



Kent
College

STUDENT HANDBOOK

CODE OF CONDUCT

Kent College expects all pupils to:

- Treat all members of the school community in a kind, courteous and considerate manner.
- Display the highest standard of behaviour inside and outside the classroom.
- Dress appropriately, in accordance with the school uniform regulations.
- Always be ready to learn and participate in school activities.
- Take good care of all buildings, equipment and furniture.
- Respect and abide by the school rules.



WELCOME

Welcome to Kent College Senior School. I have the best job in the world, as I have the privilege of watching you grow and develop through your time here at Kent College and then into the world beyond. I am so very excited about joining you on your journey through the school.

I know you will feel the magic of Kent College as soon as you step onto our beautiful campus. It is a place which inspires curiosity, opens minds and unleashes imaginative ideas. Through kindness and compassion, our community supports each person to find their own unique strengths and talents and realise their potential. I am delighted that you are joining this special place.

Our wonderful students recognise that hard work and ambition, combined with care and kindness to those around them is what brings success; this makes for a brilliant atmosphere, which I know you will enjoy. Through their time here, students learn to understand that they can use their skills to shape the world in a positive way and so they leave here, ready for very bright futures.

Miss Handford
Head



We hope you are all as excited as we are about you joining us at Kent College. It is an exciting new chapter for you all and we hope you will make some wonderful memories while you are here.

It is completely normal to feel a little bit confused and worried at first. But please know there is always someone here at Kent College who will be willing to help you. You can ask a member of staff or even any student if you are unsure of what to do or where to go – including your way around the school site.

If you have any worries, please do not hesitate in coming to see us as we are always happy to have a chat with you. This handbook contains lots of useful information to help you, so please read it carefully and keep it so you can refer back to it if you need to.

MEET THE PASTORAL TEAM



Mrs Winter
Student Manager
Years 7-9
Knowles



Mrs Wootton
Student Manager
Years 10-11
Walker



Mrs Johnson
Pastoral Lead
Years 7-11
Walker



**Mrs Greenhalgh and
Sister Cottrell**
All Year Groups
Medical Centre



Chaplain Katie
Chaplain
Chaplain's Office



Mrs Payne
Deputy Head
Pastoral

DAY TO DAY

Arriving

Before school you should arrive no earlier than 7:45am. This is because staff may not yet be on site to supervise you. If you arrive before 8:15am you should head to the Dining Hall where boarding staff will supervise you. From 8:15am you can go to your form room.

Absence

Once you have arrived at school, you are not able to leave, unless you have permission.

- If you arrive late and miss registration, **you must sign in at reception** so we know you are in school.
- If you have an appointment and need to leave early or you have been sent home by Sister because you are unwell **you must sign out at reception** when you are collected. If you come back to school for the remainder of the day you must **sign in again when you return**.
- If you are unwell and unable to come to school, your parents should report your absence **before 8.30am** by email or phone.

➔ 01892 820006

➔ attendance@kentcollege.kent.sch.uk

Requests for absence during the day e.g. for a dentist appointment, should be emailed by your Parent/Guardian to all of the following:

➔ Form Tutor

➔ Student Manager

➔ attendance@kentcollege.kent.sch.uk

You should not ask to be absent for holidays during term time.

FIND YOUR WAY



FORMS

Form Tutors

Every student is in a form (class) with a Form Tutor who will be there to advise. They will make sure you know where everything is and that you have all the information you should need.

Your Form Tutor is really there to look out for you and your interests. She or he will help you if you get into a fix with your prep (homework), and make sure that all your teachers know you are trying your best, even if a subject is proving a bit difficult.

Your Form Tutor will see you on a Monday and Wednesday morning at 8:30am at form times and assemblies. Your parents will get to know your tutor and most tutors ask parents to use email to contact them.

Form Time

In form times your Form Tutor will discuss a wide range of topics with you and the other pupils in your form. They may talk to you about how you are getting on,, discuss ideas for house activities and lots more.



