



THE
WORTHGATE SCHOOL
CANTERBURY

Student Handbook

2024-2025





The Worthgate School is an international boarding school that goes beyond the classroom to **inspire** and **empower** students to contribute positively to our world, **achieve** academic success, and thrive in life.

Inspire

Our ambitious and stimulating education experience develops inquisitive mindsets and motivates students to recognise and embrace opportunities in life.

Empower

A nurturing and supportive environment is key to strengthening a student's resolve, giving them the attitude, skills and confidence to overcome any challenge.

Achieve

We recognise the ambition of each student, work with them to understand their goals, and support them to persevere and achieve success.



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EVERYTHING YOU NEED TO KNOW DURING YOUR TIME WITH US

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“The aim of school is to encourage you to realise your potential, fostering independence and maturity in order to prepare you for your future.”

At The Worthgate School, we pride ourselves on our academic success and outstanding experiences. Through an understanding of what each person is capable of, we encourage our students to develop those skills, traits and attitudes that can help them become confident, flexible, resourceful, self-reliant and, perhaps the most pertinent, courageous and resilient. These skills are what will allow you to continue your education with an awareness of what you have the power to be, and to do.

We aim to provide a safe, comfortable, and secure environment to support the wellbeing and healthy development of each individual. Our boarding staff and ensuite accommodation aim to provide a home-from-home experience, whilst encouraging independence and building self-confidence in a multinational community where respect, open-mindedness and equality prevail.

The historic City of Canterbury is home to three universities and a great place to be a student. It's big enough to be stimulating, with great cultural, shopping, and leisure activities, but small enough to help you feel at home quickly; Canterbury is a very friendly place. If you want to visit London, it is under an hour away by train.

We are all looking forward to supporting you in your learning journey at The Worthgate School and leading you on to success for your next destination.

Welcome to Worthgate, and CATS Global Schools.

Dr Ian Gross
Principal

Your Campus

LANYARDS

It is imperative that you always wear your lanyard and ID card during the school day and before curfew in the accommodation. You will need your card to access classrooms, go into school buildings and your bedroom, but also it is a quick and clear indication that you are a student in our school community and therefore supposed to be in the school. This, therefore, doubles as a security measure. Anyone not wearing a school lanyard and ID card should be asked to go to reception to sign in.

MEALS

Please ensure you have your lanyard and ID card with you to access the Dining Room. If you do not have your ID card with you when trying to enter the Dining Room, you may be delayed or refused meals. All students living in our Boarding residences have breakfast, lunch and evening meals in the Dining Room. You are expected to clean your table prior to vacating it and to stack your tray on the rack provided. Private accommodation students can buy tokens to have meals in the Dining Room. Tokens can be bought from the Chaucer Café on site.

DINING ROOM OPENING TIMES

Monday to Friday

Breakfast: 07:30 – 08:30

Lunch: 11:30 – 14:00

Dinner: 17:00 – 18:30

Saturday and Sunday

Brunch: 11:30 – 13:00

Dinner: 17:00 – 18:00

Drinks and snacks are available from The Worthgate Chaucer Café, vending machines, and from the local shops. There are also small kitchen areas available to make snacks for yourselves in residences during evenings and weekends. Please see your house rules for details.

LETTERS, PARCELS AND DELIVERIES

All post should have your full name printed clearly in English and your accommodation name, on the front of the letter and/or package. Your letters and packages will be available for you to collect from our dedicated postroom Monday to Friday at the end of the school day. If you live independently, please send all mail and parcels to your home address.

You should arrange for all letters and packages to be sent to the main school building at:

*[STUDENT NAME]
68 New Dover Road
Canterbury, Kent, CT1 3LQ.*

We cannot take responsibility for any lost or damaged mail, parcels, packages, or delivered items of any sort. If we suspect prohibited items or items of an age restriction are ordered to The Worthgate School, we reserve the right to investigate the contents without students present.

Academic Matters

ACADEMIC STANDARDS

The Worthgate School has established an excellent reputation for academic achievement and student progression to outstanding universities, and whilst you are here, we will guide you to make informed decisions, but the choice will be yours. We will offer you tools and opportunities, but the responsibility for your studies, exams and performance lies with you.

All your timetables, attendance, reports, and exam documents can be accessed on the following website: <https://my.worthgateschool.com/>

If there is an issue with your timetable, please contact the Curriculum Officer immediately. If changes are made, you must follow the existing timetable until your Student Portal (online) timetable is revised. Subject changes will only be made if it is possible within the constraints of the school timetable. Changes will not be made after two weeks from the start of term. You must discuss any changes with the Assistant Principal Academic or Director for Higher Education or the Vice Principal. Attendance to all timetabled lessons is compulsory. If you have not been present in at least 95% of all your lessons without good or valid reason(s), the school cannot guarantee that you will be entered for your final examinations.

Depending on your programme of study, you may find that at times you have no timetabled lesson. In this case, you will have the opportunity to study independently. There are designated areas around the school for this purpose. This is not free time, but time for you to work on your studies and arrange meetings with tutors when they are free.

HOMEWORK AND ASSIGNMENTS

You will be set homework, and you will have assignments, which must be completed on time (this includes drafts, where relevant). Missing a deadline can have significant consequences, therefore if you have any difficulties, you should discuss these with your Subject Teacher or Personal Tutor. There will be 'Prep Time' in the Boarding Houses; time will be set aside to allow you to continue with your studies and complete homework.

TESTS, EXAMS AND SELF-STUDY

When you are not in a timetabled lesson, you are expected to be in private study. Study areas to include the Learning Resource Centre (LRC), Library or Private Study Area (PSA), can be used for this. Additional support can be requested to help you settle into routines, successfully access courses, and consequently excel. All staff are dedicated to ensuring that everyone gets the same opportunities and assistance. The aim of the support is always to raise the student's level of independence.

HOW MIGHT STUDYING IN THE UK BE DIFFERENT?

The experience of studying in the UK is entirely different to studying in some other countries. In the British education system, learning is cumulative. UK students will have GCSEs or equivalent qualifications in their chosen subjects before they go on to study courses such as A levels, the University Foundation Programme (UFP), or the International Baccalaureate Diploma Programme (IB). An overseas student may need to provide evidence of their High School studies. Overseas students will need to have previous knowledge of some subjects, including Maths and the Sciences before they take A levels, IB or UFP. A lack of prior knowledge may lead to difficulty accessing and understanding the content of the chosen course. For new subjects you will need to work particularly hard to succeed. Sometimes you will find you have already studied a topic, but you must make sure that you complete the work set by the Teacher. This work will still be useful in terms of language and exam practice.

