

SEVENOAKS SCHOOL SUMMER PROGRAMMES WELCOME PACK



TABLE OF CONTENTS

Introduction from the Director	3
Introduction	4
Who We Are	5
What To Bring	6
When You Arrive	8
Settling In	9
What You Will Do	10
School Rules and Sactions	11
Parent Guidelines	13

CONTACT DETAILS



Email:

Summer Programmes Office

sssp@sevenoaksschool.org

Edward Gibson, Director of Summer Programmes

exg@sevenoaksschool.org

Telephone:

**Summer Programmes Office (from 09.00 – 17.00 UK time),
Monday to Friday**

+44 (0) 1732 455133

Out-of-Hours Emergency Contact

(please call only in case of emergency)

+44 (0) 7858 963938

School Address:

High Street, Sevenoaks, Kent, TN13 1HU, United Kingdom

Aisher House (Girls & Boys aged 11-12):

Aisher House, Solefields Rd, Sevenoaks

01732 467732

Park Grange (Girls aged 13+):

Park Grange, High Street, Sevenoaks, TN13 1HY

01732 467730

The I.C (Boys aged 13+):

Solefields Road, Sevenoaks, TN13 1HY

01732 454601

FROM THE COURSE DIRECTOR

Hello and welcome to Sevenoaks School Summer Programmes!

I am sure that you are feeling excited about arriving at Sevenoaks and starting your Summer with us. While some of you will have heard about Sevenoaks from your friends and family, many of you will be experiencing this fabulous school for the first time.

We are all thrilled to be welcoming all of you and will do everything possible to ensure that you have an enjoyable, beneficial and highly memorable time with us.

We have a diverse programme of innovative and dynamic lessons, exceptional co-curricular options, exciting evening activities and stimulating excursions for you.

All our staff are extremely friendly and will be looking to support you at all times throughout your stay. If you need to know anything, or just want to talk to somebody about something, please approach any member of the team at any time and we will do everything we can to help you.

I want to encourage you to make the most of the whole experience. In doing so, I know that you will develop new skills, have an amazing time and make lasting friendships.

I am very much looking forward to meeting you soon.

Edward Gibson
Director of Summer Programmes



INTRODUCTION

Sevenoaks School Summer Programmes is a friendly community of international students and school staff. It is operated and managed within Sevenoaks School, and as such, reflects the exceptionally high standards set by one of the finest schools in the UK with almost 600 years of history. Sevenoaks is one of the world's most successful IB schools, and is the top-performing fully co-educational IB school in the UK. In The Sunday Times Parent Power 2023 guide, Sevenoaks School was named the top co-educational independent school in the UK.

Accommodation

Girls aged 13 and above will stay in Park Grange, a beautiful Victorian house in the middle of the school's campus. Older girls will be in single and double rooms while the younger girls will share in larger dorms. Boys aged 13 and above will stay in The IC, a spacious and purpose-built boarding house which our Sixth Form boys live in during the academic year. All students are in single and double rooms.

Boys and girls aged 11 and 12 will stay in Aisher House. Our newest boarding house, Aisher is a purpose-built house set in pleasant surroundings. Boys and girls are in separate sections of the house with girls in single, double and triple rooms while boys are in single, double and quadruple rooms.

Inside both houses, there are communal areas where you can relax and socialise with other students.

There are a number of staff staying in the houses who will get to know you as quickly as possible. Email and Wi-Fi internet access are available throughout the houses, enabling you to stay in touch with your family and friends. This will be available when you are in the house but will be switched off at 10.30pm. The Summer Programmes are tiring, and sleep is extremely important. To ensure students get a good night's sleep, students aged 11-15 must hand in their phones to a Houseparent before bed. Don't worry, you'll get them back in the morning.

Food

We provide three freshly-cooked meals a day and snacks in break times and in the afternoon at the boarding houses. There is a menu of food choices and we cater for different dietary requirements. Please let us know of any allergies you may have before you arrive. On extended excursion days you will be provided with a packed lunch. Dinner on return will be takeaways eaten in the boarding houses.

Equal Opportunities

Sevenoaks School Summer Programmes does not tolerate prejudice based on race, gender, ethnicity, sexual orientation, disability, religion or belief. If you have any concerns about this during your stay, please speak to the Director.



