasing contact with the Higher Education and Careers Department. In the third year he will be required to complete a week of compulsory work experience and he may wish to do more whilst in the sixth form. You will be invited to specific careers evenings throughout his time at the school, and to our annual Careers Mentoring Evening when he is in the L6th. Then, having moved on to university he will still be able to ask the school for help in finding internships, work experience or to be put in contact with professionals willing to mentor him through university, and beyond. We will contact you early in the Michaelmas Term to enquire if you can offer work experience, speak at one of our careers evenings or play a part in our mentoring scheme.

Tonbridge Development

The last twenty years has been a period of extraordinary growth at Tonbridge – in numbers, in academic, cultural, and sporting standards, and in the school's facilities and amenities. Thanks to the generous philanthropy of parents, OTs and the wider community, the school has been able to deliver a vibrant and forward looking programme of development.

The role of the Development Office is to support the school strategy in three key areas by:

- Creating a world class educational environment.
- Widening access to the school through our Foundation Award scheme and by supporting outreach initiatives with the community.
- Providing opportunities to encourage innovation, depth and breadth across the life of the school.

To achieve these aims we seek to encourage the involvement of the school community in a variety of ways: by promoting a culture of support through charitable donations and legacies, and by embracing expertise, skills, experience and networks.

In conjunction with parents, OTs and expert advisors the school completed a review to determine priorities for the future development of Tonbridge. This work resulted in the 'Excellence for All' campaign that was publicly launched in February 2015. The campaign is important to Tonbridge because it will ensure that the School stays at the forefront of education, not only in the UK but in the world.

The realisation of our masterplan means that the School is going through an unprecedented period of development and at the heart of the plans is the modernisation and extension of our science facilities. The state-of-the-art facilities will completely transform science teaching at Tonbridge and will open early 2019.

Other recent developments include:

- The Foundation Awards programme – a range of means-tested bursaries and scholarships aimed at promising boys who would not be able to attend Tonbridge without very significant financial assistance.
- The Tonbridge School Sports Centre – the school's most ambitious development in decades.
- The transformation of Old Big School into a flexible art gallery and performance space
- The modernisation of the Smythe Library, providing a new inspirational space for teaching, learning strategies and the university and careers office.
- New building for Divinity – the Chadwick Building
- Four room classroom extension for English and more classrooms for Mathematics
- New clay tennis courts and an extension to the very popular gym facilities

Ticket Applications

Plays and Concerts Parents can apply for tickets online www.tonbridgearts.com or parents can telephone the Box Office (01732 304241), which is open Monday to Friday from 9.30 am to 2.30 pm.

When ordering tickets it is important for parents to state clearly if they are ordering a ticket for their son as well, so as to avoid duplication – boys can order their own tickets through their Houses, if they so wish.

Exhibitions

Tickets are not required for exhibitions, but parents are encouraged to visit them whenever possible. Art exhibitions are displayed in the Tunnel Gallery as well as Old Big School Gallery.

Timetable Information

The school's academic timetable is a fortnightly one, with the two weeks of the fortnightly cycle called week A and week B. Mondays, Wednesdays, and Fridays are whole school days (7 teaching periods); Tuesdays, Thursdays, and Saturdays are half-days as far as academic lessons are concerned (5 periods in the morning followed by games in the afternoon). Parents are able to view their son's timetable via the Parent Portal.

Example below:

Mon to Fri	1	2	3	BREAK	4	5	After Lunch	6	7	PREPARATIONS			
	8.55-9.35	9.40-10.20	10.25-11.05	11.05-11.35	11.35-12.15	12.20-1.00		2.50-3.30 4.40-5.20	3.35-4.15 5.25-6.05	1	2	3	4
Sat	1	2	3	4	BREAK	5	n/a	n/a	n/a				
	8.55-9.35	9.40-10.15	10.20-10.55	11.00-11.35	11.35-12.05	12.05-12.45							
A Mon							Pursuits 2.00-2.45						
A Tue								GAMES					
A Wed							Activities 2.10-4.15						
A Thu								GAMES					
A Fri							Pursuits 2.00-2.45*						
A Sat													
B Mon							Pursuits 2.00-2.45						
B Tue								GAMES					
B Wed							Activities 2.10-4.15						
B Thu								GAMES					
B Fri							Pursuits 2.00-2.45*						
B Sat													

