

WELCOME TO
CRANLEIGH PREPARATORY SCHOOL





WELCOME

Our aim is to provide a stimulating and challenging academic environment, whilst enabling the children to grow in confidence, learning how to celebrate and build upon success as well as being resilient and determined in defeat.

Through a strong sense of community, the children develop team skills and become increasingly aware of their responsibilities to one another. Sport, music, drama, art and a myriad of other opportunities provide an enjoyable balance to those taxing classroom moments. They also learn respect and empathy for those with different interests to themselves.

We hope our pupils leave with a definite sense of purpose, well prepared for their senior schools and beyond.

Mr Neil Brooks
Head

OUR PHILOSOPHY

Our community of day and boarding pupils aged 7 to 13 prides itself on the welcoming atmosphere and sense of belonging in school. Visitors often remark on our strong community and the respectful relationships between pupils of all ages and staff.

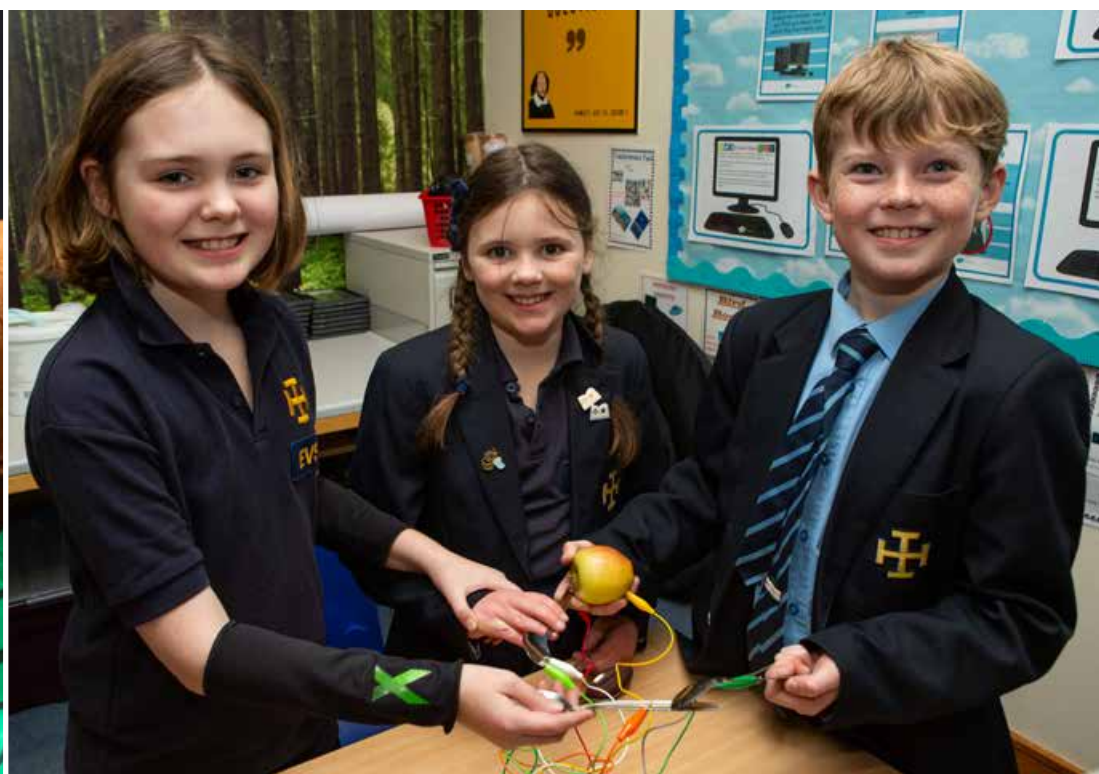
Boys and girls learn, play and compete together in every area of school life. A well-established House system introduces the fun of lively competition and develops bonds across the year groups.

