



BENENDEN

A COMPLETE
EDUCATION



PARENTS' INFORMATION HANDBOOK

2018 - 2019

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The information published here was correct at the time of compiling. Policies are continually reviewed and the latest versions are available on the School website and Parent Portal.

For a Large Print version of this publication please contact the Marketing Team on 01580 240592.

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GENERAL INFORMATION

INTRODUCTION

This handbook is designed to provide parents with important information about Benenden School. Obviously we cannot cover every aspect of the School within a short publication but, after reading this handbook, we hope that you feel that many of your questions have been answered and that you know where to find further information.

AIMS

Benenden School's Aims for its Pupils

Benenden aims to give each girl a Complete Education in which she realises her academic potential, grows as an individual and is well prepared for life beyond school. A Complete Education is the combination of a focus on academic achievement, personal development and engendering a firm understanding of the world in which we live.

Above all, we want girls to relish all that life in a boarding school has to offer, to enjoy her learning, develop intellectual curiosity and be ambitious, whilst learning to achieve balance in her life.

In all that we do at Benenden, we foster the need to value oneself and others. In so doing, we expect each girl to be a responsible and considerate citizen and we support her to grow into a confident, positive young woman.

By emphasising the importance of spiritual and personal growth, we help her to develop self-knowledge, to become outward looking, courageous and compassionate, so that she will be inspired to make a difference both to our school community and throughout her life for the benefit of others.

We achieve this by providing:

- An inspiring, challenging and relevant curriculum delivering strong academic outcomes and a sense of personal wellbeing.
- Excellent and motivating teaching designed to encourage girls to become independent, enquiring and critical thinkers.
- An extensive co-curricular programme that complements the academic curriculum and is infused with a wide variety of enjoyable cultural, spiritual, social, sporting, creative activities.
- A framework of support which contributes to personal, moral and emotional development which helps guide the girls towards achieving balance within their busy lives.
- The experience of learning to understand other people, working and living together within our boarding community, appreciating diversity and understanding compromise.
- A culture of encouragement, opportunity and challenge designed to develop resourcefulness, reflectiveness, resilience and confidence.
- A wide variety of opportunities for leadership and collaboration.
- Guidance designed to help every girl achieve her own personal goals, equipped with the requisite skills for university and professional life.
- 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 four guiding values underpinning our work are the constant reinforcement of confidence, compassion, courage and courtesy.

Benenden has an Anglican tradition and the key Christian principle of loving our neighbour is at the heart of our shared life. Whilst maintaining its Christian roots, the School is fully inclusive and welcoming of people from all faiths and none.



MAIN SCHOOL CONTACTS

Benenden School, Cranbrook, Kent TN17 4AA

School Office		01580 240592	schooloffice@benenden.kent.sch.uk
Headmistress	Mrs S A Price	01580 240592	jmm@benenden.kent.sch.uk
Deputy Head Boarding and Pastoral Care			
	Miss A Steven	01580 240592	ap@benenden.kent.sch.uk
Deputy Head Academic	Mrs L Tyler	01580 240592	lat@benenden.kent.sch.uk
Deputy Head Staff and Co-Curricular	Mr M J L Commander	01580 240592	mjc@benenden.kent.sch.uk
Housemistresses / Housemasters			
Echyngam	Miss L Lynch	01580 236607	lly@benenden.kent.sch.uk
Guldeford	Miss R Johns	01580 236613	rlj@benenden.kent.sch.uk
Hemsted	Mrs A Roberts	01580 236617	aer@benenden.kent.sch.uk
Marshall	Mrs L Bursley Faulkner	01580 236622	lbf@benenden.kent.sch.uk
Medway	Mr N Rendall	01580 236911	nmr@benenden.kent.sch.uk
Norris	Mr M Gossage	01580 236628	mpg@benenden.kent.sch.uk
Beeches	Mr A Nicol	01580 236609	amn@benenden.kent.sch.uk
Elms	Mrs K Couldrey	01580 236731	kpc@benenden.kent.sch.uk
Limes	Miss K Dobson	01580 236681	kmd@benenden.kent.sch.uk
Oaks	Mrs J Granatt	01580 236682	jgr@benenden.kent.sch.uk
School Chaplain	The Rev C Huxley	01580 240592	cjh@benenden.kent.sch.uk
Director of Finance and Operations	Mr M Lander	01580 240592	mcl@benenden.kent.sch.uk
Director of Development	Mr K Johnson	01580 240592	kaj@benenden.kent.sch.uk
Director of Admissions	Mr G Smith	01580 240592	registry@benenden.kent.sch.uk
Senior Nurse and Medical Centre Manager			
	Ms K Willdrige	01580 236618	medicalcentre@benenden.kent.sch.uk



Benenden School is an independent boarding school for girls and is governed by a Governing Council. The School is a registered charity (No 307854) and a limited company (No 196353). Members of the Governing Council are Directors of Benenden School (Kent) Ltd. The Director of Finance and Operations is the Company Secretary.

THE GOVERNING COUNCIL

The Hon Mrs A Birkett MA, MBA (Chairman of the Governing Council and Chairman of Nominations Committee)

Mr S S Smart, BSc, FCA (Vice Chairman of the Governing Council and Chairman of Remuneration and Investment Committees)

Mrs W M Carey, BA (Hons) (Chairman of Safeguarding and Education Committees)

Dr F Cornish, MA, FRCGP (Council Member Responsible for Boarding)

Dr R Evenett, MA, MSc, PhD, FCA (Chairman of Risk Committee)

Ms L Gallagher, MSc

Mrs A McNab, BA (Hons), FCA (Chairman of Finance Committee)

Mr J McParland, BD, PGCE, MA, NPQH

Mrs A J Mogridge, BA (Hons), FCIPR, FPRCA

Mr C G Nicolle, MA (Oxon)

Mr J Pearce, BA (Oxon)

Mr G Pugh, MA, ACMA, MBA

Mr P Simpkin, MA (Hons)

Mr J V Strong MRICS (Chairman of Estates Committee)

Prof L Taub

Mr M Lander, BSc, MA (Company Secretary)

SENIOR MANAGEMENT TEAM

Headmistress

Mrs S A Price, MA (Edinburgh), PGCE

Deputy Head Boarding and Pastoral Care

Miss A Steven, BA (Bristol)

Deputy Head Academic

Mrs L Tyler, MA (Oxon), PGCE (London)

Deputy Head Staff and Co-Curricular

Mr M Commander, BEng (Cardiff), MEd (Buckingham)

Director of Finance and Operations

Mr M C Lander, MA (London)

Director of Development

Mr K A Johnson (BA) Leicester

HEADS OF DEPARTMENT

The Heads of Academic Departments at Benenden School:

Art

Mrs P J Futrell, BA (Middlesex), PGCE (London)

Art History

Mr S H Mansfield, BA (Staffs)

Biology

Mrs C Hughes, BSc (Portsmouth), NQT (Wessex)

Chemistry

Mr O N Hunter, BSc (Dunelm), MA (Open), PGCE (Cantab)

Classics

Mrs J Gilbert, MA (Cantab)

Drama

Ms D Caron, BA (Loughborough) LGSM, AUMENTS

Economics

Mrs S J Northridge, BH (London), MBA (Reading), PGCE (Surrey)

English

Mr A Schagen, BA (York), PGCE (York)

French

Mrs A Fuentes-Mansfield, BA, MA (Caen), QTS (CILT, London)

Geography

Mr M Dunton, BSc (Bristol), PGCE (Cantab), Med (Cantab)

History

Mr S Cullen, BA (Warwick), PGCE (Roehampton), QTS

Mandarin

Mrs A Webb, BA (Fudan, Shanghai), QTS, MA Ed

Mathematics

Ms S Gough, BA (Rhodes, SA), HDE (Cape Town), GRSM, LRSM, ARCM, FTCL, MMus

Modern Languages

Dr A Befroy, BA (Dartmouth College, USA) PhD (New York University)

Music

Mr E Whiting, MA (Oxon), ARCO

PE

Mrs A Goulet, BEd, IM Marsh College of PE (Liverpool)

Physics

Dr N J Dowrick, MA, DPhil (Oxon), PGCE

Politics

Mr A Couldrey, MA (Oxon), PGCE (Buckingham)

Philosophy & Religion

Miss F Dawood, MA (Heythrop College, London), PGCE (Cantab)

Psychology

Mrs H Miller, BSc (Southampton), MSc (Surrey), QTS

Sport, Fitness and Wellbeing

Mrs K Hudson MSc (Lough), QTS

STEM

Mr N Crouch, BSc (Exeter), PGCE (Exeter), FRSA

Technologies

Mr D Challoner, MPhys (Kent), PGCE, MA (Canterbury)

BOARDING STAFF

The Housemasters/mistresses and their Deputies at Benenden School:

Echyngham

Miss L Lynch (Housemistress)
Mrs S Sherar (Deputy Hm)

Guldeford

Miss R Johns (Housemistress)
Mr A Chéneau-Château (Deputy Hm)

Hemsted

Mrs A Roberts (Housemistress)
Miss S Jones (Deputy Hm)

Marshall

Mrs L Bursey Faulkner (Housemistress)
Miss C Gaunt (Deputy Hm)

Medway

Mr N Rendall (Housemaster)
Miss M Burn (Deputy Hm)

Norris

Mr M Gossage (Housemaster)
Mr R de Wet (Deputy Hm)

Beeches

Mr A Nicol (Housemaster)
Dr A Befroy (Deputy Hm)

Elms

Mrs K Couldrey (Housemistress)
Mrs H Miller (Deputy Hm)

Limes

Miss K Dobson (Housemistress)
Mrs S Bennie (Deputy Hm)

Oaks

Mrs J Granatt (Housemistress)
Mr A Schagen and Mr S Cullen (Deputy Hms)

ADMISSIONS

VISITING BENENDEN SCHOOL

Benenden greatly values its relationship with parents, from parents' first exploratory contact with the School, throughout their daughter's school career, and often beyond.

