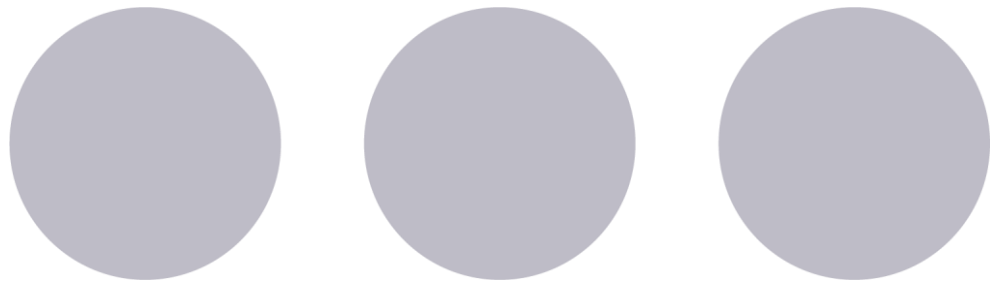




Day and Flexi Boarding Joining Pack

Important Joining Information for New Day Pupils Years 9-13 September 2020



PURPOSE

Inspire and educate every individual in mind, body and soul.

VISION

Wycliffe will promote a pioneering spirit and encourage individuals to flourish and embrace their futures as global citizens.

AIMS FOR PUPILS

Achieve their full academic, spiritual, physical and creative potential

Behave with 'unassuming confidence'*, showing generosity of spirit, respect for others and appreciation of diversity

Cultivate social and environmental awareness and an understanding of their role as global citizens

Develop skills, self-knowledge and resilience to face positively all future challenges

Exhibit creativity, innovation and independence in their approach to learning and to life

Feel happy and secure

**This was a comment made by the Inspection team during the 2016 Independent School Inspectorate (ISI) visit when seeking to describe the Wycliffe pupils they had met.*

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IMPORTANT DATES

NEW PUPILS (UK DAY)

INDUCTION DAY— WEDNESDAY 2ND SEPTEMBER 2020

11:00	New UK Day pupils to arrive at houses
11:15	Head's talk to parents of Day pupils in Wycliffe Hall
11:45	Parents disperse
13:00	Lunch available for ALL new pupils
15:30	Day pupils to be collected by parents

ALL PUPILS

TERM BEGINS— THURSDAY 3RD SEPTEMBER 2020

USEFUL CONTACTS

Main School Office	Email: senior@wycliffe.co.uk Tel: +44 (0) 1453 822432
Finance Department	Email: finance@wycliffe.co.uk Tel: +44 (0) 1453 820403
Medical Centre	Email: medcen@wycliffe.co.uk Tel: +44 (0) 1453 820440
Head's PA	Email: carol.philp@wycliffe.co.uk Tel: +44 (0) 1453 820485

TERM DATES 2020 TO 2021

Autumn Term 2020

Term begins:	Thursday 3 rd September
Exeat:	Saturday 26 th and Sunday 27 th September
Half Term:	Friday 16 th October (16:30) To Sunday 1 st November (18:00)
Exeat:	Saturday 28 th and Sunday 29 th November
Term ends:	Wednesday 16 th December (14:30)






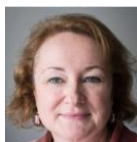




Spring Term 2021

Boarders return:	Monday 4 th January (18:00)
Term begins:	Tuesday 5 th January
Exeat:	Saturday 23 rd and Sunday 24 th January
Half Term:	Friday 12 th February (16:30) to Sunday 21 st February (18:00)
Exeat:	Saturday 13 th and Sunday 14 th March
Term ends:	Friday 26 th March (16:30)










Summer Term 2021

Boarders return:	Sunday 18 th April (18:00)
Term begins:	Monday 19 th April
Exeat:	Saturday 1 st , Sunday 2 nd and Monday 3 rd May
Half Term:	Friday 28 th May (16:30) to Sunday 6 th June (18:00)
Term ends:	Saturday 3 rd July (17:00)