WHO WE ARE

If you need anything during your stay with us, these are the people to ask:

Mr Edward Gibson (Session One) and Andy Bishop (Session Two) are the Directors and oversee the whole of Sevenoaks School Summer Programmes. You should speak to them if you have any serious problems.

Ms Lauren Bagge, the Summer Programme Coordinator, works with Mr Gibson and MR Bishop in preparing for the Summer Programmes. She is involved in all areas of the Summer Programmes.



Mr Jamie Cullen and Mrs Shelly Lloyd, the Heads of Co-Curricular, are responsible for organising all of the co-curricular activities and excursions; you will see their team of Activity Leaders a lot.



Miss Alanna Hill (Session One) and Miss Jayem Won (Session Two), the Heads of House of Park Grange live with the girls in the house and have overall responsibility for their safety, well-being and happiness.



Mr Jack Jarvis (Session One) and Mr Seb Coquelin (Session Two), the Heads of House of The IC live with the boys in the house and have overall responsibility for their safety, well-being and happiness.



Mrs Duran-Oreiro (Session One) and Mr Danby (Session Two), the Heads of House of Aisher House, live with the boys and girls in the house and have overall responsibility for their safety, well-being and happiness.



Houseparents live with you in the boarding house and are here for you whenever you have a problem, are unwell, or just want somebody to talk to. Teachers will prepare and teach your lessons all summer. A Health Care Worker is on site Mondays to Fridays 07:00—09:00. Please remember that all of the staff are very happy to help you and make your stay as comfortable as possible, so please let us know when you need something. You will also have the chance to socialise with Sevenoaks School day pupils who will be Student Hosts on the Summer Programmes.

WHAT TO BRING

To help you settle in and enjoy your time at Sevenoaks, it is important that your room feels like home.

Clothing

Remember: although you will be coming to Sevenoaks School Summer Programmes during the summer, the British weather is unpredictable and may not be as warm or sunny as you are used to. Bring clothes which are suitable for hotter or cooler weather.

Your clothing can be washed every day so you only need to bring enough for one week.

Below is a list of suggestions for what to bring with you to Sevenoaks. This will help to make sure that you don't bring too much, but also that you have everything you need.

- Enough underwear and socks for one week
- 2 sets of nightwear
- 2/3 pairs of jeans/trousers/shorts/skirts/dresses
- Enough T-shirts for one week
- Sports clothes (depending on the activities you have signed up for but enough for the four sessions per week)
- 1 warm jumper
- 1 waterproof jacket for outdoor activities
- 1 swimming costume (full bathing costume or 'board shorts', no bikinis)
- 1 pair of trainers
- 1 formal outfit for the Leavers' Ball

Boys: trousers/chinos, a shirt and tie

Girls: dress or smart skirt/trousers and blouse (heels must not be higher than 4cm)

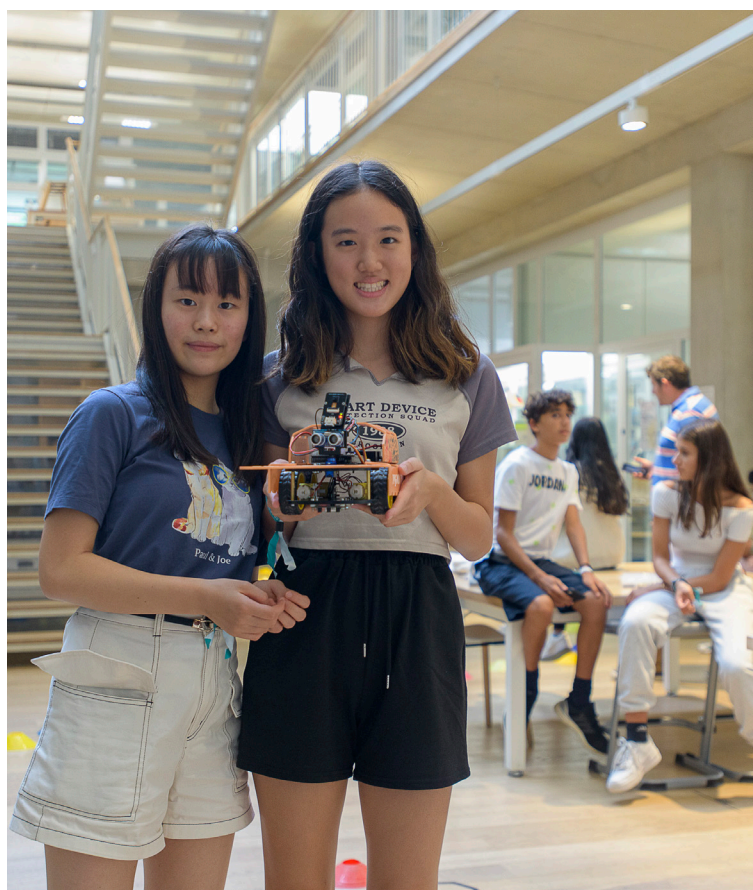
Please note that if you are deemed to be dressed inappropriately, you will be asked to change into something more suitable.