The School prospectus and website may tell you much of what Benenden has to offer, but it is no substitute for coming to see for yourself. A personal visit, where you will be able to speak with members of staff and with students, will help you to appreciate the unique character of Benenden.

Prospective pupils and parents are warmly encouraged to visit Benenden. There are several ways in which you can do this:

A Prospective Parents' Morning

This is a group visit and is a good way to see the School for the first time. The visits are usually scheduled on Saturday mornings. You will be shown around the School by a pupil, and the Headmistress will give a talk on her aims and the ethos of the School. You will also have the opportunity to meet many other members of staff who will be able to answer any questions you may have.

11+ or 13+ Open Mornings

We usually hold two weekday Open Mornings per term just for pupils looking to join the School in the Fourth Form (11+) or the Lower Fifth Form (13+). These are also a group visit and work in a similar way as a Prospective Parents' Open Morning.

Details of our Open Morning dates can be found on our website.

An individual family visit

An individual family visit, perhaps following an initial Open Morning visit, gives you the opportunity to look at the School again and to meet senior staff who can answer all your specific academic and pastoral questions.

Since schools are primarily their staff and students, we ask you to visit us in term time. Arrangements can be made to meet trains at Staplehurst station with complimentary taxis.

Entry and Assessments

Normal entry is in September at 11+, 12+ or 13+, as a result of the Common Entrance Examination or through Benenden's own entrance examinations. In addition, there is also a small 16+ competitive entry into the Sixth Form. Occasionally a Fifth Form place may become available and entry to this is also competitive. There are four stages to entry to Benenden School.



A. 11+ AND 12+ CANDIDATES

1. Registration

Your daughter is registered by you and placed on our provisional list. We recommend registration at least three years in advance. We offer our available places in strict order of entry and operate a waiting list when our main registration lists are full. Please check our website for the latest Admissions position. Please complete the Registration Form and return it with a copy of your daughter's passport and the non-returnable registration fee of £200, payable to Benenden School (Kent) Ltd. Registration does not constitute a place at Benenden, but upon registration, your daughter's name will be added to the registration list for the proposed year of entry.

Once your daughter is on our provisional list, please be sure to let us know if you change your home or email address or if your daughter moves to a different school.

About 18 months before your daughter is due to enter the School, she will be invited to Preview Weekend. After the Preview Weekend the Headmistress will write to you and give you feedback about your daughter's stay at Benenden. If at that time we are able to offer your daughter a conditional place, subject to passing our Entrance Exams, Common Entrance or Scholarship examinations, we will need confirmation that you wish to accept our offer through the payment of a deposit of 10% of a term's fees. A further 20% (or 90% if you live outside the UK) will be due once an offer is accepted.

The entry deposit is returnable only if we cannot make your daughter a firm offer of an unconditional place at the School. It will form part of the guarantee due when the formal offer is made and accepted. If our places are over-subscribed, those entered most recently on our provisional list will be offered waiting places only.

2. Preview Weekend – 11+ and 12+

Preview Weekend gives your daughter the chance to show us her abilities and interests in both academic and other areas. It also gives her the opportunity to get a taste of boarding, to meet some of the younger students already part of life at Benenden and to enjoy a lively weekend of fun and sociability.

All candidates will undertake assessment activities, which will include English and Maths tasks, and undertake an informal interview with a Benenden staff member. In advance we will have requested a confidential report from her current school. This will include her most recent CAT results. The weekend, in the Autumn Term, is not part of the visiting process and is intended only for confirmed candidates.

For 11+ and 12+ candidates, this pre-assessment takes place 12 months prior to entry. 12+ candidates will be asked to sit the ISEB Common Pre-test and will attend the 13+ Preview Weekend, as below.

Although we examine through Common Entrance at 11+, we are aware that the examination can impose a severe strain on candidates and that some girls do not do themselves justice. The results can be unexpected. We therefore request all candidates to attend one of our Preview Weekends at Benenden before they take Common Entrance/Entrance examinations.

We stress that our places are in no way dependent on this weekend and that formal offers of unconditional places are made only after Common Entrance/Entrance examinations. Her showing at this weekend and the detailed report submitted by her current school for that occasion will be taken into account if there is any subsequent disappointment at Common Entrance/Entrance examinations. We would of course contact your daughter's prep school if we felt after Preview Weekend that she might not reach our standard at Common Entrance.

3. Examination for Entry

The main route for 11+ entry is via Common Entrance examination (English, Maths and Science). However, candidates who have not been prepared for Common Entrance will be asked to sit the School's own entrance examinations (English and Maths). If your daughter's school is unable to prepare her for Common Entrance, please contact Registry for sample papers.

Your daughter will receive a formal offer of an unconditional place provided she meets our standard in the Common Entrance examination or Benenden's own Entrance examinations, and any other tests, assessments and reports the Headmistress considers appropriate. The 11+ Common Entrance exam is held in January, for entry the following September. The entry dates are November/December in the preceding year. You can obtain details of the examinations and copies of past CE papers from:

Website: www.iseb.co.uk/parents

4. Formal Offer and Acceptance of an Unconditional Place

Provided your daughter reaches our standard at Common Entrance/Entrance examinations, she will receive a Formal Offer of an unconditional place within two weeks of these examinations.

At the time we make an unconditional offer you will be invited to complete and return a form of Formal Acceptance of a Place ('Acceptance Form') together with the balance of the security deposit (referred to below). This will complete the formation of a legally binding agreement on the basis of the School's Terms and Conditions which we reserve the right to vary on such notice as we consider reasonable and as circumstances require. The Registration Form and Formal Acceptance of a Place forms and the Terms and Conditions printed below are incorporated into this agreement.

Your Formal Acceptance of our Formal Offer, accompanied by the balance of the Security Deposit, must be received by the School by the deadline stated in the offer letter, or the offer will lapse.

Security Deposit

The amount of this deposit is 30% of a term's fees current at the date of the Formal Acceptance of a Place form or 100% of a term's fees in the case of one or more parents who normally reside outside of the United Kingdom. The Security Deposit is payable upon formal acceptance of a place.

Application of the Deposit

The balance of deposit is held until the end of the student's final term. All but 20% of a current term's fees will be credited to bills at the beginning of the last term. The deposit does not accrue interest and may be applied or appropriated at our discretion to any unpaid account of the student or other students within the same immediate family. Any balance of deposit will be refunded at the end of a student's final term once all disbursements have been accounted for. If a Fees in Advance contract is in place for a student's expected last term's fees, consideration will be given to abatement or reduction of the overseas deposit required on application to the Director or Finance and Operations.

House Allocations

Houses are allocated to candidates in the Easter holidays before the September of entry. By the Spring Term you will have been asked to nominate a first, second and third choice House if you particularly wish to do so. We endeavour to give each House an even spread of the many different talents our new students bring to Benenden. We therefore encourage parents to keep an open mind about their choice of boarding House. During the Summer Term, prior to entry, candidates will be invited to Benenden to meet their Housemistress or Housemaster at our New Pupil Days.

B. 13+ CANDIDATES

1. Registration

Your daughter is registered by you and placed on our provisional list. We recommend registration at least three years in advance. We offer our available places in strict order of entry and operate a waiting list when our main registration lists are full. Please check our website for the latest Admissions position. Please complete the Registration Form and return it with a copy of your daughter's passport and the non-returnable registration fee of £200, payable to Benenden School (Kent) Ltd. Registration does not constitute a place at Benenden, but upon registration, your daughter's name will be added to the registration list for the proposed year of entry.

Once your daughter is on our provisional list, please be sure to let us know if you change your correspondence address or if your daughter moves to a different school.

About 30 months before your daughter is due to enter the School, she will be invited to 13+ Preview Weekend. After the Preview Weekend the Headmistress will write to you and give you feedback about your daughter's stay at Benenden. We aim to offer unconditional places at that time, not subject to further entrance exams. We will request confirmation that you wish to accept our offer through the payment of a deposit of 30% of a term's fees (100% if you live outside the UK) will be due once an offer is accepted.

The entry deposit is returnable only if we cannot make your daughter a firm offer of an unconditional place at the School. It will form part of the guarantee due when the formal offer is made and accepted. If our places are over-subscribed, those entered most recently on our provisional list will be offered waiting places only.

2. Preview Weekends, Examination for Entry and Formal Offers

To help with the demands placed on girls in terms of testing for several different schools, we have adopted the ISEB Common Pre-test for 13+ entry. We will therefore be in contact with candidates' prep school to request that 13+ applicants for Benenden have taken the ISEB Common Pre-test before they come to Preview Weekend, our overnight stay and assessment weekend.

The ISEB Common Pre-test is an online examination which has four sections: English, Maths, Verbal Reasoning and Non-Verbal Reasoning. See: www.iseb.co.uk for details.