Timing of school days

All day boys must report to their Houses by 8.20am and an explanation of the week is below:

Monday: House Tutor Time at 8.35 am

Tuesday: Chapel at 8.35 am
School Detention at 5.20 - 6.00 pm in G3

Wednesday: Year Group Assemblies at 8.35 am

Thursday: Chapel at 8.35 am

Friday: Chapel at 8.35 am

Summer Timetable runs from LT half-term to the MT half-term. Timings are thus: Pursuits: 2.00-2.45 pm; Lessons: 2.50-4.15 pm; Games: 4.45-6.00 pm.

Winter Timetable runs from MT half-term to LT half-term. Timings are thus: Games: 2.15-3.15 pm; Pursuits: 3.45-4.35 pm; Lessons: 4.40-6.05 pm.

Saturday: Chapel at 8.35 am. Break follows Period 4, Away fixtures depart at Break. School finishes at 12.45pm if no afternoon commitments.

Evening Meetings: on weekdays (**except Wednesdays**) these normally occur between 6.50-8.20 pm. On Saturdays, meetings may occur at any time between 7.00-10.00 pm.

Games: Tuesday: 2.15-4.00pm; Thursday: 2.15-4.00pm; Friday (S): 4.45-6.00pm; Friday (W): 2.15-3.15pm; Saturday: Fixtures as required
[Boys involved in away fixtures will return to Tonbridge considerably later than 4.30 pm – see section on Matches against other schools.]

Tonbridgian

The school magazine is called 'The Tonbridgian'. It contains news and reviews of various recent events, an arts section and reports on trips, activities and sport. 'The Tonbridgian' is published three times a year, and every boy receives a copy of the magazine through his House towards the end of each term.

Trips to theatres, galleries and museums

Boys are regularly given the opportunity to visit theatres, galleries and museums in London and elsewhere – many of the visits are chosen to link with particular areas of study at GCSE and Sixth Form.

Details of theatre trips are posted at regular intervals in the English department. Boys sign up on the notice board. Other visits are organised directly by individual departments, for example the Art Department usually take a number of boys of all ages to various galleries and exhibitions during the year.

Separate consent forms are not sent to parents for each individual trip – the Activity Consent Form is available through the Admissions Portal for New Parents and covers all such trips.

Details of departure and return times are circulated to all relevant Housemasters. Day boys are expected to inform their parents of their time of return to Tonbridge, and parents are advised to check with Housemasters, if they are unsure about the arrangements for the trip.

The cost of any trips incurred during a term will be added to the school bill for the following term. The school strives to keep the costs of all school trips to a minimum.

Tuck Boxes

These are brought to school by boarders and are used for storing personal belongings. The most satisfactory type is a bound wooden box, about 50 cm x 30cm x 30cm, with a lock. An additional padlock is also recommended. Suitable boxes can be purchased from the school shop. Boys can ask their Housemasters to look after any valuables in the Housemasters' study or the safe.

Upper Master

The Upper Master has responsibility for monitoring the activities of the top three years and for overseeing the school's co-curricular provision.

University Visits – guidelines

A boy's visit to a university may take place for one or more of six distinct reasons:

1. An official university Open Day.
2. An official departmental Open Day at a specific university.
3. An individual invitation from a university department, often including an interview.
4. A request by a boy to a university/department to arrange an individual visit, resulting in a letter of invitation.
5. A visit for several boys organised by a school department.
6. An unofficial visit in the nature of a general look around the university.

While it is important that boys should visit a university before accepting a place there, it is clearly not in his best interest to lose too many school days in the process. The school therefore allows a boy a maximum of two visits in categories 1 to 4 during term time in his UVIth year.

All visits must be sanctioned by a boy's Housemaster who should be given at least one week's notice.