Pupils join from London and the Home Counties and those from further afield can take advantage of our flexi-boarding programme and weekly bus service. Boarding is popular in the upper years as pupils prepare for the next stage of their journey, and extra time on the extended day offers many advantages and opportunities.

A culture of thoughtful learning underpins our richly creative curriculum. Lessons are broad and balanced, encouraging children to explore their intellect. Our co-curricular programme offers an exceptionally varied range of opportunities, activities, trips and residential visits.

Staff at CPS strongly support the theory that 'I do, therefore I understand' and so, whether pupils toy with tarantulas, learn inside a planetarium, stand on stage at The Globe or weave a fire-breathing dragon, their senses have been stimulated and real-life connections made.

We seek to promote a genuine love of the learning journey and a passion for academic, sporting and creative success.





LOWER SCHOOL

The majority of children join us in Form 1 (National Curriculum Year 3) where classes are kept small.

In the first two years of school the emphasis is very much on nurturing each pupil and helping them to gain confidence. Children are encouraged to have fun and to participate in everything.

Much time is spent with Form Tutors, who are ably supported by Learning Support Assistants, ensuring a healthy adult to child ratio in these important years. Specialist subject teachers support the Form 1 and 2 teaching where appropriate.

There is no regular Saturday school for Form 1; pupils in Form 2 participate in theme days on occasional Saturdays throughout the year.

MIDDLE SCHOOL

In Forms 3 & 4 (Years 5 & 6) children start to gain more independence, enjoying specialist subject teaching. History, Geography, Religion and Philosophy are taught through our own 'Humanities' course, which aims to develop curiosity, enquiry and independent thought. Science is taught in state-of-the-art laboratories.

Towards the end of Form 3 and in the Michaelmas term of Form 4, children are prepared and supported for the entrance procedures to senior schools. Setting, to ensure children are taught at an appropriate pace, takes place in Mathematics in Form 3 and in setting blocks for Mathematics, French, Science and English in Form 4.

A number of children dip their toe into the boarding life of the school during these years.

Middle School pupils play matches on alternate Saturday mornings.

UPPER SCHOOL

In our top two years pupils are encouraged to get involved in everything the school has to offer and actively participate in all areas of school life. There is more emphasis on pupils to accept additional responsibility, both collectively and personally.

A number of pupils who leave their schools aged 11 join us in Form 5. Tutor groups are mixed ability but the pupils are set for each subject and taught by specialist staff. In Form 6 (Year 8) there is a scholars' set for boys and girls who need further academic enrichment and who may be entered for academic scholarships at their prospective senior schools. Pupils are also prepared for Art, Music, Drama, Design, Sport and All-Rounder awards. We hold an impressive record of scholarship results.

Pupils board in the upper years and the extended day ensures that they retain breadth and balance to their education at a time when academics become more intense. Pupils in these years play matches on alternate Saturdays.



CREATIVE AND PERFORMING ARTS

ART

Our open, state-of-the-art, spacious art studios have designated areas for drawing and painting, print-making, sculpture, ceramics and textiles, as well as gallery spaces to give our young artists a sense of ownership and pride in their creations. An extensive, multi-cultural art library is used for the study of Art History and to inspire original work. Themes are developed in each year group with visiting speakers and demonstrations of new skills to inspire each pupil.

MUSIC

We have a lively and innovative approach to Music Education through Cranleigh Music 7-18, which links us to Cranleigh senior school, giving opportunities to share teaching, performance space and collaborative opportunities. Over 50 visiting teachers deliver individual lessons and there is a vibrant programme of concerts, workshops and competitions to encourage performance and hear other musicians. Singing is highly valued with open access to a choir for each year group. Winning a place in one of the auditioned groups, such as Chamber Choir, is highly respected.

DANCE

Dance is offered as part of the curriculum in the lower years, helping pupils to develop spatial awareness, coordination, fluidity of movement, musicality and imagination. A large number of children take part in co-curricular dance lessons for ballet, tap, modern and street dance, leading to informal dance performances and West End style dance shows.