Preview Weekend gives your daughter the chance to show us her abilities and interests in both academic and other areas. It also gives her the opportunity to get a taste of boarding, to meet some of the younger students already part of life at Benenden and to enjoy a lively weekend of fun and sociability. In advance we will have requested a confidential report from her current school. This will include her most recent CAT or similar results.

Please note: Benenden's 13+ Pre-assessment takes place at the start of Year 7, two years prior to 13+ entry. The School aims to make as many Formal offers of an unconditional place as possible at that stage.

3. Formal Offer and Acceptance of an Unconditional Place

Provided your daughter reaches our standard in the ISEB Common pre-test for 13+ entry, she will receive a Formal Offer of an unconditional place within two weeks of these examinations.

At the time we make an unconditional offer you will be invited to complete and return a form of Formal Acceptance of a Place ('Acceptance Form') together with the balance of the security deposit (referred to below). This will complete the formation of a legally binding agreement on the basis of the School's Terms and Conditions which we reserve the right to vary on such notice as we consider reasonable and as circumstances require. The Registration Form and Formal Acceptance of a Place forms and the Terms and Conditions printed below are incorporated into this agreement.

Your Formal Acceptance of our Formal Offer, accompanied by the balance of the Security Deposit, must be received by the School by the date specified in the offer letter, or the offer will lapse.

4. Conditional offers at 13+ entry

If a candidate has not immediately reached our standard in the ISEB Common Pre-test, but her performance at Preview Weekend shows her potential, we may make a conditional offer of a place. In this case, the candidate will be invited to sit further Entrance exams in the following Summer Term.

Parents of candidates may secure the conditional offer of a place through the payment of the initial Security Deposit (10% of a term's fees). If, following the further assessment, a Formal Offer of an unconditional place is made, the remaining 20% of a term's fees will be payable (or 90% in the case where one or more parents lives outside of the United Kingdom) to secure the place. (See section 3 above)

If, following this further Entrance exam, the School does not make a Firm Offer of an unconditional place, the 10% deposit paid will be returned and the application withdrawn.

Security Deposit

The amount of this deposit is 30% of a term's fees current at the date of the Formal Acceptance of a Place form or 100% of a term's fees in the case of one or more parents who normally reside outside of the United Kingdom. The Security Deposit is payable upon formal acceptance of a place.

Application of the Deposit

The balance of deposit is held until the end of the student's final term. All but 20% of a current term's fees will be credited to bills at the beginning of the last term. The deposit does not accrue interest and may be applied or appropriated at our discretion to any unpaid account of the student or other students within the same immediate family. Any balance of deposit will be refunded at the end of a student's final term once all disbursements have been accounted for. If a Fees in Advance contract is in place for a student's expected last term's fees, consideration will be given to abatement or reduction of the overseas deposit required on application to the Director or Finance and Operations.

House Allocations

Houses are allocated to candidates in the spring before the September of entry. By the Spring Term you will have been asked to nominate a first, second and third choice House if you particularly wish to do so. We endeavour to give each House an even spread of the many different talents our new students bring to Benenden. During the Summer Term prior to entry candidates will be invited to Benenden to meet their Housemistress or Housemaster at our New Pupil Days.

C. CANDIDATES FOR THE SIXTH FORM (16+) OR FIFTH FORM / YEAR 10 (14+)

Benenden has a small competitive entry each year into the Sixth Form and into the Fifth Form (Year 10).

For the Sixth Form, offers are made on the results of competitive examinations, an interview and satisfactory school report and may be conditional upon satisfactory results at the GCSE examinations (minimum six subjects at Grade 4 or above, with grades 1 or 2 in those to be studied at A Level).

In choosing her AS and A2 Level subjects, your daughter should refer to the current A Level Making Choices Handbook (available to view and download from the School website) and her final choice of subjects must be agreed with the School.

Year 10 (14+) places are also competitive entry and candidates will be asked to sit papers in English and Maths.

The deadline for Sixth Form (16+) or the Fifth Form (14+) applications is 1 September in the preceding year of entry. The assessment normally takes place in November in the preceding year of entry.

D. SCHOLARSHIPS

Full details of Scholarships available, the conditions attached to them and when the examinations are held are set out in the following pages. Please contact the Registry for details. A candidate who is not awarded a Scholarship may, however, be offered a formal place on the results of her performance without further examination. In this case, you should have followed the standard registration procedures, as above (see Registration).

Benenden enjoys a thriving programme for Scholars including Academic awards and our most accomplished musicians, artists, actresses, designers and sportswomen.

At Benenden, Scholarships are given to recognise talent and we are delighted to identify and reward that ability each year. From 2019 entry onwards **all awards made will be honorary** and will not therefore include any fee remission as part of the award. All Scholarship awards will be full in status and recipients will be invited to take part in our extensive Scholars' Mentoring Programme. The Programme provides access to a range of specialist enrichment activities to inspire girls and extend their knowledge, a mentor to guide and encourage her on her journey and important leadership opportunities.

Being a Scholar is a position of honour at Benenden. Whilst it does not carry any remission in fees, it does allow your daughter to play a key role in the life of the School and opens a world of opportunities from which she can expand her learning.

Financial assistance with fees, in the form of a means-tested Bursary award, may be available. Please see separate information on Bursary applications.

The information below sets out the range of Lower School and Sixth Form Scholarships available and, importantly, all the key dates you need to know for examinations, interviews and other assessments.

LOWER SCHOOL SCHOLARSHIPS FOR SEPTEMBER 2019 ENTRANTS

Scholarship Entry at 11+, 12+ and 13+

The level of examination (for candidates normally under the age of 14 on 1 September following the examination) will be determined not by the date of birth but the intended form of entry (Fourth Form 11+, Upper Fourth Form 12+, Lower Fifth Form 13+).

The following Lower School awards will typically be available:

At 11+ and 12+ Entry
Academic, Sport and Music* awards

At 13+ Entry
Academic, Music*, Art & Design, Sports, Drama, Design & Technology and an All Rounder award

Academic Scholarships for September 2019 Entrants

Academic Scholarship examinations will take place at Benenden School. Examination papers will be set by Benenden School for 11+, 12+ and 13+ Scholarship candidates in the following subjects:

At 11+ and 12+ Entry

English and Mathematics – on **Wednesday 23 January 2019**

Candidates can expect to spend all day at Benenden and, in addition to the two papers, will undertake one or more interviews as well as participate in group activities.

At 13+ Entry

English, Mathematics, Science and Humanities and Languages – on **Friday 1 February 2019**.

Candidates can expect to be at Benenden all day and to undertake one or more interviews as well as participate in group activities. Examples of past Academic Scholarship papers are available from the School website.

Music Scholarships for September 2019 Entrants

Music Scholarship auditions will take place at Benenden School on Wednesday 30 January 2019. We will be looking for musical potential and qualities of self-motivation as well as high achievement.

Applicants will normally have reached Grade 4/5 level for 11+ and Grade 6 level for 13+. A pre-audition with the Director of Music is strongly advised, to determine whether an application is appropriate for the candidate, and also to help her feel familiar with the department before she comes for the Scholarship audition.

On the day of the audition, candidates will be given time to practise both individually and with the School accompanist. The audition itself will comprise of an interview, aural tests and the performing of three pieces, preferably two contrasting items on the main instrument and one piece on any other instrument. Rather than traditional sight-reading, each candidate will prepare a 'quick study' during their practice time which they then perform at the audition.

In addition, candidates will also be required to show that they have reached the general academic standards of any entrant either by sitting Common Entrance, Benenden's own entrance examinations, or by taking the Academic Scholarship examinations.

A Music Scholar will be expected to maintain high standards of musical excellence and to be an ambassador for music within the School through personal practice and enthusiastic participation. She would also be expected to include Music as an academic option at GCSE.

* The award of a Music Scholarship includes two 30-minute periods a week of free instrumental or vocal tuition.

Scholarships at 13+ in Art & Design, Design & Technology, Sports and Drama

Assessments and interviews will take place at Benenden School on Tuesday 29 January, Wednesday 30 January and Thursday 31 January 2019. Benenden offers Scholarships to girls who show exceptional promise and commitment in any one of these areas, supported by good academic results in the normal entry papers.

Applicants will be asked to produce evidence of three kinds: a record or portfolio of previous work or achievements; a response to a challenge set at Benenden; and/or an interview. Successful applicants will be given additional opportunities to explore their talents and extend their skills and will be expected to offer an example and to be an inspiration to others.

Details of the challenges set can be found in the Lower School Scholarships Information booklet, available to download from the School website, or available on request from the Registry.

Drama:	Tuesday 29 January 2019
Art & Design:	Wednesday 30 January 2019
Design & Technology:	Wednesday 30 January 2019
Sports:	Thursday 31 January 2019

13+ All Round Award

For 2019 entry onwards, we are delighted to introduce a new All-Round Scholarship award for 13+ candidates. Our All-Rounder Award will consider performance in two areas of co-curricular skill (Art, Drama, DT, Music and Sport) as well as considering academic potential.

The closing date for Lower School Scholarship applications for September 2019 is 1 December 2018.

Candidates wishing to be considered for a place, even if a Scholarship is not awarded, must be registered for the School in the usual way; others need only enter for the Scholarship examination. For any enquiries please contact the Director of Admissions: registry@benenden.kent.sch.uk

Terms and Conditions for all Scholarships

All examinations, practical tests and interviews take place at Benenden School.