EXAMS APPEAL PROCESS

There are appeals processes for all external exams. Details are emailed to all students with each exam series. You must inform us within 48 hours if you want to make an appeal. There will be charges for re-marking at different levels. Any charges are refunded if your appeal is successful. You must be aware, however, that on an appeal, marks can go down as well as up and you have no alternative but to accept the outcome of any rechecking of your marks. The Worthgate School Exam policy can be found on our website <https://worthgateschool.com/policies/> or on request from the school.

HOW CAN THE HIGHER EDUCATION TEAM HELP ME?

The Director for Higher Education can be found in the Learning Resource Centre at 68NDR and can assist with a wide range of services, but most importantly helping you get into university. Most students at The Worthgate School apply to UK universities, but we also offer support to other universities around the world. In the past students have applied to universities in the USA, Canada, Korea, China, Hong Kong, France, Czech Republic, Italy, and Germany. If unsure, check with our Director for Higher Education.

It is important that you meet all internal deadlines the school sets. Applications for UCAS, for example, are set earlier for your benefit so that your application can be sent off in good time. Please don't wait until the last minute.

Please ensure that you pick up and read our Higher Education Guide that contains detailed information about what we offer during your time at the school. You can contact the Director of Higher Education, Robin Cousins, at: rcousins@worthgateschool.com

Accommodation: Boarding Life



Welcome to boarding life at The Worthgate School, where belonging to a vibrant community is at the heart of everything we do. Here, we create a family atmosphere that nurtures every student, offering a home away from home where comfort, confidence, and care are paramount. At Worthgate, you can truly be yourself, surrounded by friends who become like family, and supported by dedicated staff who ensure you thrive

academically, socially, and personally. Together, we foster a sense of unity and belonging that makes our boarding community special, providing a warm and welcoming environment for all.

Boarding life here at The Worthgate School is broken down into 5 elements. We call this the Big 5.



ME

This is the part you will pay in your experiences - we want you to be a leader of your experience and engage in life here at Worthgate. We will be here alongside you every step helping you make the most of your time here.

What do you want to achieve for YOURSELF whilst your at Worthgate?



my TEAM

The boarding team will work alongside you to guide, support and challenge you to be the best you can be.

There are a variety of teams here to support you:

- Boarding Team**
- Medical Team**
- Independent Listener**
- School Counsellor**
- Student Communications**



my SPACE

Learn about the spaces in boarding that form your home from home.

Learn about your residence, communal areas, outdoor spaces, the local area and how you can make the most of them.



my ROUTINE

Learn about the routines in boarding to help you engage with daily life and ensure you are well organised. It is important you are in the right place, at the right time making the right choice.



my OPPORTUNITIES

There is a wide range of opportunities on offer to help you make the most of your time here.

Opportunities on offer include:

- Student Leadership**
- Community based experiences including volunteering.**
- Sports**
- Activities in the boarding residences**
- Local weekly trips**
- Termly trips outside of Kent**
- Annual International Trips**

The Boarding Life website outlines all aspects of boarding life and will help be a reference guide for you during your early days at Worthgate. Students receive a link to the Boarding Life website on arrival.

All students are expected to live in accommodation provided by the school. Only in exceptional circumstances will students be permitted to live in private accommodation with the express prior permission of the Principal.

Please note that there are restrictions on students under 18 and over 18s living in close proximity.

If you want to change accommodation, you should speak to the Head of Boarding. No room changes are permitted to take place without prior permission. Unfortunately, no guarantee can be given that a request for a particular type of accommodation can be met. If a request cannot be met, the closest suitable alternative will be offered if possible. Students may be permitted to use a shared room as a solo occupant if logistics allow, in which case no additional supplement will be charged. Should the second bed then be required, the room will immediately and without notice become a shared room.

The Worthgate School reserves the right to change your type of accommodation for disciplinary reasons, in which case you will have to pay any increased costs that may arise. It may be necessary to ask you to change accommodation for other reasons. This is especially the case for students studying during the Easter Holiday and in the summer term.

BOARDING HOUSES (Residences)

Boarding Houses are not open to students during normal school hours, Monday to Friday from 08.00 to 16:00. The Residences are closed during the Christmas holidays. All students are to leave their boarding house by 8am each weekday morning (except Marlowe, Harvey and Ersham). All students are required to attend morning registration at 8:45am on each weekday morning.

Upon completion of your study at The Worthgate School, it is required that you take all your belongings with you. We cannot store your belongings for you, so you will need to arrange for collection and private storage.

BOARDING HOUSES OPENING AND CLOSING DATES

August/September Arrivals Weekend

Boarding will open for the new academic year at **10am on Saturday 31st August and Sunday 1st September 2024**

Lessons commence on Monday 2nd September 2024

Christmas Closure 2024

Boarding will close for the Christmas break on **Sunday 13th December at 12pm midday 2024**

All students are to leave site but are allowed to leave their rooms set up/store belongings.

January 2025 Opening

Boarding will reopen in the New Year on **Saturday 4th January at 10am 2025**

End of Summer Term Closure

Term ends on **Friday 20th June at midday.**

Boarding will close for the Summer on **Saturday 21st June at 4pm 2025.**

All students are to leave site and take all belongings with them.

If you have A Level exams in the week beginning 23rd June you are to stay until your exams are complete.

EXEATS

If you need to stay out later than allowed, have a day out away from Canterbury or wish to go away at the weekend or overnight, you must complete a permission form (called an Exeat) on Reach. There are different types of Exeats:

School Holiday Exeat
Day Exeat
Overnight Exeat

Students are restricted to 10 exeats in one academic year, please note this does not include School Holiday Exeats

Overnight and Day Exeats at weekends must be submitted by Wednesday 12pm. All School Holiday Exeats must be submitted two weeks before the holiday. Students are not to travel home before the end of term unless there are exceptional circumstances with prior approval with the Principal. If your attendance is below 95% or if you are on a discipline level, permission may not be given, and you need to discuss this with your Head of House. Students living in 18+ accommodation are required to follow all exeat guidelines. All students can find further guidance on our [Boarding Website](#).

All exeats' terms and conditions are subject to change due to a variety of factors. If you believe special consideration is required, your parents should contact the Attendance and Exeats Officer.

ROOM KEYS

Each student in school accommodation has a Key Card to their room (you must not share this with other students). You will also have a safe/security box in your room and will be shown how to set the code. If you have a safe with a Key, this must be held securely, If the key is lost during your stay, then a replacement Safe cost of £35 will be charged. Do not allow others access to your security code. This is for valuable possessions including cash. Replacement ID or room cards will cost £5 and replacement lanyards will cost £5.