The University and Careers Library, has copies of the Open Days booklet which lists every university Open Day. The website www.opendays.com is also a valuable source of information. Both these resources list Open Days for the whole of the calendar year, so plans can be made well in advance.

Valuables

Large sums of money, air-tickets, and other valuable items should be deposited with the Housemaster for safekeeping in the House safe. It is recommended that any valuable personal possessions that are brought to school are clearly marked and insured under an 'All Risks' policy. The school is not able to accept responsibility for the insurance of boys' personal effects.

Visas (UKVI – Points Based System)

Children who are citizens of countries outside the European Economic Area will need to apply for a Tier 4 Child Student visa under the points-based system. The school will issue a Confirmation of Acceptance for Studies (CAS) to support the visa application once your son's place is confirmed. A temporary visa will be granted followed by a Biometric Residence Permit (BRP). An NHS surcharge is also applicable for non-EEA students and will be calculated at the time of your visa application depending on the length of the visa you are applying for, i.e. GCSE (3 years) or Sixth Form (2 years). Further information can be found using this link: <https://www.gov.uk/child-study-visa>

Weekend trips and socials

The Activity Consent Form was part of the online Admissions Portal for New Parents and covers weekend trips and socials. Most socials take place on Saturday evenings.

All boys will have work to do during the weekend. For older boys in particular the relatively short prep period on a Sunday evening will be insufficient to complete all their work. Boys are encouraged to organise their time accordingly, and for many this means allocating an appropriate amount of time on a Sunday to academic study. Should they so wish, boarders may go home on a Saturday evening and return on Sunday morning simply to get on with their work.

Weekend arrangements

For non-exeat weekends during term, the arrangements are flexible enough to suit the variety of needs and circumstances among boarding families.

Weekend home leave may be taken on any Sunday except the first weekend of each term, and the weekend of Remembrance Sunday. Those who wish to take weekend leave may go home after lunch at 2.00 pm on Saturday, provided that they have fulfilled all their school and games commitments, and they must be back in their Houses by 6.50 pm on Sunday. The school Chapel service at 7.15 pm (parents are most welcome to attend) is followed by a formal prep period in the boarding houses at 8.15 pm.

During the four weekends in which weekend leave is not permitted, boarders may go home after the Sunday morning Chapel service (around 11.30 am), but must be back in their Houses by 8.00 pm.

Boys and parents are free to make as much or as little use as they wish of weekend leave, and practice varies with individual circumstances and commitments – rehearsals for concerts and plays, for example, are often held on Sundays.

On any given non-exeat weekend there are usually between 50 and 150 boarders staying at school. Many of the school facilities are open over the weekend – the Vere Hodge Centre, the Music School, the Smythe Library, the sports facilities – and a range of Saturday evening social events (usually with neighbouring girls' schools) are organised each term. Occasional trips and activities are arranged for Sundays. On Saturday evenings and Sundays the boarders from all Houses eat together in the Orchard Centre. The social mix of the informal weekend arrangements complements the pastoral and communal benefits of House-based meals during the week.

The school is concerned to ensure the safety and well-being of all boarders at weekends and it is critical that Housemasters have an accurate and up to date picture of the expected whereabouts of the boys. To this end we would like to remind parents of the arrangements that we have in place.

- The school produces an online 'Weekend Leave Form' on the Parent portal which **must** be completed by parents of boarders each week. The Weekend Leave Form becomes live at 6pm on the Sunday before the preceding weekend and is open throughout the week, closing at 6 pm on the Friday. In the first two weeks of the term, and the first week after a half term, parents who know that their son(s) will be in the Boarding House on each weekend or, conversely, will be at home for each weekend may choose this option thus completing the form for the whole half term.
- We welcome boarders staying in at weekends, when meals are provided in the Orchard Centre. There is always a member of the house pastoral team on duty and checks are held at regular intervals in the houses or at meals on Saturday evening and Sunday.
- If parents indicate on the 'Weekend Leave Form' that their son is going home, we assume that is where he is and that parents take full responsibility. It is vital that a parent communicates any changes via the online form and last minute changes be communicated directly to the housemaster. If their son will be taking weekend leave but **NOT** staying at home parents should enter the name and contact details of the person with whom he will be staying in the box provided on the form. If there are plans to host another Tonbridge boy the housemaster of the guest should be contacted to confirm these arrangements. Suitable accommodation arrangements must be made.
- If a boarder is assumed by his housemaster to be at home, he may not return to school without the housemaster's permission on the Saturday night or before lunch on Sunday. It is legitimate, if circumstances change, for a boy to return earlier on Sunday if his housemaster knows and has agreed.
- Although these arrangements have been in place for some time, experience has shown that there are 'grey areas' which do give us real concerns about the safety and well-being of