The School will award honorary Scholarships only. No fee remission will be awarded. Music Scholars also receive two free 30-minute instrumental lessons each week for the principal instrument.

It is a condition of accepting a Scholarship that a Scholar will, throughout her School career, pursue courses of study approved by the Headmistress, and will make a commitment to remain at Benenden until she has taken her Advanced Level examinations. In particular, should an Upper School Scholar (awarded internally at the end of the Fifth Form) fail to do so, the award will be forfeited immediately. Each Scholarship will be tenable throughout the Holder's time at Benenden, subject only to an annual review of her industry and good conduct. A Scholarship may be surrendered or withdrawn at any time if a Scholar ceases to be keen to invest time or energy in the area concerned. All Scholarships are subject to annual review and general good conduct.

SIXTH FORM SCHOLARSHIP ENTRY FOR 2019 ENTRANTS

For girls normally under the age of 17 on 1 September following the examination. The examinations are held in the November preceding entry in September. The closing date for Sixth Form Scholarship applications for September 2019 is 1 September 2018.

Sixth Form Academic Scholarships

As with general Sixth Form entry, candidates take two papers at Benenden, each 1hr 30, in subjects which they intend to study at A Level.

Sixth Form Art and Music Scholarships

Candidates are required to show that they have reached the general academic standard required of any entrant by writing two qualifying papers in subjects which they intend to study at Advanced Level.

Art

The examination for the Art Scholarship will consist of one hour on a set-piece drawing followed by an interview based on the candidate's portfolio on which particular emphasis will be placed for evidence of commitment and enthusiasm.

Music

Candidates should have reached the standard Grade VII (or equivalent) or show great potential. Candidates will be expected to play two contrasting pieces on their First Study, and one on their Second Study. Each candidate will have 15 minutes practice time on her own followed by 15 minutes with her accompanist. Candidates will be required to sight-read a piece, undertake aural tests, be asked questions on their pieces and will be interviewed. There will be a short, written examination for those not studying for GCSE music.

Candidates wishing to be considered for a place even if a Scholarship is not awarded, must be registered for the School in the usual way; others need only enter for the Scholarship examination.

OTHER AWARDS

INTERNAL SCHOLARSHIPS

13+ in Art & Design, Design & Technology, Drama and Sports are offered to Upper Fourth candidates to take effect from the beginning of the Lower Fifth (13+) year. Auditions and assessments for these awards will take place January 2019 along with assessments for the external candidates pursuing these awards. Criteria are as described for external candidates.

Upper School Scholarships (Academic, Art and Music) will be offered to Fifth Form candidates on consideration of four factors: work during the Fifth Form year, results in School examinations, and interview and the contribution made to the life of the School. These honorary Scholarships are tenable for three years.

The awards will take effect in the Upper Fifth. Art and Music Scholars are expected to take A Level courses in those subjects or to satisfy the Headmistress that they are, in a suitably active way, pursuing their subject, or else forfeit the Scholarship title.

E. BURSARY SUPPORT

The Headmistress and governing Council of Benenden are committed to provide a Complete Education to girls from a wide variety of backgrounds. This includes enabling girls whose parents may not otherwise be able to meet the cost of fees with the opportunity to attend the School through the provision of bursary support.

Removing the link with Scholarship awards

Benenden is proud to offer bursary support to ensure that all those worthy of a place at the School have the same opportunities regardless of their financial circumstances. For entry to the School at all levels, from September 2019 onwards, candidates will no longer require the award of a Scholarship in order to access bursary support. The parents/guardians of girls who require financial assistance to attend the School are therefore encouraged to apply for a means-tested bursary.

Benenden's Scholarship programme will therefore no longer award fee remission as part of the scholarship award. For 2019 entry onwards, all scholarship awards will be honorary.

Bursary application forms are available from the Registry and must be submitted to the Director of Finance and Operations no later than 1 September in the academic year in which your daughter is to sit the entrance examinations or pre-test. The application timetable is detailed below.

Bursary Assistance

Financial assistance, in the form of a bursary, may cover up to 110% of the fees. This means full fees, plus an allowance towards school extras. The level of support is dependent on assessment of the current and future financial circumstances of parents. Any bursary award is reviewed annually and may increase or reduce in accordance with changes to parental circumstances.

Benenden School will undertake a financial assessment which takes into account the value of assets held by applicant parents. Such assets include the family home, savings and investments, pension provision and other realisable assets, as well as income, the size of the family, and any other dependents.

A family with a joint disposable net income in the region of £25,000 may be eligible for a bursary award of up to 110% of fees. Alternatively, a family with a combined net income of over £120,000 would not qualify for any support.

The School also offers additional assistance to recipients of full fee bursaries to cover the cost of co-curricular activities, uniform costs and educational trips. The number of awards made by the School is dependent on the funds available at the time.

Types of Bursary Award available

1. 11+ Fourths Award programme (previously the 11+ Trust Award Bursary programme)

Each year Benenden School can offer one or more places for a girl to enter the Fourth Form (11+ or Year 7). Each place may be fully funded – that is to say up to 110% of school fees, subject to means-testing. In addition to covering fees, if necessary, all school uniform costs would be covered, and an allowance paid to cover two extra activities per term, eg musical instrument tuition, sports coaching, or extra drama, etc. The successful candidate would be expected to complete her education with us.

The 11+ Fourths Award is open to girls in Year 6 attending one of the following local primary schools, located within a 7.5-mile radius of Benenden School.

Benenden CEP
Colliers Green CEP
Cranbrook CEP
Frittenden CEP
Goudhurst & Kilndown CEP
Hawkhurst CEP
Headcorn Primary
High Halden CEP
Horsmonden Primary
John Mayne CEP
Rolvenden Primary
Sandhurst Primary
Sissinghurst CEP
Smarden Primary
St Michael's CEP (Tenterden)
Staplehurst School
Tenterden CEJ
Wittersham CEP

Any candidate should be capable of achieving a good pass in Benenden's entrance examinations, but there are other criteria too, which will form part of the decision-making process.

2. 16+ Founders Award (previously the Sixth Form Trust Award programme)

Each year Benenden School can offer one or more places for a pupil to enter the Sixth Form (16+ or Year 12). Upon their daughter leaving the Sixth Form, parents are invited to donate their deposit towards this Award. Each place may be fully funded – that is to say up to 110% of school fees, subject to means-testing. In addition to covering fees, if necessary, all school uniform costs would be covered, and an allowance paid to cover two extra activities per term, e.g. musical instrument tuition, sports coaching, or extra drama, etc. The successful candidate would be expected to complete her education with us.

Any candidate should be capable of achieving a good pass in Benenden's competitive Sixth Form entrance examinations, but there are other additional criteria, which will form part of the decision-making process. Candidates should be UK resident pupils. If a full bursary award is not made, candidates may be considered for the general bursary award – please see (5) below.

Applicants for the 11+ Fourths Award and 16+ Founders Award do not need to pay the Registration Fee. Details of the 11+ Fourths Award and 16+ Founders Award programmes can be obtained separately from the Registry.

3. Continuity of Education Allowance to supplement a Bursary Award

Candidates who are in receipt of the UK government Continuity of Education Allowance (CEA) for Service or Diplomatic Children may seek additional bursary support from Benenden via a means-tested bursary application. Bursary awards in these cases may be worth up to 10% of fees. To assist with forward planning, we will be pleased to consider such bursary requests at any time after Registration.

4. Seniors' Bursary

Support of up to 110% of fees is available to daughters of Benenden Seniors on joining the School. Applicants for the Seniors' Bursary will be assessed in the same way as the general Bursary programme, set out below. This Bursary award replaces the Seniors' Scholarship. Further assistance may be available from the Benenden School Seniors' Association (BSSA).

5. Benenden Bursary Awards at 11+, 12+, 13+, 14+ and 16+

Our general Bursary award programme is open to all UK resident candidates. Awards are subject to means-testing and the eligibility criteria set out below.

The Application Process

New Applicants to the School

Bursaries may be awarded to parents/guardians of girls entering Benenden at 11+, 12+, 13+, 14+ or 16+. They are awarded at the discretion of Council (the School's Governing body), and the Headmistress, Director of Finance and Operations and Director of Admissions are responsible for the management and coordination of the process.

12+, 14+ and 16+ entry are competitive and those achieving the highest scores in the entrance exams will be offered places. There is no certainty how many places will be available at each of these points of entry.

1. Parents/guardians of girls who are registered for entry and who are seeking bursary support are required to complete a bursary application form which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, can be obtained by contacting the Registry. The completed forms, together with the necessary documentary evidence, are to be submitted to the Director of Finance and Operations' department no later than the 1 September in the application year (see table below).

11+/12+/14+/16+ entry	1 September – one year prior to entry
13+	1 September – two years prior to entry

Applicants should be aware that, even if a full bursary is awarded, the payment of the registration fee (£200) is still required. 1st September deadline:

2. Following the initial admission process the Headmistress and the Director of Admissions will review all applicants based on their assessment reports.
3. The Bursary Panel assesses the bursary applications to establish the likely level of support.
4. A home visit will be made by an external company appointed by the School to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair. Consultants employed by the School will then submit a confidential financial report to the director of Finance and Operations.