Washing and drying machines are available for you to use. Please see your House Parents for laundry room availability. You will need to provide your own washing powder.

ELECTRICAL APPLIANCES

A thorough inspection of all electrical appliances is made when you join us and periodically during your stay. You are not allowed to use electrical items in your room such as kettles and rice cookers.

PAT TESTING

Portable appliance testing (PAT) is the term used to describe the examination of electrical appliances and equipment to ensure they are safe to use. Most electrical safety defects can be found by visual examination, but some types of defects can only be found by testing. All the students' electrical devices will be PAT tested in the first term by an external agency. This test is carried out at a dedicated time within the board houses.

You will be asked to lay out all your electrical devices on your bed on the day of the test. You will be given plenty of notice, so you are able to plan to charge your laptops and phones for the day. The test will occur when you are in lessons and involves plugging in each device into a machine that tests the safety of the device. If the device passes you will find a sticker on the plug.

If your device or cable fails the test, it will be labelled with your room number and boarding house and

removed from your room. It will be safely stored in the boarding storage area until you leave the school at the end of the year. The item will be returned to you upon presentation of a UK compliant cable or adaptor. If you are unsure of where to buy a replacement for your failed item or a UK compliant adaptor, see your houseparent and they will gladly help you.

ROOM DAMAGE

A thorough Room Inventory and Condition Inspection form will be completed on checking in to your allocated accommodation and agreed with yourself and the House Parents. This will form the basis of room checks when leaving, any subsequent damage found will be chargeable on departure.

CURFEWS

Curfews mean you must be back in your residence by the times below. There are winter and summer curfew times:

Winter

Knights/Franklin	Chaucer/Archbishops/ St Lawrence	Harvey/Marlowe/Ersham/Holmes
Monday/Thursday	Monday-Thursday	7 Days a Week
Onsite curfew – 19:15 Bed Check – 21:30	Onsite curfew – 20:00 Bed Check – 22:00	Onsite curfew – 23:00
Friday and Saturday	Friday and Saturday	You must place a Late Night Permission Exeat if you wish to be out of residence after 11pm 7 days a week. Please do this on Reach.
Onsite curfew – 19:15 Bed Check – 22:15	Onsite curfew – 21:00 Bed Check – 23:00	All students are to sign in and out of locations on and off campus using their mobile phones on Reach or face to face with the houseparents.
Please do not leave the building after the bed check as the building is alarmed.	Please do not leave the building after the bed check as the building is alarmed.	
All students are to sign in and out of locations on and off campus face to face with the houseparents.	All students are to sign in and out of locations on and off campus face to face with the houseparents.	

Summer

Knights/Franklin	Chaucer/Archbishops/ St Lawrence	Harvey/Marlowe/Ersham/Holmes
Monday-Thursday	Monday-Thursday	7 Days a Week
Onsite curfew – 20:30 Bed Check – 22:00	Onsite curfew – 21:00 Bed Check – 22:30	Onsite curfew – 23:00
Friday and Saturday	Friday and Saturday	You must place a Late Night Permission Exeat if you wish to be out of residence after 11pm 7 days a week. Please do this on Reach.
Onsite curfew – 20:30 Bed Check – 22:30	Onsite curfew – 21:00 Bed Check – 23:00	All students are to sign in and out of locations on and off campus using their mobile phones on Reach or face to face with the houseparents.
Please do not leave the building after the bed check as the building is alarmed.	Please do not leave the building after the bed check as the building is alarmed.	
All students are to sign in and out of locations on and off campus face to face with the houseparents.	All students are to sign in and out of locations on and off campus face to face with the houseparents.	

Visitors of the opposite sex are NOT allowed in your bedroom for any reason. Visitors aged 18 and over are not allowed in Houses with 16 and under students. Students under 18 or living in under-18 accommodation are not allowed in over 18 houses. (Exceptions might be made by the Head of Boarding or Senior Management in extenuating circumstances). If you lose your ID card, you must report it to your House Parent immediately. You will be asked to pay any charges in respect of replacing the ID Card.

Please remember to take everything you need for school when you leave your room in the morning as you will not be able to return until after 4pm. You should be quiet after 22:00 each evening. Please be aware of your neighbours and respect them by keeping noise to a minimum.

You may not cook in your room. Food and drink (other than sweets, fruit, or water) may not be taken into your room. Alcohol is not allowed on campus, and you must not smoke/vape in your room (we have a very strict policy on this, and offenders will be expelled). You should not wash or dry clothes or any other items in your room, nor should you use radiators to dry clothes or other items. You should make your bed and keep your room clean and tidy. You can decorate your room, but we ask that you only pin things on the noticeboards. If you stick items on walls and they remove paint when taken down, there will be a charge for repainting the wall. Also, ensure that posters are not offensive to anyone who may enter or clean your room. Nothing that you do in your room should be heard outside the room.

PRIVACY IN YOUR HOUSE

You are entitled to privacy. However, The Worthgate School staff may enter your room at any time without notice if they are concerned about your health, safety or wellbeing. Entry without notice would only be if there is genuine concern for your safety. Otherwise, room entry procedure is followed. Staff may also enter to carry out any cleaning or repairs, or to inspect any damage, however caused, and if you are absent from school. Your rooms are also checked every morning Monday to Friday.

BOARDING CONTACTS

The boarding website provides information on Boarding Life here at The Worthgate School. For your information, contact information is available below.

St. Lawrence House

58-60 New Dover Road, Canterbury, CT1 3DT
House Parent: +44(0)07964058188

Use **Teams** to contact the St Lawrence Houseparents by using the **chat function** and typing **St Lawrence Houseparents** in the 'To' section of the chat

Franklin House

66 New Dover Road, Canterbury, CT1 3LQ
House Parent: +44(0)07794087410

Use **Teams** to contact the St Lawrence Houseparents by using the **chat function** and typing **St Lawrence Houseparents** in the 'To' section of the chat

Over 18 Residences

Marlowe

58-60 New Dover Road, Canterbury, CT1 3DT
House Parent: +44(0)07878 684206

Ersham

12 New Dover Road, Canterbury, CT1 3DT
House Parent: +44(0)07964058188

Chaucer House

62-64 New Dover Road, CT1 3DT
House Parent:

+44(0)07525597357

Use **Teams** to contact the Chaucer Houseparents by using the **chat function** and typing **Chaucer Houseparents** in the 'To' section of the chat

Knights

44 New Dover Road, Canterbury, CT1 3DT
House Parent: +44(0)07739631819

Use **Teams** to contact the St Lawrence Houseparents by using the **chat function** and typing **St Lawrence Houseparents** in the 'To' section of the chat

Harvey House

58/60 New Dover Road, Canterbury, CT1 3DT
House Parent: +44(0)07964058188

Use **Teams** to contact the St Lawrence Houseparents by using the **chat function** and typing **Over 18 Houseparents** in the 'To' section of the chat

Health and Wellbeing

At the heart of the school campus lies the Worthgate Wellness Centre, a facility dedicated to promoting health and well-being through a holistic approach. The centre seamlessly integrates wellness, mindfulness, medical services, and counselling to support the diverse needs of our students, staff, and the community. More information on the full range of services is available on the Boarding Life website.