SENIOR LEADERSHIP AND MANAGEMENT

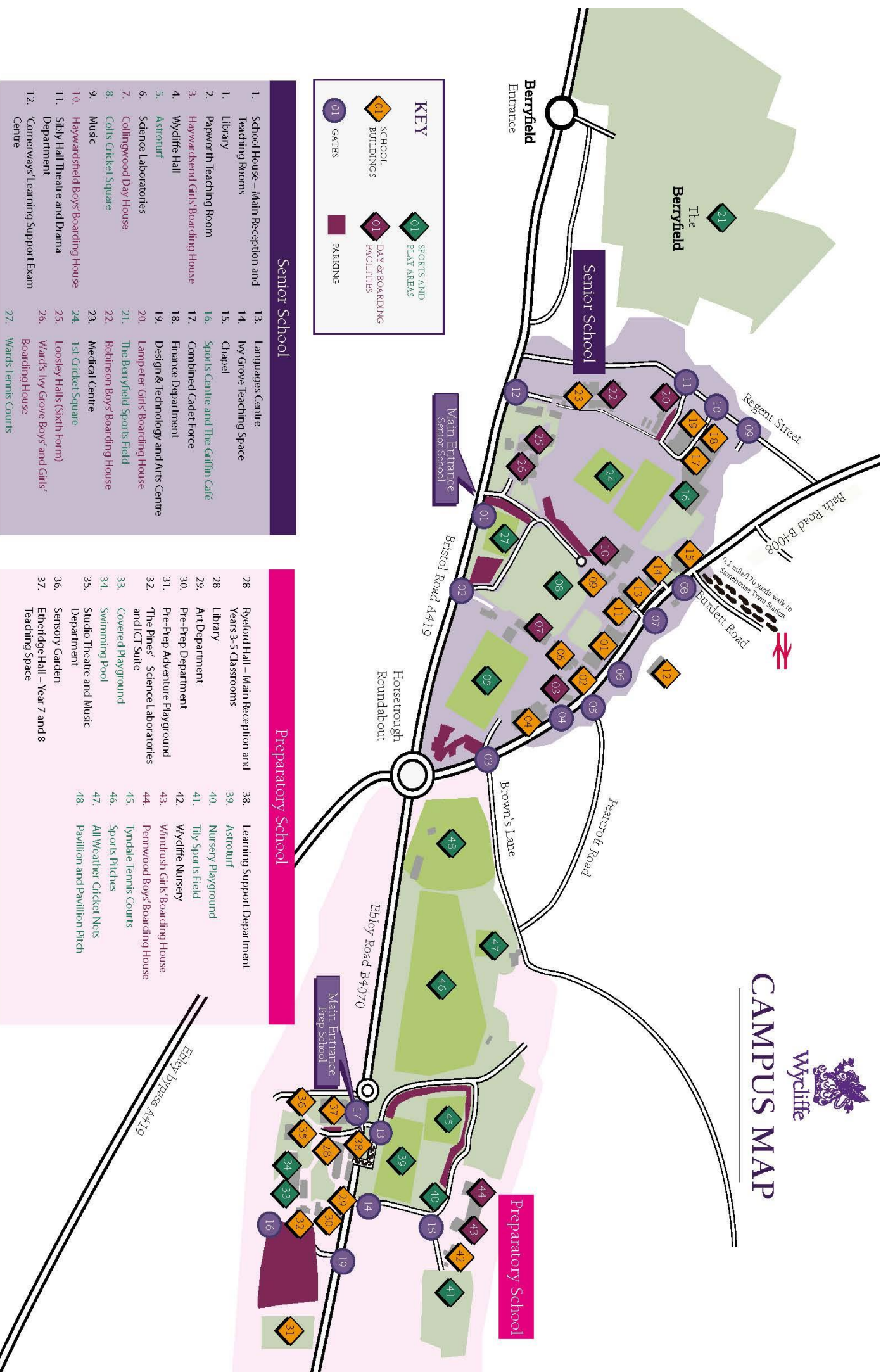
	Mr Nick Gregory , Headmaster head@wycliffe.co.uk
	Mr Tom Wood , Director of Finance and Operations Tom.wood@wycliffe.co.uk +44 (0) 1453 820402
	Mr Peter Woolley , Deputy Head Pete.woolley@wycliffe.co.uk +44 (0) 1453 820466
	Mrs Kate Corbin , Deputy Head (Pastoral) Kate.corbin@wycliffe.co.uk +44 (0) 1453 820415
	Mr Sean Dunne , Deputy Head (Academic) Sean.dunne@wycliffe.co.uk +44 (0) 1453 8204432
	Mrs Tessa Nichols , Director of Marketing and Admissions Tessa.nichols@wycliffe.co.uk +44 (0) 1453 820449
	Mrs Sarah Collinson , Head of Lower School Sarah.collinson@wycliffe.co.uk +44 (0) 1453 820418
	Mr Matt Archer , Head of Sixth Form Matt.archer@wycliffe.co.uk +44 (0) 1453 820389
	Mr Peter Martin , Assistant Head (Academic) Peter.martin@wycliffe.co.uk +44 (0) 1453 820836
	Mr Benoy Ittyavirah , Director of IT Benoy.ittyavirah@wycliffe.co.uk +44 (0) 1453 820414

HOUSE STAFF FOR DAY AND BOARDING

	<p>Mr Ian Russell, Collingwood Junior (Years 9 and 10) ian.russell@wycliffe.co.uk +44 (0) 1453 820420</p>
	<p>Mr Scott Costello, Collingwood Senior (Years 11, 12, 13) scott.costello@wycliffe.co.uk +44 (0) 1453 820420</p>
	<p>Mrs Sian Evans, Haywardsend Sian.evans@wycliffe.co.uk +44 (0) 1453 820455</p>
	<p>Mr James Austin, Haywardsfield James.austin@wycliffe.co.uk +44 (0) 1453 820456</p>
	<p>Mrs Joanne Smith, Ivy Grove joanne.smith@wycliffe.co.uk +44 (0) 1453 8204457</p>
	<p>Mrs Gill Tavner, Lampeter gill.tavner@wycliffe.co.uk +44 (0) 1453 820458</p>
	<p>Mr Tim Larkman, Loosley Halls Tim.larkman@wycliffe.co.uk +44 (0) 1453 820462</p>
	<p>Mr Andy Naish, Robinson Andy.naish@wycliffe.co.uk +44 (0) 1453 820463</p>
	<p>Dr Matthew Smith, Ward's matthew.smith@wycliffe.co.uk +44 (0) 1453 820467</p>



CAMPUS MAP



GENERAL INFORMATION

Arriving at School

Pupils should arrive at their House by 8:10am for registration at 8:15. If a pupil is late, please telephone the Housemaster or Housemistress between 8:00 and 8:10 or leave a message on the School answer phone (01453 822432). Pupils that arrive late must sign in with Matrons in Houses.

Leaving School in the Afternoon

Pupils must sign out in their House before they leave campus and once they have fulfilled their School commitments. We understand that public transport times or parental convenience might necessitate adjustments, and requests for leaving early must have permission from the Houseparent.

Saturdays

Pupils may leave at the end of their games commitment; generally after 16:30 if they are not involved in an away fixture.

Extra-curricular and Prep

Activities and prep are organised each weekday evening and pupils in Years 9 to Year 11 are required to partake in at least two activities per week.

The House System

Each pupil is allocated a House that will be a permanent base throughout his or her stay at Wycliffe. House Staff, together with their House Assistants and Matrons, are responsible for pastoral care and welfare. When visiting your son or daughter's House, please always make contact with the House Staff before entering pupils' accommodation.

Pupil Absences

On each occasion that parents take their children out of school, they must give the Housemaster or Housemistress at least 48 hours' notice. Each House has an answer phone and email address to be used for this purpose.

Online Safety

While new technologies provide opportunities to learn, create, communicate and be entertained, they also provide inherent risk. Our Life Skills and Digital Literacy programme provides a platform whereby pupils take part in discussions and role play to enable them to develop strategies for dealing with unwanted and difficult contact via electronic media. Our aim is to empower them to deal effectively with situations and be fully aware of all the help and support available to them.

While it is not possible for us to filter or monitor private internet connections through mobile phones or broadband dongles, pupils are expected to follow our policy rules and make safe and appropriate use of the internet. We would also encourage you, as the parent, to find out the benefits and dangers of the technologies used by your children. Childnet International has produced an excellent 'Know It All For Parents' interactive website. The URL is <http://www.childnet.com/kia/parents/cd>.