5. The applications are then re-considered by the Bursary Panel and put forward to the Bursary Committee for approval.
6. The parents/guardians are advised whether their daughter is to be offered a place at the School and whether they have been successful with their application for a bursary. Please note that if a girl has passed the entrance requirements but is unsuccessful with the application for a bursary, a place may still be offered. Depending on the funds available it may be that not all successful candidates will be offered a bursary. The bursary panel will report by 31 October (following the 1 September deadline) in respect of 13+ applications and by 31 January in the year of entry for 11+, 12+, 14+ and 16+ applications.
7. Parents/guardians are then required to sign a letter accepting the place at the School and an acknowledgement agreeing to any conditions relating to the bursary. Please note that payment of the School deposit will be reduced by the level of bursary awarded. For example, a 50% award would reduce the deposit payable by 50%.

Existing Pupils

All bursary awards are reviewed annually and may be increased or reduced to reflect changes in the financial circumstances of the parents/guardians. The review entails the completion of a Bursary application form along with submission of all necessary documentary evidence. The Headmistress and Director of Finance and Operations have the discretion to recommend to the Council the reduction or withdrawal of an award to an existing bursary holder if a girl's progress, attitude or behaviour has been unsatisfactory and/or the parents/guardians have failed to support the School, for example by the late payment of any contribution they are making to the fees.

Change in Family Circumstances

The School makes provision annually, where possible for cases of sudden, unforeseen need or where applications meriting bursary assistance are received out of the normal calendar cycle. Parents/guardians with a daughter at the School who unexpectedly fall into financial difficulty may apply for a bursary to the Headmistress. Such awards are subject to the availability of funding and cannot be guaranteed.

Eligibility

Bursary awards are normally only made to children of parents resident in the UK.

The Bursary Panel considers a number of factors when assessing whether and to what extent any support will be awarded. The principal consideration will be a child's suitability and the likelihood of her thriving at the School.

Suitability

At Benenden we believe in a Complete Education, which combines a strong academic programme, with very wide-ranging co-curricular opportunities and a programme of personal and professional development. All of our pupils are boarders and any applicant must be likely to participate fully in our programmes in order to flourish. In addition, candidates must meet the School's academic requirements and perform well in the School's assessment process. As with all applicants, a confidential report from the candidate's current Headteacher and recent school reports will be consulted. Lower School applicants would be expected to pass Common Entrance examinations at 55% or above. Sixth Form entry is highly competitive, and applicants should expect to be among the highest performing applicants in the examinations in order to be considered for a place. Sixth Form applicants' predicted GCSE grades and most recent school reports, including CAT or MidYis scores will be requested.

Bursary funds are limited and those judged most suitable by the Headmistress will be given priority.

Financial Limitations

It is important to underline that the level of the bursary awarded to an applicant will not be influenced by her academic ability but by the extent of need. Each application will be assessed on its own merits and awards will be made accordingly, subject to the School's ability to fund these within the context of its overall budget. In assessing ability to pay fees, we realise that judgements about what sacrifices a family should make to pay school fees will be subjective. However, the School has a duty to ensure that all bursary awards are considered alongside current earnings.

Other factors that will be considered in determining the level of bursary assistance may include:

- Whether the family is in a position to improve its current financial position. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work.
- Where siblings are at other fee-paying schools or places of education, it would be expected that applications for financial assistance have been made to those organisations.
- Significant capital savings and investments would be expected to be used for the payment of school fees, as would equity values in houses.
- Where parents are separated, the contribution made by the absent parent/guardian.
- Whether any contribution to household costs is made by other family members, including any adults unrelated to the child or from outside sources.
- The School considers that high levels of personal expenditure or a second home or significant home

improvement expenditure would not be consistent with the receipt of a bursary.

Other Factors

It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances that should be considered. These include:

- A sibling already at the School
- The social needs of the child
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health;
- Where a parent/guardian is deceased; or
- Where a separation may result in the child having to be withdrawn from the School, adding to the stress of coping with the parent/guardians separating.

Separated Parents/Guardians

We recognise that the financial arrangements of and between parents/guardians who live separately can be complex. However, in general, the financial circumstances of both parents/guardians will be assessed. If either of the applicant's parents/guardians is absent, the School will decide to what extent the absent parent's/guardian's financial circumstances should be assessed.

In all situations, the financial information collected from each parent/guardian will be kept confidential and will not be disclosed without explicit consent. In the case of divorce, court orders and financial agreements regarding the care of dependents must be submitted with the application.

Siblings

Siblings do not automatically qualify for a Bursary.

Confidentiality

The School respects the confidentiality of bursary awards made to families and recipients are also expected to do likewise.

APPLYING FOR A TIER 4 (CHILD) VISA (NEW AND RENEWALS)

Laws on studying in the UK (Pre Brexit):

As it stands children from the European Economic Area (EEA) and Switzerland can study in the UK without any restrictions. Children from other countries, who wish to attend school in the UK and who do not have a separate right to come to and study in the UK, must apply under Tier 4 of the points-based system. The future of Tier 4 students after Brexit remains uncertain until the negotiations between the UK Government and the EU member states are finalised.

As a Tier 4 sponsor Benenden School must fulfil certain duties to ensure compliance with the UK Home Office licence. To assist with this, and to help in the submission of compliant applications, we have appointed The Taylor Partnership (UK immigration lawyers and specialists in Tier 4) to act in all cases. Mark Taylor and his team can be contacted at any time on benenden@ttplaw.co.uk, telephone number +44 01535 667605 – www.ttplaw.co.uk . Once they have prepared the visa application with you and confirmed that it is ready, we will pass the CAS to them. There is a fee of £695 (2018/19) payable for this service to be paid directly to The Taylor Partnership on completion of the process,

Important information to note before visa application:

Benenden would like to make parents aware that the preparation of documentation for a visa application is extremely important. The School will only issue ONE CAS number per student and should the visa application fail for any reason, not be able to issue another. The student will be deemed withdrawn following a visa refusal. Please note the following:

- It is imperative that all criteria applicable to your home country and documents are in place at the time of application
- The School will be able to issue ONE CAS unique number only per student
- The CAS which the School issues must be used
- If the visa application is unsuccessful the student will be deemed withdrawn from the admission process/ School and her place will be offered to another student
- Once a CAS is used and visa application successful, the student must start at Benenden on the first day of the Autumn Term

Who to contact in School: Mrs Sue Renshaw, PA to the Director of Finance and Operations, on 01580 236601 or ser@benenden.kent.sch.uk.

Useful website: www.gov.uk

SCHOOL UNIFORM AND SUNDRY REQUIREMENTS

LASS – Lime Avenue Sales and Services Ltd

Opening Times

The School Shop, better known as LASS (Lime Avenue Sales & Services Limited) is located in Cloisters. The shop is open during term time between 8.45am and 4.45pm Monday to Friday and Saturday mornings between 8.45am and 11.15am.

School Uniform

Uniform unique to Benenden is only available through the School Shop. LASS also stocks most of the optional items of School uniform.

Parents may be seen by appointment for the purchase of uniform. Appointments take approximately one hour and may be booked from 9.00am to 3.00pm during Monday to Friday. The uniform fitting service is not available on Saturday morning. LASS accepts payment by cash, cheque and most major credit/debit cards. Payment must be made in full at the point of purchase until a student is in residence for her first term. Thereafter, items may be charged to School bills. To make an appointment please telephone +44 (0)1580 242029 or email LASS@benenden.kent.sch.uk

LASS facilities include:

- Nametape ordering service
- Nametape sewing service (not guaranteed)
- Second-hand uniform service*
- Mobile phone top-up services

LASS also stocks:

- Trunks and tuck boxes in a range of colours (self-adhesive naming is available to order)
- Books including revision books and study guides. A book ordering service is available
- Postage stamps (including international)
- Everyday necessities (such as chemist items)
- Stationery items
- Greetings cards, small gift items, book tokens, theatre tokens
- Various Benenden items

and a range of sports accessories for:

- Lacrosse
- Tennis
- Swimming

*Items accepted into second-hand must be part of the current uniform, in good condition, clean and clearly named. Payment for items sold is made to Parents termly.

PARENTS AND THE SCHOOL

Benenden is not just for your daughters! Parents are always warmly encouraged to visit Benenden and take part in school life and we are delighted that so many do.

The Benenden Society

As part of our ongoing commitment to provide parents with an outstanding experience, we are delighted to automatically enroll every Benenden parent as a voluntary member of the Benenden Society - a function of the School that enables us to keep members of our community connected to both the School and one another.

Through membership of the Society, all parents are invited to attend our termly programme of cultural events including our lecture programme, drama performances, music concerts and many sporting events. Members also receive the periodic Benenden Society newsletter, the School's Annual Review and other communications or event invitations that are from time to time sent out. Membership and its associated benefits lasts for life, or until such time as it is resigned by the member or terminated by the School.

Other members of the Benenden Society include Seniors of the School - including HRH The Princess Royal who is President of the Benenden Society - as well as former parents, former staff members and volunteers, and Patrons of the Society and other donors who support Benenden School's charitable objectives.

School Worship

Parents and friends are welcome at any act of worship. A School Service is usually held on the first Sunday of each term in St George's, Benenden, at 9.15am. This service is compulsory for all students in school. School Services during term are held in the School Hall and are usually at 6.30pm.

Going out of school in the care of parents, relations or guardians

It is important for a modern boarding school that Benenden's arrangements offer great flexibility in a very busy and stimulating weekend programme. Benenden is a great place to be at the weekend. However, we understand how important it is that school does not replace home life. We place great importance on getting the right balance for each pupil between staying in school, to take part in match fixtures and the wide range of activities open to all as part of the weekend programme and going out of school to spend time with family and friends. Flexibility is the key.