FEELING ILL OR UNWELL

If you feel ill or unwell while at school, you should speak to the Medical Team who are located in the Wellness Centre, located opposite the MUGA pitch.

If you are unwell in the evening, overnight, weekends or in the morning before breakfast you should talk to your House Parent who will treat as necessary. If you are in unsupervised accommodation and you feel you need help, please call the Emergency Duty Manager.

If you are still unwell in the morning and are in school accommodation, over 18 Houses or private residence, you must contact the Medical Team and Attendance Officer through MS Teams before

09:00 for the nurse to assess you. The Wellness Centre phone number is +44 (0) 773 909 4249.

You **must** contact the Medical Team and Attendance Officer the following day that you are unwell before 8:45am. If you call in on more than 3 unrelated occasions in any one month or a pattern is starting to show, you will need to see the Medical Team the next time you are ill to be assessed within the Wellness Centre.

All students under 18 or in over 18 supervised residences must go to see the Medical Team in the Wellness Centre after breakfast (08:30) and an assessment of your health will be made. The Medical Team will decide if you are too ill to attend class, or not. If the Medical Team confirms you cannot attend class, then you will be required to rest in the Wellness Centre or accommodation as directed, and your absence from lessons will be authorised. If you miss classes but are not unwell, or if the Medical Team has told you that you can return to the lesson but don't, then you will be marked absent without permission (unauthorised absence), which incurs a sanction. You must ensure that you scan in at the Wellness Centre when you see the Health Care Assistant to record your location and absence from class.

If you would like to see a doctor, please see the school Medical Team who will triage you accordingly. An appointment will be made for a doctor to speak to you over the phone in the Medical Team's presence, if agreed and deemed necessary. If you are in the Wellness Centre for the day, then you will have an authorised absence and put on early medical curfew and rest in your room during the evening. It is important that you know the expectations in terms of rules and procedures for notification of absence as explained in the Code of Conduct pages of this handbook. If you feel ill or unwell over the weekend, speak to your House Parent who will advise and assist you.

SEEING A DOCTOR

If you are a student studying for over 3 months, you are required to pay the NHS Health Surcharge with a visa obtained through the UKVI. Emergency NHS healthcare will be free whilst you are studying in the UK for emergency care. Students studying less than 3 months (or students on an 11-month Short Term Study visa) may have to pay for most healthcare accessed through the NHS at the point of use. We therefore strongly recommend that students coming for less than 3 months obtain private medical insurance. During induction, and if your stay is 3 months or more, the Medical Team will register you with a Doctor's Surgery (also called General Practitioner or GP's Surgery). Please see the school Medical Team who will register you. Doctors can also refer students for specialist hospital treatment if necessary although NHS waiting times are long.

You should contact the Medical Team first and they will advise whether you should see a doctor or a specialist, if agreed necessary. If you need to see a doctor, then the Medical Team will arrange this (see above). If you have a pre-existing medical condition, then the Medical Team will require a doctor's letter from your home country stating what the condition is and the treatment that will be required. Please ensure that there is a translated version made available for the medical staff to accurately determine the support needed. If you wish to see a Private Doctor at your own cost, this should be arranged by your family and the Medical Team notified and shown evidence of the arrangement. There will be a charge for this if you do not have private medical insurance.

Please be aware that if a doctor's appointment is made for you and you do not attend then the Doctor may charge you for the missed appointment or may remove you from their patient list. It is worth understanding that the UK National Health Service does not prescribe / provide medicines in the same manner that you may be used to at home.

MEDICATION

It is important that you bring enough medication with you from home and declare this to the Medical Team upon first registration. All medication should be in their original package, and this will be

checked by Medical Staff and recorded on your school medical profile. If this changes during your time at the school, please arrange a meeting with the nurse to discuss.

EMERGENCIES

For serious medical emergencies which cannot wait until the next working day, you will be taken to Minor Injuries Unit Canterbury, Wiliam Harvey Hospital (WHH)- Ashford or Queen Elizabeth Queen Mother (QEQM), Margate. Admittance to hospitals in the UK is not guaranteed for a variety of symptoms and you may find UK methods differ to those of your country of origin. Your medical staff will support you with navigating the British medical service so please ensure you contact them for advice and guidance.

DENTISTS

The Worthgate School holds the names and addresses of NHS and private dentists. If you need to make an appointment, please ask the Medical Team. Unless you are under 18, please be aware that NHS dental treatment is not free in the UK and a charge will be made depending on the work required. Orthodontic braces are not provided on the NHS.

COUNSELLING

If you have a personal problem or any worries or concerns, whether school related or not, and you feel you would like to speak to someone other than your tutor or House Pastoral Director, you have access to an independent therapist within the school. Appointments will be arranged by the Director of Safeguarding, and the Medical Team can arrange other local counselling at a reduced cost to students. Samaritans provide confidential support to any person in emotional distress.

The Medical Team's door is always open if you are feeling anxious or worried in the short term. Referrals to outside Agencies such as psychologist/psychiatrist are made through the Medical Team within the Wellness Centre.

INDEPENDENT PERSON

The Independent Person is a volunteer independent of the staff and those responsible for the leadership and governance of the school, who students may contact directly about personal problems or concerns at school. You can find methods of contacting them published around your boarding residence and in communal areas.

KEEPING HEALTHY AND SAFE

To stay healthy, you need to develop and maintain positive and realistic routines balancing study, leisure, exercise, diet and sleep. You need to eat healthily and make informed choices about what you put in your body, and be aware of UK safeguarding laws. For guidance on finding a good balance of these lifestyle habits, you can talk to your House Pastoral Director (HPD), your Personal Tutor (PT), the Medical Team or any of your House Parents.

PERSONAL DETAILS

If your circumstances change, including your home address, UK mobile phone number, or if there are any other changes to your contact details, please let your House Parents and Student Communications know.

