



BENENDEN
A COMPLETE
EDUCATION



STUDENTS' HANDBOOK
2022 - 2023

STUDENTS' HANDBOOK
2022 - 2023

Table of Contents

I: GENERAL INFORMATION

Aims And Values For Pupils	3
The Pupils' Ethos.....	4
Student Leadership	5
School Prefects (Grey Jumpers)	6
House Prefects	7
Digital Leaders.....	7
Big Sisters	7
Pupil Forum	7
Pupil Voice.....	7
School Worship	8

II: PASTORAL CARE

Support For Pupils.....	9
Tutors.....	10
Form Order And Your Head Of Year	10
What To Do If You Have A Concern About Yourself Or A Friend	11
Who Can You Talk To?.....	11

III: ACADEMIC MATTERS

Where To Find Help If You Have A Worry About Your Lessons Or Learning	13
Lessons	13
Extension.....	14
Prep	14
Prep Diary.....	15
THE STUDENT HUB.....	15
Examinations	15
Scholarships.....	16
Summary	16

IV: THE CO-CURRICULAR PROGRAMME

Co-Curricular Commitments	17
Lunch, After School And Evening	18
Weekend Activities	18

V: BOARDING HOUSES

The Houses	20
Fourths House	20
Middle School Houses.....	20
Sixth Form Houses	20
House Officials.....	20
Daily Routine In House.....	21
House Facilities	24
Mobile Devices	24
Mobile Devices Rules And Use 2022-2023 (For weekdays and weekends)	25
Visitors	27
Personal Security	27
Exeat Arrangements And Closed Weekends.....	28
Absence From School	29
The School Grounds.....	29
Leaving The Grounds	31
Transport	31
Fire Alarm	33

VI: SCHOOL FACILITIES

The Library	34
Jstor.....	35
Encyclopedia Britannica	35
Library Abstracts Service.....	35
Dining Room And Café	36
Medical Centre	36
The School Shop: LASS (Lime Avenue Sales & Services Ltd)	37
Fitness Suite.....	37
Swimming Pool.....	38

VII: RULES AND POLICIES

Dress Code.....	39
Policies	41
Safeguarding	42
Child Protection	43
Complaints Procedures For Pupils	44

I: GENERAL INFORMATION

This handbook has been written to give you information about the School and to help you to understand its structure, rules and policies. It is important that you read it carefully and ask your Hm (Housemistress or Housemaster) if there is anything which you do not understand. This handbook, along with the School Diary, should provide you with the information you need during term time. Both are to be found on the Portal and are updated during the School year.

AIMS AND VALUES FOR PUPILS

Benenden aims to give each girl A Complete Education in which she achieves her academic potential and grows as an individual. We want her to relish all that school life has to offer so that she leaves us as a confident, positive young woman truly prepared for her future.

We expect each girl to be a responsible and considerate citizen who is outward looking, courageous and compassionate. We support her in being aspirational and in developing her interests and talents whilst learning to achieve balance in her life.

By emphasising the importance of spiritual growth, we hope that each girl will enjoy making a contribution to our supportive school and be inspired to make a difference throughout her life in her future communities.

In all that we do at Benenden, we aim to foster:

Belief in oneself, belief in others, commitment to learning, commitment to the community. We aim to do this by providing:

- An inspiring, challenging and relevant academic curriculum which balances the best of tradition and innovation.
- Excellent and motivating teaching designed to encourage girls to become independent, enquiring and critical thinkers.
- A framework of individual support devised to help each girl experience and benefit from a full programme of study balanced with a wide variety of cultural, creative, physical and fun activities.
- A culture of encouragement, opportunity and challenge designed to develop self-reliance, resilience, confidence and physical and emotional wellbeing.
- The experience of learning to understand other people, working and living together with understanding and compromise and appreciating diversity. Offering a wide range of opportunities for leadership.
- Careers and higher education guidance designed to help every girl achieve her own personal goals, equipped with the requisite skills for university and beyond in their professional lives.
- A close partnership with parents so that School and home can work together to help every girl make the most of her time at Benenden.

THE PUPILS' ETHOS

Work Hard, Play Hard

Benenden is far more than an academic institution. As a school, Benenden teaches its pupils to not only possess exceptional scholarly curiosity and drive for academic excellence, but also skills that can only be taught outside a classroom: Benenden pupils are notorious for their insatiable appetite for laughter, their understanding of balance between work and leisure, and their passion when the two collide. Benenden aims to encourage academic zeal whilst also nurturing life-long friendships and an atmosphere of unparalleled camaraderie.

Opportunity

Discovering individual talents and passions are inherent to a complete education. Benenden pupils are encouraged to seize every opportunity with both hands and to have an open mind. This plethora of opportunities allows pupils to reflect on their time at school with an extensive understanding of both their strengths and weaknesses. As a result, Benenden has nurtured an extraordinary variety of talents over the years, and seeks to increase the diversity of interests within its community.

Tolerance

As a community, Benenden prides itself on its capacity for compassion and understanding of people's differences. We are not homogenous: every person is cherished as an individual. Benenden strives to encourage every student to be better tomorrow than they were yesterday, in competition only with herself. Pupils leave this community with the knowledge that without them as an individual, Benenden would have been a different place, and as a result, our differences are cause only for celebration.

Mutual Respect

Benenden pupils aim to practise respect in all areas of boarding school life: from their peers in House, to their teachers in lessons. Pupils are sympathetic to each other's circumstances and sensitivities. We act with grace when our service is required, and also know when to allow our peers to breathe. We exercise common courtesy to all, whether within the Benenden community or in the wider world. Students and teachers maintain a professional, yet amiable relationship, with a commitment to personal progress at its core.

Overall, Benenden is a place that needs no codified ethos. The nature of the interactions between members of the Benenden community speak for themselves, demonstrating courage, curiosity and endless compassion. Thus, this ethos is not a code of conduct, but a comment on how Benenden pupils themselves have developed to create an organic constitution.

Written and edited by the student body
June 2018

Spiritual, Moral, Social and Cultural Development of Pupils

Benenden actively promotes the fundamental British values of democracy, the rule of law, individual liberty, and the importance of mutual respect and tolerance of those with different faiths and beliefs. You will learn about these values during your time at School through a wide range of living and learning activities both in, and out of, the classroom. It is likely that morning assemblies - known as Prayers - every one of your classroom subjects, as well as Benenden's broad range of co-curricular opportunities, will help you learn more about fundamental British values and respect and tolerance for the views and beliefs of others.

STUDENT LEADERSHIP

You are tomorrow's leaders in the making. The vibrant academic and boarding community provides a springboard for you to practise leading within a safe and supportive environment, so you will be ready to test your skills further once you leave School. The ethos of consideration and courage combined with zest for life and an outward-looking perspective could make you a sought-after leader one day.

Whilst we do recognise that not all of you will want to take high profile leadership roles either at School or after you leave School, we want to encourage you to understand that leadership can take many forms and that each of you should feel comfortable with some level of leadership within our community and beyond.

There are a wide range of opportunities for leadership at School, ranging from a year-long appointment as a Grey Jumper (School Prefect), to chairing a small group in one lesson. Some leadership roles (eg appointment to the Prefect body) require students to write letters of application and then face a selection process; others (eg leadership of a society) require students to appoint themselves or be appointed to a leadership role by their peers; others (eg Head of Dormitory) are decided by the Hm. The Pupil Forum requires students to be voted in by their peer group.

Formal leadership training is given to all Sixth Formers and specific training to School and House Prefects. Informal leadership training is provided through discussion in House, Tutor meetings, Prayers, Forms and PSHE etc.

Opportunities for leadership include:

- School and House Prefects.
- Other House positions (Vice Captain, Head of Middle and Lower, Fire Captain, Head of Dormitory, House Mothers, Big Sisters).
- Captains of Teams.
- Running current clubs and societies or setting up new ones.
- Representatives on Pupil Forum, Model United Nations and other School committees.
- Leadership of groups in lessons, during activities, on trips and abroad.
- Sacristans.
- Librarians.
- Sports Leaders.
- Subject Ambassadors.
- Academy Mentors.

Each Lower School Hm appoints a Head and Deputy Head of House from Six Two, a Captain of House and House Prefects from Six One, a Vice Captain from the Upper Fifth, and a Head of Middle and Lower School from the Fifth Form. Each Founders' Hm appoints Heads of House from the Six Twos. Other positions vary from House to House but include Sacristans, Librarians, Fire Captains, Sports Ambassadors, Heads of Layers and Dorms, Equality and Diversity Committee, Weekend Committee, Medical Centre Committee, Pupil Forum and Food Committee reps.

SCHOOL PREFECTS (Grey Jumpers)

The Head and Captains of School and School Prefects, referred to informally as the Grey Jumpers, are appointed by the Headmistress and Deputy Heads in consultation with Hms, following a voting process involving the whole School. All the Grey Jumpers share in responsibility for good order in the School. School Prefects assume responsibility towards the end of the Summer Term in preparation for the next academic year. House Prefects start office in the Autumn Term although they are chosen by their Hm and trained and inducted into the role in the Summer Term.

The Grey Jumpers may use sanctions to ensure that good discipline is maintained. They will use Orange and Grey Slips which are designed to encourage pupils to think beyond themselves to actively help others. A Grey Jumper will reward exemplary or unusually good behaviour with Orange Slips, and Grey Slips are awarded for poor behaviour. Orange Slips are the equivalent to a Pink Slip, Grey Slips to a Blue Slip.

Grey Jumpers 2022-2023

Head Girl	Isla Forbes
Captain of School	Isabelle Murray
Captain of School	Caitlin Chiu

Head of Norris	Katie Chapman
Head of Hemsted	Aliya Adebowale
Head of Marshall	Rosie Behrens
Head of Guldeford	Rosie Dymock
Head of Echyngham	Annabel Kearsey
Head of Medway	Gabriella Price

Academic	Jamie Barbour & Amelia Lewis
Co-Curricular	Lucy Perry
Equality and Diversity	Lara Forbes & Mia MacLeay
External Relations Ambassador	Sunniva Kelly & Yuri Henwood
Pupil Support	Georgia Halsted/Audrey Davidson-Houston/Olivia Woolhouse
Partnerships and Academy Liaison	Annabel Thomas & Scarlett Mansfield

HOUSE PREFECTS

House Prefects are appointed each term by their Middle School Hm. This role offers an opportunity to learn how to manage groups of younger students in each House and to assist the Hm, DHm and Matrons in the running of the House.

House Prefects work as part of a team with the Heads and Deputy Heads of House. Their role is similar to that of the School Prefects, in that they should assist in providing student leadership within the House, uphold and insist on good behaviour in House and act as role models for other students. They ensure that the caring, supportive and distinctive atmosphere of each House is maintained and promoted. House Prefects may not issue sanctions themselves, but should discuss any disciplinary issues with their Lower School Hm.