Fixed Home Weekends (also known as Fixed Exeats)

Fixed Home Weekends (or Fixed Exeats) are when all pupils go home to families or guardians. There are two fixed Home Weekends in the Autumn Term, one in the Spring Term and one in the Summer Term. These usually begin following lessons on a Friday from 12.30pm until Sunday evening at 7.30pm. Details are printed in the termly school diary. Half Term holidays are also Home Weekends. For all other weekends, Housemistresses and Housemasters are happy to discuss individual arrangements with parents.

Other Home Weekends

We usually advise that two are taken each term, but there is no barrier to more being taken, if necessary. These start after lessons and other commitments are completed on Saturday and last until 7.30pm (or 6.15pm on School Service Sundays).

Meals out at Weekends

We do not set limits on girls taking meals out with family or friends at the weekends. However, we do ask parents to use their discretion. Permission must be sought from the Housemistress or Housemaster.

Travel Arrangements

The School Secretary co-ordinates all student travel for Home Weekends and School holidays. Standard arrangements are as follows:

- a. Trains
Fixed Home Weekend trains run between Staplehurst (for Benenden) and London (Charing Cross) each Fixed Home Weekend, at Half Terms and at the end of the Autumn, Spring and Summer Terms.
- b. Coaches
Two escorted coaches run to London each Fixed Home Weekend, (including Half Terms). One runs to Clapham Common and Albert Hall. The second runs to Wimbledon. We also run coaches to Essex and Sussex.
- c. Flights
Coach and taxi transport run to all London airports each Fixed Home Weekend, and at the beginning and end of each term.

In addition, the School is happy to organise transport for your daughters at other times, the cost of which will be added to the School bill. For travel arrangements outside of the Home Weekends and School holidays, please contact your daughter's Hm in the first instance. Full details of how transport arrangements are made are included in the Student Handbook.

BENENDEN SCHOOL (KENT) LTD

TERMS AND CONDITIONS

1. Definitions

- (a) In these terms and conditions

“Acceptance Form” means the form provided by the School for parents to complete when accepting a place for their child at the School;

“child” means a child of whatever age admitted by the School to be educated and includes any pupil aged 18 or over;

“the Complaints Procedure” is the School’s procedure for handling complaints from parents, as amended from time to time for legal or other substantive reasons or in order to

assist the proper administration of the School. A copy of the procedure is available from the School at any time upon written request;

“deposit” means the sum set out in the Schedule of Fees; “fees” means the fees set out in the Schedule of Fees as amended from time to time;

“Headmistress” means the person appointed by the Governors of the School to be responsible for the day-to-day management of the School, including anyone to whom such duties have been duly delegated;

“Schedule of Fees” means the published note of the School’s prevailing fees;

“School Rules” means the rules of the School, a copy of the current version of which is provided to each child on entry and is sent to parents with the letter offering a place at the School, as those rules may be amended from time to time for legal, safety or other substantive reasons or in order to assist the proper administration of the School. Parents will be given notice of such amendments;

“term” means a term of the School as notified to parents from time to time;

“a term’s notice” means written notice given not later than the first day of the term preceding the term to which the notice relates;

“terms and conditions” means these terms and conditions as amended from time to time;

“we” or the “School” means the legal entity carrying on as the School as identified in Clause 1(b) below, or its duly authorised representative, as the context requires; and

“you” or the “parents” means each person who has signed the Acceptance Form as parent or guardian of a child or a person who with the School’s written consent replaces a person who has signed the Acceptance Form.

Use of the word “including” shall mean (and be construed) such that the examples that are given are not intended to be exclusive or limiting examples of the matter in question.

- (b) The Acceptance Form, the Schedule of Fees, the School Rules, the Complaints Procedure and these terms and conditions form the terms of a contract between you and Benenden School (Kent) Ltd. It is not intended that the terms of the contract shall be enforceable by your child or by any other third party.

2. Acceptance and Deposit

- (a) An offer of a place for your child at the School is accepted by your submitting the duly completed Acceptance Form and paying the deposit.
- (b) The deposit is not refundable if your child does not take up a place at the School. The deposit will form part of the general funds of the School until it is credited without interest to the final payment of the fees or other sums due to the School on your child’s leaving.

3. School Fees

- (a) All the costs incurred in the usual course of the education by the School of your child, including the provision of any necessary educational materials and as outlined in the Schedule of Fees, shall be met by the fees unless otherwise notified by the School.
- (b) Any extra-curricular activities such as private music lessons, trips and visits in which you agree in advance your child may participate, shall be deemed to be supplemental to items met by the fees and charged for accordingly. In particular, all public examination charges and any additional charges incurred by the School in providing for the special educational needs of your child shall be charged as supplemental to the fees.
- (c) Each person who has signed the Acceptance Form is liable for the whole of the fees due and any supplemental charges. The persons who have signed the Acceptance Form remain liable to the School for the whole of the fees and supplemental charges due, unless the School has expressly agreed in writing with the persons who have signed the Acceptance Form to look exclusively to any other person for payment of the fees or any part of them.

Where two parents have signed the Acceptance Form, one of them may withdraw from the contract with the School by submitting a term’s notice provided they have obtained the prior written consent of both the School and the remaining parent.

If your child has been awarded a scholarship or bursary, your liability will be for the amount of fees due after taking account of that award. An award may be withdrawn if, in the opinion of the Headmistress, your child’s attendance, progress or behaviour no longer merits the continuation of the award but any such withdrawal of an award will not operate so as to increase the fees due in respect of a term which has already commenced. Where it appears likely to the Headmistress that, for academic reasons, an award may be withdrawn from your child, you shall be notified in advance. If, within 14 days following the withdrawal of a scholarship or bursary, a child is withdrawn from the School, no fees in lieu of notice will be payable.

- (d) School fees (inclusive of extras) must be paid in full by direct debit either by a monthly or termly direct debit arrangement. This is in accordance with the ‘monthly or termly payment of School fees by direct debit’ letter.
- (e) We reserve the right to refuse to allow your child to attend the School or to withhold any references while fees remain unpaid or there is a persistent default in relation to supplemental charges. We may make an interest charge of three per cent above the base rate of the School’s bank for the time being on late payment. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.

- (f) The fees will be reviewed from time to time (usually annually) and may be increased by such amount as the School considers reasonable. Notice of an increase in the fees will be sent to you prior to the end of the term before the increase is to take effect.
- (g) Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise. In the event that your child takes study leave at home before or during public examinations or stays at home following those examinations no reduction of fees will be made in respect of such periods spent at home.

4. Notice Requirements

- (a) If you wish to withdraw your child from the School (other than at the normal leaving date), you shall either give a term's notice to that effect or shall pay to the School a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given. In cases where notice is not given, the appropriate sum in lieu of notice will become due and owing to the School as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.
- (b) If you wish to withdraw your child from an activity charged for as supplemental, you shall either give two half term's notice to that effect or shall pay to the School two half term's charges for the activity in which your child has ceased to participate.
- (c) The School's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees due or to obtain a refund of fees by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term.

5. School Rules

- (a) It is a condition of remaining at the School that your child complies with the published Pupil Behaviour Policy as amended from time to time. In particular you undertake to ensure that your child attends School punctually and that your child conforms to such rules of appearance, dress and behaviour as shall be issued by the School from time to time.
- (b) The School may undertake drugs testing of pupils in accordance with its drugs policy as set out in the published Drugs Misuse Policy. The drugs policy has been adopted with the aim of safeguarding the health and safety of all pupils.
- (c) The School reserves the right, subject to applicable data protection legislation, to monitor your child's email communication and internet use for the purpose of ensuring compliance with the School Rules.

6. Disciplinary Procedure

- (a) The Headmistress may in her discretion require you to remove or may suspend or, in serious or persistent cases, exclude your child from the School if she considers that your child's attendance, progress or behaviour (including behaviour outside school) is unsatisfactory and in the reasonable opinion of the Headmistress the removal is in the School's best interests or those of your child or other children.
- (b) The Headmistress may in her discretion require you to remove or may suspend or, in serious or persistent cases, expel your child if the behaviour of you or either of you is, in the opinion of the Headmistress, unreasonable and affects or is likely to affect adversely the child's or other children's

progress at the School or the wellbeing of School staff or to bring the School into disrepute.

- (c) Should the Headmistress exercise her right under sub-clause 6(a) or 6(b) above you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable) and the deposit will be forfeited. However, in such circumstances fees in lieu of notice will not be payable and any prepaid fees will be refunded.
- (d) The School Rules set out examples of offences likely to be punishable by suspension or expulsion. These examples are not exhaustive, and in particular the Headmistress may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the pupil's record at the School may be taken into account.
- (e) The School will act in a way which is fair in all the circumstances when taking decisions under this Clause 6. The review of serious disciplinary matters is governed by the published Complaints Procedure.