BYORD (Bring Your Own Recommended Device)

Year 9 to Year 11 pupils will be part of the BYORD (Bring Your Own Recommended Device) initiative and need to have a device in School. Pupils in Year 9 should have an Apple iPad 9.7" 2018 or later, with a minimum of 32 GB of RAM. Our intent is that by specifying the device, we can ensure that it is compatible and reliable for our pupils, enabling access to the learning opportunities. You can purchase our recommended iPad package (iPad, rugged case, Apple pencil, 3 year's no excess insurance and 3 year's MDM license) delivered to School, and pre-installed with the necessary apps and settings, from around £530 including VAT (from May 2020), which is lower than high street prices. Parents pay online for this using our supplier's secure website and it is delivered directly to School before the start of term. You can purchase online here: <https://wycliffe.buytech.store> (opens for purchase after May 2020).

Equipment for Lessons

Pupils will need to bring the following for lessons:

- Maths equipment
- Scientific calculator (ideally a Casio fx-85GTX or similar)
- Pens and pencils
- Subject dividers and A4 files
- Highlighter pens

For A level Mathematics or Further Mathematics pupils need a Casio 991EX Advanced Scientific or Casio CG50 Graphic Calculator. The Maths Department can organise the purchase of these calculators at a reduced rate. More details are sent from the Maths department at the start of the school year.

Reporting Pupils' Progress

Our cycle of reporting and assessments includes formal and informal reviews and reports as well as at least one parents' consultation meeting for every Year group each year.

At the end of every half term all parents and guardians are sent reports on their children's progress. The style of these varies across the year to complement the timing of public examinations, the publication of exam results, internal tests and parents' consultation evenings. Tutors will go over the grades and advise pupils on how best to improve the standard of their work.

If a pupil is not making satisfactory progress further reviews may be held and action plans developed to support learning, which can be communicated to parents. Parents may, of course, discuss progress with Tutors at any time. Requests are occasionally made for special coaching. This can usually be arranged, at an extra charge, but should not be considered as a substitute for the pupil's own time and effort.

Occasional Boarding and Flexi-Boarding

Occasional boarding is available for ad hoc overnight stays at School. Bed spaces may not always be available in a pupil's own house, but may be available in an alternative house. (Occasional boarding incurs additional costs which can be found on our Schedule of Fees on the website). For those parents wishing to book regular Flexi-Boarding nights, please contact our Admissions Manager, Fiona Lawson-Best on fiona.lawson-best@wycliffe.co.uk.

Departure Times for Exeats, Half Terms, Christmas and Easter Holidays

- Departure for Exeats and Half Terms from 16:30
- Departure for Christmas and Easter from 14:30

SPECIAL EDUCATIONAL NEEDS & DISABILITY

Our Learning Support Department has an excellent reputation for providing specialist support for pupils with specific learning difficulties. Our experience shows that with appropriate teaching, support and resources, pupils with specific learning difficulties such as Dyslexia as well as those with other special educational needs gain the confidence needed to go on to achieve superbly well.

The role of the Learning Support Department is to offer support to those pupils who need additional help to overcome various barriers to learning which may prevent them from achieving their potential. Staffed by an experienced team of SENCOs and SEND qualified teachers, The Learning Centre is based at the heart of each school campus and offers support throughout the school. In addition we have well established links with Speech and Language Therapists, an Occupational Therapist and Educational Psychologists should further advice or support be required. At Wycliffe, when we know a pupil joining us has specific learning needs, we work closely with parents and, where appropriate, the pupil's previous school to ensure that we can make the reasonable adjustments required to meet the child's needs and provide classroom teachers with the information they need to support them to achieve their best.

We provide different levels of support for our pupils. All pupils have access to lessons with adaptive and targeted teaching methods to support their full access to the mainstream curriculum. Pupils with additional needs who are able to work independently are monitored by the Department and given occasional help if needed. Small group, targeted intervention programmes offer support to enable pupils to develop specific literacy skills. Some pupils need more intensive support. For these pupils we arrange one to one lessons with a member of the Learning Support team. Learning Support sessions aim to provide flexible solutions and strategies (including the use of technology) to overcome potential challenges and to empower our children and young people to become independent, confident learners capable of achieving their potential.

An extensive screening programme helps to identify those who may need some additional support and ensures that any underlying cause to difficulties is identified as soon as possible. Appropriate support can then be put in place. Pupils who need examination Access Arrangements will be assessed by one of Wycliffe's specialist assessors. The Department maintains a SEND register and all pupils with SEND have an Individual Pupil Profile, accessible to their teachers and House Staff, which includes a description of the pupil's strengths, needs and strategies for supporting the pupil in class.

TIMETABLE

<u>TIME</u>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:15	Registration in Houses					
8:30	Assembly	Chapel	Chapel	Chapel	House Songs	P1 8:30-9:15
8:50	P1	P1	Tutorial	P1	P1	P2 9:20-10:05
9:40	P2	P2	P2	P2	P2	Break 10:05
10:25	Break					P3 10:30-11:15
10:50	P3	P3	P3	P3	P3	P4 10:30-11:15
11:40	P4	P4	P4	P4	P4	Lunch 12:05
12:25	Lunch					
13:35	Registration in Houses					
13:45	P5	P5	P5	Games	P5	Games until approximate 16:30
14:35	P6	P6	P6		P6	
15:25	P7	P7	P7		P7	
16:10	Free time					
16:30	Activities					
17:45	Prep 1					
18:30	Buses depart/Supper					
19:30	Prep 2					

EXPECTATIONS OF PUPILS

Pupils Driving Cars onto Campus

Bringing a car to School is a **privilege**. For pupils who wish to drive themselves to and from School, parents must write to the Senior Deputy Head, Mr Woolley seeking the School's permission. Pupils with cars may take other pupils as passengers when the School has received the agreement of the parents of all pupils involved. Even with such permission and assurance, the School will not allow the car to be used for non-essential trips, e.g., shopping.

The School's prime concern must be safety of pupils. Where it is felt that such a journey is inappropriate for whatever reason, the School reserves the right to withhold permission.

Smoking

Smoking is forbidden at Wycliffe. Those caught smoking are offered counselling, are required to pay a fine and undertake community service. Persistent smokers may be suspended or asked to leave.