boys. One such concern involves boys, some of them relatively young, who are supposed to be at home, but then go to parties or to meet friends in London or elsewhere, and cannot be said to be under adult supervision. Where a parent has concerns that his son, through peer group pressure or whatever, is going to another boy's house for a party, the housemaster should be told of this concern, and he will do all he can to help.

- It has also happened that a boy will be signed out for home, go to a local party and then, from force of circumstance, returns very late to his boarding house without the knowledge of his housemaster; in this situation housemasters are put in an impossible position with regard to their responsibility for the boy's well-being.

Finally the School hopes that parents share our view that weekends should be a time of rest after a busy week, and of some commitment to academic work. We know from experience that the weekend activities of some boys do not allow that necessary rest and work to take place. Your help in addressing these issues and in ensuring that weekend arrangements are clearly understood and recorded would be welcomed.

Policies

All policies mentioned within this Handbook, and many other relevant policies, can be found on the Parent Portal or School website.

Appendix One

Higher Education and Careers

The Universities and Careers Adviser is assisted by other members of staff who have specialist knowledge of particular careers, universities or subjects. The boys also receive considerable guidance from their Housemasters, who build up extensive experience and play a major part in shaping and directing boys' ideas about their futures.

The Higher Education and Careers Department is on the first floor of the Smythe Library. There is a wide selection of literature on careers and all forms of higher and further education.

THIRD YEAR

Although university and careers advice is given as boys are choosing their GCSEs, the main part of their higher education and careers advice starts in the 3rd Year.

Psychometric Testing: Traditionally most boys complete the Morrisby psychometric tests and interest questionnaires early in the Michaelmas term. After computer analysis a detailed personal report is produced, commenting on strengths, weaknesses, interests, and ambitions. Later in the Michaelmas term all those who took Morrisby Tests are interviewed individually by outside careers consultants and the test results are analysed and discussed. In addition to examining possible career options, AS, A2 level and Pre-U choices are discussed to see that these would be appropriate. The full report is then sent to parents at the end of the Michaelmas term.

Sixth Form Course Choices: At the end of the Michaelmas Term of the 3rd Year, all boys and their parents receive a pamphlet describing the A Level and Pre-U subjects available and giving advice on choice of subjects and combinations. A time is set aside at the beginning of the Lent term for boys to talk to members of staff and the Head of Higher Education and Careers as to the appropriateness of their choices, both in terms of their academic ability and with reference to their university course choices. A few days later parents attend the 3rd Year parents' evening which allows for more exchange of ideas and guidance. This is followed by an exeat after which boys hand in their A Level and Pre-U choices, confirmed by their parents.

Compulsory Work Experience Week: All 3rd Year boys undertake a five-day period of work experience at the end of GCSEs. Boys can arrange their own work experience (this is preferable, as long as it does not involve working with immediate family), or placements can be found through the School.

Careers Evenings: About five such evenings are arranged during the year, each focusing on one major Career area such as Law, Medicine, Engineering, The City etc. Aimed at the 3rd Year, Lower Sixth and Upper Sixth, all are invited to hear an admissions tutor and employer present career details, requirements and advice. We use recent Old Tonbridgians as well as more established members of the different careers areas. Parents are also invited to attend. The evening is led by the Head of Higher Education and Careers, and other members of the Common Room with expertise in that area.