7. The School's Obligation

- (a) Subject to these terms and conditions, the School undertakes to accept your child as a pupil of the School from the time of joining the School until the end of her secondary schooling.
- (b) While your child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School.
- (c) In order to fulfil our obligations, we need your co-operation including, in particular, by: fulfilling your own obligations under these terms and conditions; encouraging your child in her studies, and giving appropriate support at home; keeping the School informed of matters which affect your child; maintaining a courteous and constructive relationship with School staff; providing co-operation and assistance to the School to ensure (so far as reasonable and in appropriate and/or necessary circumstances) that your child can participate and benefit from the School's provision of education to your child in accordance with the terms of this agreement, including where the School wishes to provide such education remotely; and attending meetings and otherwise keeping in touch with the School where your child's interests so require.
- (d) In accordance with the law, we will not subject your child to corporal punishment. We will not subject your child to physical contact except where such contact may be deemed appropriate in order to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person (including your child). Unless you notify us to the contrary, you consent to your child participating, under proper supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.
- (e) If your child requires urgent medical attention while under the School's care, we will if practicable attempt to obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment recommended by a doctor (including anaesthetic or operation or blood transfusion [unless you have previously notified us you object to blood transfusions]).
- (f) Our prospectus describes the broad principles on which the School is presently run and is believed to be correct

at the time of printing. However, from time to time it may be necessary to make changes to any aspects of the School, including the curriculum or the manner of providing education for your child (including by providing such education remotely [whilst your child remains at home, for example, where the School is required to close the School premises]), and we reserve the right to do so. For this reason, please notify the School if there is anything of particular concern to you contained in the prospectus, as it may be that recent changes are not reflected in the current version. We will give parents notice of any changes at the School including changes in the curriculum that we regard as significant to your child prior to the end of the penultimate term before the change is to take effect, and where practicable will consult with parents on such changes.

- (g) We shall monitor your child's progress at the School and produce regular written reports. We shall advise you if we have any concern about your child's progress but we do not undertake to diagnose dyslexia or other specific conditions. A formal assessment can be arranged either by you or by the School at your expense. You may be asked to withdraw your child without being charged fees in lieu of notice if, in the opinion of the Head, the School cannot provide adequately for your child's special educational needs.
- (h) Religious observance at the School shall be conducted in accordance with the School Rules.

8. The Parents' Obligations

- (a) It is a condition of your child's joining the School that you complete and submit to the School a medical questionnaire in respect of your child. You undertake to inform the School of any health or medical condition, disability or allergy that your child has or subsequently develops, whether long-term or short-term, including any infections. If the School so requires due to a health risk either presented by your child to others or presented to your child by others or by reason of a virus, pandemic, epidemic, or other health risk, you undertake to keep your child at home and not permit her to return to the School until such time as the health risk has been averted. In such circumstances we shall endeavour to continue providing education to your child remotely during such period (including for example, by sending you/your child work assignments electronically or by post).
- (b) You undertake to inform the School of any situations where special arrangements may be needed in relation to your child.
- (c) The School is entitled to treat any instruction, authority, request or prohibition received from any person who has signed the Acceptance Form as having been given on behalf of both or all such persons.
- (d) The Headmistress must be informed in writing of any reason for your child's absence from School. Wherever possible the School's prior consent should be sought for absence from the School.
- (e) We cannot accept any responsibility for the welfare of your child while off the School premises unless she is taking part in a school activity or otherwise under the supervision of a member of the School staff.
- (f) If you have cause for concern as to a matter of safety, care, discipline or progress of your child you must inform the School without delay. Complaints should be made in accordance with the School's Complaints Procedure.

9. Confidentiality and References

- (a) You consent to our supplying information and a reference in respect of your child to any educational institution which you propose your child may attend. Any reference supplied by us shall be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on her ability, aptitude for certain courses and character is fair. However, we cannot be liable for any loss you are or your child is alleged to have suffered resulting from opinions reasonably given in or correct statements of fact contained in any reference or report given by us.
- (b) You consent to us providing outside agencies (such as UK Department for Education, examination boards, Learning Records Service) with personal information relating to your child to enable the School to fulfil its statutory obligations.
- (c) In all cases, the School will process personal data about you and your child in accordance with the General Data Protection Regulations 2018 as promulgated in the School's Privacy Notice.

10. Intellectual Property Rights

We shall recognise any intellectual property rights vested in your child.

11. Changes in Ownership etc.

For the purposes of constitutional changes to the School or amalgamation we reserve the right to transfer the undertaking of the School to any other natural or legal person, and to assign the benefit of this contract in connection with any such transfer, and/or to amalgamate the School with any other educational institution. Where appropriate we will inform and consult with all parents in relation to such changes.

12. Cancellation

- (a) The School shall be entitled to cancel this agreement forthwith by notice in writing without prejudice to its other remedies and without any obligation to return any deposit or fees paid to you if you are in material breach of any of your obligations under this or any similar agreement with the School and have not (in the case of a breach which is capable of remedy) remedied the same within (14) days of a notice from the School requiring it to be remedied (including for the avoidance of doubt persistent non-payment or material default under these terms and conditions). For the purposes of illustration only (and without limitation) the following circumstances would typify what the School is likely to regard as a material breach entitling it to terminate this agreement: (i) failure to pay any fees or supplemental charges on time; (ii) you (as opposed to your child) acting in such a way as to give the Headmistress cause to expel your child under Clause 6(b) of this agreement; (iii) any other circumstances where your child is expelled from the School in accordance with the terms of this agreement (including the School Rules).
- (b) Either party may cancel this agreement forthwith by notice in writing without prejudice to its other remedies if the other (in your case) is unable to pay its debts or is declared bankrupt or (in the School's case) becomes insolvent or goes into liquidation or receivership or administrative receivership or is wound-up for any reason.

13. Force Majeure (ie circumstances beyond our control)

- 13.1 In this agreement “force majeure” shall mean any cause beyond a party’s control (including for the avoidance of doubt, acts of God, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation or direction [including that of a local authority], accident, fire, flood, storm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination).
- 13.2 In the event of a force majeure arising which prevents or delays the School’s performance of any of its obligations under this agreement, the School shall forthwith give you notice in writing specifying the nature and extent of the circumstances giving rise to the force majeure. Provided that the School has acted reasonably and prudently to prevent and/or minimise the effect of the force majeure, the School will have no liability in respect of the non-performance of such of its obligations as are prevented or delayed during the continuance of the force majeure. The School shall use its best endeavours during the continuance of the force majeure to provide educational services (including by providing appropriate educational services remotely).
- 13.3 Subject to Clause 13.2, if the School is prevented from performance of all of its obligations as a result of force majeure for a continuous period greater than six months, the School shall notify you of the steps it shall take to ensure performance of the agreement and you shall then, following receipt of such notice, be entitled to cancel the agreement on written notice and without giving a term’s notice or paying fees in lieu.
- 13.4 Subject to Clause 3(g), in the event that your child is unable to attend (or is likely not to be able to attend) the School due to reasons of her severe ill-health or physical impairment caused by a force majeure, you shall give the School notice in writing of such circumstances and the following provisions shall apply:
- (a) you shall, in consultation and cooperation with the School, use all reasonable endeavours to:
 - (i) Mitigate the effect of the force majeure in order to continue to perform the obligations under this agreement in any way that is reasonably practicable in the circumstances (such that your child can still participate and benefit from the provision of education by the School, including for example participating remotely); and
 - (ii) Resume the performance of the obligations as soon as reasonably possible.
 - (b) In circumstances where, following the efforts made and steps taken under Clause 13.4(a), your child is not able to participate and benefit from any level of provision of education by the School then you shall not be liable for non-performance of your obligations (including the obligation to pay fees, pro-rated accordingly) during the continuance of the force majeure; and
 - (c) In the event of the force majeure continuing to prevent your child from attending the School or being able to participate and benefit from any level of provision of education by the School for more than six months you shall discuss with the School a solution by which this agreement may be performed and, following such discussions, you shall be entitled to cancel the agreement on written notice and without giving a term’s notice or paying a term’s fees in lieu.

14. Communications

All notices required to be given under these terms and conditions must be given in writing. You undertake to notify the School of any change of address of any person who has signed the Acceptance Form. Communications (including notices) will be sent by the School to the address shown in its records and unless other arrangements are agreed between us, we shall be entitled to treat any communication from the School to any person who has signed the Acceptance Form as having been made to both or all such persons. Notices that you are required to give under these terms and conditions must be addressed to the Head and sent to the School’s address. If sent by first class post, notice shall be deemed to have been given on the second day after posting.

15. Interpretation

Headings in these terms and conditions are for ease of understanding only and do not form part of these terms and conditions.

16. Jurisdiction and Governing Law

The contract between you and the School is governed by English Law. You agree with us to submit to the exclusive jurisdiction of the English courts.

17. Variations

We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the School. The School will send you notice of any such modifications prior to the end of the penultimate term before the modifications are to take effect.

MONEY AT SCHOOL

Pocket money requirements may not be put on the bill.

Younger students should be provided with sufficient pocket money for small purchases. £20 per half term (if not an overseas student) should be plenty for students in the Lower and Middle School. It should be kept locked away, or handed to the Housemistress/master for safe-keeping. Insurers will not cover loss of cash when there has been no evidence of a break-in unless prudent precautions have been taken.

Members of the Upper School will probably need more money at times. Sixth Formers must open a bank account. The School will arrange to cash cheques on full accounts, or Card Plus Accounts for minors, opened with the National Westminster Bank, Cranbrook Branch. Upper Fifths are strongly recommended to open a bank account. Members of the Lower and Middle School may also find a bank account useful, depending on their circumstances. Charges are not currently made for transactions involving other banks so it is not necessary to open a new account with National Westminster.