Alcohol

- Pupils in the Sixth Form may only be offered or consume small quantities of alcohol under strict supervision of House Staff. This is only as part of a social occasion where food is also served.
- Pupils are not allowed to buy alcohol from shops, even if they are over 18 years old, unless they have written permission from their Housemaster or Housemistress, which will only be granted on special occasions.
- Pupils may not buy or consume spirits.
- Pupils over 18 years old may not buy alcohol and supply it to younger pupils. This is a serious offence and results in suspension.

Equipment for Lessons

Pupils will need to bring the following for lessons:

- Maths equipment
- Scientific calculator (ideally a Casio fx-85GTX or similar)
- Pens and pencils
- Subject dividers and A4 files
- Highlighter pens

For A level Mathematics or Further Mathematics pupils need a Casio 991EX Advanced Scientific or Casio CG50 Graphic Calculator. The Maths Department can organise the purchase of these calculators at a reduced rate. More details are sent from the Maths department at the start of the school year.

WYCLIFFE SCHOOL UNIFORM

Wycliffe School uniform is supplied by the online company Schoolblazer - www.schoolblazer.com or you can telephone them on +44 (0)333 7000 733. The ordering procedure with instructions for using their intelligent sizing is explained on their website.

PLEASE NOTE: Schoolblazer strongly advise that parents put in their order for uniform by 31st July. Free postage and packing is offered for orders placed between Monday 6th and Sunday 20th July 2020.

Our Uniform Manager, Ms Joy Eady will be available in the summer holidays and term time to help with any questions you may have. She can be contacted on +44 (0)1453 820447 or by email at joy.eady@wycliffe.co.uk.

Boys' Clothing List for Years 9, 10, 11

School Uniform that must be purchased from Schoolblazer

- 1 purple crested blazer
- 1 grey V-neck jumper with purple stripe
- 1 purple and silver School tie
- 1 grey, purple and black college scarf (optional)

Items Obtainable from Other Suppliers

- 2 washable charcoal grey trousers
- 2 plain white polycotton white shirts (long or short sleeved)
- Short grey socks
- 1 coat or raincoat in a plain style in black or dark grey (coat must be long enough to cover blazer - no casual wear such as sports or bomber jackets)
- Black smart shoes

Sports Kit

Sports Kit that must be purchased from Schoolblazer.

1 purple/black crested ¼ zip tracksuit	1 black base layer leggings (optional)
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1 back/purple crested training pant	1 black base layer shorts (optional)
1 white/purple crested PE t-shirt	1 pair black/purple/white hooped games socks
1 pair black crested PE shorts	1 purple/black crested games bag (optional)
1 purple crested games shirt	Summer Term: (Cricket kit is required only for those playing in a School Team). 1 Wycliffe cricket shirt 1 Wycliffe cricket fleece (optional)
1 black crested rugby shorts	
1 purple crested midlayer	
1 black base layer top (optional)	

Items Obtainable from Other Suppliers

- 1 pair cricket trousers
- 1 pair indoor trainers with non-marking soles
- 1 pair outdoor trainers
- 2 pairs white sports socks
- 1 pair rugby/football boots
- 1 pair shin pads
- 1 pair swimming trunks optional (not long shorts)
- 1 mouthguard

Girls' Clothing List for Years 9, 10, 11

School Uniform that must be purchased from Schoolblazer

- 1 purple jacket
- 1 grey V-neck jumper with purple stripe
- 1 purple tartan kilt - (length on or below the knee)
- 1 grey, purple, black college scarf (optional)

Items Obtainable from Other Suppliers

- 4 white revered collar blouses (long or short sleeved)
- Grey tights
- 1 coat or raincoat in a plain style in black or dark grey
- Black smart shoes with low heel

Sports Kit

1 Purple/black crested ¼ zip tracksuit top	1 Black crested cycling shorts (optional)
1 Black crested training pant	1 Base layer leggings (optional)
1 White/purple crested PE t-shirt	1 Base layer top (optional)
1 Black crested skort	1 Pair purple/black/white hooped games socks
1 Purple crested games shirt	1 Purple/black crested games bag (optional)
1 Purple crested midlayer	Summer Term: 1 White crested skort
1 Black fitness leggings	

Items Obtainable from Other Suppliers

- 3 pairs black, grey or natural tights (opaque or sheer)
- 1 coat or raincoat in a plain style in black or dark grey (coat must be long enough to cover jumper - no casual wear such as sports or bomber jackets)
- 1 pair indoor trainers with non-marking soles
- 1 pair outdoor trainers
- 2 pairs white sports socks
- 1 pair AstroTurf boots
- 1 hockey stick 1 Pair shin pads
- 1 tennis racquet
- 1 mouthguard
- 1 one-piece swimming costume optional with cross-over back (no scooped back)

Dress Code for Sixth Form Boys

Suit/Formal Business attire	A formal, classic, dark business suit - black, grey or navy. Suit jacket to be worn during the timetabled day and on all formal occasions. Trousers must have a crease, must not be tight or jean style and must be worn with waistband at waist, not hips.
Plain or Striped shirt	A white shirt is required for formal occasions. Shirts to be buttoned, with a collar. Long-sleeved shirt (sleeves rolled down, cuffs buttoned) or short sleeved shirt, with tie.
Tie of own choice	(or Purple/Silver School Tie) Top shirt button done up, tie done up to cover it; tie of acceptable length.

Sweater	When worn, plain black, grey or navy-blue V-neck jumper (or other plain colour V-neck to complement their suit) to be worn under a jacket, but not instead of a jacket. No logos on jumpers.
Shoes	Black or brown leather. Plain, formal, polished, leather - not suede or boots. Must be clean and in good repair. No colour or logos.
Coat	Plain black, navy or dark grey, long enough to cover the suit jacket. The coat may only be worn on top of a school jacket, not instead of a jacket. NB. Casual wear (bomber jackets, sportswear, hoodies, logos or mixed colours) are not allowed with uniform.
Scarf	Any acceptable plain colour scarf or purple/silver grey/black striped. School scarf.
Optional	Dinner suit/bowtie for formal occasions.