Lower Sixth Induction: Following the work experience week, and before the end of the Summer term there are three days of induction, in which boys are given an introduction to their Sixth Form courses, as well as participating in a number of study skills and leadership exercises.

THIRD YEAR, LOWER SIXTH AND UPPER SIXTH

Overseas Universities Admissions: There is an 'Overseas Universities Evening' for boys who are or may be considering attending a non-UK university. The evening is open to boys and parents across all years. Following this, the Head of Higher Education and Careers offers support and advice on applications throughout the year, with the help of the member of staff who specialises in US applications, including preparation for the ACTs (American university admissions tests).

Oxbridge Evening: In the Lent Term there is an 'Oxbridge' evening for candidates and their parents who are considering an application to Oxford or Cambridge. The evening is comprised of visiting speakers from the universities and an opportunity to ask questions.

Universities Evening: Towards the end of the Lower Sixth, there is a Universities Evening to which all Lower Sixth parents and boys are invited. The Headmaster and the University and Careers

Adviser give short talks, and there is further advice from invited Admissions Tutors and an Old Tonbridgian who is currently at university.

UCAS Procedure: Beginning in the Lent term of the Lower Sixth the boys are introduced, through a series of seminar and talks, to the UCAS process. The boys are given access to 'BridgeU' a powerful higher education tool which helps them search for, and apply to, universities around the world. Advice is given on the procedures, and how to make an effective application. At the end of the Summer Term of the Lower Sixth there is an extensive programme covering student finance, personal statement writing, gap years and how to make a success of university life. As the boys move into the Upper Sixth they are given full support through the application process from filling in the UCAS form to accepting offers and attending university.

Work Experience: During the holidays Sixth Form boys are encouraged to spend time doing work experience. This plays an increasingly important part in university admissions and while it is a good idea to try to find a placement which is pertinent to your preferred university subject, it is by no means necessary. All work experience is valuable.

Interview Training: Each academic department offers 'Oxbridge' interview training, and there is also provision for additional interview training by an outside agency.

Gap Years: Gap years are increasingly popular and opportunities and advice are offered to boys throughout the Lower Sixth and Upper Sixth. Opportunities for voluntary work, teaching, working and travelling are emailed to boys throughout their Upper Sixth year by the Head of Higher Education and Careers. There is also a competitive in-house grant to help in the funding of worthwhile projects.

The Higher Education Guide: Full details of the Higher Education and Careers provision in the school can be found on the school's Higher Education Guide. This can be accessed through the Parents Portal by following 'Academic – Higher Education and Careers'.

MICHAELMAS TERM 2018

Beginning of Term Day boys return	Wednesday 5th Thursday 6 th	September September	7.00 pm
First Exeat (Long)	Friday 28th to Sunday 30 th	September September	1.00 pm 9.15 pm
Half-term	Saturday 13th to Sunday 28 th	October October	1.00 pm 9.15 pm
Second Exeat (Long)	Saturday 24th to Monday 26 th	November November	after games 9.15 pm
End of Term	Thursday 13th	December	5.30 pm

LENT TERM 2019

Beginning of Term Day boys return	Tuesday 8th Wednesday 9 th	January January	8.00 pm
First Exeat (Short)	Saturday 26th to Sunday 27 th	January January	after games 9.15 pm
Half-term	Friday 8th to Sunday 17 th	February February	4.15pm 9.15 pm
Second Exeat (Short)	Saturday 9th to Sunday 10 th	March March	after games 9.15 pm
End of Term Novi Visit	Wednesday 27th Thurs-Fri 28th – 29th	March March	1.00 pm

SUMMER TERM 2019

Beginning of Term Day boys return	Tuesday 23rd Wednesday 24 th	April April	8.00 pm
First Exeat (Long)	Saturday 4th to Monday 6 th	May May	after games 9.15 pm
Half-term	Friday 24th to Sunday 2 nd	May June	4.15pm 9.15 pm
Second Exeat (Short)	Saturday 22nd to Sunday 23 rd	June June	after games 9.15 pm
End of Term	Saturday 6th (Skinners' Day)	July	5.00 pm