Purchases from LASS, the School Shop and book shop, may be put on the bill once a student has started her first term. To avoid large unexpected debts, the purchase of uniform requires a countersignature from the Matron and phonecards for over £10 must be approved by a Housemistress/master. Parents may impose credit limits; please contact the Director of Finance and Operations if you want credit to be limited.

Newspapers may be ordered through matrons and billed. (This does not apply to Sixth Formers.)

Weekend rail tickets ordered from the School Office by morning break on Wednesdays may be billed. Sixth Form students may only add rail tickets to their School bill with written parental permission.

Alternatively, pre-booked coach transport for many weekends may be arranged with the School Secretary a minimum of seven working days ahead and charged to parents.

In exceptional cases, the Accounts Office will cash cheques for small amounts. If a large sum or extraordinary disbursement of cash is required a cheque should be sent, payable to the School, to reimburse the School before money is released.

HEALTHCARE

Please read carefully and particularly before completing the form Health History and Medical Information prior to your daughter's entry.

School Doctor

Dr Ann M Wood MB, ChB, MRC Psych, LFHom
North Ridge Medical Practice, Rye Road, Hawkhurst, Kent TN18 4EX
Telephone: 01580 753935 (Fax: 01580 754452)

Dr Wood is retiring at the end of September 2018, and will be succeeded by:

Dr Sara Butler Gallie, MBChB, MRCP
(Contact details will remain unchanged)

Nursing Staff

Ms K Willdridge, RGN RN/DipH.E (Senior Nurse) and Ms K Oaten, RGN (Deputy Senior Nurse) are supported by a team of nurses.

Medical Centre: 01580 236618

No student will be permitted to enter the School until the health form, Health History and Medical Information, duly completed, has been received by the School Doctor together with NHS Registration Card, if available. If the medical form has not arrived when a student enters the School, the School reserves the right to suspend a student until the form arrives, and the Doctor may raise a private fee for any treatment given in the interim.

Every student is medically examined by the School Doctor when she enters the School and importance is placed upon the detailed exchange of relevant information between the Doctor and the School on the one hand, the parents and the home doctor on the other. The School Doctor pays regular visits to the School to conduct surgeries. NMC Registered Nurses are responsible for the Medical Centre in Leelands.

All pupils must be registered with the School Doctor for the duration of their school career as National Health members. Treatment during the holidays can usually be arranged as an NHS 'Temporary Resident' with your UK family doctor, or privately if you so wish.

All prescribed and non-prescribed medicines, pills, creams, lotions, vitamin pills, etc must be handed in to the student's Housemistress/master. The Medical Centre should be informed by letter or telephone of medications being brought back by a student together with instructions. It is preferable that this is done in writing. Founders pupils are responsible for the storage and administration of their own medicines and are trained to do so safely.

Medical and Nursing Confidentiality

In accordance with the School Doctor's and Nurses' professional obligations, medical information about pupils, regardless of their age, will remain confidential. However, in providing medical care for a pupil, it is recognised that on occasions a doctor and nurse may liaise with parents or guardians, the Headmistress or other academic staff and House staff, and that information, ideally with the pupil's prior consent, will be passed on as appropriate. With all medical matters, the Doctor and Nurse will respect a pupil's confidence except on the very rare occasions when, having failed to persuade that pupil, or her authorised representative, to give consent to divulgence, the Doctor or Nurse considers that it is in the pupil's better interests, or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or body.

ILLNESS DURING THE HOLIDAYS

If your daughter sees a doctor/specialist whilst at home, please ask the doctor to write to Dr Wood at the School or at her surgery with information of any treatment given, as your daughter is the registered patient of Dr Wood.

Please let the Medical Centre know if your daughter comes back to School having had any of the following since last attendance at School:

- X-rays
- Blood tests or transfusions
- Vaccinations
- An operation
- Doctor's consultation
- Homoeopathy or other alternative treatments
- Counselling
- Course of antibiotics
- Other drug therapy

This will enable Dr Wood to keep your daughter's NHS records accurate and up-to-date.

Illness and Disease – If the student contracts any infectious or contagious disease or illness the School must be notified in writing immediately; for the duration of the disease or illness the parent must not allow the student to return to School and the School will not permit the student to remain at School without the consent of the School Doctor.

DENTAL, OPTICAL AND OTHER SPECIAL TREATMENTS

All outstanding dental, optical and other treatments should be concluded during the holidays whenever possible in order to avoid inevitable disruption to a student's progress and to that of her Form.

Every student expecting to play Lacrosse should be provided with a properly fitted mouthguard before entering the School.

It is also requested that students who play Squash and Lacrosse come to School with suitable eye protection.

VACCINATIONS AND INOCULATIONS

Please contact the Medical Centre if travel vaccinations are required. Please allow plenty of time before you are due to travel.

In the UK Tetanus and Poliomyelitis vaccinations are given routinely in infancy (Primary Course). These are followed by Booster Doses at approximately five years of age and a further Booster Dose before leaving School, usually at 16 to 17 years of age. If a student has had either vaccination at any other time, especially since the age of five, the Senior Nurse must be informed.

CONSENT TO TREATMENT

If a student requires medical treatment, every effort will be made to obtain prior consent of the parent or guardian, or the student herself if she is 16 or over. Should this be impossible the Headmistress, Deputy Head, Deputy Head Boarding and Pastoral Care, or the student's Housemistress/master, acting 'in loco parentis', are authorised to give valid consent to such treatment (including anaesthetic or operation) as may be recommended by the School Doctor or a surgeon.

NATIONAL HEALTH SERVICE

The National Health Service works satisfactorily here as regards treatment by the School Doctor and pathological investigations. There is, however, a point on which we should be glad to know the wishes of parents. In the event of sudden illness such as appendicitis, acute asthma attack, etc, it may be imperative to make an immediate decision as to treatment. In such an event we would be glad to know which course you would like the Doctor to pursue:

1. That your daughter should be treated free as an ordinary in-patient under the NHS. If in-patient treatment were necessary, this would mean that your daughter would have to be admitted into the general ward of a local hospital where she would be treated by the surgeon on duty for the week. There would be no question of a choice of surgeon or specialist.
2. That your daughter should be treated as a private patient. In this case, the fees of a specialist or consultant and the charges for a private room or nursing home would be payable by you.

We feel that this decision is one for parents to make and, so that there should be no misunderstanding, it is important that we should know clearly the action the School Doctor is to take in the case of each student. You are asked to fill in the answers to the questions on the Health History and Medical Information form.

It is recommended that accidents and injuries that would normally be assessed in a casualty setting are treated under the NHS initially with a subsequent transfer to the private sector if so wished.

There are many insurance schemes to cover expenses in the case of students treated as private patients.

Prescription Charges

Those over the age of 16 in continuous education do not have to pay prescription charges. When a prescription is written the patient should sign the section on the back to claim exemption. Any payments made cannot be recovered retrospectively.

Registration and Medical Cards

If your daughter has been previously registered with a doctor under the NHS, you must send her Medical Card to the School at the end of the term prior to entry; until this is received the School Doctor may charge for private service.

If the card has been lost, the name and address of the doctor with whom she was previously registered must be sent.

Expenses

The majority of the care we provide to your daughter is included in the school fees but there are a few things that we do have to charge for. These include:

- Escorts. If your daughter needs to go out of school for an appointment and you are unable to take her, we have a team of escorts who will take your daughter to the appointment. There is a charge for mileage and time taken.
- Over-the-counter medication. Some of the over-the-counter medication we give to girls have to be charged for. These are mainly things like creams, ear drops, Bonjela, travel bands for example, which can only be used by one girl. We only charge at cost.
- Travel vaccines. There are some travel vaccines that are not available on the NHS and are chargeable. For example, Rabies, Hepatitis B, Malaria tablets, Japanese encephalitis.
- GP letters. If the School Doctor is asked to complete a medical form or a letter for insurance or scuba diving etc, there is a charge. The School Doctor does this for a reduced fee for Benenden pupils.

SMOKING

The School operates a no smoking policy for all staff. It would be appreciated if parents would acknowledge this custom and refrain from smoking on School premises.

DOGS

Dog owners are asked to clear up after their pets when on School property.

SCHOOL POLICIES

Benenden's policies are regularly updated and the latest versions are always available on the Benenden School website. Below is a list of the policies which appear online:

- Aims and Values
- Alcohol Policy
- Careers, Higher Education and Professional Guidance Policy
- Complaints Procedures
- Curriculum Policy
- English As An Additional Language Policy
- Equality Policy
- Exclusion Policy
- Fire Policy
- First Aid Policy
- Health and Safety Policy
- ISI Report (Jan/Feb 2013)
- ISI Boarding Welfare Intermediate Inspection
- Plan For Foreseeable Crises
- Privacy Notice
- Provision for Pupils With Religious, Dietary, Language and Cultural Needs
- Pupil Behaviour Policy
- Recruitment Policy
- Safeguarding - Anti-bullying Policy
- Safeguarding - Anti-Radicalisation Policy
- Safeguarding - Safeguarding and Child Protection
- Safeguarding - Online safety and Acceptable use of ICT Policy
- Safeguarding - The Use of Reasonable Force Policy
- Security and Control of Access Policy
- Spiritual, Moral, Social and Cultural Education Policy
- Staff Code of Conduct Policy
- Statement of Boarding Principles and Practice
- Taking of Illegal or Controlled Substances Policy
- Whistleblowing Policy



BENENDEN
A COMPLETE
EDUCATION