Sports Kit for Boys

1 purple/black crested ¼ zip tracksuit	1 black base layer leggings (optional)
1 back/purple crested training pant	1 black base layer shorts (optional)
1 white/purple crested PE t-shirt	1 pair black/purple/white hooped games socks
1 pair black crested PE shorts	1 purple/black crested games bag (optional)
1 purple crested games shirt	Summer Term: (Cricket kit is required only for those playing in a School Team). 1 Wycliffe cricket shirt 1 Wycliffe cricket fleece (optional)
1 black crested rugby shorts	
1 purple crested midlayer	
1 black base layer top (optional)	

Items Obtainable from Other Suppliers

- 1 pair cricket trousers
- 1 pair indoor trainers with non-marking soles
- 1 pair outdoor trainers
- 2 pairs white sports socks
- 1 pair rugby/football boots
- 1 pair shin pads
- 1 pair swimming trunks optional (not long shorts)
- 1 mouthguard

Dress Code for Sixth Form Girls

Jackets:	<ul style="list-style-type: none"> • Should be worn at all times unless an outer coat is worn in winter. • Can be part of a suit or co-ordinate with a skirt or pair of trousers or shift dress. • Colours and patterns should be suitable to be part of a professional wardrobe and co-ordinate with other garments (Navy, grey, black or other dark base colour)
Skirts:	<ul style="list-style-type: none"> • Must be at least 3/4 of the way down the upper leg when walking and NOT overly tight fitting. Slits must not be higher than 2/3 up the upper leg. • Can match a jacket or be part of a co-ordinating outfit. • Subtle patterns such as jacquard or tweed/tartan must co-ordinate with the rest of the outfit worn. • Lined skirts not lycra/bodycon type material
Trousers:	<ul style="list-style-type: none"> • Can vary in style but must NOT be overly tight fitting. No shorter than the top of the ankle bone. • Can match a jacket or be part of a co-ordinating outfit. • Subtle patterns such as jacquard or tweed/tartan must co-ordinate with the rest of the outfit worn. • Not lycra/bodycon or denim type material.
Dresses:	<ul style="list-style-type: none"> • At least 3/4 of the way down the upper leg when walking. Slits must not be height than 2/3 up the upper leg. • Can vary in style but must NOT be overly tight fitting • Can match a jacket or be part of a co-ordinating outfit. • Subtle patterns such as jacquard or tweed/tartan must co-ordinate with the rest of the outfit worn. • Lined dresses not lycra/bodycon or sheer type material

Shirts, blouses, jumpers, tops:	<ul style="list-style-type: none"> Any pattern or colour as long as it co-ordinates with the outfit. Polo necks, round neck, shallow v neck with or without buttons as long as it co-ordinates with the overall outfit and is sufficiently smart. Not clingy or gaping at the front. No t-shirts or large logos or slogans. No fluorescent colours. Thin, smart sweaters may be worn under jackets without a shirt.
Shoes:	<ul style="list-style-type: none"> Black or brown. Suede or leather. Heel no larger than 2.5cm. Knee length boots in winter (not over the knee). Smart ankle boots with trousers.
Jewellery:	<ul style="list-style-type: none"> Up to 2 pairs of earrings plus one cuff. Small hoops or one pair that have a small drop below the ear lobe. Gold or silver bracelet or bangle on each wrist. Two gold/silver necklaces, one with a small pendant. Leather only for religious pendants.
Coats:	<ul style="list-style-type: none"> Dark or neutral solid colour or small check/dark tartan. Any coat should cover the bottom of the jacket beneath A smart tailored coat can take the place of a jacket in winter. No fleeces or oversized puffer jackets Scarves should be dark colours.

Sports Kit for Girls

1 Purple/black crested ¼ zip tracksuit top	1 Black crested cycling shorts (optional)
1 Black crested training pant	1 Base layer leggings (optional)
1 White/purple crested PE t-shirt	1 Base layer top (optional)
1 Black crested skort	1 Pair purple/black/white hooped games socks
1 Purple crested games shirt	1 Purple/black crested games bag (optional)
1 Purple crested midlayer	Summer Term: 1 White crested skort
1 Black fitness leggings	

Please note: The Development Year girls have a choice of games and may not require all the items of games uniform.

Items Obtainable from Other Suppliers

- 3 pairs black, grey or natural tights (opaque or sheer)
- 1 coat or raincoat in a plain style in black or dark grey (coat must be long enough to cover jumper - no casual wear such as sports or bomber jackets)
- 1 pair indoor trainers with non-marking soles
- 1 pair outdoor trainers
- 2 pairs white sports socks
- 1 pair AstroTurf boots
- 1 hockey stick 1 Pair shin pads
- 1 tennis racquet
- 1 mouthguard
- 1 one-piece swimming costume optional with cross-over back (no scooped back)

PERSONAL APPEARANCE

Pupils need to follow the School's guidelines on personal appearance:

- All casual clothes must be clean, in good repair and with no offensive logos.
- No piercings or studs may be worn, except on the earlobe.
- Whilst in uniform, girls may only wear one acceptable ear stud on the lobe of each ear.
- Boys may not wear an earring at any time.
- No visible body piercing or tattoos are permitted.
- Only one acceptable ring may be worn on a hand.
- No ankle bracelets may be worn.
- Only a watch may be worn on the wrist.
- Girls may only wear a simple neck chain.
- Boys may only wear a simple neck chain if associated with a religious or medical pendant.
- Girls may wear very discreet make-up but may only wear nail varnish out of School uniform. However, Sixth Form girls may wear clear pale pastel shades of nail varnish when in uniform.

- Boys may not wear make-up or nail varnish at any time.
- Boys hair should be worn in an acceptable style at a length well short of the shirt collar - no extremes of hairstyles are allowed. Hair must not be spikey or shaved close to the scalp.
- Pupil's hair should not be dyed or have highlights in unnatural or sharply contrasting hair colours. If a pupil's hair is unacceptable in length or hair colouring, the Housemaster or Housemistress can ask them to change it.
- Eating and drinking from bottles or cans whilst moving about the campus or in the street is not permitted.

Please note: Girls may wear boots in cold weather or when it snows. Boots must be flat, black polishable leather to the knee. Heels must be flat and no higher than one inch (2.5cms).

SPORT

Wycliffe Physical Education and Sports Department enables pupils to develop their level of physical performance through regular PE lessons, Games sessions and extracurricular activities.

Games Curriculum

Autumn Term.