Additional Items:

- Toiletries/Cosmetics:
- Face mask
- Shampoo
- Conditioner
- Shower gel
- Hair Brush
- Bar of soap
- Toothbrush and toothpaste
- Roll-on deodorant
- Moisturiser
- Sun block
- Prescribed medication. This must be given to the Head of House on arrival and not kept in your bedroom.

Medication will be given to you at the prescribed time by an authorised member of the House team or the Health Care Worker. We will accept medicines prescribed by a doctor from your own country, **as long as there is an English translation.**

Please note, students should not bring their own COVID-19 rapid tests. Official government policy in the UK is that children should not routinely test for COVID-19. We have our own tests at the school which can be used if the medical team feel it is the correct step.



WHAT TO BRING

Additional Toiletries For Girls

- Sanitary towels and/or tampons
- Make-up and make-up remover. We reserve the right to ask girls to remove excessive make-up.

Sport Activities

Only applicable if you have chosen one of the activities below when you completed your booking form)

- Golf: We will provide the golf clubs for you. Please bring your own golf shoes if possible. Students should wear trousers and polo type shirt.
- Tennis: We will provide the tennis rackets for you. Please feel free to bring your own racket if you wish to do so.
- Football: Please bring moulded football boots and shin pads.
- Athletics, Badminton, Basketball, Dance and Introduction to British Sports: Please bring indoor trainers.

Miscellaneous (Essential)

- Passport or ID Card (and Visa if applicable)
- £20 damage deposit
- Padlock
- Pens & Pencils
- Towels
- UK Plug Adaptors
- Pocket money (recommended £150 per week, no more than £250 per week)

Miscellaneous (Suggested)

- Electronic devices (laptop or tablet useful for lessons but not essential)
- Hair accessories
- Hairdryer
- A selection of snacks and sweets
- Pocket tissues

List Of Forbidden Items

You must not bring any of the following articles to Sevenoaks School Summer Programmes under any circumstances. Sevenoaks School Summer Programmes operates a zero-tolerance policy on the use of any of the following items.

- Tobacco/cigarettes/E-cigarettes
- Alcohol
- Illegal drugs/'Legal Highs'
- Blades, firearms, air guns, replica firearms or any other form of weapon
- Poisonous/corrosive liquids
- Flares, lighters or candles
- Pepper spray
- Explosives

We reserve the right to send you home if you bring, use or attempt to use any of the above.



WHEN YOU ARRIVE

If you have arranged to be picked up from the airport by Sevenoaks School Summer Programmes, once you have collected your luggage and have gone through customs, a member of staff will meet you at the airport arrivals exit (as outlined on the Arrival Information document). The member of staff will be carrying a sign with your name on it. In the unlikely event that you get lost, you should report to the airport information desk and ask the airport staff to **call +44 (0) 1732 455133 or +44 (0) 7858 963938** and speak to a member of the Summer Programmes team.

On Wednesday

You may be brought to the school by your family or someone from Sevenoaks School Summer Programmes may be collecting you at the airport and bringing you safely to Sevenoaks School.

You will check in at the Boarding House. We will take your passport, airline tickets, medicines, damage deposit and pocket money and keep it safe. You will need to sign to confirm these items have been handed in to a member of the House Team.

We will give you something to eat and drink, then a member of the House Team will show you to your room, where you can unpack.

There are lockable cupboards in your room to safely store all your valuables. Please make sure you lock them away at all times when you are not in the room. Unless you are in a single room, you will share your room with at least one other person of the same sex and of a similar age but a different nationality

If you have any problems in the Boarding House, please speak to the Head of House or Houseparent. It is best to get started and have fun straight away.