YOUR TIMETABLE

Registration	8.30am – 8.40am
Lesson 1	8.40am – 9.40am
Lesson 2	9.45am – 10.45am
Break	10.45am – 11.05am
Lesson 3	11.05am – 12.05pm
Lesson 4	12.10pm – 1.10pm
Lunch	1.10pm – 2.10pm
Lesson 5	2.10pm – 3.10pm
Lesson 6	3.15pm – 4.15pm
Mobile Phone Collection	4.15pm

Lesson 1	Monday	Form / Assembly
	Tuesday	Lesson
	Wednesday	Form / Assembly
	Thursday	Lesson
	Friday	Lesson

Form Captains

Once your form has got to know each other, you will have the opportunity to vote for a Form Captain and a Vice Captain.

These are important jobs and you should try to nominate someone whom you think would fill the post well. Duties include the following:

- Representing the form on official occasions and at meetings.
- Organising rotas such as tidying the classroom and ensuring these roles are carried out.
- Keeping a careful note of all homework set and displaying this on the form noticeboard.
- Providing help for your Form Tutor as required, like collecting messages.
- Finding someone in authority if a problem arises within the form.

At the start of each new term a new Form Captain and Vice Captain are voted in.

Student Voice

Representatives from each year group will attend Student Voice meetings.

They liaise with Form Captains and collate any questions, ideas or issues. The

Year Representatives will raise them at the Student Voice meeting attended by the Head Girl Team and Mrs Payne, Deputy Head (Pastoral).





HOUSE SYSTEM

The whole school is divided into three Houses. All staff and students are attached to a House. You will be allocated to a House at the beginning of term.

The Houses are: **Danes, Saxons and Celts**

There will be regular House Assemblies when all the year groups come together. Throughout the school year inter-house competitions are arranged; details will be announced in your House Assemblies. It is great fun to take part and represent your House, as well as get to know students from other years.

Assemblies

There are assemblies on a regular basis. Your Form Tutor will let you know when and where these take place and also where to sit.

You will attend four types of assemblies:

- Whole School Assemblies
- Lower School Assemblies
- Year Group Assemblies
- House Assemblies



MIREYA
DEPUTY HEAD GIRL

ISABELLA
HEAD GIRL

HEAD GIRL TEAM



Mobile Phones

You may bring mobile phones into school, however mobiles must be handed in to your Form Tutor in the morning and will be returned at the end of the day.

- Mobile phones should be switched off on arrival at school.
- Students in Years 7–10 must hand their mobile phone into their Form Tutor at morning registration. These can be collected at the end of the day.
- Students may only use mobile phones after school in form rooms. Mobile phones must not be used in Prep A in the library or Prep B in the dining hall.
- Mobile phones may be taken on school trips, at the discretion of the trip leader. If permitted, they must be switched off during the trip and only used to confirm travel arrangements at the end of the trip.
- Boarders may use mobile phones after school and should be considerate of their surroundings and roommates. Devices are collected by boarding staff at lights out.

Laptops

All students in Year 7–11 will use the Digital Device Scheme to rent or purchase a Microsoft Surface Pro 9. This means that you have a device that meets all your classroom needs, is consistent and can connect with the devices of your teachers and peers, and is insured against any damage or theft. The Digital Device Scheme is supported by Class Technology, IT supplier to Kent College, and the Easy4U Service. Further details will be shared with families ahead of you joining.

Please note that the school accepts no responsibility for the loss or damage to a mobile phone or laptop.

School Computers

All new students will attend an induction session before using the school's computer system, and you will not be able to access the system until you have attended. During this session you will be shown how to log on, how to alter your password and be given a 'tour' of your device and the facilities that you can access from it



Clear guidelines for using the computers within the school are given in the 'Acceptable User Policy' that both you and your parents must sign.

Please make sure that you have read the policy and understand what you can and cannot do while using the school's network.

Email

You can use Microsoft Outlook to send e-mails. Your email address will be made up of your username and the Kent College school address – @kentcollege.kent.sch.uk.

If your name is Jane Smith your username for your email address will be the **last two numbers from the year you joined the school**, the **first four letters of your surname** and the **first initial of your first name**. followed by the school address as shown below:

24smitj@kentcollege.kent.sch.uk

If you have any queries or concerns relating to you using the school's system, please see Mrs Waller in the library or email her at **wallers@kentcollege.kent.sch.uk**.

Remember you can always seek support from your Form Tutor.

HOMework

At Kent College we use software called Satchel One to set and share homework online. Using this convenient app, pupils and parents always know what task has been set and when the work is due, encouraging excellent time management, organisation and home support.

Once a pupil starts at Kent College, their parents should download the Satchel One app. They will be emailed a code that can then be used to register to see their child's account. Pupils are automatically registered but should also download the app on their device.

After School Prep

You may want to do your prep (homework) at school. Supervised prep sessions take place in rooms in the Library and allow you to work in a quiet environment. Prep A sessions are up to 75 minutes long and you should always bring a reading book in case you finish your prep earlier.

To allow you to concentrate, mobile phones are not allowed to be used during prep, so make sure you remember to turn them off!

There are two prep sessions after school.

Prep A 4:15pm-5:15pm

If you would like to attend this session your parents will need to fill in a form which is sent in the weekly communications from school. This is so staff know who they are expecting. **If you no longer wish to attend a session that you have signed up for, your parents should email the school office on senioroffice@kentcollege.kent.sch.uk.**

Prep B 5:30pm-6:30pm

If you would like to attend the second session your parents will need to fill in a form which is sent in the weekly communications from school. These sessions can be requested for the whole term or as flexi sessions. Prep B sessions are chargeable to cover the cost of supper and will be added to the end of term bill.

WHAT DO I BRING?

Water Bottles & Snack

Students should bring their own (named) refillable water bottle to help them stay hydrated throughout the day. Several water fountains are located around the school, and there is a filtered water machine available in the Dining Room. Bringing your own water bottle will help reduce recycling costs and is good for the environment. Students are encouraged to bring in their own snack to enjoy at morning breaktime. Please note, because of allergies these should be nut and sesame free.

Property

Please ensure **all your property is labelled**. You are responsible for looking after your own property.

You will have a class and a PE locker and you must make sure you use these properly. **Do not leave property lying around. Lock your property away whenever you cannot supervise it.**

If you cannot find something, you may not necessarily have lost it. You may have simply put it down or left it somewhere. Think back to all places you have been since you last had the item and LOOK!

If you still cannot find it, tell your Form Tutor and check Lost Property at Reception. At the end of each term, all unclaimed property is set out on a table in the Organ Room. Parents will also have the opportunity to come and view this. Anything left here after the end of term goes to a charity shop or in the dustbin!

Please do not bring valuable items to school. Any money that you do need should be kept in the zipped pocket of your school uniform, and locked in your locker during your PE lessons.

Lockers

You need to bring two combination padlocks for your class and PE locker. You should give your lock code to your Form Tutor (for your class locker) and to your PE Teacher (for your PE locker).

WHEN DO I EAT?

At meal times there is a choice of freshly cooked and seasonal hot or cold food, street food option, salad bar, jacket potatoes, light bites with puddings, yoghurt and fruit. There are vegetarian options and we can cater for food allergies. Menus are posted on the parent portal each week.

Breakfast

If you plan to arrive at school early you can have breakfast from 7.45am to 8.30am, there is a charge of £6.90 for this which is added to the end of term bill. There is a form in the weekly update where you can sign up online to attend.

Lunch

Lunch is from 1:10pm to 2:10pm and there is a Lunch A and Lunch B. There will be a rota with the timings for each year group put up on the wall in the dining hall corridor each term. Year 7 will get first lunch every day for the first term and an early lunch on either a Monday or Wednesday.

Supper

If you need to stay late after school and would like supper then you will join Prep B (5.30–6.30pm) and your parents will need to book this on the form that is sent out with the weekly communications email. There is a charge of £6.80 for this which is added to the end of term bill.





CO-CURRICULAR CLUBS

Discover all of the co-curricular activities at Kent College where we offer a wide range of activities beyond regular classes. You can explore sports, arts, technology, leadership, and more. It's a great opportunity to discover your interests and develop your skills.



Through participation in our co-curricular activities, you are not only developing your talents but also cultivating essential values like teamwork, service, and helping yourself to build your friendships.

Here are just a few of the options you can choose from:

- ➔ Art Club
- ➔ Textiles Club
- ➔ Chocolate Club
- ➔ Turtle Club



With activities scheduled throughout the week, including before school, during lunch, and after school, there's something for everyone to enjoy. Plus, with flexible options to switch activities if space allows, you can experience all Kent College has to offer!

Please remember:

- Students attending Lunch A clubs should head to lunch after the club session.
- For Lunch B clubs, students should obtain an early lunch pass in advance from the club's supervisor.





HOUSE JUMPER

LONG OR SHORT SLEEVE
STRIPED SHIRT

BLAZER

NAVY SKIRT

SUMMER
DRESS

FORMAL UNIFORM

WHAT DO I WEAR?

Formal Uniform and PE Uniform

Whenever pupils wear Kent College uniform they represent the school so your uniform should be clean and tidy at all times and not mixed with home clothes. Blazers are to be worn to and from school and during the school day. Black or navy coats can be worn in colder weather. Shoes should be black leather and canvas shoes are not permitted.

You may wear one pair of plain, simple ear studs (only one stud in each ear lobe). No other piercings are allowed. The only jewellery permitted is a small, simple necklace and/or watch (or Medicare bracelet if needed). All jewellery must be taken off for PE and matches. Nail polish may only be worn with home clothes. Hair should be neat and a natural colour.

You may choose to wear the formal summer or winter uniform all year round if you prefer.

At the start of term you will be told the days on which PE uniform can be worn and an email will be sent to your parents.

Formal Uniform - Summer

- Navy fitted crested blazer
- Navy/white check dress
- Navy knee length socks/ankle socks
- Navy V-neck sweater or cardigan

Formal Uniform - Winter

- Navy fitted crested blazer
- Striped blouses—long or short sleeves
- Navy skirt or trousers
- Navy opaque tights



COLLARED NAVY
SPORTS SHIRT

NAVY SPORTS SHIRT

HOCKEY
SOCKS &
SHINPADS

SKORTS
OR SHORTS

PE UNIFORM

Compulsory

- Navy crested tracksuit top
- Navy crested tracksuit bottoms or navy leggings
- Navy crested midlayer
- Sky or navy crested PE top
- Navy/sky crested skort or navy shorts
- Navy/sky crested games shirt
- Navy/sky hooped games socks (Autumn and Spring term)
- White socks (Summer term)
- Navy crested duffle bag
- Shin pads (Years 7 - 9)
- KC House shirt (Danes/Celts/Saxons)
- Mouth guard (Years 7 - 9)
- Navy swimming costume (Years 7 - 9)
- Sky crested swimming hat (Years 7 - 9)
- Swimming towel and goggles (Years 7 - 9)





Optional

- Hockey stick
- Tennis racket
- Astroturf shoes
- Navy/Sky netball dress (for those in netball teams)

Formal Uniform and PE Uniform are available to order by parents on-line from **www.schoolblazer.com**.

The Kent College Parents' Association (KCPA) run a second hand uniform shop and details will be sent to your parents with opening times.

SPORT

Whether you're a seasoned athlete or just dipping your toes into the field, signing up for a sporting club is a fantastic way to unleash your potential and have a great time while doing it. Sporting clubs are all about collaboration, communication, and camaraderie. No matter what your level is, we have A,B and C teams that you can be part of.

From Year 7 to Sixth Form, you are able to compete in team and individual sports. These include:

- Netball
- Hockey
- Cricket
- Tennis
- Swimming
- Athletics
- Cross country

We also have an Equestrian team and a Gymnastics squad that compete at multiple competitions around the UK each year. Pupils can chose to attend team trials for squad selection and will join weekday and Saturday matches and training sessions.



TRANSPORT TO AND FROM SCHOOL

School Buses

Our school transport brings pupils to school by 8.25am and the buses leave school at 4.30pm. There are also currently two late buses at 5.30pm, one to Edenbridge and the other to Sissinghurst. Details of the routes can be found in the School Transport Handbook.

Unless you are a regular user, should you occasionally wish to use the buses in the morning or afternoon, your parents must phone school in advance to make sure there are enough seats.

If you need to use the late bus it is important that you sign on the list outside bursary **before 2.00pm each day**. If you forget to sign up, or if you miss the bus, the afternoon Receptionist will be able to help you.

Cars

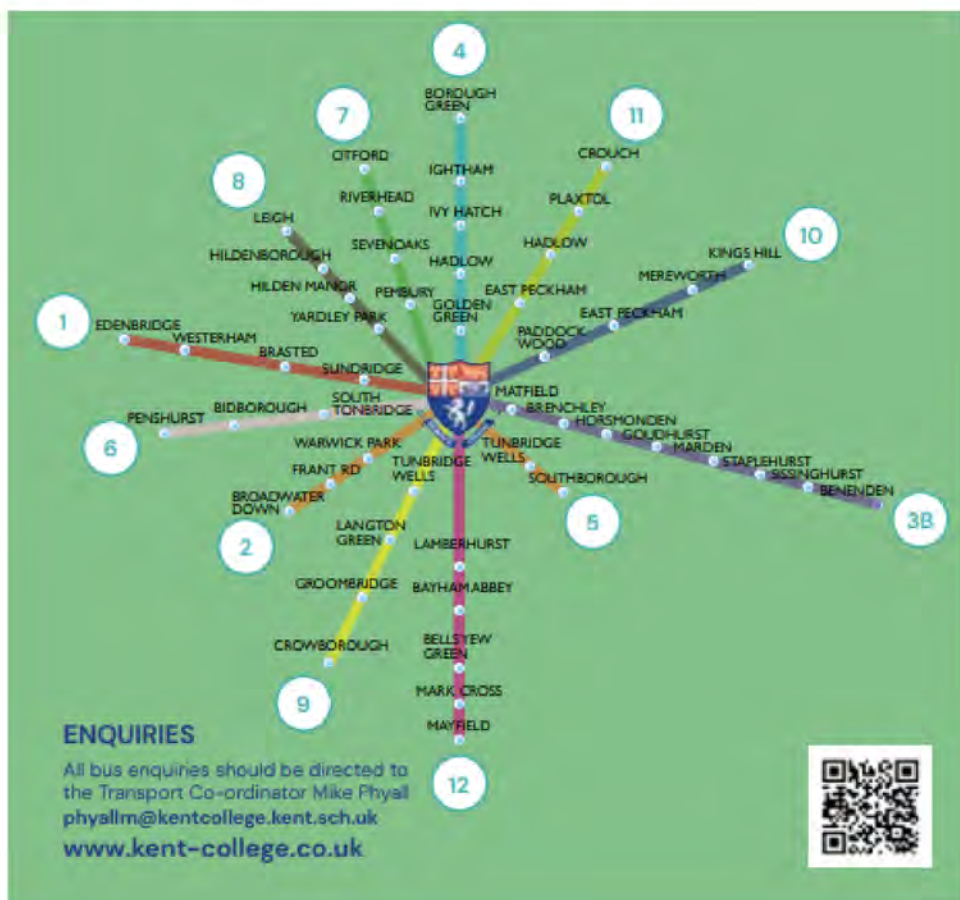
Your parents should drop you in the front drive outside Reception. You then walk to the right of the building along the gravel path. No pedestrians are to walk around or under the barriers to the dining hall or classrooms. At the beginning and end of the day it is very busy near the front door and you should use the pavements and be aware of the moving traffic.



BUSES TRANSPORT MAP

- Kent College Minibuses run across Kent and East Sussex which can be booked termly in advance or used on an occasional basis.
- Students are dropped at school by 8.25am and buses leave at 4.30pm
- Two late buses leave Monday – Thursday at 5.30pm

Please note: These routes may be subject to change



BOARDING AND FLEXI BOARDING

Boarding

Boarding at Kent College is a central part of school life and we welcome boarders from all over the world as well as the UK. We pride ourselves on the warm, family feel of our boarding house which is a home away from home. Life at Kent College is full of opportunity and our boarders are given the support to achieve academic success, grow in confidence and become a valued part of our community. Our boarders become compassionate, caring and resilient young people, developing independence and life skills they will need in readiness for the future.



Flexi Boarding

Day pupils can board on a temporary basis, either for one or two nights (flexi-boarding) or several weeks.

Your parents should contact the boarding staff at **jando@kentcollege.kent.sch.uk** and they will let them know if it is possible for you to board.

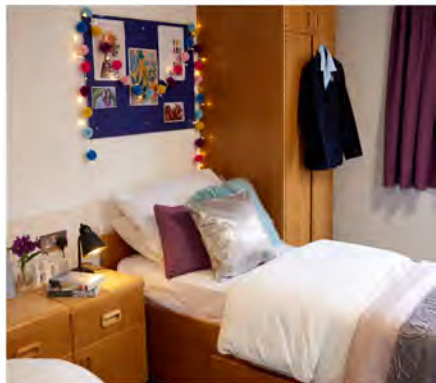
Flexi-boarding is very popular and places are limited, so your parents should book well in advance. Boarding is great fun and there is always plenty going on.

Flexi-boarding is £65 per night and this will be added onto the termly bill.

Boarding Activities

When you board with us at Kent College you get to experience amazing activities which include:

- City Exploration - London
- Shopping - Bluewater
- Outdoor Activities - Bewl Water/Walks
- Bowling, Trampoline park and Mini Golf
- Farm shop visits



MAKING FRIENDS

When you first arrive at Kent College, it will be very important to you to make friends and get to know other people. Remember that other people are probably feeling shy and uncertain too, and this can make them behave in different ways. Some people talk a lot when they're nervous, some are very quiet, some can be more quick-tempered than usual, and some can be tearful.

You will gradually find out what the other pupils are really like when you start having lessons together, doing the same games, joining in activities and in your free time. There will always be someone who shares your interests and enthusiasms.

Kent College welcomes pupils from many different countries and backgrounds, so do not expect all the pupils to be just like you or always want to do the same thing; it is often good to get to know people from different backgrounds and with different interests.





Don't feel that you have to make one special friend straight away. It's more sensible at first to get to know everyone in your class.

During the first few weeks of term, your Form Tutor will use lots of fun activities in Wellbeing and form time sessions to help you to get to know everyone in your form. If you ever feel that people are being deliberately unkind, you should always talk to a member of staff or an older student.

They will always listen to what you have to say and will discuss with you what you think would be the best way of dealing with the situation. Very often, the person who is making you feel unhappy will not realise the effect they are having on you, but it is important that they are made to understand and that they treat other people with respect. We have a zero tolerance to bullying.



Everyone has times when they are worried about something. At Kent College there are plenty of people to turn to, so never feel that you have to struggle to deal with problems on your own.

Sometimes, you will want to talk to your friends or maybe to older students who have been in the school longer and know how you might be feeling. Your Form Tutor, the other teachers, your Houseparent (if you are a boarder) and Sister are always there to help, and will find a time to talk to you on your own, or you may find other members of staff in school whom you can talk to easily.

Ms Katie Osweiler is the School Chaplain and she is there for everyone. You can talk to her about anything, not just about religious things.

Once a week, two independent school counsellors, Leyla Cooper and Esther Obiri-Darko, come to school – you will meet them early in the Autumn Term. Remember if a serious problem arises do not just tell your friends, you need to go to a 'grown up' or someone more experienced who can help you. Remember you can always go straight to your Form Tutor or the Student Manager.

Everyone at Kent College understands that you may want to talk about some things in confidence and may not want them to be discussed with someone else. Members of staff will respect this wish as far as possible, but if, as a result of what you tell them, they think that you or someone else might be at risk, they must pass this information on to the Student Manager and the Deputy Head (Pastoral) who is the Designated Safeguarding Lead.

If you are struggling to talk to someone, you can also email:

help@kentcollege.kent.sch.uk

MEDICAL MATTERS

All your medical forms should be returned before the first day of term. They will then be passed on to Sister Cottrell so that she or her assistant can look after you properly.

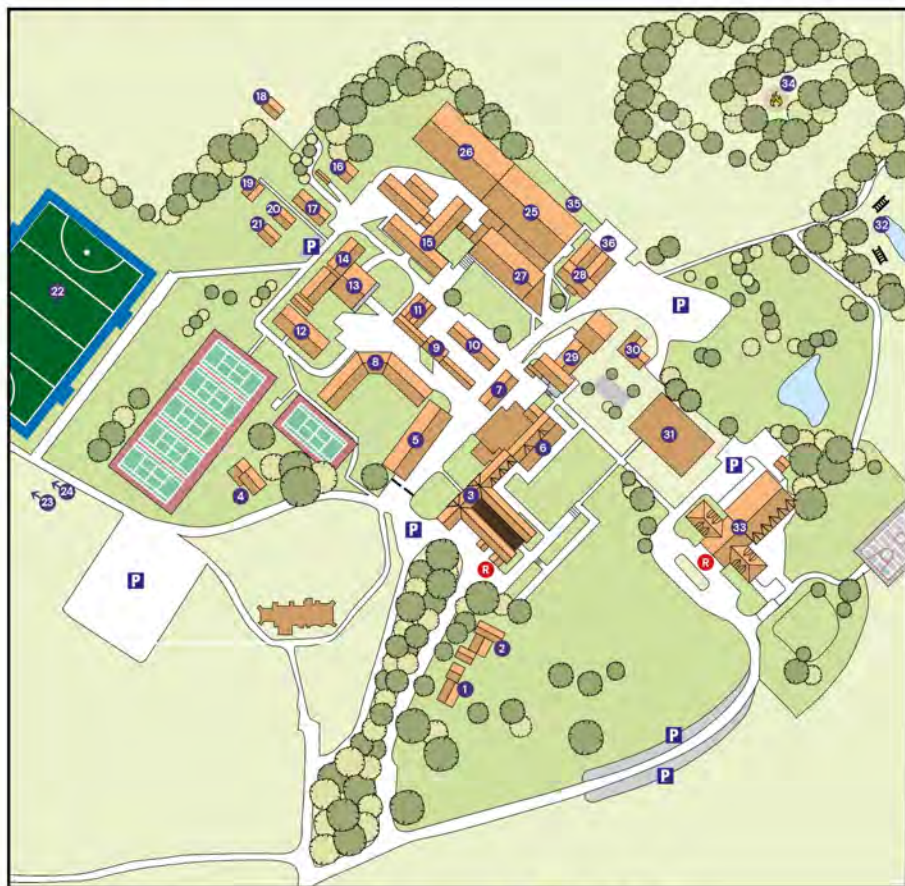
During term time your parents must ring or email the school and let us know if you are unwell. If you feel unwell in school you should try to stay in the lesson and see Sister at break in the Medical Centre.



If you feel really unwell, tell your teacher and they may give you permission to see Sister. If Sister is not available, you should go to Reception.

Sister may give you some medication, let you lie down for a while, or she may decide you should go back to lessons. If she thinks you need to go home she will phone your parents. Please do not phone your parents to collect you without permission from Sister.

MAP



- | | |
|---|-------------------------------|
| 1 Springwell | 19 E3 Dance Studio |
| 2 Pepenbury | 20 E2 Classroom |
| 3 Hawkwell and Hargreaves Junior Boarding House and Senior School Offices | 21 E1 Classroom |
| 4 Browning Lodge | 22 Astro Pitch |
| 5 Susanna Wesley Library and Arts Centre | 23 Woodlands N & S |
| 6 Dining Room | 24 North Lodge |
| 7 Coach House - Marketing and Admissions | 25 Sports Hall 2 |
| 8 James and Osborn Senior Boarding House | 26 Sports Hall 1 |
| 9 Old Stables | 27 Countess of Wessex Theatre |
| 10 E7 Drama Studio | 28 Music Centre |
| 11 Fitness Suite | 29 Walker Classrooms |
| 12 Tilley Sixth Form Centre | 30 Oak Tree Cottage |
| 13 Darbyshire Wing Science Centre | 31 Swimming Pool |
| 14 Brunyate Science Centre | 32 Confidence Course |
| 15 Knowles Classrooms | 33 Preparatory School |
| 16 Orchard House | 34 Forest School |
| 17 Prop Store | 35 Under Croft |
| 18 Gas House | 36 Estates Workshop |
| | (R) Main Reception |



Kent College

Head:

Miss Katrina Handford BA (Hons), MEd,
PGCE

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VAT Registration No. 275 8488 45.

Kent College Pembury is a member of the Methodist Independent Schools Trust.