Year 9 and 10 (Monday, Thursday and Saturday)

Year 11 (Tuesday, Thursday and Saturday)

Year 12 and 13 (Tuesday, Thursday and Saturday matches)

Spring Term

Year 9 and 10 (Monday, Thursday and Saturday)

Year 11 and DY (Tuesday, Thursday and Saturday)

Year 12 and 13 (Tuesday, Thursday and Saturday matches)

Summer Term

Year 9 and 10 (Monday, Thursday and Saturday)

Year 11 (Tuesday, Thursday and Saturday)

Year 12 and 13 (Tuesday, Thursday and Saturday matches)

Girls: Hockey. Boys: Rugby.

Boys: Rugby. Girls: Hockey

Boys: Rugby. Girls: Hockey

Girls: Netball. Boys: Football.

Girls: Netball. Boys: Football and Rugby 7s

Boys: Football and Rugby 7s. Girls: Netball

Boys: Athletics, Cricket and Tennis

Girls: Athletics, Tennis and Cricket

Boys: Athletic, Cricket and Tennis

Girls: Athletics, Rounders, Tennis and Cricket

Boys: Athletics, Cricket and Tennis

Girls: Athletics, Rounders, Tennis and Cricket.

Years 11, 12 and 13 not involved in the main games sports during their games sessions can choose from a variety of other sporting activities, i.e. Basketball, Fencing, Mindpose Yoga, Zumba, Crossfit, Boxercise, Circuit training, Badminton, Multi skills, cross-country and rowing. Years 12 and 13 have two compulsory afternoon sessions on a Tuesday or Thursday and must attend on a Saturday and make team Games their priority if required.

Extra-curricular activities are run before school, at lunch time, and after school. This programme supports the ongoing PE lessons and Games activities. Pupils are required to attend practices for teams they are selected to represent. Sport fixtures take place throughout the week. It is expected that pupils are available for all competitions and fixtures. Regular fixtures are listed in the School Calendar and on the School's Sports website. Team sheets are posted on the School Sports website, informing pupils of the selected team and timings of the match. Saturday games sessions for Year 9, 10, 11 and DY will usually finish by 14:30 unless pupils are involved with matches.

School Games		
Boys: Rugby	Girls: Hockey	All: Rowing and Squash
Football	Netball	All: Athletics
Cricket	Tennis	
Tennis	Rounders	
	Cricket	
Sixth Form Games		
Rounders	Athletics	Badminton
Basketball	Rowing	Cross-country
Fencing	Volleyball	Rugby 7's
Squash	Yoga	
Extra-Curricular		
Athletics	Badminton	Basketball
Girls Cricket	Cross-country	Strength and Conditioning
Zumba	Equestrian	Fencing
Running Club	Rowing	Indoor Hockey
Squash	Swimming	Rugby 7s

An elite squash programme also supports the Games curriculum and rowing is offered to pupils that are not involved in the playing of team games. Numbers for rowing are limited and selection is based on a variety of criteria. The staff in charge of the pupils and teams will always refer to the medical information that has been supplied to the

School Medical Centre for your child. Therefore, please ensure that the Medical Centre is informed of any relevant changes in medical or other circumstances occurring, including courses of medication or other treatment, regardless of the duration. Additional consent may be required for any residential or higher risk activities or when there is an extra charge required. In this case a specific letter will be distributed setting out all the details of the activity and requesting your permission.

Ben Taylor, Director of Sport
Email: ben.taylor@wycliffe.co.uk

SCHOOL TRANSPORT

Minibus Routes and Charges 2020-21

Wycliffe offers a School Minibus service for Day Pupils to and from the College during term time Monday to Friday and a morning service on Saturdays. The routes have been designed to meet the current requirement. However, the School is flexible and will always welcome enquiries to change as necessary.

If you would like to use this service, please complete the relevant form.

Morning Routes (Monday – Friday Only)

A38 Route

LOCATION	TIME OF DEPARTURE	PICK-UP LOCATION	TOTAL COST OF JOURNEYS PER TERM
Tockington	07:15	TBC	£240
Alveston	07:20	Premier Shop	£230
Falfield	07:30	The Hunstman Inn Car Park	£220
Stinchcombe	07:40	The Yew Tree Car Park	£205
Dursley	07:50	Sainsbury's Car Park	£190

Chepstow Route

LOCATION	TIME OF DEPARTURE	PICK-UP LOCATION	TOTAL COST OF JOURNEYS PER TERM
Chepstow	07:20	ALUK Car Park	£265
Frampton	07:50	The Green	£175
Moreton Valence	08:00	Gables Farm	£180

Cirencester Route

LOCATION	TIME OF DEPARTURE	PICK-UP LOCATION	TOTAL COST OF JOURNEYS PER TERM
Cirencester	07:15	Beeches Car Park	£235
Cirencester	07:20	Lewis Lane (opposite Ashcroft Gardens)	£235
Cirencester Road	07:25	Jolly Nice Farm Shop	£225
Brimscombe	07:40	Layby opposite Post Office	£180

Malmesbury Route

LOCATION	TIME OF DEPARTURE	PICK-UP LOCATION	TOTAL COST OF JOURNEYS PER TERM
Malmesbury	07:10	Co-Op	£255
Long Newnton	07:20	Opposite Church	£250

Tetbury	07:35	Chippings Car Park	£235
Tetbury	07:38	Dolphin Hall	£235
Kingscote	07:45	Windmill Lane	£220

Stroud Valleys Route

LOCATION	TIME OF DEPARTURE	PICK-UP LOCATION	TOTAL COST OF JOURNEYS PER TERM
Nailsworth	07:15	Morrisons Car Park	£185
Minchinhampton	07:20	Dr Browns Road	£185
Amberley	07:30	Amberley Inn	£180
Amberley	07:40	War Memorial	£180
Rodborough	07:40	Bownham Park	£180
Walkley Hill	07:45	Opposite The Prince Albert	£175
Inchbrook	07:50	Layby opposite Inchbrook Trading Estate	£175
Stroud	07:55	Butterow	£170

Tewkesbury Route

LOCATION	TIME OF DEPARTURE	PICK-UP LOCATION	TOTAL COST OF JOURNEYS PER TERM
Tewkesbury	07:05	Ashchurch Railway Station	£250
Cheltenham	07:30	B&Q Car Park	£225
Cranham	07:50	TBC	£185
Painswick	08:00	Stamages Lane	£180

Afternoon Routes (Monday – Friday Only)

Minibuses leave promptly from the Preparatory School at 18:15 and from the Senior School at 18:30.