If you arrive in the morning or early afternoon, there will be lots of optional activities for you to take part in. In the evening there will be a Welcome Meeting when we will explain the School Rules and what we expect from you. Following this, the Director will tell you about your classes for the week and the activities and excursions that are happening. After the meetings, there will be activities so you can get to know everybody else.

Departures

On your final Tuesday night you will pack your bags ready for departure. Students departing Wednesday afternoon or evening may participate in Wednesday activities but will be collected by a member of the Boarding House staff several hours before their flight is due to depart.

Check-out

On your departure day, you must be packed and have your belongings out of your room before breakfast as the cleaners need to clean all the rooms before the next students arrive. We will return your passport, airline tickets, money, bank cards, damage deposit and medicines. You will need to sign to confirm receipt. If you have arranged for Sevenoaks School Summer Programmes to organise your departure, a member of staff will travel with you to the airport and make sure that you pass safely through airport check-in and the security area.



SETTLING IN

It is important to us that you feel at home within the Boarding House as quickly as possible. Here are some 'top tips' based on the experiences of previous summer students which they would like to pass on to you:

Preparation Before Coming

Read about the Summer Programmes on the website. There will be a lot to take in once you get here so having a basic idea of the activities you would like to take part in, what the school site looks like and what your daily routine might involve, should help you to get used to everything more quickly. Think of ways to make your room as homely as possible. Make sure that you don't forget to label your items of clothing with your name.

Arrival/Settling In

Accept that everybody is a little nervous when they first arrive. Be kind and understanding towards others. Be yourself. There is nothing to be gained by trying to pretend to be someone or something you're not.

Don't spend too much time in your room. The best way to settle in quickly is to meet as many of your fellow students as possible. This is much harder to do if you stay in your room.

Make sure that you speak to the Sevenoaks students. Speaking to our Student Hosts will help you find out more about being in the UK and you may end up with a friend for life!

Explore the common areas of the Boarding House and

introduce yourself to other students. Chat to your Head of House and Houseparent. They are here to look after you and make sure you are safe and happy.

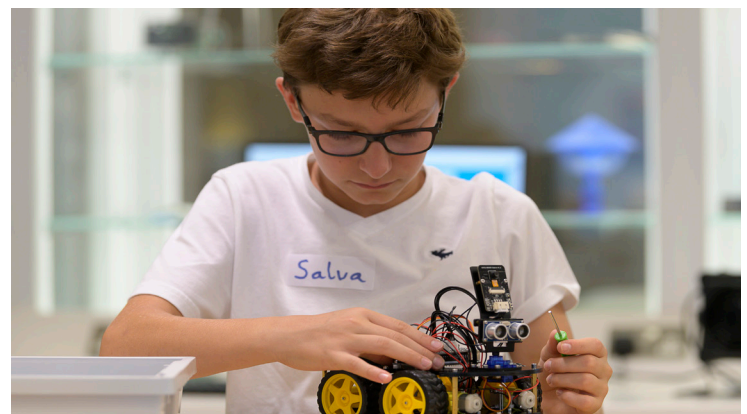
Don't be afraid to ask questions. As many as you need! Try not to call home too often, especially during the first day or two. It is nice to let your parents know you have arrived safely and catch up with what is new at home from time to time, but calling home a lot can make you feel even more home-sick. Your parents will miss you too and will also find the separation difficult at first, but they want you to enjoy yourself and make new friends. Besides, if you call home every few hours, you will run out of exciting news to tell!

Keep busy. Get stuck in to your classes and organised activities. Take part in as many things as you can. Enjoy Sevenoaks School's beautiful grounds.

Don't panic if you get something wrong. We know it takes a while for you to get used to things. If you are late for a class or activity in your first few days, or get lost, you will not be in trouble.

The Most Important Tip Of All

If you are feeling low, scared, home-sick or worried, don't suffer in silence. Talk to a friend or member of the House Team. You are never alone at Sevenoaks School - there is always someone there to support you.



WHAT YOU WILL DO

Academic Course

In your lessons, your teachers will make sure you have an outstanding learning opportunity to develop your skills in a motivating and communicative setting.

Whether you are taking The Summer Programme, or our English Language Course, we have developed a unique syllabus, which draws from the syllabus taught at Sevenoaks School year-round.

When you leave the course you will be given a Sevenoaks School certificate and your parents will receive a report detailing your progress.

Those of you who are taking The Summer Programme will study four modules in the two weeks that you are at Sevenoaks: Critical Thinking, Social Leadership, Creativity and Digital Skills.

Students taking the English Language Course will study a bespoke course designed to improve your Academic English and communication skills. You will also have the unique opportunity to learn alongside Sevenoaks School students in the afternoons, as they will join your classes to take part in collaborative project work.

Afternoon and Evening Activities

At Sevenoaks, we place great emphasis on learning outside the classroom; our Co-curricular programme and the evening activities are a vital part of the experience.

You will have already chosen which Co-curricular afternoon activity you are taking part in.



In the evenings, our Activity Team will prepare a varied and interesting programme which makes use of our fantastic facilities and ensures that you have a highly enjoyable time here. There will be exciting whole school activities as well as some evenings with different choices.

Excursion

Because of our outstanding location we can offer excursions to some really exciting places. You will also have a chance to go shopping. These excursions take place on the middle Wednesday and both Saturdays. Each excursion ends with a takeaway dinner back at the boarding houses.

Workshop

On the morning of the middle Wednesday of your stay, you will take part in a workshop where we have external experts coming to the school to provide immersive enrichment experiences for you, based around medicine, sports science, virtual reality and more.

Sundays

We like to allow students to have some independence so on Sundays, students aged 16-17 have the option of taking the train to London in small groups of 2 or more, as long as parents have emailed their permission at least 72 hours in advance and as long as the Director feels the students are mature enough. Students aged 11-15 are allowed to spend some of the day in Sevenoaks, within a specific area. There are also optional activities taking place at the school.



SCHOOL RULES

General

- Be friendly, kind, helpful and polite to everyone.
- No alcohol, smoking or vaping (zero tolerance at all times).
- Never leave the school grounds without permission.
- You are not allowed to use mobile phones during lessons, activities or mealtimes.
- Never be unkind to another student and always respect their property.
- Speak English at all times.
- Do not use bad language (in any language).
- Respect the School grounds and property - no graffiti or litter.
- Avoid noisy or disruptive activities.
- Be on time for all lessons, activities and excursions.
- No chewing gum.
- Enjoy yourself and be happy!

In Class

- Don't be late for classes – always arrive on time.
- Always bring your workbook and a pen with you.
- No eating or drinking (water only).
- Speak in English.
- Participate in all lesson activities.
- Ask questions if you are unsure.
- Treat other students with respect.
- Bullying.

Bullying of any kind is unacceptable and will not be tolerated at Sevenoaks. If you feel that someone is being unkind to you at any time, please speak to any member of staff. The full Sevenoaks School Summer Programmes Anti-Bullying Policy will be available on the website at:

www.sevenoakssummerprogramme.co.uk



SCHOOL RULES

In the Boarding House

In order to live peacefully together, we must all respect each other's property, space and right to privacy. Therefore, for the benefit of everyone, please abide by the following Do's and Do Not's:

Do:

- Be kind to your room-mate.
- Share space equally.
- Respect lights out and be quiet when it is time to go to sleep.
- Keep your room tidy.
- Put your clothes away and place dirty laundry in your laundry bag.
- Put rubbish in the bin.
- Keep your valuables locked in your cupboard whenever you leave your room.
- Shower every day.

Do not:

- Enter another student's room if they are not present or you do not have their permission.
- Enter staff accommodation without permission. If you need help, knock on the door and wait.
- Keep a large amount of cash in your wallet or your room.
- Keep medication in your room.
- Use 'Blue Tack' or sticky tape to fix anything to painted walls.
- You may only visit the boarding house of the opposite sex at certain times and you may only visit specific social areas of the house. Under no circumstances is any student permitted in the bedroom of a student of the opposite sex.

Sanctions

If you break any of the School Rules, a member of staff will talk to you about what happened and why your behaviour is unacceptable.

If you behave very badly, or repeat bad behaviour, we will use the following sanctions:

1. **First Warning** – you will be given a verbal first warning by the Director, Head of Co-curricular or Head of House
2. **Second Warning** (parents informed) – you will be given a written second warning by the Director and your parents will be informed of the situation.
3. **Final Warning** – you will be given a final written warning by the Director which stipulates that you will be immediately sent home should there be a repeat of this unacceptable behaviour.
4. **Exclusion** – you are sent home.

Sevenoaks School Summer Programmes staff reserve the right, where appropriate, to exclude a student from a period of free time or an activity/excursion alongside their Second or Final Warning. This extra punishment would apply in cases of verbal abuse or violence perpetrated against another student or a member of staff.

Sevenoaks School Summer Programmes reserves the right, at the discretion of the Director, to administer an immediate Final Warning or Exclusion for serious breaches of discipline.

The full Sevenoaks School Summer Programmes Behaviour Policy will be available on the Summer Programme website at - www.sevenoaksummerprogramme.co.uk



PARENT GUIDELINES

Contacting Your Child

Your child will have access to Wi-Fi when he/she is in the Boarding House until 22:30.

We understand that you will be thinking of your child and will want to know how they are getting on. However, it is important that the child immerses themselves in the course; too many calls or messages to and from home can disrupt this process and potentially cause or worsen homesickness. Try not to call too often, especially during the first day or two. You will of course want to know that your child has arrived safely and catch up with what is new from time to time, but you will also be wanting them to enjoy themselves and make new friends. They will not be able to use their phones during lessons and mealtimes. You will be able to keep track of how much fun your child is having at Sevenoaks through our Facebook and Instagram pages.

Contact With Staff

The Summer Programmes office can be reached via email (sssp@sevenoaksschool.org or telephone +44 (0) 1732 455133 (09:00—17:00, Monday-Friday) . **In case of an emergency, you can call +44 (0) 7858 963938 (out-of-hours). You can call the boarding houses on:**

Aisher House (Boys & Girls aged 11-12): 01732 467732
Park Grange (Girls aged 13+): 01732 467 730
The I.C (Boys aged 13+): 01732 454601

Sevenoaks School Summer Programmes will contact parents immediately if their child suffers more than

a very minor illness/injury while with us. Please note that we are unable to give daily, personal updates on children.

Sevenoaks School Summer Programmes prides itself on the quality of teaching and pastoral care provided to its students. However, if parents do have a complaint, they can expect it to be treated with due respect and confidentiality by the Summer Programmes. Any complaint or concern should be addressed to the Director. He can be contacted by telephone or email provided on page two of this booklet. It is hoped that most complaints and concerns can be resolved quickly and informally. For further information on our Complaints Procedure & Policy will be available on our website www.sevenoakssummerprogramme.co.uk

Reports

At the end of the course, you will receive a report on your child. This will detail their progress academically and tell you all about what they have done in their classes with us.

Deliberate Damage

We reserve the right to ask you to cover damage to the school's property caused by deliberate action or gross negligence which is the clear fault of your child.

On arrival, your child will be required to pay a refundable bedroom damage deposit of £20 in cash.



PARENT GUIDLINES

Pocket Money

Sevenoaks School Summer Programmes is an all-inclusive course. During their stay at Sevenoaks, students will have three freshly-prepared meals, and fruit and snacks can be accessed in the Boarding House at any time. Students will therefore only need money to buy small things from local shops or certain items during excursions on Wednesday afternoons, Saturdays or the Bluewater shopping excursion.

The amount of pocket money is of course at your discretion but we would recommend around £100-£150 per week. We will collect your child's pocket money upon arrival and store it in a locked cupboard. It will then be made available to them to sign out and sign back in whenever appropriate. Students must not bring more than £250 per week spending money in cash to Sevenoaks.

On arrival, your child will be required to pay a refundable bedroom damage deposit of £20 in cash. On excursion days, students will be able to take out

more of their pocket money. For security reasons, your child must not bring more than £250 per week spending money in cash to the Summer Programmes.

Excursion Supervision

On excursions, students will be allowed some free time in small groups once they have been informed of the area they are allowed to explore, the meeting point and meeting time, and what to do if they need to quickly find an Activity Leader. If you do not want your child to have any unaccompanied free time, please email the Director as soon as possible.

Insurance

We recommend you take out a comprehensive insurance policy for your child while they are with us, to cover for any emergency situations. Insurance is not included in the course fees for our Summer Programme, so families should arrange their own policies.

FOLLOW US

Keep up to date with daily photo and video uploads on our social media channels.

Instagram - www.instagram.com/sevenoaksschoolsummerprogramme

Facebook - www.facebook.com/SevenoaksSchoolSummerProgrammeUK

FINAL MESSAGE

Thank you for choosing Sevenoaks School Summer Programmes. We are sure that your child will find studying and staying with us to be motivating and fun, giving them the opportunity to make friends from different countries and have an amazing summer. We are certain that you will enjoy hearing about all their experiences of Sevenoaks when they get home.