SEXUAL HEALTH

The Medical Team can advise on all aspects of sexual health and contraception. They can also make referrals to relevant clinics so contact the staff or visit the Wellness Centre to discuss further.

Social Activities

STUDENT COUNCIL

Our Student Council is a dynamic body composed of elected representatives of many nationalities. It is run by students for students, with as much assistance from the school as the Council may want, so please get involved. The Student Council advises the school on issues of student concern. It may be a way for you to change things that you would like to see changed. It organises / supports social events, debates, and outings, and champions Student Voice. The relationship between the Student Council and the school can always be discussed between the Vice Principal and the Student Representatives. If you would like to be a part of the Student Council see your Personal Tutor for more information. You can also stand to be elected for Leadership in your Boarding Residence, whose role is to act as student liaison with Boarding and Activities within the school.

YOUR HOUSE & LEADERSHIP

When you arrive at The Worthgate School, you will learn which House you will represent. It is helpful to point out here, that your House is not your residence (the building in which you'll live), rather it is a team of staff and students from across our school community, meeting to celebrate successes, participate in fun and competitive activities, share messages, and socialise. Houses are named after local famous castles, known for their strength, fascinating history, and prestige. The four Houses are: Deal, Dover, Leeds, and Hever, you will find out which house you are in once registered at school. Any student can apply for a House Leadership position. Maybe you are a future House Captain or Activities Lead. Perhaps a House Vice-Captain or Mental Health Champion is more your thing? Come and discover for yourself.

SPORTS, RECREATION & ACTIVITIES

A variety of sports and extra-curricular activities are offered every week. We hope that you will take part in a wide range of team and individual activities organised by The Worthgate School. Sports participation is compulsory for all CSA 16 years old and under students. If you are not a CSA student and under the age of 18 you can either choose to study, attend sports, or attend a club instead. Common Rooms are available for recreation and private study after the working day. Fun and enjoyable trips are arranged for students on a regular basis. These are often at weekends or during the school holiday periods and are optional. The cost of these outings is not included in the school fees.

RELIGIOUS WORSHIP

A quiet room is available for prayer and reflection at The Worthgate School. We can help you attend places of worship and can try to put you in touch with a member of your faith who lives locally. Please come and see the Welfare Team or your House Parents who can help you. Guidelines on how to use this quiet room will be provided prior to accessing it.

SAFETY

As members of The Worthgate School, you are required to act in a sensible and safe manner. If you see something that is not safe, you should report it immediately to the nearest member of staff. If you see a fire, report it to a member of staff immediately. You should know where to find the fire exits, alarms and equipment. If you hear the fire alarm, leave the building by the nearest exit, and join the other students at the meeting point where you will be registered. Stay in your class, group, or report to the nearest Teacher if you are in a private study lesson. If you hear the fire alarm in your residence, please leave your residence and meet at the designated meeting point. Your House Parent / Boarding Team Lead will let you know when it is safe to re-enter your residence. Regular fire drills are held every term.

Code of Conduct

You will find The Worthgate School a stimulating and challenging environment. The structures are designed to create a supportive, family-like atmosphere. In preparation for living independently, students are required to accept considerable responsibility and exhibit a mature attitude. Care, respect, common sense and honesty are key factors in making the best of your time here. While all students are treated as individuals, fundamental rules and guidelines that will apply to all are inevitable. Further guidance on your conduct can be found in the Student Charter or by asking a member of staff.

The Worthgate School responsibilities are *in loco parentis* (acting for your parents); this will always underpin our dealings with students. During school hours, we expect you to arrive punctually to every lesson, ready for learning.

Students submit quality homework on time, completed to the highest standards. We expect you to observe all school rules, guidelines, policies and procedures as set out below. The Worthgate School is subject to all the laws and regulations that apply in the United Kingdom. If you are an international student, by coming to study in Britain you agree to follow all of the laws that apply in this country. We will help you understand key laws relating to safety in sessions with your Personal Tutor.

GENERAL BEHAVIOUR AND APPEARANCE

Mobile phones and other communication devices must be switched off and stored as required during lessons, and assemblies, as well as in the Learning Resource Centre and quiet areas unless directed otherwise. Failure to comply will result in confiscation of your phone for one day.

No mobile phones, smart watches or other data storage devices are permitted in examinations. This can result in a zero mark and serious sanctions. Confiscated electronics may be recovered from Student Communications between 16:05 and 17:00. Headphones, Air pods and other noise producing technology must not be worn or used in classrooms, assemblies, or examinations. Laptops and other data processing devices may be used at the discretion of the Teacher.

The Worthgate School does not have a school uniform. Your attire should be considered, and ideally the smarter side of casual. First impressions last a lifetime! Offensive, inappropriate, or unsafe articles are not permitted. You should wear smart clothing to university interviews, theatre visits and other formal occasions. Special rules apply to science laboratories and other situations. You may have to wear certain protective clothing and you may have to remove items of jewellery.

You will be working with lots of other people and must be mindful that accidents happen, and things can get lost or damaged. Anything that you choose to wear or bring with you to The Worthgate School is at your own risk. The school will not be liable for any loss or damage to any items you wear, purchase or bring with you, whether arising through negligence or otherwise.

Any student who is under 18 and who is considering a form of dress or decoration which will irreversibly mark the body, such as a body piercing or a tattoo, will require their parents' consent in writing in the first instance and, thereafter, school approval before proceeding. Food or drink other than bottled water may not be taken into any teaching rooms, science laboratories, art or drama studios, media suites, computer suites, near any IT facilities or in the Learning Resource Centre.

Under 18s are not permitted to drink alcohol at any time. Those who are 18 and live in under 18 accommodation are also not permitted to possess or drink alcohol at any time. In addition, students

are not permitted to have alcohol anywhere on campus. Students are not permitted to have cars and / or motorcycles while studying at the Worthgate School.

ATTENDANCE AT CLASSES

You must go to all classes, tutorials, and meetings. You must take any tests, assessments and examinations required. Only the Medical Team or an official appointment organised through The Worthgate School can excuse (and therefore authorise) you from lesson(s). When absent, you should contact your teachers for missed work. Work should be done on time, and you should make every effort to complete all work set to the best of your ability. If you cannot complete work on time, you must talk to the relevant Teacher in advance of a deadline. They will want to know why the work has not been done. It may be possible to agree a new date for the work to be completed by.

BEING AWAY FROM THE WORTHGATE SCHOOL

If you need to miss one lesson or part of a lesson, you must have the permission of the Attendance Officer for that lesson. If you need to be away from The Worthgate School campus during normal school hours for any length of time, you must have the permission of the Principal. You will be given permission if the need to miss lessons is urgent / essential.

GOING HOME EARLY

Please do not leave The Worthgate School before the end of any term, unless you have the prior permission of the Principal. This will only be given if you have special reasons. Term time exeats can only be authorised by the school if for medical or compassionate reasons and communicated by parents / carers with the school. Where term time exeats are granted but unauthorised, attendance will be negatively affected and may place your visa in jeopardy.

PERSONAL DEVELOPMENT

Each week you will have a timetabled PSHE session with your Personal Tutor (PT). They will focus on improving your knowledge and understanding of a wide range of Personal, Social, Health and Relationship issues. Your PT will see you every morning during Form Time, checking in and taking regular opportunities to discuss your feelings and situation at The Worthgate School. Being in the UK is not just about studying, but also about learning to deal with life's pressures as well as improving your understanding of other cultures, learning what it takes to become a global citizen.

SMOKING AND VAPING

In compliance with Government regulations, The Worthgate School is a smoke-free campus. Smoking / vaping is only allowed in locations that are out of sight of the school campus, with due consideration given to group sizes congregating. It is illegal for anyone under 18 to purchase cigarettes / vapes in the UK. Smoking is illegal if you are under 16 and/or in public buildings in the UK. In compliance with Government regulations, The Worthgate School is a smoke-free campus. Smoking / vaping is only allowed in locations that are out of sight of the school campus, with due consideration given to group sizes congregating. It is illegal for anyone under 18 to purchase cigarettes / vapes in the UK. Smoking is illegal if you are under 16 and/or in public buildings in the UK.

ALCOHOL AND DRUGS

We have a duty to inform and educate all students concerning the consequences of the misuse of legal or illegal substances, including alcohol. We acknowledge the importance of our guidance role concerning the welfare of students and will always encourage those in need of help to come forward. We will provide help to identify sources of appropriate personal support and increase understanding of related health and social issues. The Worthgate School has a comprehensive substance misuse policy. The full policy can be found on the school website. It clearly states that it is prohibited to misuse any substance, whether legal or illegal, in the school.

If a student is found to be in possession of / supplying / misusing such substances, then they will be

subject to the school disciplinary process, and this may result in being permanently excluded from The Worthgate School. The Principal may, at their discretion, exercise a zero-tolerance policy and permanently exclude anyone caught in possession of, or having taken/been involved with the misuse of legal/illegal substances or paraphernalia. The Principal may otherwise issue a fixed term exclusion, allowing students to return only under strict conditions such as a behaviour contract. The conditions may include a minimum attendance requirement, Drug Testing with costs of around £150 per test to be covered by the fee payer. Any positive reading may result in immediate suspension with paperwork filed recommending permanent exclusion. Participating in drug counselling and education programmes may be deemed appropriate by the school as a support method and condition to remain. Costs may be incurred by this. Students may be asked to submit to random drugs testing. Any such testing will be subject to the usual rules on the privacy of medical information. A refusal to co-operate with a legitimate request for testing will be treated as a disciplinary issue.

INTERNET SAFETY TIPS

Never post your personal information, such as cell/mobile phone number, address, or the name of your school. Be aware that information you give out through social networking sites, instant messages, emails and blogs could put you at risk of bullying and other types of victimisation. Never meet in person with anyone you first 'met' online. Some people may not be who they say they are.

Remember that posting information about your friends could put them at risk too. Never respond to harassing or rude texts, messages, and emails - delete any unwanted messages or friends who continuously leave inappropriate comments. Never give out your password to anyone other than your parent or guardian. Only add people as friends to your site if you know them in real life. Think before posting your photos. Taking, making, sharing, editing or possessing indecent images and pseudo-images of people under 18 is illegal.

Personal photos should not have revealing information such as school name or location, so use the privacy setting of the social networking sites. An interactive educational safety resource is available for children ages 5 to 17 at www.netSMARTZ.org.

If you are worried about your safety or have received unwanted or upsetting messages, please report this to an adult you trust or the Designated Safeguarding Lead. We will do our best to help get the messages stopped and will support you generally.

RESOURCES FOR INFORMATION ON INTERNET SAFETY

www.netSMARTZ.org
www.netSMARTZ411.org
www.getnetwise.com
www.safekids.com
www.isafe.org
www.webwisekids.org

MEDICINES

You should only use medicines and medication that are advised by a pharmacist from a registered pharmacy, or which you are using on a UK Doctor's advice/prescription. They should be kept in the security boxes in bedrooms if deemed appropriate by the school Medical Team.

The school Medical Team or House Parent must be told about any medication that you are taking as an assessment may be required. Any prescription medication found in rooms without permission will be confiscated until an assessment is conducted by the Medical Team.

You may choose to give your medication to the Medical Team or House Parent for safekeeping. You

must not offer to share your Medicines with another student. The Medical Team or House Parent will not talk to anyone else about any medicines that you have given them, unless there is an emergency, or you agree.

Before coming to the UK, make sure that the medication you take at home is available in the UK, or that there are available alternatives.

PERSONAL SAFETY

Never cross the park areas or any remote area alone after dark. If you are not in a group of three or more, keep to the roads and well-lit public areas. Do not display valuables such as cameras, expensive jewellery, wallets and mobile phones, when you are in a public place.

All bedrooms are fitted with a lockable safe for your passport and other valuable items, use it. Shut your window if you are on the ground floor. We advise you not to hitchhike by waving down a car as it is dangerous. When cycling, adhere to traffic rules and wear a helmet and reflective clothing day and night. If you are taking a taxi, do it from a taxi rank if possible, or phone to book. Make sure that it is a marked car from a known taxi operator. Keep your personal belongings with you at all times. Do not leave items unattended. Do not carry large amounts of cash on your person. Please use the safe in your room for all valuables and place all large sums of money in a bank account.

PEER-ON-PEER ABUSE (BULLYING)

Seeking to harm, intimidate or coerce another person, is bullying behaviour. It can be physical, verbal, emotional, racial, sexual or via online methods including social media. Claims of bullying will be heard compassionately and where investigation is deemed necessary, evidence such as CCTV, witnesses and a student's digital content may be reviewed. We will seek wherever possible to support resolution of any issues using a restorative approach.

Bullying or harassment of any kind is unacceptable, indeed the school community actively promotes understanding and inclusivity. We will act appropriately to help prevent bullying. These actions include general vigilance by staff, Personal, Social, Relationships and Health Education classes as well as assemblies exploring cultural understanding, promoting mutual respect and improving understanding of UK laws and fundamental British values. If you feel you are being bullied, talk to any member of staff, and they will follow up on this sensitively, and effectively monitor the situation with you and others. In cases of serious bullying, staff will record the incidents and bring the matter to the attention of the Principal.

REGISTRATION, FINANCE & ID CARDS

You must register on the first day of every term, or as directed. Your school fees must be paid either before you arrive at The Worthgate School, or on your first day. If you or your parents or your agent are paying by bank transfer, please provide confirmation that this has been done. Similarly, if you have paid your fees to your agent, please provide a receipt from your agent. An ID card and Lanyard are issued upon registration and payment of fees. Please **ensure you wear your student ID at all times during the school day** to attend lessons, have your meals in the canteen, and for accommodation purposes. A photograph will be taken at The Worthgate School at the time of registration. Your school deposit cannot be used to pay for outings or excursions. The deposit is held on account for you, until you have completed your programme at The Worthgate School.

BORROWING & LENDING MONEY

Students should not ask another student for money as a loan or gift and must not give another student money. If anyone is in financial difficulty, please let The Worthgate School know so we can help. Students found to be asking others for money or loans or introducing students to anyone lending money will be subject to disciplinary action.

REWARDS

During your time at The Worthgate School, you will be encouraged by staff and the wider community to improve your skills and qualities, improving your chances of success in the wider world when you graduate. The Worthgate Characteristics of Caring, Communicator, Open-Minded, Resilient, Critical Thinker; underpin our ethos. Your positive decision-making and contribution will be recognised and rewarded by staff, who will award Griffin Points and House Points and take the opportunity to pass on their congratulations. Every week, the student with the most Griffin Points is awarded the #1 Student trophy and has a celebratory report published in our weekly newsletter after your parents / guardians are informed. Additionally, you would be invited to an exclusive 'High Tea with The Principal' event, to properly recognise your special contribution and success.

DISCIPLINE

There is a clear five stage discipline system at The Worthgate School, with Stage 1 being issued for minor infringements, up to Stage 5 being recommendation for permanent exclusion from The Worthgate School. You may be put on a discipline stage for [your] concerning attendance, poor behaviour, student-on-student abuse, damage to property, lack of effort, persistently ignoring instructions or failing to complete work as requested or acting dishonestly academically. Most issues can be managed through discussion with your Personal Tutor or House Parent, but if the issue is very serious or you have not listened to warnings, you will be placed on a discipline Stage. This would involve a meeting with a staff member and a letter being sent to your parents, with targets set to support your positive choices over the coming weeks. Your discipline stage may be reduced for good behaviour, work and attendance, but you may also be placed directly onto Stage 3, 4 or 5 without being given Stage 1 or 2 first, if the offence is very serious. You may also be put on an independent action plan, excluded from activities or 'gated' (privilege of leaving the site suspended) or be required to change your school accommodation if The Worthgate School feels this is necessary. You may also be set clear targets to improve your behaviour or attendance which you will be expected to meet.

GROSS MISCONDUCT

You should note that certain offences may lead to instant dismissal from The Worthgate School. These matters include (but not limited to): assault (sexual, physical or emotional), illegal drugs affiliation (see school's Substance Misuse Policy), breach of UK safeguarding law, smoking / vaping on campus, possession / use of a dangerous weapon, alcohol related incidents, and / or breaches of examination regulations or any other forms of cheating (which is illegal in the UK). Also, matters of deception, dishonesty or breaking of trust between a student and the school; any offence which has resulted in injury or harm to anyone; or criminal proceedings. Also, any matter that constitutes harassment against staff or students on the basis of protected characteristics (including race, sex, gender, nationality, religion, sexual orientation or age). Interfering with Health & Safety equipment, including fire equipment. In the case of any of these offences, the student may be liable to instant dismissal, though the school may determine to impose a lesser measure. Matters not listed here or in the Student Behaviour policy will be dealt with on an individual basis.

CONCERNS & COMPLAINTS

There are many ways to tell us your comments, compliments or complaints:

You can use MS Teams / Outlook or speak face to face with staff.

You can speak with your Form Representative, who can provide advice and/or take your concern to the Student Council.

You can contact the Independent Listener.

You can speak with a Mental Health Ambassador.

You can express your views in school surveys, which rely on honesty to get accurate 'snapshots' of student experience.

You can speak with our Medical Team.

You can refer yourself for counselling sessions, by contacting the Director of Welfare and Mental Health.

You can meet with members of the school's leadership team.

We will listen to you and then work with you to decide what can be done to resolve your issue. We will then let you know the outcome either by email or face to face.

If you have a complaint to make about any aspect of the school, please check the complaint policy on our website.

GRADUATION

All students who are completing their course at the school have a formal Graduation Ceremony which takes place in June. This special event is a real celebration of your time at The Worthgate School and gives you the opportunity to say goodbye to your friends as well as the Worthgate staff. Students receive school certificates of attendance during the ceremony since the official certificates are sent later in the year.

Canterbury Information

CITY WITH HISTORY AND CULTURE

Canterbury is a UNESCO World Heritage site with thousands of years of history - the city is home to both the world-famous Canterbury Cathedral and a striking 12th Century castle.

GREAT SHOPPING EXPERIENCE

The range of shops in Canterbury is always growing, with independent boutiques sitting alongside major high street brands and numerous coffee bars and restaurants. The city's charming style allows you to explore shops selling everything from clothing, sports goods, electronics and arts and crafts.

RANKED AS ONE OF THE UK'S SAFEST UNIVERSITY CITIES

Canterbury has often been voted the UK's safest University City. This means that you are able to enjoy living and learning in a calm and safe environment that will quickly become a home from home.

EXCELLENT LOCATION WITH GREAT CONNECTIONS

Canterbury is close to seaside resorts and scenic landscapes but is also only 50 minutes from London - one of the most interesting cities in the world. The blend of city, coast and countryside means that there is plenty for you to enjoy and explore. There are many places to visit in the Canterbury area in the evening and at weekends, including theatres and cinemas.

THE GULBENKIAN THEATRE

University of Kent Cinema 3 in the Gulbenkian complex is open to students and general public.
Phone +44(0)01227 769075

THE MARLOWE THEATRE

Kent's largest theatre with 1000 seats.
It presents many professional shows from ballet, comedy and musicals. www.marlowetheatre.com
Phone +44(0)01227 787787

TRAINS

Canterbury has two railway stations, Canterbury East (trains to London) and Canterbury West (connections to Ashford International for Eurostar and London). For railway timetables see

BUSES/COACHES

Canterbury also has a bus station with [National Express Coaches](#) serving major towns in the UK and also Paris and Brussels as well as local buses.

GENERAL INFORMATION

Information about restaurants, hotels and other attractions in and around Canterbury can be found at www.canterbury.co.uk

Student Portal Guide

LOGGING ON

You can log onto The Student Portal using the icon on the school computer desktop (school computers) or the following <https://my.worthgateschool.com/> your username and password are the same as those you use to log onto your emails and the school computers.

TIMETABLES

When you login you will see your timetable. You can also subscribe to your timetable so that it downloads to your smart device; please see your Personal Tutor for a guide. You can use the date box and arrows to navigate through different dates. Click on the date you want and then select 'Show date selected'.

ATTENDANCE

This area shows your attendance for all classes. It will show the class name, the authorised attendance percentage for that class and the present percentage. The difference between the two is that authorised attendance includes any lessons missed due to medical absences or educational days that have been authorised by the attendance team. Present percentage does not include these absences; it is the actual attendance rate when a student has been present in class.

ASSESSMENTS / ACADEMIC

You should bring your textbooks to each lesson unless you have agreed an alternative arrangement with your teachers. You must have any other materials needed for your courses.

In common with UK Universities, the school staff use anti-plagiarism software (TURNITIN) to ensure that students work is their own. Student work that is found to be copied either from other students' books, the internet, generative AI etc., will not be accepted and this may lead to disciplinary action. On some courses there is automatic exclusion if students are found to have copied or used generative AI work.

REPORTS: When selected, this page shows all your classes on the left-hand side, along with the Teachers who teach them and your grades. The table also shows your Worthgate School grades relating to particular subjects. The next columns show the reporting cycles. Other columns show comments from tutors on your progress and your latest targets. However, if you would like to read the report in full, or see a previous report that was written, you may. If the grade shown is underlined in blue you can click on it to view your full report for that subject.

EXAMINATIONS AND RESULTS

Click on 'My Exams' a table will appear detailing all the subjects you are taking on the left-hand side, split into papers, e.g. writing, reading, speaking. It will also show the reference, exam board and any

other references relating to that exam. On the right-hand side it will show when the exam is to be taken and the time it starts and ends. Once the exam results have been released, the far-right column will display the results for each paper. If you scroll to the bottom of the page and click 'Print Page' this will open a PDF document showing all your exam details. The PDF will show the full candidate details along with a breakdown of all the subjects, exams and results (if they have been published).

IT Support

USE OF EMAILS

You will need to verify your own email address when you log into the school computer for the first time. If you do not have a UK email address, please ensure you create one with Gmail. You will also be provided with a school email. Staff do contact students via email quite often so please remember to check your email frequently.

USE OF WIFI

All school accommodation has internet available via wireless router. You can connect to the wireless network (where available) with the name of the accommodation you are in. You will also need the wireless password, of which you will be informed at your induction. Any student found to be breaching the E-Safety ICT policy may face disciplinary actions.

TROUBLESHOOTING

If you experience problems with your laptop or PC, or have difficulty accessing the internet, please use the "Tell Us" button on canvas and our IT department will then assist where possible. The school IT Support Team can configure your laptop to the school network. For general problems with your laptop, you can visit one of the computer specialists in Canterbury.

DATA PROTECTION

The UK has laws in place to ensure that your private personal data is kept private. The Worthgate School acts as a 'Data Controller' under these laws and is responsible for ensuring your sensitive personal information, for example, your contact details or your welfare concerns are shared no more widely than necessary within CATS Global Schools. Outside the Group, this information will be shared with adults responsible for your care e.g., Parents, Guardians and in some circumstances Agents. Additionally, you must not access anyone else's personal data unlawfully. If you have any concerns, please speak to Student Communications who can advise you in more detail.

SYSTEMS HANDBOOK

Further guidance on how to access and operate the matters below can be found in your system handbook or through communication with your Personal Tutor.

- Timetables
- Exeats
- Student Portal
- Attendance
- Assessments

Our Commitment

WE HAVE A GREAT TEAM OF EXCELLENT STAFF AT THE WORTHGATE SCHOOL WHO WILL UNDERTAKE TO:

- Prepare and deliver lessons on the timetable.
- Be punctual and encourage you to arrive on time for lessons.
- Set up meaningful independent learning and tests, which will be marked in good time and in a manner that ensures you know how to improve.
- Ensure you are regularly informed of your target grade and exactly what you have to do to progress beyond it.
- Prepare and deliver lessons that engage, stimulate and motivate you.
- Apply school rules in a manner that is consistent and fair.
- Treat you with respect, develop a professional and helpful relationship with you.
- Provide extra support to ensure your continuing progress and help you meet your targets.
- Work with you to set realistic but challenging targets and to insist on their attainment.
- Recognise your specific and individual needs and be proactive and responsive in addressing them.
- Contribute to a Boarding environment which is both exciting and rewarding.

Useful Numbers

ChildLine
0800 1111

Children's Commissioner
0800 528 0731

Commission for Social Care Inspection
0870 240 7535

Drinking Phone
0800 917 8282

Eating Disorders
+44(0)1603 621 414

Health Centre
+44(0)1227 780 437

Helpline
0800 1690 169

MIND
0300 123 3393

National Sexual
0800 567 123

Drugwise
0845 1200 660

NHS Smoking Helpline
0300 123 1044

NHS
Direct111

Samaritans
0330 094 5717

Student Contract

STUDENT CONTRACT OF ACHIEVEMENT

I have read and understand the content of the Student Handbook. To the best of my abilities, I will:

Establish, and maintain, attitudes for excellence as an academic scholar:

- Arrive punctually, with a readiness to learn.
 - Engage with the content of each lesson.
 - Complete classwork to the best of my ability.
 - Always demonstrate integrity.
 - Aim to excel.
-
1. Abide by School, House and Residence rules.
 2. Treat all staff, students and visitors with respect.
 3. Attend all arranged meetings and strive to develop a positive relationship with staff.
 4. Take advantage of any extra support that is arranged.
 5. Work with complete dedication towards the targets laid out in my Independent Learning Plan and check it regularly online.
 6. Inform my tutor or other member of the school if I need help.
 7. Keep the school updated of any change in my personal details (address, email, telephone number, passport or visa).
 8. Take full advantage of the many and diverse opportunities offered by the school and enjoy life fully.

Name:

Signature:

Date:

For more information on our school policies, please visit our website at:

www.worthgateschool.com

The Worthgate School

68 New Dover Road
Canterbury CT1 3LQ

Campus Telephone Number

+44 (0) 1227 866540

Contact our Admissions Team

+44 (0) 1223 341 300

admissions@worthgateschool.com

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