Chepstow Route

LOCATION	ARRIVAL TIME	DROP-OFF LOCATION	TOTAL COST OF JOURNEYS PER TERM
Frampton	18:40	The Green	£175
Falfield	18:55	The Huntsman Car Park	£220
Tockington	19:05	TBC	£240
Alveston	19:10	Premier Shop	£230
Chepstow	19:20	Homebase Car Park	£265

Cirencester and Malmesbury Route

LOCATION	ARRIVAL TIME	DROP-OFF LOCATION	TOTAL COST OF JOURNEYS PER TERM
Cirencester	18:55	Waitrose Car Park	£235
Malmesbury	19:20	Co-op	£255

Long Newton	19:25	Opposite Church	£250
Tetbury	19:30	Chipping's Car Park	£235

Stroud Valleys Route

LOCATION	ARRIVAL TIME	DROP-OFF LOCATION	TOTAL COST OF JOURNEYS PER TERM
Walkley Hill	18:40	Outside Prince Albert Inn	£175
Inchbrook	18:45	Outside Inchbrook Trading Estate	£175
Nailsworth	18:50	Morrisons Car Park	£185
Minchinhampton	19:05	Dr Browns Road	£185
Amberley	19:10	Amberley Inn	£180
Amberley	19:15	War Memorial	£180

Tewkesbury Route

LOCATION	ARRIVAL TIME	DROP-OFF LOCATION	TOTAL COST OF JOURNEYS PER TERM
Cheltenham	18:55	B&Q Car Park	£225
Tewkesbury	19:15	Ashchurch Railway Station	£250

Saturday Routes - Morning only

The Saturday pick-up locations are flexible and subject to demand. If you would like an additional pick-up location, please contact the transport office on 01453 852807 or transport@wycliffe.co.uk.

A38 Route

LOCATION	TIME OF DEPARTURE	PICK-UP LOCATION
Tockington	07:20	TBC
Alveston	07:25	Premier Shop
Falfield	07:40	The Huntsman Inn, Car Park

Chepstow Route

LOCATION	TIME OF DEPARTURE	PICK-UP LOCATION
Chepstow	07:20	ALUK Car Park
Frampton	07:50	The Green
Moreton Valence	08:00	Gables Farm

Cirencester Route

LOCATION	TIME OF DEPARTURE	PICK-UP LOCATION
Cirencester	07:20	Beeches Car Park
Cirencester	07:25	Lewis Lane

Frampton Mansell	07:40	Jolly Nice Farm Shop
Minchinhampton	07:45	Dr Browns Road
Brimscombe	07:50	Layby opposite Post Office

Malmesbury Route

LOCATION	TIME OF DEPARTURE	PICK-UP LOCATION
Malmesbury	07:10	Co-Op
Long Newnton	07:20	Opposite Church
Tetbury	07:35	Chippings Car Park
Tetbury	07:38	Dolphin Hall

Tewksbury Route

LOCATION	TIME OF DEPARTURE	PICK-UP LOCATION
Tewkesbury	07:10	Ashchurch Railway Station
Cheltenham	07:35	B&Q Car Park

All pre-booked Saturday Route charges are included in the total cost of morning journeys per term (as above).

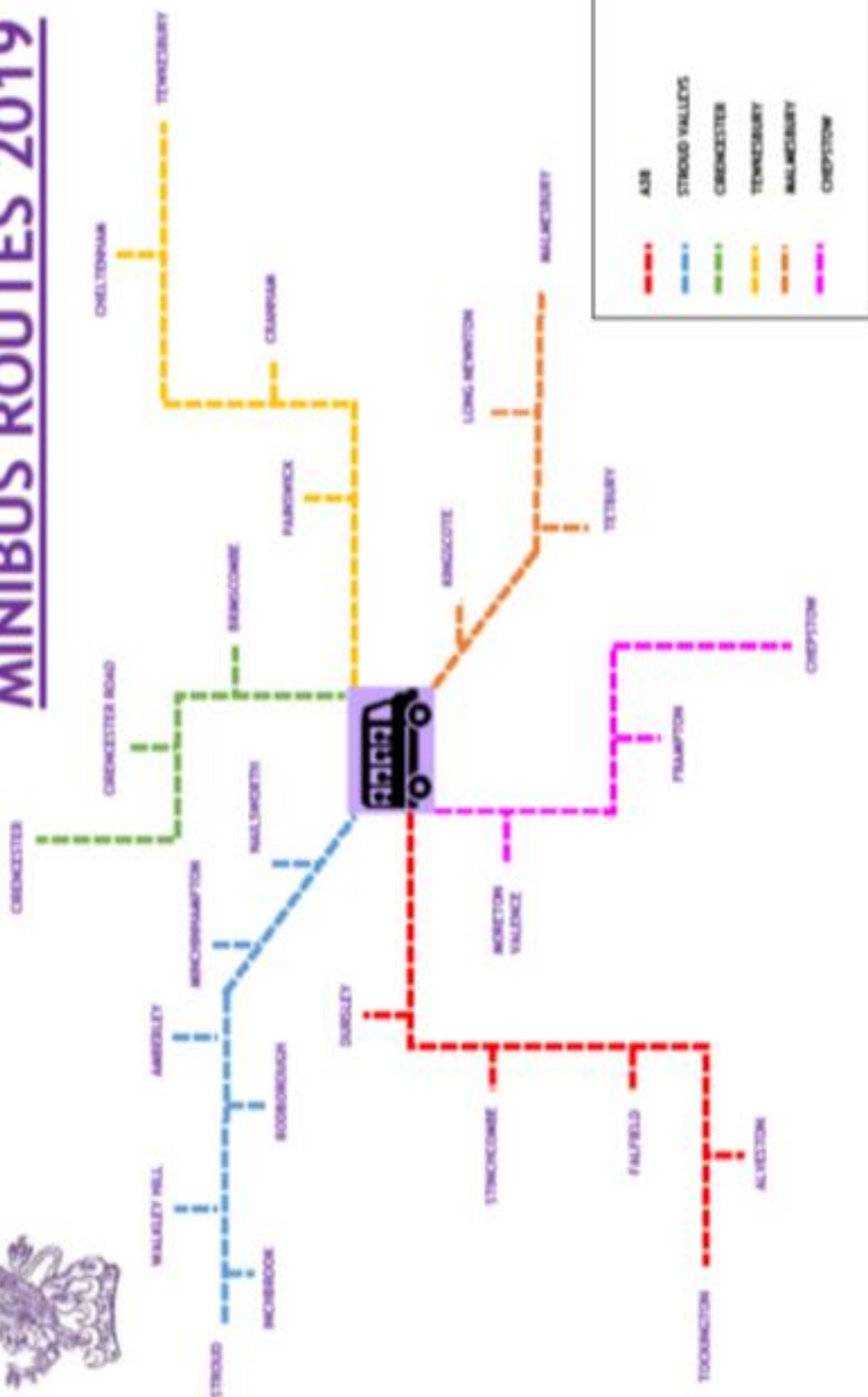
Pre-Booked Journeys: Pre-booked journeys are charged on a pro-rata basis and billed at the end of each term