House Prefects and Deputy Heads of House also play a leading role in the anti-bullying provision at the School. They report to the Hm/DHm any evidence of bullying or cyberbullying and are girls you can turn to for advice if you feel you are being bullied or you know someone who is being bullied.

DIGITAL LEADERS

Each House has a Digital Leader, whose job it is to actively promote safe and responsible engagement with the internet and the virtual world, offering advice and support when necessary; to guide other students to help ensure that their privacy settings are safe; to promote good email etiquette and to be someone that younger pupils can come to for advice about staying safe online.

BIG SISTERS

Big Sisters are pupils in the Six Twos and the Six Ones who volunteer to look after a younger pupil for a year. They provide guidance and a helping hand, pointing their Little Sisters in the direction of a successful and enjoyable school career.

PUPIL FORUM

The Pupil Forum is an opportunity for students to have their views heard and for them to make a positive contribution to the development of the School. The Forum is divided into three sections: IV - UIV; LV - UV and VI1 - VI2. The three committees are made up of representatives of each Layer in each House and they are run by the Grey Jumpers responsible for the Pupil Forum. There will also be a day boarder on the Forum. Representatives consult their Layers and draw up a list of suggestions. The reps meet with the Forum Leaders and decide which items should go forward to the Forum. The Forum is chaired by a Deputy Head and is attended by the House representatives, the Forum Leaders, the Head and Captain of School, the other Deputy Heads, along with occasional other members of staff as appropriate. After the meetings, the representatives give feedback to their Houses, explaining which ideas were put forward for discussion and what the outcomes of the discussion were. Sometimes the Forum focuses on a particular topic where students are able to contribute their views on a topic.

PUPIL VOICE

In addition to the Pupil Forum, pupils are represented on the Uniform Committee, the Food Committee, the Weekend Programme Committee, the Equality, Diversity and Inclusion Committee and the Medical Committee. Students' opinions are always welcomed informally via Tutors, Form Tutors or Hms as well as being sought formally through regular questionnaires. The Headmistress has frequent pop-in times when students can discuss their ideas with her. We would like students to feel that this is their School and their views are listened to and acted upon. Each House also holds a termly House Council meeting at which the pupils are encouraged to contribute their views about the running of the house and to make suggestions in this regard.

SCHOOL WORSHIP

The Chaplain

The Chaplains (Revd Tracey and Revd Jack) are available to talk with you about any area of concern. You will often find them in House or in different events around the school. You will find their study in the entrance to the New Hall Buildings. Either pop in, or you can make an appointment to see them by contacting chaplain@benenden.school

The Chapel

The Chapel is available for private prayer and reflection and special services are also held there. Everyone is always welcome. There are resources for you to write your own prayers.

Prayers and Services

All members of the School attend Prayers. This is an important part of Benenden community life. It is a time to consider important matters in life, such as faith, global perspectives, different cultures and many other topics. This takes place two mornings a week, (Monday and Tuesday). On a Friday, we meet as a whole school at 5:45pm-6:15pm for a service, during which we often have outside speakers.

Each weekend, there is a service of some sort, this could either be a compulsory service for the whole school, or a particular year group. On occasions we have voluntary services and at the end of each Eweek, there is a service for different Houses to attend with their family. Day boarders are not expected at compulsory services outside of school hours. On most Sunday's there is also an opportunity to either attend St Mary's Church (Church of England), Goudhurst, or Roman Catholic Mass. To attend either of these, please email the Chaplain by Thursday at 1000 so we can process the travel arrangements.

Roman Catholic Mass is also held in the School Chapel every Half Term and all Roman Catholics are welcome to attend.

Other Faiths

The School is a community rooted in Anglican practice and its ethos reflects Christian principles. Members of other communions and beliefs are welcomed to the School. Attendance at Prayers and School Services is required, but as part of full involvement with the School community. We endeavour to support students in the practice of their faith. If you have a particular faith need (the observance of Ramadan, for example) please contact the Chaplain who will be able to help.

Bread and Bible Study

Bread explores the Christian faith in an informal and relaxed way and meets at 7.00pm on most Fridays in the Chapel. Meetings include a variety of lively speakers, games and snacks. All are welcome. Bible Study is held every Wednesday at 8:30am in the Chapel, with pastries and fruit juice provided. This is an opportunity to explore a particular passage from scripture in more depth and discuss its implications for our own lives.

Confirmation

Most girls from an Anglican background are confirmed when they are in the Fifth Form, although some students choose to be confirmed in other years. Preparation classes and a weekend retreat occur in the Spring Term, and the Confirmation Service is usually in May. In accordance with the Roman Catholic Diocese, Roman Catholic students have an opportunity to be confirmed every two years. The Chaplain will notify the student body when any preparation is taking place.

II: PASTORAL CARE

Pastoral care means looking after pupils so they can lead fulfilling and balanced lives at School and beyond; it is about showing pupils how to look after themselves and others; and it is about helping them to be ready to become fully-fledged adults who are comfortable in their own skins when they leave School. We understand that pastoral care underpins personal development; pupils feel they belong, and their self-esteem is able to grow because they feel valued.

In a boarding school it is important that you know there are people here to care for you and to help you to enjoy life, to have fun and to achieve. Your Housemistress or Housemaster, known as your Hm, his or her Deputy, known as the DHm, and the Matrons in your House are all there to care for and support you and to help you to have a great time at School. Your Hm is the first point of contact for your parents as she/he has an overview of how you are doing both academically and pastorally. You will get to know all of your House staff well over the years in School and they will establish a good atmosphere and help you to build relationships in House.

SUPPORT FOR PUPILS

Academic Concerns

If you are worried about your work or your lessons, you should first talk directly with the person who is teaching you. Your teacher is as keen as you are to sort out any problems, so you will usually be able to work things out together.

If that does not solve your problem, then ask for advice from your Tutor, Hm, DHm or Head of Year. You may prefer to speak with the Head of the Department concerned or Miss Semple, Deputy Head Academic.

Personal Concerns

If you are worried about something at School or at home (not an academic problem, but something more personal), there are many people who can help you and you should talk to someone you trust. People outside School who are happy to help include:

Dr Sara Butler-Gallie	01580 236618
Childline	0800 1111 or www.childline.org.uk
Children's Commissioner	0800 5280731
Independent Person Mrs Helen Commander	01580 240658 helenjcommander@gmail.com

School Counsellors

We have two counsellors whom you can see for advice in School. They are there to talk to about any difficulties you or your friends are facing. You can talk in confidence to them and they will help you through any problems or worries you have. They will keep everything you say confidential unless you give permission to share the information (except if you tell them about child abuse). To book an appointment with them, you can either ask the nurses in the Medical Centre or your Matron for a slot in the diary, or you can email them direct on counselling@benenden.school

They also have individual email addresses:

Karen Cross - kmc@benenden.school
Kay Mawhinney - kfm@benenden.school

You can see a counsellor for a few weeks free of charge, to help you through small difficulties. If they feel you need longer-term counselling, your parents will be asked to pay for this. You can find out more about counselling on the School Portal under the Medical Centre tile.

Independent Person

Mrs Helen Commander is our Independent Person. If ever you want to talk to someone privately outside of School, Mrs Commander is there to listen to you and to help you with any difficulties you might have. She lives in Benenden village and will come up to School to see you if you email her. She does come into School occasionally to take Prayers so you can become familiar with her before contacting her.

Safeguarding Team (Keeping you Safe)

There are also members of staff specifically trained to help with difficult personal problems, whether they occur at home or at School. These adults are the Safeguarding Team and include Mrs Wakefield, Deputy Head of Boarding and Pastoral Care, Mr Miller, Miss Dobson, Mrs Lynch and Mr George. There is more information about Safeguarding in Section VII of this book.

Concerns about Friends

As a School we are concerned about the care and welfare of all pupils. Sometimes unpleasant things happen either in or out of School and there may be times when you realise that your friends need help but they are not able to ask for it themselves. If you are concerned about another pupil, you should find someone to talk to who will be able to give you advice about what to do. The chart which follows this section of the handbook has many different suggestions of people you might be able to ask for help. You will find a copy of this on your House noticeboard.

Care for you when you are ill

If you feel unwell, you should always tell an adult. The Matron on duty in House is there to look after you, particularly when you feel ill. If the Matron feels you need more specialised care, she will take you to the Medical Centre where a nurse will assess you and look after you. You can also see the doctor or counsellor in the Medical Centre. (You will find more information about the Medical Centre in Section VI of the handbook.) If a day boarder feels unwell during the day then she will be taken to the Medical Centre who will liaise with her parents.

If you are given medication at home, you should tell your Matron when you come back to School. If you bring medication into School, including vitamin tablets, headache pills and so on, you must hand these to the Matron, unless you are in the Sixth Form. Medication should never be left anywhere unattended. Sixth Form must keep medication locked away in a safe, so no-one else can take it.

TUTORS

Every House has a team of Tutors who each have a small group of tutees to look after. You meet your Tutor each week, usually in House, sometimes in a group or a pair, but more often on your own. In some Houses, you have a different Tutor each year; in others, you keep the same Tutor for several years. Your Tutor will discuss your progress in School with you and help you with any difficulties you are experiencing. Tutorials might include discussion about:

- Timetabling issues such as use of free time and co-curricular activities.
- General organisation of work and good use of prep time.
- Planning for revision and exams.
- Planning choices for GCSE, AS and A Level.
- Pink or Blue Slips.
- Setting and reviewing targets.
- Difficulties you are experiencing in academic or pastoral areas.
- Your successes.

Tutors of younger students in particular will want to look through your schoolwork to see that you are coping well. Your Tutor is there to support you and to help you to enjoy School and to learn effectively.

FORM ORDER AND YOUR HEAD OF YEAR

Fourth to Upper Fifth forms have Form Order one morning a week instead of Prayers. This is a meeting of each form with a Form Tutor, organised by your Head of Year, to discuss matters relating to academic and pastoral issues, as well as learning about the routines of school life. Your Head of Year and your Form Tutors are there to help you, in addition to the support you already receive from your Tutor and Hm. Sometimes forms meet as a year group for a presentation on a particular subject; at other times your ideas are sought on a particular topic.

WHAT TO DO IF YOU HAVE A CONCERN ABOUT YOURSELF OR A FRIEND

There will be times as you are growing up when you might become concerned about yourself, your friendships, your life in or out of school, your academic work or about things that have happened to you. This is a guide to help you find the way to address any difficulties which arise.

Academic Concerns

If you are worried about your work or your lessons, you should first talk directly with the person who is teaching you. Your teacher is as keen as you are to sort out any problems, so you will usually be able to work things out together.

If that does not solve your problem or you find that difficult to do, then ask for advice from your Tutor, Hm or DHm. You may prefer to speak with the Head of the Department concerned or Miss Semple.

Personal and Pastoral Concerns

If you are worried about something more personal, there are many people who can help you; you should talk to someone you trust. The poster overleaf gives you some ideas of people you can approach.

WHO CAN YOU TALK TO?

There is a poster in your House which explains the following information and is also on the next page.




There is no such thing as a small or insignificant concern. Please do speak to a member of staff whom you trust. Remember that we cannot promise confidentiality but we will always be discreet. We will do all we can to support you.

You may wish to speak to:

- Mrs Price
- Safeguarding Team
- School Counsellors
- House staff
- Heads of Year
- Independent Person (Mrs Helen Commander)
- Grey Jumpers




We ALWAYS have time to listen

Who Can I Talk To?

	House & School Staff Hm, Matron, Tutor, Teacher
 	The Chaplains Revd Jack & Revd Tracey
 	Designated Safeguarding Leads Mrs Lynch (DDSL) Miss Dobson (DDSL)
 	Mr George (DDSL) Mr Miller (DDSL)
 	School Counsellors Karen Cross Kay Mawhinney
	Headmistress Mrs Price

	Heads of Year VI Form Mr Cullen
 	Lower Fifth – Upper Fifth Ms Porter and Mrs Collins
	Fourths and Upper Fourths Mrs Phillips
	Designated Safeguarding Lead Mrs Wakefield

September 2022

Student Support Big Sisters Grey Jumpers House Prefects
Pupil Support Grey Jumpers   

	External Support Independent Person Mrs Helen Commander 01580 240658 helenjcommander@gmail.com
---	--

We ALWAYS have time to listen

III: ACADEMIC MATTERS

We have two main aims for your academic life at Benenden: that you achieve the best possible academic results you can, and that you really enjoy your learning, acquiring an intellectual curiosity that will last you all your life. So, there is a great deal of overlap between pastoral and academic matters. Tutors and Form Tutors will help you with both areas of your development. This section covers purely academic matters: the plan of day, lessons, private study, extension activities, exams, scholars and scholarships.

WHERE TO FIND HELP IF YOU HAVE A WORRY ABOUT YOUR LESSONS OR LEARNING

If you have any worries about a particular subject, speak to your teacher in the first instance. If you are concerned about your studies more generally, speak first to your Tutor. You can always ask your subject teachers for help and many departments run “clinics” where you can go to get extra help if you are finding something hard. Most subjects also run extension activities or clubs if you have a special interest in that area. All subjects have Sixth Form ambassadors who love the subject and are very keen to help you, especially if you are first starting the subject/starting GCSE or A Level studies!

Never be afraid to ask: there is no such thing as a silly question and we are all here to ensure you do your very best.

LESSONS

Lessons are designed for you to enjoy learning and achieve success. They require many different skills and responses from you. At times you will be stretched beyond your comfort zone; at others you will be reflecting on and reviewing work familiar to you. At all times, your teachers will encourage you to achieve all that you can. Teachers will set tasks and targets suitable for you to make progress, thus you may not be doing exactly the same as the girl sitting next to you. Do not worry if this is the case: it does not mean you are not clever, just that you need something a bit different at that point, either harder work or more accessible work.

Tips for doing well in lessons:

- You are expected to be two minutes early for all lessons and to bring with you your laptop, writing equipment, textbooks, and anything else requested by your teachers.
- Your work should be well presented and kept subject by subject in files or exercise books or online (Teams/OneNote/OneDrive) so that you can easily find the information you need. You should take care of your schoolwork and make a point of filing your work each day, so that nothing gets misplaced. Work saved on your computer must be backed up so you do not lose any essential work due to a laptop issue!
- If you are using your laptop during the course of the lesson, ensure you use it only for work – social media, messaging friends etc is prohibited and will result in a sanction. To help you focus, do not have any apps or webpages open that are not related to work so the temptation for distraction is lessened!
- Prep should be handed in by the deadline, unless you have made a special arrangement with your teacher at least 24 hours before the prep deadline. Late work must be handed in to show the teacher you have done the work, but it may be returned to you ungraded if you have made no arrangement for a different deadline. The purpose of deadlines is to teach you to organise your time effectively and your Tutor will help you to do this.
- Teachers will usually return marked work to you within two weeks of you handing it in. They cannot be expected to mark it overnight or during holiday time.
- A classroom is a formal setting and you should behave accordingly. Don't shout your ideas out; your teacher can only hear one person speak at a time. Do co-operate, so that everyone can learn in the most effective way. Do take risks by having a go, even if you are not certain you know the answer. You will learn much more from your mistakes and your teachers will support you as you learn. Getting things wrong is an important and essential part of how we learn and no-one is expected to be perfect. You will enjoy your lessons much more if you get fully involved and have a go. However, it is extremely important that you listen carefully to instructions and to the ideas of others.

- Make sensible choices about where you sit and who you sit next to in order to avoid distraction.
- Even if the teacher has not explicitly told you to make notes, it is a good idea to do so in order to have a record of what happened in that lesson. This will be important as you reflect each day on what you have learnt. Always write the date, a title and some short explanation of the topic of the lesson, and from LV upwards, how it relates to the exam, and for IV and UIV, how it relates to your termly Diploma theme.
- Ensure you read the comments in the teachers' marking as this is the advice you need to get better. It is sometimes a good idea to turn the teachers' comments into your own words and set yourself a target for the next piece of work, writing that at the top of the work to remind yourself.
- Every week, read through your notes, highlighting key facts and information, and making up shorter revision notes. This will really help you when the exams come round.

EXTENSION

As well as learning in your lessons, there are many other opportunities to extend your learning and explore new interests. We organise this into the Personal and Professional Development programme,. This has five areas and we expect you to try some things under each heading: Physical Health and Wellbeing; Mind and Spirit; Skills for Life; Global Awareness and Citizenship, and Creativity and Culture.

The Personal and Development programme comprises clubs and societies, trips and seminars, special events, the Weekend Programme and the Academic Support and Extension programmes.

In the Sixth Form an extension programme is designed for those wishing to apply to the most competitive courses at university. This involves a series of lectures, workshops and opportunities to give presentations in advanced areas of study. We also run courses for those who need to take entrance tests necessary for admission to some courses such as law and medicine, and to Cambridge and Oxford. All our Scholars (Academic, Art, Drama, Music, Sport and Technology) are challenged and monitored by teachers in the appropriate departments and are expected to play a full role in the life of the School. Honorary Scholarships are available to girls as they move through the School and display aptitude, potential and motivation in the pursuit of excellence. Students in LV and above are able to do an Extended Project in a topic of their choice which gives them another GCSE or A Level.

PREP

Independent study is an important part of the way students learn, whether in IV or Sixth Form, and doing regular 'prep' or independent study in the first years at Benenden encourages good habits for later when students from V and above have to completely organise their own study time.

Students in IV and UIV (Years 7 and 8) have around an hour's prep each weekday and some at the weekend. Prep should be completed during prep time after lessons and during private study lessons. We strongly encourage day boarders to stay at School for their prep slot, as this is the ideal supported environment for getting their work done. Students in LV (Year 9) have around one and a half hours on weekdays and some at the weekend: again, to be done in prep time after lessons.

Subjects only set prep if it is necessary to consolidate learning, to prepare for learning to come, or to extend learning. Teachers are asked not to set prep for the sake of it, or just because it appears on the timetable for that day.

- Not everyone in a form will always have the same prep; the purpose of prep is to extend and challenge each student depending on their current level, so it is normal for girls to have different tasks.
- No one in IV is expected to spend more than around an hour a day on prep; if a task is incomplete after the appropriate time has been spent, the student should just draw a line and indicate that they have spent at least 20 minutes on the task.
- Some subjects might set a longer task, eg an essay or a painting - which can be done in short bursts, or a student might choose to do it altogether in one go over a weekend.
- There will usually be a need to do some prep at the weekend, and tasks will be set for most holidays.
- There will always be more than one evening available to do the prep; therefore if a girl has extras that evening, she can make up the time elsewhere. Generally, subjects who set one prep a week will give a week for that prep to be done.

It is best to do prep in a quiet, calm place, at a well-lit desk, with the proper equipment, including dictionary and thesaurus. Most students, whether they are 11, 18 or 80, find that they work better without background music, and with social networks and emails OFF! The following website can be used to turn off social media: www.coldturkey.com. When students are in the Study Centre for evening supervised prep, they should not be aiming to complete work that requires specialist software not on their laptop as they are required to work in silence in the room.

PREP DIARY

How to use the Prep Diary

This prep diary is not just for you to record your prep each week. Each page has plenty of space to write in your prep and the deadline it is due in. Ask older students whom you know to be well-organised how they maintain their prep diaries. Other things you might like to record include:

- How have I slept?
- How healthily have I eaten?
- What was the highlight of my day?
- Is there a friendship I need to work on?
- Do I have a good balance between work and fun?
- What questions do I have for my teachers, Tutor, Head of Year, Hm?

You can also use it to write down the targets you will set with your Tutor each week. Teachers will also set prep via Assignments in Teams and it is essential you keep track of deadlines and what work needs to be handed in.

THE STUDENT HUB

This is the School's online platform where teachers can post work and extension tasks. Each department has its own area of the Hub and you should familiarise yourself with what is on there and look at it regularly. If you are at home or abroad, you can access the classwork and extension activities via your class Team unless your teacher has made alternative arrangements.

EXAMINATIONS

School Examinations

School exams take place once a year, in the Summer Term, for all IV - V Form pupils and UV pupils have mocks in the Spring Term preceding the summer of their GCSEs. Sixth Formers also have Progress Tests in the Spring Term. Practice at exams is an essential part of preparation for public exams and is also a good way of consolidating learning. Students are briefed in how to prepare for exams and how to behave during them.

The normal timetable of lessons is set aside for several days when exams take place. Students are given revision by their teachers, which includes a list of what to revise and strategies for how to revise. Supervised revision time is set aside during the examination period, to allow pupils time to review information between exams.

Coursework

Some public exam courses have an element of coursework within them. You must plan your work carefully to meet the requirements of the tasks and the deadlines. Deadlines are set by the exam boards and your teachers have to have work marked and moderated before it can be sent off. It is therefore essential to meet all deadlines you are set, not just for final pieces of work but for drafts as well. This is a responsibility you bear, not your teachers. Coursework deadlines are immovable, a fact you should get used to right from the start. We try to spread coursework over the year so that you do not have to work on too many different subjects at the same time, but an element of overlap is inevitable.

If you find that organising your work schedule is becoming difficult, speak to your Tutor or Hm before the problem becomes too large. Do not wait until you are overwhelmed as you are likely to miss deadlines which will probably result in you achieving lower marks. It is sometimes tempting to look on the internet for help with coursework or to discuss work with your friends. Both of these things are possible, but you must make sure that everything you write is your own work. Anything copied from another source without

appropriate referencing is plagiarism and will be penalised heavily by the exam board. Your teachers find it very easy to spot plagiarism, so do not be tempted to think you will get away with it. We also have computer programs to spot it!

If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public examinations (eg coursework, portfolio, project), you should see the Examinations Officer as soon as possible. She will explain to you exactly what the process is for making an appeal. Please note that the only grounds for an appeal are about procedures, not about actual marks.

SCHOLARSHIPS

Scholarships Open to Students for the Lower Fifth (13+)

Sports, Art & Design, Design & Technology and Drama scholarship awards are available to current students in the UIV to take effect in the LV, in competition with external candidates in the Spring Term.

Honorary Scholarships are awarded at the end of each year from IV - V. The awards are made on consideration of four factors: work during that year, examination results, contribution to the academic life of the School and an interview.

SUMMARY

Life at Benenden is very busy and very exciting. It is important that you do your best academically and to do this you need to balance the demands of your academic work against all the other opportunities you have to develop as a person. There are so many things on offer that you often have to make hard choices.

Your Tutor, Hm and the Academic Office are always on hand to help you. Whilst all work and no play is not good, you do also need to remember that you have to spend some time at the weekends working, and also during some of the holidays. Each evening you must do some prep and go over the work you have done that day. If you balance your work and other activities well, you will have had a rewarding time here and will take away a set of qualifications and skills that will serve you well your whole life through.

IV: THE CO-CURRICULAR PROGRAMME

CO-CURRICULAR COMMITMENTS

Your timetabled and private study lessons will occupy much of the time during the week. Lunch hours and the time after the end of lessons provide you with time to look after yourself, relax, do your private study, take part in a wide range of activities, read, socialise - many different things which compete for your attention. You need to work out with your Tutor what the correct balance is for you between activities to which you make a commitment and time which you leave flexible. Doing more than three extras will be very demanding and should not be taken on without discussion with your Tutor or Hm.

When you take on any paid 'extra', you are making a commitment to attend the lessons arranged for you on a regular basis, and those lessons must have priority over anything else. If you find that there is a clash with some other important or compulsory activity, then you must talk about it at once to the teachers concerned. Your Tutor can help you to do this.

Other activities (choirs, orchestras, plays, tennis, clubs etc) also demand your commitment to attend regularly; you need to think ahead to decide how much you will be able to manage and should discuss your plans with your Hm or Tutor to avoid over-committing yourself. If you have to miss one of these activities, you should always speak first to the member of staff involved.

You may not give up an extra without consulting your parents and Hm. Parents' use My School Portal if an extra is to cease, normally giving two Half Terms' notice.

Music

If you take music lessons as an extra (and the majority of Benenden pupils do), you need to allow time in your schedule not just for the lesson but also for practice. This could be as little as 20 minutes three times a week if you are a beginner, extending to 45 minutes to an hour each day for advanced players. Many girls take advantage of the practice sessions that run before and after school during the week, but these regular times are just a starting point for finding other sessions during the week and at the weekend.

Music lessons take place across the week, and sometimes they will be scheduled during class time on a rotational basis. If this is the case, it will apply only to students in Fourth, Upper Fourth or Lower Fifth and you will only be withdrawn from academic lessons for one instrument, even if you learn two or more instruments. If your lesson is on a rotation, you need to pay careful attention to the noticeboards, SOCS, and your email, and you will not miss the same subject more than once in three weeks.

If you have individual music lessons, you will be expected to take part in a choir and/or an ensemble. You will be allocated a musical group of a suitable level at the start of the Autumn Term. If you would like to change activity, or perhaps join more than one ensemble, you should talk about it with a member of the Music Department. Benenden has three choirs, two orchestras, a Chamber orchestra and several Chamber groups, a jazz band, saxophone, percussion, recorder, and flute groups, and numerous rock/pop bands that run every week so you should be able to find something you will enjoy.

At Benenden we can offer tuition in all orchestral instruments, plus singing, harp, percussion, guitar (acoustic and electric), bass guitar, piano or keyboard, organ. There are also taster schemes whereby you can try out a new instrument. Aural, sight-reading and theory classes are offered free of charge by music staff, and our full-time accompanist is available if you wish to play or sing your pieces with the piano part. Our accompanist also accompanies all music exams and organises a range of informal performance opportunities, and all girls are encouraged to make the most of these.

If you have any questions or concerns, please email or talk to Mr Whiting (Director of Music), Mr Fitzgerald (Assistant Director of Music) or Mrs Crouch or Mrs Hastings, the Music Administrators.

Drama

If you take Speech and Drama lessons as an extra, there will be times when you will have extra learning or rehearsal in addition to one 30-minute lesson each week. Most IVs are taught in groups for these lessons.

Plays can involve one to two weekday evenings, depending on the production and your input, and some weekends. Rehearsals are carefully scheduled ahead and clearly advertised.

Both ballet and contemporary dance are popular extras and the annual Dance Show is a diary highlight.

Sport and Exercise

We offer a variety of sports clubs, group and individual coaching opportunities, in sports including tennis, squash, swimming, trampolining, athletics, riding, badminton, fencing, football, rugby and cricket. Each activity usually requires a weekly commitment of between 30 minutes and one hour. The Fitness Gym and Swimming Pool also have an extensive timetable of opening hours as well as a varied programme of classes, activities and challenges for students to participate in.

Membership of one of the representative sports squads requires a commitment to regular training and attendance at all practices and matches. Practices will vary according to the squad and sport, but will normally be a minimum of two hours per week. Additional commitment, training and practice sessions will be required by those students who achieve county, regional or national selection. Members of a squad are expected to play in all matches their team has, both on weekdays and at weekends. Fixtures and team sheets are on the Portal via FixturesPro and girls should check when and where their team are playing. Students are expected to act as hosts to their opposition, looking after them at match teas and may only leave once the other teams have departed.

LUNCH, AFTER SCHOOL AND EVENING

There are many evening activities, covering a range of topics, which you can take part in. Some, such as lectures, are compulsory for different year groups. While these are not compulsory for day boarders we strongly recommend that day boarders attend these events as they will be educationally beneficial. Please discuss such events in advance with your Tutor if you are in any doubt. Others, such as discussion groups, workshops or debates, are part of a voluntary programme, which you can sign up for a few days in advance or simply turn up on the day. These activities can happen across Prep Hour so be sure to prioritise your school work above them. Some of these activities are designed to stretch you outside the classroom and to encourage you to achieve more than you thought you could. Do use the opportunities that are presented to you.

WEEKEND ACTIVITIES

The weekend at Benenden is a busy time. Activities are organised each Saturday and Sunday for every age group and you are strongly encouraged to join in. There may be a small charge to day boarders for some activities. Activities are fun and the programme is designed for your enjoyment and enrichment. Day boarders are expected to attend Saturday morning lessons and can go home after their sporting commitments are completed.

Day boarders are expected to attend Weekend Programme events on Closed Weekends as these are vital events in the School community's calendar.

In addition, day boarders are welcome to choose to attend other events in the Weekend Programme, for which there is a small charge. Each term the programme is sent home to you so you can discuss with your parents what you would like to take part in and arrange your time at home in advance. Each week the activities are explained to you in House Order and you have to sign up by Wednesday morning.

The Weekend Programme is very varied, including trips to most conceivable venues as well as workshops and other events in School. We also organise regular events with boys' schools, particularly Tonbridge. Houses also organise events such as bowling or meals out with their twin House at Tonbridge.

What we require of you at all events is that:

- You follow the instructions given to you by members of staff organising the events/trips.
- You are polite to all staff and considerate to visitors, whether staff or pupils.
- You present the School in a good light, by behaving appropriately to the occasion.
- You keep to the boundaries you are given.

Failure to follow these guidelines means that you will be sent back to House or School and may be banned from future events.

V: BOARDING HOUSES

At Benenden we aim to provide each pupil with a safe, secure and stimulating second home and this is also true of our day boarders while they are with us. The experience of being together in a close-knit community, of learning to understand other people, as well as appreciating diversity and compromise are hallmarks of Benenden life. We place a great emphasis on personal growth and self-knowledge and our purposeful, participatory community enables the pupils to enjoy all that life in a boarding school has to offer.

Benenden Boarding's practice

- We are an all-girls boarding school. The pupils live or are based in five Middle School houses for the 12 to 16-year-olds, four Sixth Form houses (Founders) and a house dedicated to our Fourths (11-year-olds). When pupils move to the Sixth Form, they maintain allegiance, participate in activities and lead their Lower School Houses.
- The Houses are managed by a teaching Housemistress/master (Hm), a Deputy (DHm) and an experienced pastoral team of Matrons and Tutors.
- House staff are in regular contact with parents in order to support their daughters' boarding lives.
- The students are encouraged to find the right balance between staying in, making the most of the Weekend Programme or taking one of their regular exeat.
- In the Lower School, pupils live in dormitories, whilst in Founders the vast majority live in single study bedrooms and the boarding provision changes to reflect something more akin to a bridge between school and university.
- The boarding provision is managed centrally to ensure uniformity of our safeguarding and boarding systems, protocols and procedures across the houses.

Benenden Boarding's principles in terms of outcomes

- **Pupils learn to look after themselves successfully**, confidently enjoying the experience of living away from home, organising their working week, their leisure time and their personal routines.
- **Independence**: as they grow through the school, the pupils become self-disciplined, resilient, resourceful and self-reliant.
- **Pupils learn to understand one another better**, to be tolerant, to compromise, to care for and support each other, to respect differences, and to show compassion and kindness.
- Pupils grow to appreciate the **value of community** through living in a boarding house. They develop a strong sense of loyalty and inclusivity, promoting and sharing its ethos and spirit.
- **Pupils exercise responsibility within the community** by contributing to the life of their Lower School and Sixth Form Houses, through participation, service and leadership.
- By having the opportunity to make many small decisions about their daily lives, **pupils learn to get things wrong and to try again**.
- Pupils make **the most of the fun** you can have in boarding, living life to the full.

THE HOUSES

Each House is run by a team of staff, all of whom are here to help you. Resident in all Lower School Houses, you have a Housemaster or Housemistress, a Deputy Housemaster or Housemistress and a team of Matrons. Sixth Form Houses (Beeches, Elms, Limes and Oaks) have a Housemaster or Housemistress, a non-resident Deputy Housemaster or Housemistress and a Resident and Non-Resident Matron, both shared with the neighbouring House. Each House also has a team of tutors who meet with their tutees once a week, usually in House to discuss academic progress and other matters.

FOURTHS HOUSE

Medway (Blue)

Named after the Victorian politician who had the main building built in place of the old house in 1862. Mr Gathorne Hardy was made Earl of Cranbrook and had a subsidiary title, Viscount Medway. His family lived here 1857-1912 Medway is our dedicated House for the Fourths.

MIDDLE SCHOOL HOUSES

Echyngam (Pink)

Named after James de Echyngam who lived here 1377-1388. One of the three original Houses. Miss Hindle was the first Housemistress.

Guldeford (Orange)

Named after the Guldeford family who lived here 1388-1702. One of the three original Houses. Miss Sheldon was the first Housemistress.

Hemsted (Yellow)

Named after Robert of Hemsted who acquired the manor of Hemsted in 1213. His family lived here until 1377. One of the three original Houses. Miss Bird was the first Housemistress.

Marshall (Purple)

Named after Mr and Mrs John Marshall, benefactors of the School.

Norris (Green)

Named after Admiral Sir John Norris (Foulweather Jack, who bought Hemsted in 1702). His grandson Jack, after first meeting and falling in love with Lucy Lockett, finally married Kitty Fisher.

SIXTH FORM HOUSES

Founders

Named in honour of Miss Sheldon, Miss Hindle and Miss Bird, the Founders of the School, and opened in 1983. It is made up of four Houses: Beeches, Elms, Limes and Oaks. Girls are allocated to Sixth Form Houses at the end of their Upper Fifth year.

HOUSE OFFICIALS

In each House students may be given positions of responsibility. All of the Middle School Houses have the following positions, but some may have others too:

Head and Deputy Head of House	VI2 students appointed for a year to each Lower School House
House Prefects	VI1 students appointed for a term
Digital Leaders	VI1 appointed for a year to help with Online Safety
Captain of House	VI1 student appointed for a term
Vice Captain of House	UV student appointed for a term
Head of Middle and Lower School	V student appointed for a term
Heads of Layers or Layer Reps	IV – LV student appointed for a term

These positions require students to exercise responsibility over and show care for girls in the Middle School Houses. A strong link is maintained between the Sixth Form and the Middle School, especially through the Big Sister Scheme, which links all new girls with a Sixth Form Big Sister, who will help to guide them through the early weeks of school. Sixth Form Houses have Heads of House who are appointed each term.

DAILY ROUTINE IN HOUSE

Each House has its own routine in the morning, but in all Houses you must attend Roll Call so that a member of staff has seen that you are well. Dispense takes place twice a day in House in case there is medication you need to take before or after school. You will find your House routine on a noticeboard in your House.

During the school day (8.30am - 5.30pm), you may go back to House at break and lunch times, to get changed for sport and V – VI may also do private study quietly in House (but not during p1 and p2).

House Routine 2022 - 2023

Mon - Fri	IV/UIV	LV	V	UV	VI
07:30 - 08:25	iSAMS roll call Until 08:45 on Wednesday Day boarders arrive to sign in at House at 8.00am, but are welcome to arrive from 7.30am for breakfast	iSAMS roll call Until 08:45 on Wednesday Day boarders arrive to sign in at House at 8.00am, but are welcome to arrive from 7.30am for breakfast	iSAMS roll call Until 08:45 on Wednesday Day boarders arrive to sign in at House at 8.00am, but are welcome to arrive from 7.30am for breakfast	iSAMS roll call Until 08:45 on Wednesday Mobiles handed out from 07:45 Day boarders arrive to sign in at House at 8.00am, but are welcome to arrive from 7.30am for breakfast	iSAMS roll call Until 08:45 on Wednesday Day boarders arrive to sign in at House at 8.00am, but are welcome to arrive from 7.30am for breakfast
09:00 – 17:30	iSAMS register in lessons	iSAMS register in lessons	iSAMS register in lessons		iSAMS register in lessons
12:30 - 14:00			Mobiles handed out.		
End of Lessons - 20:00	Co-curricular activities, prep and supper as advertised in House.	Co-curricular activities, prep and supper as advertised in House.	Co-curricular activities, prep and supper as advertised in House.	Co-curricular activities, prep and supper as advertised in House.	Co-curricular activities, prep and supper as advertised in House.
20:30	Showered, in PJs, laptops and mobiles hand in	Showered, in PJs Laptops and mobiles handed in			
20:45	Into bed		Evening activities end; pupils return to House		
21:00			Laptops, tablets and mobiles handed in		
21:15	iSAMS roll call in bed Lights out	Into bed		All evening activities to end; pupils return to House	
21:30		iSAMS roll call in bed	Into bed	iSAMS roll call	iSAMS roll call at House Order or Hi & Bye
21:45		Lights out	iSAMS roll call in bed		
22:00			Lights out	Laptop and mobiles handed in Into bed	
22:30				Lights out	Quiet on corridors

Weekends	IV/UIV	LV	V	UV	VI
Saturday	Saturday	Saturday	Saturday	Saturday	Saturday
07:30 - 08:50	iSAMS roll call in House Day boarders arrive to sign in at House for 8.00am, but are welcome to arrive from 7.30am for breakfast. They can depart once their lessons and sporting commitments have been completed.	iSAMS roll call in House Day boarders arrive to sign in at House for 8.00am, but are welcome to arrive from 7.30am for breakfast. They can depart once their lessons and sporting commitments have been completed.	iSAMS roll call in House Day boarders arrive to sign in at House for 8.00am, but are welcome to arrive from 7.30am for breakfast. They can depart once their lessons and sporting commitments have been completed.	iSAMS roll call in House Day boarders arrive to sign in at House for 8.00am, but are welcome to arrive from 7.30am for breakfast. They can depart once their lessons and sporting commitments have been completed.	iSAMS roll call in House Day boarders arrive to sign in at House for 8.00am, but are welcome to arrive from 7.30am for breakfast. They can depart once their lessons and sporting commitments have been completed.
16:00 – 16:30	iSAMS roll call in House	iSAMS roll call in House	iSAMS roll call in House	iSAMS roll call in House	Must be signed out in whereabouts book
Mobile/ Devices Hand in	Same as weekdays	Same as weekdays	Same as weekdays	Same as weekdays (laptop allowed overnight)	
Bedtimes	Discretion of Hm by 15 mins (either way)	Discretion of Hm by 15 mins (either way)	Discretion of Hm by 15 mins (either way)	Discretion of Hm by 15 mins (either way)	
21:15 – 22:00	iSAMS roll call in House	iSAMS roll call in House	iSAMS roll call in House	iSAMS roll call in House	iSAMS roll call in House
Sunday	Sunday	Sunday	Sunday	Sunday	Sunday
09:00 – 09:30 OR 11:00 - 11:30	iSAMS roll call in House	iSAMS roll call in House	iSAMS roll call in House	iSAMS roll call in House	iSAMS roll call in House
16:00 - 16:30	iSAMS roll call in House	iSAMS roll call in House	iSAMS roll call in House	iSAMS roll call in House	Must be signed out in whereabouts book
Mobile/ Devices Hand in	Same as weekdays or 15 mins early	Same as weekdays or 15 mins early	Same as weekdays or 15 mins early	Same as weekdays or 15 mins early	
Bedtimes	15 mins earlier than weekdays	15 mins earlier than weekdays	15 mins earlier than weekdays	15 mins earlier than weekdays	
21:15 – 22:00	iSAMS roll call in House	iSAMS roll call in House	iSAMS roll call in House	iSAMS roll call in House	iSAMS roll call in House

Supper Times 2022-2023

Supper for all year groups runs between 6.00pm and 7.30pm, precise timings to be advised by House staff.

Evenings

For IV – LV from Monday to Thursday there is an evening prep session supervised by staff. Timings are publicised in House.

V – UV Prep is done in House (or UV may go up to School to work if you seek permission) and lasts for an hour. The time varies from House to House but most prep sessions are usually between 6.30 or 7.00pm and 7.30 or 8.00pm.

Lower Fifth day boarders can depart from 5.30pm but they are welcome to stay for supper and should leave the site by 8.30pm unless their parents have organised separate arrangements with their Hm. They must sign out with a member of their House staff before leaving the site.

Sixth Form day boarders can depart from 5.30pm. They are welcome to stay for supper and should leave the site by 8.30pm unless their parents have organised separate arrangements with their Hm. They must sign out with a member of their House staff before leaving the site.

Sixth Form students may choose where and when to work, providing you are back in House by 9.30pm.

Co-curricular extras

IV-LV should not have any extras or co-curricular activities in the evening which cut across prep. If you believe you have a clash please speak to your HM, HoY or Tutor.

Occasionally for the Lower School, bed times will be 15 – 30 minutes later on a Saturday evening, depending on how busy you have been and how tired you are (and how good at bed times.) Your Hm will make the decision about these times. Equally, sometimes on Sunday evenings, everyone goes to bed early, to get a good night's sleep before the next busy week.

House Order

One day each week your House will meet for House Order. This is a meeting of the whole House which all must attend. Your Hm or DHm will give out important notices at House Order. In the Sixth Form, House Order usually takes place two evenings a week; Hi&Bye the other days of the week. Hi&Bye is when you register with the Hm or DHm on duty in their office.

Night Time Emergencies

Someone is always on call in House overnight. If you feel unwell or there is a problem, you should wake up the Matron on call. There will be a notice on your Matron's door or on the House noticeboard saying who is on call each night. Mostly it will be your own Matron, but when she is off duty it might be your HM, DHM or you may choose to visit the Matron in the House next door.

HOUSE FACILITIES

Please look after your area of the House. You may personalise your rooms or your desk in the day boarders' area with posters and pictures, to make them seem like home, but follow the rules in your House about how and where to put things. We would prefer not to have Blu Tack marks all over the paintwork. Candles, matches or other potentially dangerous items such as pen knives must not be brought into School.

House Kitchens

Your House has a kitchen which you may use. It is stocked each day with bread, butter, various spreads, milk, tea, coffee, drinking chocolate and fruit. There is a communal fridge and freezer in which you may store things. Lower School kitchens are open at advertised times, but not at meal times as you are expected to attend all School meals. Sixth Form kitchens are open all day, as you may sometimes want to cook for yourselves. At weekends you may all cook food such as pasta, though IV - UV are still expected to attend meals in School. You should always tidy up after yourself.

For your own safety, food stored after sell-by dates will be thrown away, as will anything that has been left open for too long. Please do not bring meat or fish into School as this often presents a health risk when stored incorrectly.

Television and DVDs

Your House is provided with at least one television and DVD player. You may use these during your free time, but not during academic lessons or private study time. The legal restrictions must be observed when watching DVDs (eg only those 15 or over may watch 15s). Failure to observe these rules will result in the confiscation of DVDs/laptops or tablets or there may be further sanctions. This restriction also applies to what you watch on personal devices.

MOBILE DEVICES

It is important that you remain in close contact with your parents and family which is why we ask you all to have a mobile phone. Mobile phones and mobile technology offer many benefits but should always be used responsibly. Fifth (and below) day boarders must hand in their mobile to House staff on arrival and collect it when they leave or at lunchtime for Fifth. The chart on the facing page makes clear the regulations governing the use of such devices at Benenden.

Mobile phones are great for keeping in touch but they also provide an opportunity for people to send unkind messages to one another very easily and without thinking of the consequences. The sending of abusive messages or other content via mobile phones or personal devices is forbidden and any breaches will be dealt with as part of the School Behaviour Policy. Staff may confiscate a phone or device if they believe it is being used to contravene the School's Behaviour or Anti-Bullying Policy. If there is suspicion that the material on the mobile may provide evidence relating to a criminal offence, the phone will be handed over to the police for further investigation. You will find more information about phones in the section on ICT.

It is strictly forbidden to bring a second or fake phone to school.

MOBILE DEVICES RULES AND USE 2022-2023 (For weekdays and weekends)

These rules apply to all pupils, including day boarders.

Year	Laptop	Mobile	Tablets	Other devices	Social Media
IV	Your laptop is handed in at 8.00pm.	<p>You are allowed a mobile phone, but this stays in house during the school day. You are permitted to use it between 7.15-8.00pm each weekday evening, to call your parents or a friend, but the use of social media is prohibited.</p> <p>If your parents live abroad, then alternative arrangements should be discussed with your Hm.</p> <p>Your mobile is handed in at 8.00pm.</p>	iPads and tablets are not permitted; a Kindle Paperwhite or ebook reader is.	Not permitted other than non-internet iPods to aid sleep	Prohibited
UIV	Your laptop is handed in at 8.15pm.	<p>You are allowed a mobile phone, but this stays in house during the school day. You are permitted to use it between 7.30-8.15pm each evening (longer on Friday, Saturday and Sunday), to call your parents or a friend, but the use of social media is prohibited.</p> <p>If your parents live abroad, then alternative arrangements should be discussed with your Hm.</p> <p>Your mobile is handed in at 8.15pm.</p>	iPads and tablets are not permitted; a Kindle Paperwhite or ebook reader is.	Not permitted other than non-internet iPods to aid sleep.	Prohibited
LV	Your laptop and tablet are handed in at 8.30pm	<p>You are allowed a mobile phone, but this stays in house during the school day. You are permitted to use it from 7.30pm (longer on Friday, Saturday and Sunday).</p> <p>If your parents live abroad, then alternative arrangements should be discussed with your Hm.</p> <p>Your mobile is handed in at 8.30pm.</p>	iPads and tablets are not permitted; a Kindle Paperwhite or ebook reader is.	Not permitted other than non-internet iPods to aid sleep.	Permitted
V	Your laptop and tablet are handed in at 9.00pm	<p>You may have your phone from lunchtime however this stays in House during the school day and is not permitted up at school.</p> <p>Your mobile is handed in at 9.00pm every night.</p>	Permitted	Not permitted other than non-internet iPods to aid sleep.	Permitted
UV	Permitted Your laptop and tablet are handed in at 10.00pm	<p>You are allowed a mobile phone from 7.45am, but this stays in house during the school day.</p> <p>Your mobile phone and laptop are handed in at 10.00pm. You may keep your laptop on a Saturday evening and in the summer term.</p>	Permitted	Permitted	Permitted
6.1 6.2	Permitted	<p>You are allowed these all day but must not be visible up at school in any location.</p> <p>Phones should not be used in the library</p>	Permitted	Permitted	Permitted

Electrical Items

You may bring a wi-fi disabled iPod or Kindle reader to school to use in your free time, but please do not walk around School with earplugs in as it might be dangerous. You may not have private toasters, rice-makers, electric kettles, heaters or fires, fridges or televisions.

All electrical equipment must be in good order with the plugs properly wired and fused. Two-pin plugs and foreign adaptors should not be used. All equipment must be PAT tested and this can be done at the beginning of each term. Any item brought in after the beginning of a term, eg after a birthday or an exeat, should be handed in to the Matron who will arrange for it to be PAT tested.

Laundry

The School has its own laundry service which will deal with all machine washable items. In addition, washing machines are provided in each House. Your Matron will wash some other occasional items for you if you ask her. Please talk to your Matron about any items which require hand washing. Sixth Formers have washing machines in House so you can do your own personal laundry and school uniform. Bed linen is sent to the School laundry and should be made of polyester cotton, not pure cotton.

Valuables and Money

You should not bring extremely valuable possessions to School as the School cannot be responsible for their safety or insurance. It is sensible to keep sweets and valuables locked up. A small personal safe is a good idea for storing money and your mobile phone or other valuables in. These can be ordered through LASS. Alternatively, all pupils should have a lockable storage area, so you could bring a padlock and use that to keep your valuables safe. Please be sure to observe the following rules:

- You should have enough pocket money for small purchases. £30 a Half Term should be plenty for students in the Lower School. It should be kept locked away or handed to your Hm for safe-keeping. Do not leave money in unlocked drawers or cupboards.
- Routine purchases from LASS may be put on your parents' school account. To avoid large unexpected debts, the purchase of uniform requires your Matron's countersignature. Your parents may impose personal credit limits as they have to pay this bill!

The School does not accept responsibility for insuring your property; your parents are advised to arrange personal effects insurance for your possessions.

VISITORS

Whilst your friends, both male and female, are welcome to make social visits to School, they may only do so at weekends and if your parents and your Hm are in agreement. You should let your Hm know in advance who is coming and when they will be in School. Visiting friends must be entertained in the public parts of Houses so you can see them in House studies and public seating areas but they may not go into study bedrooms or dormitories. They must not go upstairs in Houses, apart from the first floor of Hemsted and Norris. You must ask them not to smoke on the campus, as the whole grounds are a non-smoking area. When friends arrive, whether male or female, you must introduce them to the member of staff on duty in your House, so we are aware, for fire purposes and as a general courtesy, who is in School.

During the week, you may have visitors coming to watch plays, concerts, matches etc. Please let your Hm know whom you are expecting.

Visitors should sign in at the School Office, during office hours and will be given a visitor pass.

Visitor Access to Boarding Houses

A boarding house is like a large family home and we want to make sure that pupils are safely looked after and that unwanted visitors cannot gain access to our buildings, whilst at the same time ensuring that welcome visitors are able to gain entry with the minimum of fuss. We need to ensure that parents, other visitors and pupils are clear about the procedures for making the boarding houses welcoming and safe.

At the beginnings and ends of terms, at Half Terms and at Fixed Exeats parents are welcome to go into the pupils' rooms and to help with the carrying of bags and boxes. Parents should ring the House or Main School doorbell to gain access to the House, although there is usually someone around at these times.

At other times of term, your parents should use the door bells to gain access to the House and pupils should only let their own parents in, not the parents of other pupils. If you see other parents waiting for their daughters, please fetch a member of staff to let them in. Please ask the House staff whether it is an appropriate time for your parents to accompany you up to the dormitory areas or study bedrooms. If your parents drop in when you are not around, they will not be able to go to your dormitory; however, they can leave parcels (if you are lucky!) with the staff on duty or wait with the staff to see you.

PERSONAL SECURITY

All School buildings have key pad entry systems and all Houses are also alarmed. After 9.30pm student door codes no longer give access to buildings and the alarms switch on. When you are out late after a trip or for any other reason, an arrangement will be made to allow you back into House without setting off the alarms. After dark, you should always walk between buildings with another student or an adult. If this is ever difficult to arrange, you should telephone your Hm or Matron before setting out so they may look out for you, or seek other adult assistance if you are worried. Use common sense and follow the main routes which are provided with lights after dark.

EXEAT ARRANGEMENTS AND CLOSED WEEKENDS

Boarding schools have different arrangements at different weekends and some of these affect our day boarders.

The types of weekend are explained here:

1. Closed Weekends

We have a Closed/School Weekend (which mean you must stay in School) at the beginning of each term for pupils to get used to being back in School after the long holiday and to get their academic and boarding lives off to a good start once again. The IV-UV have an additional Closed Weekend after Half Term.

In addition the last weekend of term is closed. Closed/School Weekends apply to day boarders as well as to boarders.

2. Fixed Exeats

These are extended weekends when the School closes and all pupils - including day boarders - go home or to their guardians. There are two Fixed Exeats each term. Fixed Exeats begin on a Friday at 12.30pm until Sunday evening at 7.30pm (8.30pm for VI Form). In the Summer Term, one Exeat extends to include the May Day Bank Holiday.

3. Floating Exeats/Saturday Night Leave

You may take Saturday Night Leave on any weekend other than Closed Weekends. These begin on Saturday after lessons at 10.45am or after fixtures if you are in a Sports Team. Pupils should return to School no later than 7.30pm. If IV – UV wish to spend a Floating Exeat at a friend's house rather than with parents, parental permission is needed.

4. Meals out at Weekends (with parents, family or friends)

Your parents, other family members and friends may take you out for meals at the weekends. Please obtain your Hm's permission on each occasion. If inviting other students to a meal, permission will also be needed from their parents. Please be considerate to those who need a lie-in on Sunday morning: please do not leave before the normal Sunday wake-up time unless you have made a special arrangement with your Hm.

ABSENCE FROM SCHOOL

There might be times when you need to be away from School during the week. For medical and other urgent appointments, your parents should make arrangements with your Hm. For important family occasions and other events through the year, you need the permission of the First Deputy and your parents must write to him. Each application is dealt with on its merits but we would not expect you to be away for something like a concert on a weekday evening.

THE SCHOOL GROUNDS

The School has considerable parkland and woodland for you to enjoy. During the school day, there is no reason for you to be in the woods, but after the school day (when it is still daylight) and at the weekends, you may explore the grounds. There is a lake and many ponds within the grounds, you must be sensible and cautious near these hazardous areas.

Jogging

If you wish to go jogging you may do so in the School grounds, but please be aware of these rules:

- Do not use headphones as you cannot hear traffic or people approaching
- Anyone may jog on the circuit around the boarding houses
- Lower School should jog in pairs if you want to go around Park Pitches or Top Lax
- Always remain within sight of the people you are jogging with
- Sixth Form may jog alone in the grounds if you have spoken to someone in House to let them know where you are going and have a phone with you

Out of Bounds

All lakes and ponds are out of bounds so you must not walk or sit near the water. Always stick to well defined paths when walking in the woods. The lakes and ponds have deep water signs warning you that there may be danger, so be observant and careful. In particular you must not climb over the fence next to the large lake. When you go into the woods or about in the parkland where there are also ponds, you should take a mobile phone with you. If someone falls into the water, look for the nearest safety equipment (life belt or rope) and phone for assistance. The number 01580 242000 will put you through directly to the Medical Centre.

The Victorian Water Garden by the Eco-Classroom is out of bounds unless you are supervised by a member of staff. The road down to Weston Crescent and the Walled Garden and all building sites where contractors are working are also out of bounds. During the School day the woods are also out of bounds.

LEAVING THE GROUNDS

Behaviour off-site

On all School trips you are expected to behave as ambassadors for the School. If you have been taken off-site by a member of staff, it is polite to show your appreciation afterwards, thanking the bus driver as well as those who have run the trip. It is important to remember that the non-smoking rules apply to all students on School trips during the holidays as well as term time.

The Village

All year groups may visit the shop in the village. You must always be in a group of four or more in the Lower School and you must get permission from your Hm, Deputy Hm or Matron. You must then sign out in your House signing out book. Sixth Form may go in twos, but also need to sign out. Take a mobile phone with you and a contact number for your House staff. You must go down the front drive or across Park Pitches and you must use the pavement that runs from the School gates to the Post Office. Do not cut across the fields behind Founders. If you are offered a lift, you should politely decline. Do not use rollerblades or scooters on the way to the village.

You should only be in the village if you are going to the shop and you should come straight back afterwards. The play park is provided for the use of children living in the village, as the School has its own.

Sixth Form may visit the shop if you are free at lunchtime on a school day and during any free time at weekends.

Benenden village pubs are out of bounds to all students, unless you are accompanied by your parents. The one exception to this rule is for Grey Jumpers who may visit the village pub on a Friday evening with the permission of their Hm.

Sixth Form only

Sixth Form may arrange to go out for a meal on a Saturday evening. You should discuss the venue and book transport through your Hm.

You may go to London on a Saturday afternoon or on a Sunday, providing you have your Hm's permission and book transport through the School Office.

TRANSPORT

The School Office will assist families with organising travel for their daughters.

Lower School pupils requiring taxis or a seat on the coach to/from Staplehurst station for Saturday Night Leave should contact their Hm in the first instance, who will then instruct the School Office for bookings. Sixth form should complete the travel form. The deadline for all is 11am on Wednesday.

On major School dates such as Fixed Exeats and Half Term, the School offers coaches to London, Essex, Sussex and Suffolk as well as transport to Staplehurst Station. These are booked via an online travel form approximately three weeks before.

If day boarders in the Sixth Form wish to accompany their boarding friends on a train to, for example, London at weekends then they should liaise with their Hm about suitable arrangements.

Train Tickets and Railcards

Train tickets must be organised by parents or pupils, the school office cannot assist.

Train Travel: Fixed Exeats and Half Term(unescorted but with an adult presence)

At Fixed Exeats and Half Terms, it is possible for you to travel by train to Charing Cross, usually via Waterloo East. To save your parents booking individual taxis for you, the School books a bus to Staplehurst Station. This is not an escorted service because there may not be a member of staff in your carriage. However, a register is taken at the station.

Train Travel: Other Weekends

On other weekends, students may also travel by train to London. The School books a bus to Staplehurst Station each Saturday and a return bus on Sundays. Pupils are not accompanied by a member of staff on these occasions and parents take full responsibility for their daughter's travel. Please note that unless the transport is escorted, you are the responsibility of your parents once you leave the School site and until you return to the School site.

Millions of people travel every day by train and very few become victims of crime. By following these simple guidelines you can reduce the risk:

- Wait for the train in a well-lit area and near to other people.
- If travelling in a party, make sure everyone knows where to go and where to meet up if separated.
- Make sure you have each other's mobile phone numbers and have your phones with you.
- Sit near other people in a busy carriage. If the carriage empties, move to a busier one or nearer transport staff. If you feel uncomfortable or uneasy, move. Do not just sit there.
- Choose a seat next to an aisle or corridor.
- Remember help can be given more easily in a station.
- Keep valuables and jewellery out of sight. Keep handbags to the front, closed and with the fastening towards your body.
- Be aware of what is going on around you - headphones reduce your ability to do this.
- Be cautious of strangers offering help. If you are not happy with an "official", ask for proof of identity. A genuine member of staff will be able to prove their identity.

If there is a problem:

- Protect yourself first - your property can be replaced, your good health cannot.
- Get away - scream, make a noise, move to another carriage, pull the emergency handle. If on a station, run to the nearest busy well-lit place you can find.
- Report anything to the police as soon as you can. Do not be embarrassed - you can ask to speak to a female police officer. Phone the Duty Hm on 07843 370038 or your own Hm at School and we will try to help you.

London, Wimbledon, Sussex and Essex/Suffolk Coaches

The School organises coaches to Clapham Common and the Albert Hall in London on Fixed Exeats and Half Term holidays. There is a separate bus which goes to Wimbledon, Sussex and Essex/Suffolk which have various stops en-route.

Airport Travel (Escorted/Unescorted)

At the beginnings and ends of terms and at Half Term, we run either coaches or taxis to the airport, depending on the number of students who need transport. Coaches to the airport are escorted and taxi drivers can be booked to act as escorts for Unaccompanied Minors. Your parents should notify your Hm and the School Office of flight details so appropriate transport can be booked. Because of the limited number of taxis available in the Benenden area, you may have to share taxis.

Taxis (Unescorted)

It is also possible to book taxis to other destinations. Your parents will need to give permission (either by completing an online form or by emailing your HM). The School only uses taxi firms who have licensed and plated taxis and drivers who have been DBS checked. We have an arrangement with local taxi firms whereby students are not allowed to book their own taxis directly with a firm; all bookings must be made via your Boarding House who will instruct the School Office. There is no Uber service in this part of the country.

Travel Problems

A Duty Hm phone number exists for students who need help with travel difficulties. The phone is operational on days of travel at beginnings and ends of terms and Half Terms, out of School Office hours. At Fixed Exeats the phone is staffed until the buses arrive at their destinations and from 5.00pm on a return from the Exeat. On other weekends the phone is operational from Saturday 11.00am until Sunday at 10.00pm. **If you have a problem, you should call 07843 370038.**

Cars in School for Leavers

Members of the VI2 may return to School with their own car during the summer exam period if their parents have signed the relevant forms. The specific purpose of this permission is to allow pupils to travel between School and home during the exam revision periods at a time that might not otherwise be convenient for parents to transport them. Those who normally travel by a combination of train and taxi will not normally be granted this permission. Our main aim is to make life easier for parents. You may not use cars for other journeys and must hand in your keys once you arrive at School. The main concern remains the safety of the pupils and to this end parents must apply in writing to the Deputy Head Boarding and Pastoral requesting permission for you to bring a car on site. Bearing in mind we have 550 pedestrians, the combination of these with new young drivers is managed very carefully.

FIRE ALARM

Assembly Points

All Houses assemble outside their House main door, away from the building. When you hear the fire alarm:

- Go quickly and in silence to your House Assembly Point for Roll Call
- Do not enter your House in any circumstance - wait for the Roll Call and the all clear or other directions
- Wait until your House is dismissed before going back into School

VI: SCHOOL FACILITIES

THE LIBRARY

Opening Hours

8.30am - 9.00pm weekdays

8.30am - 5.00pm on Saturday

3.00pm - 6.00pm on Sunday

Loans

- All Lower School students may borrow up to 10 items; books are issued for three weeks, DVDs and audiobooks for seven days.
- Sixth Form students may borrow up to 20 items and have a four week loan period for books. DVDs and audiobooks are available on a seven day loan.
- Reminders for overdue items are emailed to students. Unreturned items go on the School bill.
- Book reservations and requests are welcomed.

Library Organisation

- All non-fiction books may be borrowed. They are arranged in Dewey order and colour-coded according to subject. Fiction is arranged alphabetically by author. The Library stocks classic fiction and literary prize winners, as well as contemporary and popular fiction.
- The Library subscribes to newspapers, magazines and journals.
- Reference books are for Library use only.
- The Library Portal page is for catalogue searches, reading lists, book blog, links to reference libraries and websites.

Computing Facilities

- All students have access to the computers during Library opening hours.
- Laptops can be plugged in on the desks at the back of the Library and along the window.
- Students using computers must adhere to the School guidelines on computer usage.
- Printing, scanning and photocopying facilities are available.

Library Rules

- You must work quietly at all times. Work with a partner or small group should be done in the alcoves outside the Library. You must take care not to disturb others.
- All resources must be taken to the issue desk for borrowing and returning. All resources must be returned or renewed at the end of term.
- Social network sites and games are not permitted. Mobile phones can be put in the "drop box".
- Please do not bring food and drink into the Library.

JSTOR

What is JSTOR?

JSTOR is an online research database with a wide range of academic articles from journals and papers.

Why use JSTOR?

- Speed
- Accuracy of information
- Breadth of range
- Narrows down information within a document
- Accessible from home
- Very useful for coursework, independent research, scholars' projects, MUN, EPQ and university essays
- Competitions
- Long-term gains of independent study
- Preparation for university

Setting up a JSTOR account

- Go to portal>curriculum>library>web links> JSTOR
- Register for my JSTOR by filling in the boxes and submitting the information
- Login to JSTOR by putting in your username and password

ENCYCLOPEDIA BRITANNICA

- Safe, trusted and fact checked information created by Britannica's team of editors
- Intuitive search tool offers article suggestions as you type
- The 'My Workspace' feature allows you to write and store documents, images and videos to your own workspace

LIBRARY ABSTRACTS SERVICE

- News-based resource taken from three daily newspapers and weekly news journals are available for research and can be photocopied.
- Updated weekly; over 5,000 online to date
- Subject files and indexes are designed to link directly to the curriculum
- Offers students a valuable, contextual view of their subject
- Wealth of primary resources e.g. witness accounts
- Helpful qualitative analysis on issues of debate e.g. assisted suicide
- Supporting up-to-date quantitative data for evidencing facts
- An inspiring and highly current reference point for EPQ research

DINING ROOM AND CAFÉ

Because mealtimes are informal and you are all eating at different times, it is especially important that everyone behaves helpfully. Queue sensibly, wait your turn and arrive at the time allocated to your year group (for supper and lunch). Clear up anything you spill on the table or the floor - the catering staff will help you if you ask them. Clear your tray to a rack when you have finished eating and make sure that your place is ready for someone else to sit at, with the chair pushed in. All meals must be eaten in the Dining Room but you may take fruit or break snacks back to House.

Anyone may use the Café at breakfast, lunch, break times, weekends and outside of the normal school day. During the school day, it is reserved for Sixth Form, though you may all go in to get fruit or water.

MEDICAL CENTRE

The Medical Centre consists of a surgery, waiting room and individual bedrooms if you need to stay overnight. There is always a qualified nurse on duty and you may go to see her if you feel you need to.

The School Doctor is Dr Sara Butler-Gallie and she has surgeries in the Medical Centre on Mondays Wednesdays and Thursdays. There is also a physiotherapist who visits twice a week and two school counsellors.

Illness

If you become ill during a lesson, your teacher will send you to the Medical Centre. This saves you making the journey back to House and you may be well enough to return to class after a short period of time. Do not go back to your House unless the nurse tells you to do so.

Outside lesson times, you should report first to the Matron on duty for your House and she will advise you on whether you should visit the Medical Centre. If you need to visit the Medical Centre after 9.30pm in the evening your Hm or a Matron will take you there.

Appointments with the Nurse or Doctor

Our school nurses run clinics for reviews of injuries, medical conditions, asthma reviews and vaccinations. Your Matron will let you know any appointment times. If you want to make an appointment to see a nurse or the doctor, you can either do that yourself by going to the Medical Centre or you can ask your Matron who will do it for you.

Self-medication Guidelines

All medicines, both prescribed and over the counter, must be handed to your Matron in the Lower School. This is applicable to Day Boarders and Boarders. The Matron keeps them in a locked cupboard and issues them at dispense. You may keep and administer your own asthma inhalers, treatment creams and medicines needed in an emergency such as an epipen, but you do need to:

- Complete a self-administration form with the nurse
- Remember to ask your Matron to order new ones from the Medical Centre at least five days before they run out

Parents are required to provide medications in the original packaging as issued by the pharmacy with prescription label (if applicable) visible and intact. Full medication and dosage instructions must be in English. This ensures the safe administration of medicines. There is no need to have paracetamol or ibuprofen/nurofen products in School as each House has a supply of these, which can be administered according to Medical Centre written guidelines.

Founders' pupils can be responsible for the storage and administration of their own medicines and are trained and assessed to do so safely. Medicines must always be kept locked away.

THE SCHOOL SHOP: LASS (LIME AVENUE SALES & SERVICES LTD)

New and second-hand uniform, stationery, stamps, mobile phone top-ups and some personal items are available in LASS. Books, including revision guides and textbooks, can be ordered if you ask LASS staff. You may buy with cash or on your LASS account. You will require a note from your Matron if you wish to purchase main items of uniform (Lower School only). Anything bought on your LASS account is itemised and billed to your parents each term. Your parents may wish to impose a credit limit on your account (excluding uniform and textbooks) and they may do this by emailing LASS@benenden.school

Opening Times

8.45am – 4.45pm Monday to Thursday (4.30pm on Friday)

8.45am – 11.15am Saturday (no uniform available)

A pad of file paper is supplied by the School each term (two pads for V – VI2) and these should be collected from LASS.

FITNESS SUITE

The Fitness Suite is open to all students and is manned by qualified fitness instructors at all times. Anyone who wishes to use the Fitness Suite must have an induction with a fitness instructor before they start using the equipment. The induction will take 45 minutes and there can be up to four students in an induction group. Once the induction paperwork has been completed, students will be shown how to operate the equipment and an individual fitness programme is written. There is a termly timetable which you can find online.

There are rules which every student must follow:

- You must sign in and out when you use the Fitness Suite.
- Only V and above are allowed to use the weights machines and free weights unless there has been parental permission.
- The power plate is for VI and UV use only.
- You may not use a piece of equipment that you have not been shown how to use.
- Clean trainers must be worn in the Fitness Suite.
- Please bring your own towel with you or borrow one from the Fitness Suite and use it to wipe down the equipment after use.
- Please note that we expect you to bring a water bottle with you when you use the Fitness Suite as you should be drinking water regularly throughout your gym session. House water bottles can be purchased from the SPLASH Team.
- Photography and filming are not permitted in the Fitness Suite.
- Mobile devices may only be used to listen to music whilst you are in the Fitness Suite.

Throughout the year there are various gym challenges and charity fundraising activities in the Fitness Suite.

SWIMMING POOL

Leisure swimming will be permitted at times as posted on the SPLASH noticeboard and in the Houses. Swimmers must be aware of the Emergency Evacuation Procedure.

Rules of the Pool

- No-one may enter the water without a qualified member of staff present.
- Always sign in before entering the water and log the time you get out of the pool.
- All swimmers must change in the changing rooms and use the showers and footbaths.
- You may not go to the pool or return to House in your swimming costume.
- Shoes may not be worn in the changing rooms or on poolside.
- All swimmers must wear a full costume and not a bikini.

On poolside

- No running, pushing, pulling or play-fighting.
- No jewellery may be worn.
- No diving without permission.
- No back flips or acrobatics.
- No masks or snorkels (unless in a scuba diving lesson).
- No boisterous behaviour or screaming.
- No eating or drinking in or around the pool.
- No fake drowning.
- No diving in the shallow end (unless in a lesson or competition).
- Always return and replace equipment from where it is stored.
- No camera, electronic or mobile devices to be taken on poolside ie laptops, tablets and phones.
- Weak and non-swimmers to stay in the shallow end.
- Any additional behaviour or activity, which the teacher / lifeguard considers to be unsafe will not be allowed.
- Take notice and adhere to the poolside safety signs.

Emergency Evacuation Procedure

- One short whistle blast = Attention! Stop, Look and Listen.
- One long whistle blast = Emergency! Everybody out of the pool.
- Once you are out of the pool, please sit on the tiered seating and await further instructions from the member of staff on duty.

VII: RULES AND POLICIES

The policies in this section are adapted from full policies in the Staff Handbook. If you wish to see a copy of the full policy, please request this from the Deputy Head of Boarding and Pastoral. If any dispute arises, the Staff Handbook version takes precedence, as it is updated more frequently in particular as legislation and guidance from the Department for Education changes.

DRESS CODE

At all times you are expected to present yourself in a manner which the School considers appropriate. Everything you wear at School should be clean and in good repair. All items of clothing must be clearly marked. Inappropriate hair colour is not allowed. During school time, visible body piercing is unacceptable with the exception of discreet ear piercing (further details can be found in the uniform policy). Coloured nail varnish and hoodys are not allowed.

Uniform

Please wear your uniform properly. With your School uniform you may wear plain and discreet jewellery (such as a simple chain and emblem and a simple bracelet) but rings are not to be worn. The uniform comprises:

- School skirt or School trousers
- School blouse
- School jumper
- School jacket (compulsory on Monday and Friday)
- Navy or black tights (or ankle socks not trainer socks)
- Black leather shoes (not canvas or trainers)
- Hair tied back with plain and simple hair bands
- School sports tracksuit jacket or a navy or black plain coat (with no emblems or accessories)
- School scarf

Sixth Form may also wear:

- Coloured scarves, except in Prayers
- Smart home clothes for Saturday morning lessons

You must be in School uniform for all academic lessons. You should always change out of games clothes as soon as you finish playing and should not wear them in lessons.

There is student representation on the Uniform Committee which meets once a term and discusses changes in the uniform from time to time.

Home Clothes

You may wear home clothes after lessons on weekdays and at weekends.

Games Uniform

IV – UV games kit comprises: plain white shirt; navy skirt; navy mid layer or Benenden tracksuit; games socks or white socks. You may not wear jewellery for sports and all earrings must be removed. Anyone intending to get their ears pierced should therefore do so in the summer holidays, so the six week period of healing is completed before term begins. Various sports organisations (including the England Lacrosse Association whose rules we follow) forbid the playing of sport when wearing earrings.

Sixth Form Games Uniform must be Benenden PE or Team kit except for Fitness Suite options (gym, Zumba, spinning etc.) where students may wear their own suitable fitness kit.

There is a separate kit list for team players of all ages which will be given to you at the appropriate time. Please ask for a copy of the uniform list if you would like further details.

School Services (Sunday)

You may wear your own clothes providing they are in good repair, clean, not too revealing and look reasonably smart. Jeans and other trousers, shorts in the summer, skirts, t-shirts, blouses and jumpers are fine if they fulfil those criteria.

You may not wear:

- Very short shorts
- Very short skirts
- Items of clothing with large slogans or logos
- Any clothing which is ripped or in need of repair
- Tracksuit bottoms and other sports kit

St George's Church

The village church services are more formal than School Services, so you wear your School uniform including your jacket for these occasions.

POLICIES

We encourage all new pupils to read and familiarise themselves with the following policies, available on the website. (<https://www.benenden.school/parents-staff-seniors-friends/school-policies-and-handbooks>)

Pupil Behaviour Policy (Rewards and Sanctions)

Anti-Bullying Policy


Online Safety and Acceptable Use of Information and Communication Technology (ICT) Policy

Equality Policy

Complaints Procedure for Pupils

SAFEGUARDING


Part of the role of Staff and senior pupils is to keep you safe and to make sure you know what to do if you are being mistreated. The School has a Safeguarding Team, who are here to help you. Safeguarding is everyone's responsibility.




**BENEDEN
SCHOOL
LEARNING FOR
LIFETIME**

Safeguarding Team


The **Safeguarding Team** consists of the people on the poster above and works with the Kent Safeguarding Children Board.




Deputy DSL
Mrs Lynch




Headmistress
Mrs Price




Deputy DSL / Online
Safety Officer
Mr Miller



DSL
Mrs Wakefield



Child Protection
Dr Sara Butler-Gallie




Deputy DSL
Miss Dobson

If you want to speak to someone outside of School, you can contact the Kent Safeguarding Children Board or the Area Safeguarding Advisers

- Designated Officers for allegations against staff: 03000 410888
- West Kent Safeguarding Adviser: 03000 412284

Remember, if you need help, you can always contact **ChildLine**



September 2022

CHILD PROTECTION

Abuse - physical, emotional, or sexual - and neglect are forms of significant harm from which we are committed to protecting you. At Benenden we want every pupil to feel safe and protected from neglect and abuse or to know there is someone you can turn to if you are being neglected or abused.

Physical abuse is the causing of physical harm to a child for example by hitting, shaking, throwing, burning or scalding, drowning or suffocating a child.

Emotional abuse is the persistent bad emotional treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. Types of emotional abuse include:

- Conveying to a child that she is worthless, unloved or inadequate
- Not allowing a child to express her views
- Persistently criticising, teasing or humiliating a child
- Bullying including cyberbullying
- Causing a child to feel frightened or in danger

Sexual abuse is the forcing or tempting of a child to take part in sexual activities, whether or not the child is aware of what is happening. Types of sexual abuse may involve physical contact or non-physical contact such as involving children in looking at or in the production of abusive images, watching sexual activities or encouraging them to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet a child's basic physical, emotional and/or psychological needs.

Types of neglect include failure to:

- Provide adequate food, clothing and shelter
- Protect a child from physical or emotional harm or danger

There are other forms of abuse such as child-on-child abuse, female genital mutilation, child sexual exploitation (involving rewarding young people for engaging in sexual activities) and radicalisation (persuading young people to become involved in terrorist activities).

If you have any concerns about how you are being looked after or what is happening to one of your friends, please let someone know.

The Safeguarding Team consists of the people on the chart shown above. When dealing with disclosures, concerns, suspicions and allegations, the Safeguarding Team work with the Kent Safeguarding Children Board. You can call the Kent Safeguarding Advisers (03000 410888) or Social Services Area Safeguarding Advisers (03000 412284). If you want to call for help outside school, Childline (0800 1111) will guide you to the right service. You can also text SHOUT to 85258 or contact the office of the Children's Commissioner on 0207 783 8330 or email info.request@childrenscommissioner.gov.uk

COMPLAINTS PROCEDURES FOR PUPILS

In School we recognise that it is possible for misunderstandings and disagreements to arise or for mistakes to happen.

If you are unhappy about the way in which the School is dealing with something, you can make an informal complaint.

There is a separate procedure for parents, so you should discuss with them whether you would rather make the complaint yourself or whether you would like them to use the Parental Complaint Procedure on your behalf.

To make an informal pupil complaint you should:

Email one of the following people to explain the issue:

Your Head of Year

Mrs Wakefield or Mrs Lynch for matters about Boarding, Pastoral Care and Safeguarding.

Mr George for co-curricular matters.

Mrs Wakefield for any matters which do not come within the areas above.

You will then be **invited to a meeting** to discuss your complaint and we will try to resolve the issue together.



BENENDEN
A COMPLETE
EDUCATION