DRAMA

From the earliest years there are opportunities to participate in small studio productions, fully staged plays and musicals, or events such as the school's Shakespeare festival. Drama lessons encourage pupils to extend their range of expression in communication, acquire acting skills and understand a wide range of texts and plays. LAMDA lessons are also very popular, with an impressive track record of high merits and distinctions achieved in the annual exams.





SPORTS

Each pupil has three games sessions weekly and fixtures once or twice a week. Our top teams enter regional and national competitions and we host many festivals and tournaments. All pupils play team sports and we run many teams in each year group, giving pupils of all abilities the chance to enjoy and learn from competitive sports.

Our extensive grounds feature artificial hockey pitches, four cricket squares, two netball courts, three tennis courts and nine rugby/football pitches. We also have exclusive access to the breath-taking range of facilities at nearby Cranleigh senior school, including swimming pool, golf course, Fives courts, climbing wall, stables and indoor cricket school.

The major games for boys are rugby, football, hockey and cricket, while the girls' main sports are hockey, netball, football and cricket. Swimming, tennis, pickleball and athletics are also available.



DAILY LIFE

	Session	Forms 1 & 2	Form 3	Forms 4, 5 & 6
8.00-8.10 am		Registration	Registration	Registration
8.10-8.30 am		Chapel / PT Activities/ Tutorials / Reading / Assemblies / Congo	Chapel / PT Activities/ Tutorials / Reading / Assemblies / Congo	Chapel / PT Activities/ Tutorials / Reading / Assemblies / Congo
8.40-9.30 am	1	Lesson	Lesson	Lesson
9.35-10.25 am	2	Lesson	Lesson	Lesson
10.25-10.45 am		Break	Break	Break
10.50-11.25 am	3	Lesson	Lesson	Lesson
11.30-12.05 pm	4	Lesson	Lesson	Lesson
12.10-1.00 pm	5	Lunch / Break / PT Activities	Lunch / Break / PT Activities	Lesson (Games-Mon/Tues/Fri)
1.05-1.40 pm	6			Lunch / Break / PT Activities
1.45-2.35 pm	7	Lesson (Games-Mon/Fri)	Lesson (Games-Mon/Thurs/Fri)	
2.40-3.15 pm	8	Lesson	Lesson	Lesson
3.20-3.55 pm	9	Lesson	Lesson	Lesson
4.00-4.35 pm	10	Lesson (Assembly-Tues/Fri)	Lesson (Assembly-Fri)	Lesson (Assembly-Fri)
4.45-5.15 pm	After School	Home / Prep / Activities	Home / Prep / Activities	Home / Prep / Activities
5.15-5.45 pm	After School	Home / Prep / Activities	Home / Prep / Activities	Home / Prep / Activities

The Library is at the heart of the school and reading is prioritised in all year groups, especially Lower School. Time is set aside for reading and library time for all pupils. Our full-time Librarian helps them to choose books they will enjoy and monitors their progress. Older pupils often read with younger ones.

While the school has a Christian foundation, we welcome children of all faiths and none. Our Chapel is a light and modern space where the whole school gathers twice a week for community discussion and song.

We encourage pupils to understand service to their community and beyond, and all year groups take part in charity days and whole school initiatives.

WEDNESDAY

Form 3 to Form 6 pupils have matches from session 7 - 9 (depending whether away or home), they have independent study session 5 if at home for matches.

Form 1 to Form 2 pupils and any child not involved in matches may be picked up at 4.10pm.

THURSDAY

Form 1 to Form 2 pupils have matches from session 6, if away, or from session 7 if home.

SATURDAY

No formal school for Form 1 pupils.

Selected Saturdays for Forms 2, 3, 4, 5 & 6 – see calendar for these dates.



BOARDING

Pupils are welcome to board in any year, and the number of boarders increases as children move through the school. We offer both weekly and flexi-boarding options, with children staying from two to five nights each per week.

Supervised prep sessions and drop-in subject clinics can offer academic advantages, and pupils who live further away benefit from making the most of their time rather than spending hours travelling.

Boarding also offers children time to explore additional opportunities and activities. Highlights include dance, dodge ball, basketball, golf, table tennis, climbing, archery, art, jewellery making, roller discos and talent shows. Boys and girls enjoy supper and activities together before re-joining their boarding houses for quiet time and bed.



A-Z

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ABSENCE:

If your child is ill, please email absence@cranprep.org or telephone the School Office on 01483 542058 from 7.45 am. Requests for any absence from school must all be addressed to absence@cranprep.org.

ACCOUNTS:

If you have a query with regards to your school bill, please contact the Fees Controller in the Accounts Office. Please phone: 01483 273666 extension 2091

AFTER SCHOOL ACTIVITIES:

The school day ends at 4.45 pm. Parents can opt for their children to take part in a variety of activities, including prep, from 4.45-5.45 pm.

ANTI-BULLYING:

Unkind behaviour is not tolerated at Cranleigh Prep School and it is taken very seriously. We have an Anti-Bullying Policy, along with an Anti-Cyber Bullying Policy, which can both be found on the VLE under Policies. Any unkind behaviour is unacceptable but it is important to distinguish bullying from isolated acts of unkindness and the occasional unkind remark that children make to each other as part of the process of growing up.

ARRIVAL TIME:

Registration is at 8:00 am in the classroom, so it is best to arrive by 7:55 am. The car park is supervised from 7:30 am. If your child needs to arrive early for any reason please contact absence@cranprep.org to arrange. The 'drop off point' is at the top of the drive, by the logs. Please allow for queues at peak times.

ARRIVING LATE:

If a pupil arrives after registration for any reason, he/she should report to the School Office in the Front Hall to be registered before going to the classroom.

B

BEHAVIOUR:

Good behaviour is encouraged, recognised and rewarded through an online system (Carrot Rewards). Children earn points for personal reward and to accumulate points for their House. Prize giving at the end of each term recognises all the children who have worked towards the aims in our Code of Conduct:

Responsibility for oneself, others and the environment

Service to each other and our community

Perseverance to give of one's best

Thoughtfulness in actions and decisions

Empathy for others, being kind and showing good manners.

Sanctions are relevant to any misdemeanour and are concerned with reparation with those affected. Persistent offences can mean detention.

BOARDING:

A varied programme of activities is offered in the evenings along with supervised prep. Any pupils are permitted to board, additional fees will be added to school bills. Flexi-boarding is a popular choice, please speak to the house staff if you are interested.

BREAK TIMES:

During breaks drinks, snacks and fruit are available.

C

CALENDAR:

Detailed information about daily and weekly events will be found in the online calendar.

CHARITIES:

The School organises and runs a wide range of charity events across the academic year, including a whole school Charity Day in the Summer term which involves everyone taking part in charity events throughout the day. We support three main charities each year, selected by pupils in Lower School, Middle School and Upper School.

CHILD PROTECTION/ SAFEGUARDING:

The School's Designated Safeguarding Lead is the Deputy Head Pastoral, supported by the Headmaster's wife, the Head of Boarding and the Head Matron. The School's Safeguarding Policy can be found on the website and VLE under Policies.

CLARION CALL:

This is a text messaging service used to alert parents to any sudden changes in routine e.g. a delayed return from a sporting fixture or trip.

CO-CURRICULAR ACTIVITIES:

These include, for example: Dance, Riding, Fives, Swimming, Golf, Tennis, Running, Chess, Coding, Textiles, Stone Masonry, Media Production and Art. Further details will be given at the start of the school year.

COMMON ROOM:

The collective term used for the teaching staff of the School, not just the room they reside in.

CONCERTS:

Informal and formal concerts take place regularly throughout the term. For informal concerts performers are all volunteers and pupils are encouraged to participate, whatever their standard. Parents are encouraged to attend. Please see the calendar for dates.

CONGO:

Whole school hymn practice on Wednesday.

D

DETENTIONS AFTER SCHOOL:

Academic and behavioural detentions are held after school, 4.45 to 5.45 pm. We will contact parents if a detention is given. Pupils are always given the opportunity to remedy poor or missing work first!

DRAMA:

As well as class lessons, we offer private group Speech and Drama tuition for pupils, leading to awards through the London Academy of Music and Dramatic Arts (LAMDA).

ELECTRONIC DEVICES:

Pupils are only allowed kindles or other electronic reading devices in school when it is recommended by the Learning Support Department. Mobile phones are NOT allowed in school. The older pupils use iPads (issued by the school) in preparation for life at senior schools.

E-MAIL:
Any member of staff can be e-mailed at school, using their initials @cranprep.org. Please keep e-mails brief, requesting a meeting if there is an issue.

FORM TUTOR:

Your child's Form Tutor is the first point of contact for any information parents wish to pass on to us, or for any concerns you may have. The Form Tutors' e-mail addresses are their initials followed by @cranprep.org.

GAPS:

Gap students spend one, two or three terms with us. They help support staff in many ways, not least of all on the sports pitches and with boarding activities. Most are former pupils.

GOING HOME:
Collection point is monitored by staff. Please do not arrive too early, as the car park is busy, and try to leave promptly to allow others to park. Pupils are not allowed to wait outside on their own. Please drive slowly.

HAIR:

Hair must be tied back if it is shoulder length or longer. Please ensure navy blue bands are worn. In summer, girls in Forms 1-3 may also wear scrunchies that match their dresses (available from the School Shop). Hair wax or hair gel is not permitted and hair must be of a natural colour.

HEALTH:
If your child is unwell please do not send him or her to school. Please hand any medicines to Matron with written details of required dosage and times. Pupils are not permitted to keep any form of medication in their possession. If your child has had

sickness and diarrhoea they will not be allowed back in school for 48 hours.

HOLIDAYS:
Please take note of our holiday dates; we try to keep them in line with Cranleigh Senior School – but with exam dates and differing curricular demands, this is not always possible. We do ask you not to organise time away from school during term time; the effect such absences can have on your child's education is not to be underestimated.

HORSE RIDING:
An optional extra which takes place at Cranleigh School during a games session. Please contact the Director of Sport if you are interested.

HOUSES:
There are four Houses: Diamonds, Hearts, Clubs and Spades. Every pupil is allocated to a House. There are many House events and each term we run a House competition to which everyone contributes with their Carrot Rewards.

INTERNET/USE OF COMPUTERS:
Pupils may use the internet under supervision for research or study. There is an Acceptable Use of I.T. Policy in the pupils' prep diaries and it is important pupils agree and adhere to this.

JEWELLERY:
No jewellery is allowed in school. Girls with pierced ears may wear stud earrings only and may not have more than one piercing in each ear. These must be removed or taped up for matches. Inexpensive watches may be worn, but must be named.

KIT:
Everything, including stationery, shoes and sports kit, must be clearly named. As names do wear off, please check everything frequently. Sports kit is named on the outside. Please see instructions from the School Shop.

LEARNING FOR LIFE:
Every pupil has a weekly Learning for Life lesson which covers practical life skills

and personal and social development, all designed to encourage mature and independent thinking and behaviour and support well-being. Our policies are available online.

LEAVING SCHOOL EARLY:
If you have to take your child out of school for any reason, e.g. to see the doctor or dentist or to visit a senior school, please sign out with the School Office, having e-mailed absence@cranprep.org (copying in the Form Tutor) in advance.

LONG LEAVE:
Long Leave is half-term, occurring throughout the academic year. Please view the online calendar for these dates.

LIBRARY:
Every pupil is encouraged to borrow books from the library, these are usually kept for three weeks but can be renewed or returned sooner. The library is open every break time, before school and in the evenings. A record is kept of the books read by each pupil.

LUNCHES:
Staff supervise meal times. There is a choice of hot and cold main courses, and soup, desserts, fruit and salad are always on offer. We expect good table manners.

MATCHES:
Forms 3, 4, 5 and 6 (Middle and Upper School) play matches against other schools on Wednesdays and Saturdays. Forms 1 and 2 (Lower School) play their matches on Thursday afternoons. The teams and relevant instructions are posted on SOCS by the end of the previous school day. Parents are very welcome to watch.

MATRONS:
In the event of an accident or sickness during the school day, the matron on duty will supervise the pupils until parents or the Medical Centre can be contacted. Parents will be asked to collect a day pupil who has become sick during the course of the day. Matron's Room is located in the main CPS building. Direct line to Matron: 01483 542056.

Parents of Day Pupils accompany their children to NHS minor injuries, Boarders are sent to the Cranleigh School Medical Centre.

MEDICINES:
All medicines must be handed into Matron. Children are not allowed to have these in their possession.

MEDICAL CENTRE:
This is situated next to the Sanny Lane entrance to the Senior School. The Medical Centre is staffed 24 hours a day by fully qualified nursing staff. Injured or sick pupils may be treated there: 01483 542020/542021.

MUSIC TUITION:
Every child has the opportunity to learn to play an instrument, and lessons are delivered throughout the school day on a rotational basis. Lower School pupils are welcome to try instruments through the 'Taster Sessions' before selecting. There are a number of musical groups, ensembles, activities and concerts that instrumentalists and singers are encouraged to participate in. Competitive Music Awards are offered at 11+ for talented children going into Form 5 and at 13+ for children moving to Cranleigh School or other schools. Please contact the Head of Prep School Music, or the Music Administrator on Tel: 01483 542055 with queries concerning music tuition.

NTC:
Not To Change. If your child is unable to play games for a medical reason, please send a note or NTC slip to Matron indicating how long he or she will be off games and the reason why. Pupils are not allowed to decide for themselves whether they are NTC or not. NTS = Not To Swim.

OUTINGS:
During the course of a term all forms in the Lower School and Middle School will have at least one educational trip or special event in school. Packed lunches are provided and further instructions will be given to you by the Form Tutors. Every child attends a residential trip each year with their year group. These are designed to build confidence and bond the children together as teams.

PARENT PORTAL:
This is separate from the Virtual Learning Environment (VLE) and is only accessible

by parents. It is linked to iSAMS, our academic management software, and holds academic information about your child. - parents.cranprep.org.

PARENT REPS:
Each year group has two Parent Reps who kindly help to organise social events for parents.

PARENTS' CONTACT LIST:
GDPR prevents the school circulating parental contact lists, but many parents subscribe to Classlist, an online system which allows communication between those who sign up.

PARENTS' MEETINGS:
An opportunity for parents to meet members of Common Room and discuss progress. These take place during the Michaelmas and Lent terms. Please refer to the calendar for dates. Please do not bring pupils or siblings to parents' evenings as there will be no provision for childcare.

PIRATE SHIP:
This is designed for younger pupils and only under staff supervision. Pirate Ship rules are clearly displayed in the area. Please do not allow your children to play on the pirate ship unsupervised at pick up or drop off times.

PREP (HOMEWORK):
In Forms 1 and 2 prep may take the form of weekly spellings, reading, times tables, or learning of French vocabulary. In Forms 3 to 6 some written preps may also need to be completed at home depending on the class your child is in for different subjects and their particular learning profile.

Pupils should note instructions in their prep diaries. These are given to each child at the start of each academic year. They contain lots of useful information about school rules and expectations. It is helpful to read through these with your child.

PREP SCHOOL OFFICE:
The Prep School office (01483 542058) is open for incoming calls between 7.45 am and 5 pm. If you need to leave a message after 5 pm, try the office, if there is no reply please call 01483 542056 (Matron).

QUESTIONS:
If you have any please ask. Form Tutors are the best starting point.

REPORTS:
Forms 1, 2, 3 and 6 have full reports at the end of the Michaelmas Term. Forms 4 and 5 have full reports at the end of the Lent Term. Targeted subject reports are sent prior to summer Long Leave. Tutor reports are sent at the end of the Summer Term.

SCHOOL COUNCIL:
Elected representatives from each Form meet either weekly or fortnightly to discuss initiatives and issues.

SCHOOL SHOP:
For Uniform and Kit:
Situated at the Senior School - telephone number 01483 542102. We also have an online shop for top up orders: <https://www.cranprep.org/information/school-shop/>

Shop opening times are:

Term Time:

Weekdays: 8.30 am to 5.00 pm (closed between 11.55 am and 12.25 pm)
First Saturday of each term 8.30 to 12 noon

Holidays and Long Leave:

Weekdays: 8.30 am to 5.00 pm (closed between 11.55 am and 12.25 pm)

Closed on Saturdays and Bank Holidays

SPORT:
Boys Michaelmas term – football & rugby
Lent term – rugby & hockey
Summer term – cricket, tennis & athletics

Girls Michaelmas term – netball & hockey
Lent term – netball, hockey & football
Summer term – cricket, tennis & athletics

In addition golf, and Eton Fives are on offer to both boys and girls. Other activities are available and may incur additional cost. Swimming – see below.

SWIMMING:

Every child is taught to swim in Form 1 and 2. Optional Swim Squad sessions are available after school as part of the activity programme. Some children will be selected to represent the school in galas and in the IAPS competition. There are numerous swimming galas throughout the year.

TELEPHONE CALLS:

If pupils need to phone home, in an emergency, they may call from the School Office, but must have permission to do so. Please encourage your child to check the games notice boards to avoid last minute panics about matches. Mobile phones are NOT allowed in school.

TRAINERS:

Trainers must be worn in break and free times for playing on any grassed area, 5-a-side, astro-turf, tennis courts and for any sport. They should be clearly named.

UNIFORM:

As with kit, everything should be clearly named. Parents are required to order their child’s nametapes, but these are required in a specific format. Please visit the School Shop page on our website for step-by-step instructions on how to order and where to sew these on to uniform and sportswear. The School Shop will order Initial Badges for sports kit.

Second-hand uniform sales take place monthly. Details of sales can be found in the calendar.

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

For any queries please phone the School Shop on 01483 542102 or email school-shop@cranleigh.org and the staff will be happy to assist.

V

VLE:
The Virtual Learning Environment (VLE) is the interactive web-based portal used by teachers to communicate information to pupils and parents. It is where pupils and parents will find information about the curriculum being taught in each subject and useful documents such as exam preparation packs, lost property, policies, sports teams and fixtures and year group charities. Your son or daughter’s username and password for the school system will be required when accessing the VLE remotely. Please ensure you keep your password safe. If you do forget it, please contact IT support on helpdesk@cranprep.org.

W

WEBSITE:
The School website address is www.cranprep.org. Please see the website for news updates, policies, newsletters and inspection reports.

Y

YEAR GROUPS:
Forms 1 & 2 (Years 3 & 4) Lower School
Forms 3 & 4 (Years 5 & 6) Middle School
Forms 5 & 6 (Years 7 & 8) Upper School

Z

ZZZZZ – AND SO TO BED
Term time is incredibly busy and many demands will be made on your child. Please ensure he or she has a good night’s sleep and plenty of rest at the weekends.





Cranleigh Preparatory School, Horseshoe Lane, Cranleigh, Surrey GU6 8QH

Telephone: 01483 542054	Head's PA, Cranleigh Preparatory School
Telephone: 01483 542051	Head of Admissions
Telephone: 01483 542058	School Receptionist

Email: admissions@cranprep.org

www.cranprep.org

what3words address: ///observers.launches.emails