Ad Hoc Journeys: Unscheduled and infrequent journeys are considered ad hoc and can be booked subject to availability. All ad hoc journeys are charged at £4.50 per single journey.

Further information is available from the Transport Office: 01453 852807 or transport@wycliffe.co.uk.



MINIBUS ROUTES 2019



PASS: PARENTS' ASSOCIATION SENIOR SCHOOL

What is PASS?

The aim of PASS is to enrich the experience of all pupils attending Wycliffe College. PASS operates in a different way to a traditional PTA fundraising association. As parents, you contribute on a termly basis to the PASS fund, via your school invoice and that is it – you will not be asked for any further contributions either financial or for your time. So no cupcake baking at a moment's notice!



Who is on the PASS Committee?

The Committee comprises of 10 parent volunteers and a member of the Schools Senior Management Team. We aim to have representation from all year groups, from boarding and day families. New faces are very welcome with members generally remaining on the committee for 2 years. We meet in the evening, twice a term. Being a Committee member is a great way to discover at first hand the many exciting activities that are going on at school, as well as getting to know other parents. If you are interested in finding out more, please contact Helen Denning (helen1.denning@hotmail.com).

How are funds allocated?

Students (groups or individuals) bid for funds in a Dragon's Den style presentation to the PASS committee. The committee considers each bid on its own merit and will allocate full or partial funding. In all cases, proof that the item has been purchased or the activity has taken place is requested and a feedback form completed.

How will my child benefit from the funds?

Every student benefits, and can do so in multiple ways. The student led initiatives can be from individual houses, clubs and societies, for curriculum enhancement or for individual students.

In addition, PASS supports academic effort prizes awarded at parents' evenings, The Annual Wycliffian Lecture, The Creative Writing Anthology and Refreshments at music and drama events.

Below is a selection of some of the awards made in 2019/20

Robotics Club	Funds awarded for upgraded software for use at national competitions
Yr 12 student	Pitched for funds to buy research materials for EPQ data collection
Rowing Club	Coaches' bikes to improve safety and support when training on the canal
Greenpower Racing Team	Funds to support team transport their vehicle and attend competitions in Goodwood & Anglesey
House Awards	Funds have been given for the purchase of table football equipment, house sports tops, outdoor furniture and sound equipment, amongst other bids.
BTEC Sport	Support for charity boys v girls sports match (netball and tag rugby) organised by Yr 13 students.

The Wycliffian Society (Connected, Supportive, Bold and Loyal)

All pupils who attend Wycliffe from Reception onwards will automatically become life members of The Wycliffian Society (TWS). The Wycliffian Society's function is to provide a unique network for support, encouragement and engagement for all Wycliffians.

The Wycliffian Society assists the School, current pupils and OWs in a variety of ways including; providing prizes for academic effort, the TWS Award, careers advice, networking and supporting enterprising projects and expeditions.

The Wycliffian Society maintains a database which keeps the worldwide network of OWs in contact with The Society and each other and is active across a number of social media platforms.

Whilst your child is a pupil here, as the parent or guardian, you are a member of The Wycliffian Society and we invite you to join us at events and to connect with us on social media. All our news and events can be found:



Our Website: www.wycliffe.co.uk/the-wycliffian-society. Here you will find links to our digital magazines, news and events.



Facebook: www.facebook.com/TheWycliffianSociety. Please 'Like' our page. On the left-hand menu, you will find sport groups which you can join. Re y



Instagram: www.instagram.com/thewycliffiansociety. Follow us @thewycliffiansociety.



Twitter: twitter.com/wycliffealumni. Follow us @wycliffealumni.



LinkedIn: Our LinkedIn group is called The Wycliffians and is a fantastic place to network, so please request to join the group.

The Society is also custodian of the College archives and memorabilia, regularly providing information for researchers for both private and public use.

Every member of The Wycliffian Society receives the termly edition of the Wycliffe Times with news on current pupils and OWs and invitations to all Wycliffian and some College events. We also produce an annual publication The Wycliffian Society Times which is a summary of OW news and events and a calendar of Wycliffian events for the following year.

To cover the costs of The Society pupils are billed in nine termly instalments of £40 from whenever your child starts in the Prep School, or on arrival at the Senior School. New entrants into the Sixth Form are charged £60 for six terms. Our objective is to ensure that all former pupils feel they are members of a vibrant and distinctive Society, without the problems of paying an ongoing annual subscription.

We are sure you will appreciate the benefits with the knowledge that your son or daughter will continue to remain in touch with Wycliffe and their friends – for life.

How to get in touch with The Wycliffian Society:

Contact: Victoria Vicary, Wycliffian Society Manager

Email: TWS@wycliffe.co.uk

Tel: +44 1453 820439

FINANCE

Important Information Regarding School Fees

All School Fees invoices and Direct Debit schedules (if applicable) are sent to parents by email. We would ask that new parents please provide the school with two current email addresses when completing the school joining information. To ensure successful delivery of the documents please add billing@wycliffe.co.uk to your list of contacts.

Payment of Fees on the First Day of Term. Academic Year 2020-2021

A 1% discount off the net termly fee (excluding extras) will apply for the academic year 2020/21 where full payment is made by **Direct Debit only**, on the first day of term. Your account will be credited with the discount prior to collection of the Direct Debit. **Parents wishing to use this facility are requested to complete the Direct Debit Mandate enclosed in the joining pack and return to the above address.** Please note that payments made directly into the School's account or by any other payment method will not qualify for the 1% discount.

Payment of Fees by Instalments, Academic Year 2020-2021

1. