



**Kent
College**

STUDENT HANDBOOK

2025-26

CODE OF CONDUCT

Kent College expects all students 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



PASTORAL SUPPORT

We're so excited to welcome you to Kent College! This is the start of a new and exciting chapter, and we hope you'll make some fantastic memories during your time here.

It's completely normal to feel a little unsure or nervous at first. But don't worry — there's always someone here to help. Whether it's a teacher, a member of staff, or another student, you can always ask if you're not sure what to do or where to go (even if you get a bit lost on your way around!). If you have any worries, please don't hesitate to come and speak to us — we're always happy to have a chat and help however we can.

This handbook is full of useful information to guide you as you settle in. Take some time to read it carefully and keep it somewhere safe so you can look back at it whenever you need.

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 message.

➔ Call: 01892 820006

➔ Email: senioroffice@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

➔ senioroffice@kentcollege.kent.sch.uk

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

FIND YOUR WAY



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



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

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.



Form Captains

Once your form group has had a chance to get to know each other, you'll have the opportunity to vote for a Form Captain and a Vice Captain.

These are important roles, so think carefully about who you believe would do a good job. You can also put yourself forward if you'd like to take on the responsibility!

Form Captain and Vice Captain duties include:

- Representing your form at official events and meetings
- Organising rotas (e.g. classroom tidying) and making sure everyone does their part
- Keeping track of homework set and updating the form noticeboard
- Helping your Form Tutor with tasks, such as collecting messages
- Finding a member of staff if a problem arises in the form

A new Form Captain and Vice Captain will be chosen at the start of each term, giving others a chance to take on the role during the year.

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).



IZZY

DEPUTY HEAD GIRL



SIENNA

HEAD GIRL





DEVICES

Mobile Phones

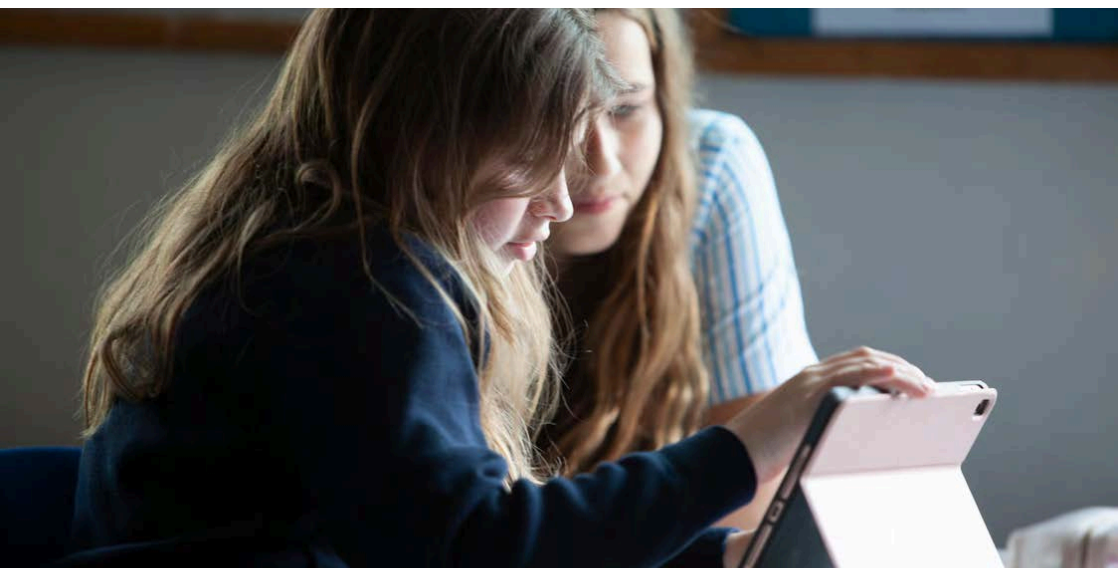
You may bring mobile phones into school, however mobiles must be handed in to your Form Tutor in the morning and can be collected at the end of the day.

- 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.



Making 1:2:1 device schemes

easy4U

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 Miss Dunstall in the library or email her at **Dunstalla@kentcollege.kent.sch.uk**.

Remember you can always seek support from your Form Tutor.

HOMEWORK

Kent College uses Satchel One, an online platform for setting and managing homework. This easy-to-use app helps students stay organised and on top of their work, while also keeping parents informed and involved. All students are automatically registered for Satchel One and are expected to download the app onto their device.

Parents are strongly encouraged to download the app too. At the start of each term, a unique registration code will be emailed to parents so they can link to their child's account and keep up to date with homework tasks and deadlines.

After School - Prep A and Prep B

Students are welcome to complete their prep (homework) at school during supervised sessions held in designated rooms within the Library. These sessions provide a quiet and focused environment in which to work.

Prep A (4:15–17:30)

Prep A sessions last for 1 hour. You should always bring a reading book in case you finish your work early. To help keep a quiet working atmosphere, mobile phones must not be used during Prep A — please make sure yours is switched off.

If you'd like to attend Prep A, your parent or guardian will need to complete a sign up form, which is available via the Parent Portal. This helps staff know who to expect.

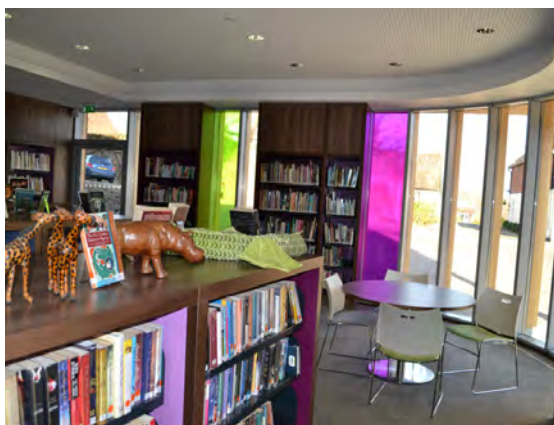
If you and your parent or guardian later decide not to attend a session you've signed up for, please ask your parent or guardian to let the school know by phoning in or emailing senioroffice@kentcollege.kent.sch.uk.

Prep B (5:30pm – 6:30pm)

Prep B is an additional supervised study session that takes place after Prep A. It is held in the Dining Hall and supervised by Boarding staff. You may choose to have supper during this time — just make sure you indicate this when signing up.

Your parent or guardian will need to request your attendance via the Parent Portal. You can book Prep B sessions for the whole term or on a flexible, one-off basis.

Please note: Prep B is chargeable only if you choose to have supper, and the cost will be added to your end-of-term bill.



WHAT DO I BRING?

Water Bottles & Snack

Students should bring their own named refillable water bottle to stay hydrated throughout the day. There are several water fountains around the school, as well as a filtered water machine in the Dining Room. Bringing your own bottle helps reduce waste and is better for the environment. You should also bring a nut and sesame-free snack to enjoy at morning break. This helps keep everyone safe, especially those with allergies.

Property

Please make sure all of your property is clearly labelled with your name — you are responsible for keeping track of your own things.

You'll be given a class locker and a PE locker, and it's important to use them properly. Never leave your belongings lying around — if you're not able to keep an eye on something, make sure it's safely locked away.

If you can't find something, don't panic — it might not be lost! Try to retrace your steps and think carefully about where you last had it. Look thoroughly before assuming it's gone.

If you still can't find it:

- Tell your Form Tutor
- Check Lost Property at Reception

At the end of each term, any unclaimed items are displayed in the Organ Room, and parents will be invited to come and check through them. After that, anything left behind is either donated to charity or disposed of.

Please do not bring valuables to school. If you do need to bring money, keep it in the zipped pocket of your school uniform and lock it in your locker during PE lessons.

WHEN DO I EAT?

At meal times there is a choice of freshly cooked and seasonal hot or cold food, a street food option, salad bar, soup, 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 parent portal 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 once per week.

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 Parent Portal. There is a charge for this which is added to your end of term bill.



WHAT DO I WEAR?

Formal Uniform and PE Uniform

Whenever you wear your Kent College uniform, you are representing the school — so it's important to make sure it always looks clean, tidy, and is worn correctly. School uniform should not be mixed with home clothes.

- Blazers must be worn to and from school, and throughout the school day.
- In cold weather, you may wear a plain black or navy coat over your blazer.
- Shoes should be black leather school shoes — canvas shoes or leather trainers are not allowed.

You are allowed to wear:

- One pair of plain ear studs (one in each ear lobe only)
- A small, simple necklace and/or a watch
- A medical alert bracelet, if needed

No other piercings or jewellery are permitted, and all jewellery must be removed for PE lessons and matches.

Nail polish may only be worn when you are in home clothes — not with school uniform. Your hair should be neat and a natural colour.

You can choose to wear either the summer or winter uniform all year round if you prefer. At the start of term, you'll be told which days you're allowed to wear PE kit, and your parents will also receive this information by email.

Formal Uniform - Summer

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

Formal Uniform - Winter

- Navy fitted crested blazer
- Navy V-neck sweater or cardigan
- Striped blouses—long or short sleeves
- Navy skirt or trousers
- Navy opaque tights
- Leather shoes



FORMAL UNIFORM

HOUSE JUMPER

LONG OR SHORT SLEEVE
STRIPED SHIRT

BLAZER

SUMMER
DRESS

NAVY SKIRT

NAVY OPAQUE
TIGHTS

NAVY SOCKS



COLLARED NAVY
SPORTS SHIRT

NAVY SPORTS SHIRT

SKORTS
OR SHORTS

HOCKEY
SOCKS &
SHINPADS

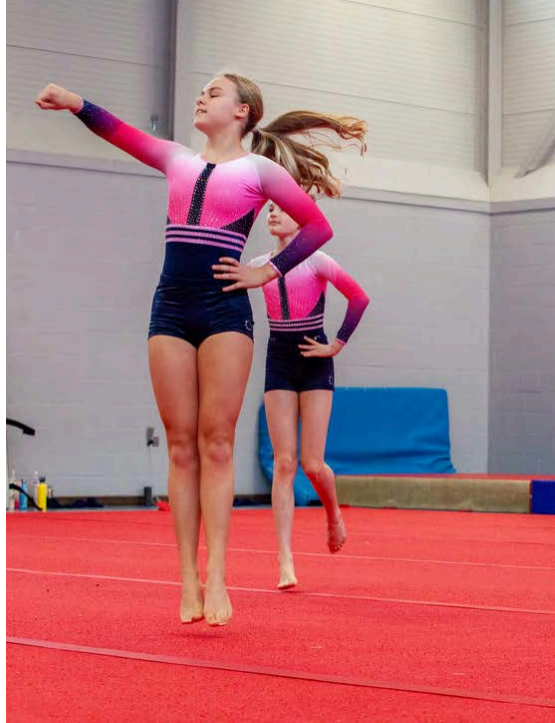
PE UNIFORM



Compulsory PE Items

- 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.

CO-CURRICULAR CLUBS

Explore the wide range of co-curricular activities at Kent College, designed to complement your academic journey. From sports and the arts to technology and leadership, there's something for everyone. It's the perfect chance to discover new interests and develop valuable skills.

Taking part in these activities not only helps you grow your talents but also builds key values such as teamwork, service, and lasting friendships.

Some of the clubs on offer include:

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

Activities run throughout the week—before school, at lunch, and after school—so there's always something to get involved in. You can also switch clubs if space allows, giving you the chance to try a variety of experiences.

Please note:

- Students attending Lunch A clubs should go to lunch afterwards.
- For Lunch B clubs, collect an early lunch pass in advance from the club supervisor.



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. Students 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

School transport arrives by 8.25am, and buses depart at 4.30pm. Two late buses also run at 5.30pm—one to Edenbridge and one to Sissinghurst. Route details are in the School Transport Handbook.

If you're not a regular user but need to take a bus, your parents must call the school in advance to check seat availability.

To use a late bus, sign the list outside the Bursary by 2.00pm. If you forget or miss the bus, the afternoon Receptionist can assist 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.



TRANSPORT INFORMATION



- ☐ 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.
Destinations via Tunbridge Wells to Edenbridge and Benenden



BUS ROUTES

Route 1

7.30 Edenbridge Leisure Centre
7.33 The Swan, Main Road, Edenbridge
7.35 Earlylands, Crockham Hill
7.38 Royal Oak, Car Park, Crockham Hill
7.47 French Street/Hosey Common
7.50 Brasted, White Hart Car Park
8.00 Sundridge, Main Road Layby

Route 2

7.40 Kentish Gardens, Broadwater Down
7.45 Frant Road (The Bull) Birling Road
7.47 (middle) Birling Road (top) Warwick
7.48 Park (top) Madera Park St James' Church, Sandrock Road
7.50
7.55
7.58

Route 3b

7.20
7.25 Benenden, Village hall
7.35 The Milk House, Sissinghurst
7.38 Staplehurst, Old Rectory Lane
7.45 Howland Road, Marden
7.46 Marden, St Michaels Church
7.50 Marden, Mayes Rd
8.00 Goudhurst Road, opposite Highwood
8.00 Horsmonden, Heath Stores
8.02 The Castle Hill Pub
8.05 Brencley Church/Rose and Crown Cottage
8.10 Brencley Memorial Hall/Bus stop Pettridge lane
Matfield, Brencley Road Fire Station

Route 4

7.15 Borough Green Station
7.25 Igham, George & Dragon/The Harrow
7.28 Nutfields (junction)
7.30 Ivy Hatch, 'Tebbs Barn'
7.35 Ivy Hatch, The Plough
7.44 Springwood Park (entrance)
7.47 Ashes Lane/Woodstock
7.50 Carpenters Lane
7.50 Hadlow, The Square
7.52 Matthews Lane
8.05 The Bell, Golden Green

Route 5

7.30
7.40 Argyle Road
7.45 East Cliff Rd, bus stop
7.48 Sainsbury's Local, St Johns
7.49 Arriva bus garage
7.55 Hendy Ford

Route 6

7.32 Claremont road, opposite School
7.35
7.40 Fordcombe Rd (Penshurst end)
7.45 Penshurst Village Hall
7.55 Bidborough, Village Hall
7.57 Darnley Drive
Tonbridge, Priory Rd (opp Toilets)
Pembury Rd/Deakin Leas

Route 7

7.00 Splendid Ted, High St, Seal
7.05 Greatness Seal Cemetery
7.15 The Pond, Otford
7.20 Riverhead, Miller & Carter
7.30 London Road/Morewood Close
7.35 Sevenoaks Train Station
7.40 Sevenoaks, Sevenoaks School
7.40 White Hart, pub
7.45 Hildenborough, Morleys
8.00 Mercure Hotel, Pembury

Route 8

7.30 Little Brown Jug
7.35 Leigh (The Green)
7.37 The Haysal, Philpots Lane
7.40 Hildenborough Church
7.41 Coldharbour Lane/Flying Dutchman Stop
7.46 Hilden Manor/Bus Stop High Hilden Close
7.47 Hilden Oaks School
7.52 Yardley Park
7.53 Hadlow Rd, near corner

Route 9

7.00
7.30 Meres Lane
7.34 Crowborough, Waitrose
7.40 London Rd, Innham's Wood
7.45 Groombridge, after mini r'about
7.47 Langton, The Hare
7.48 Farnham Lane, Langton Green
7.51 Dornden Drive
7.55 Spa Hotel, Tunbridge Wells
7.57 Tunbridge Wells, Rail Station
7.59 Assembly Hall, Tunbridge Wells
8.00 Shandon Close
8.05 Seven Springs bus stop
Oakley School

Route 10

7.25
7.30
7.40 Boverde Avenue
7.45 Discovery Drive/Dawn/Clearheart Ln by
7.50 Golf Course (bus stop)
8.05 Discovery Drive near Forest Way

Route 11

8.05 Tonbridge & Malling C/I Office
Mereworth, nr Kent M/cycles
7.20 Hale Street, East Peckham/Co-op Petrol station
7.23 St Andrews Church, Paddock Wood

7.29
7.32
7.40 The Blue Anchor, Platt
7.45 Old Saw Mill, Long Mill Lane
7.46 Chequers Crouch
7.49 Plaxtol, Papermakers Arms
Kentish Rifleman
7.01 Bourneside, Blackmans Lane
7.23 Murraspec Ton Rd, East Peckham
7.30 Man of Kent
7.35 Church Lane, East Peckham

Route 12

7.50
7.53 Dale Hill Golf Club
7.58 Memorial Hall, Mayfield
8.00 The Lazy Fox, Mark Cross
8.15 Lime Close, Frant
Court Lodge, Bayham Rd
The Brecknock Arms, Bells Yew Green
Bayham Abbey
Vineyard layby, Lamberhurst
The Chequers, Lamberhurst
Camden Arms, Pembury

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 students 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 £80 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 arrive at Kent College, making friends and getting to know others will be important. Remember, many students may also feel shy or uncertain, which can show in different ways—some may talk a lot, others might be quiet, emotional, or short-tempered.

As you settle in, you'll get to know your peers through lessons, games, activities, and free time. You'll find others who share your interests. Kent College is a diverse community with students from many countries and backgrounds. Not everyone will be just like you, and that's a good thing—getting to know people with different perspectives can be one of the most rewarding parts of school life.

You don't need to find one close friend right away—it's best to get to know everyone in your class first.

In the first few weeks, your Form Tutor will lead fun activities during Wellbeing and form time to help you build friendships. If anyone is ever unkind, speak to a member of staff or an older student.

They will listen and help you decide the best way to handle the situation. Often, the person causing upset may not realise their impact, but it's important they understand and treat others with respect. Kent College has zero tolerance for bullying.





NEED SOME HELP?

Everyone feels worried at times, but at Kent College, you're never alone—there are plenty of people to talk to.

You might speak with friends or older students who understand how you're feeling. Your Form Tutor, teachers, Houseparent (if you're a boarder), or Sister are always there to help and will make time to talk privately. Many students also find other trusted staff members to speak with.

Rev Katie Osweiler, the School Chaplain, is available to everyone—you can talk to her about anything, not just religious matters.

Each week, two independent counsellors, Leyla Cooper and Esther Obiri-Darko, visit the school. You'll meet them early in the Autumn Term.

If something serious is worrying you, don't keep it to yourself or only tell friends—speak to an adult like your Form Tutor or the Student Manager. They're there to help.

At Kent College, we understand that sometimes you may want to talk in confidence. Staff will respect your privacy as much as possible. However, if they believe you or someone else could be at risk, they must share the concern with the Student Manager and the Deputy Head (Pastoral), who is the Designated Safeguarding Lead.

If you find it hard to speak to someone in person, you can also email: help@kentcollege.kent.sch.uk

MEDICAL MATTERS

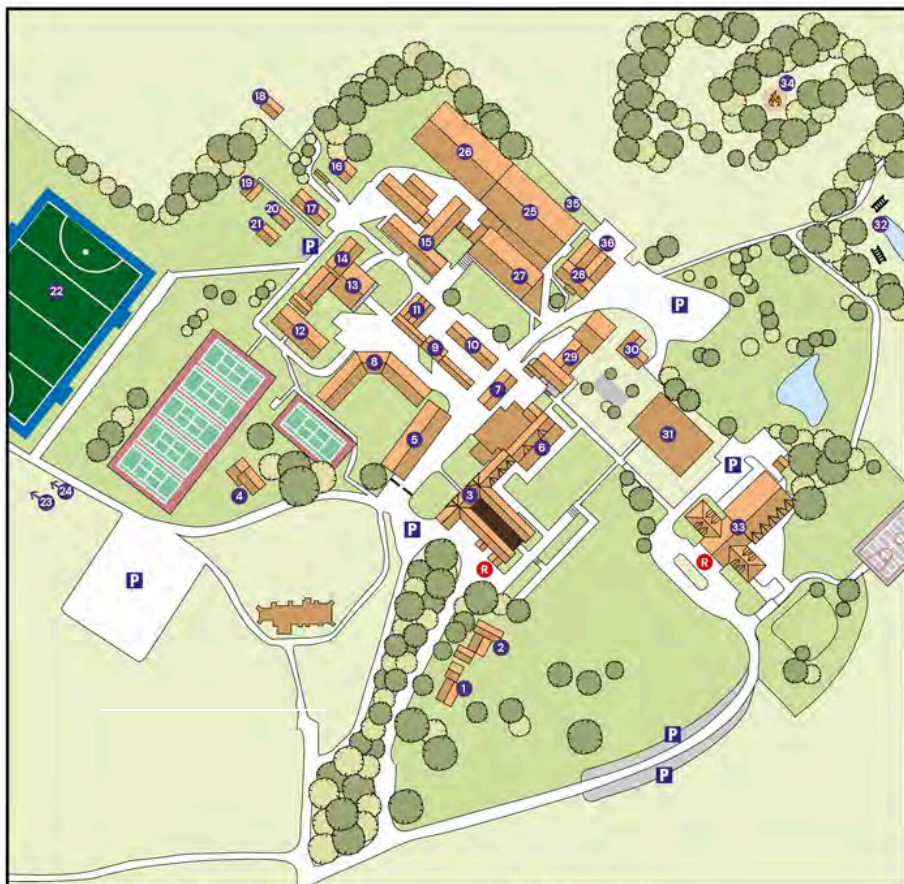


All your medical forms should be returned before the first day of term. They will then be passed on to Sister Cottrell so that she or her assistant can look after you properly.

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.



- | | |
|---|-------------------------------|
| 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 |



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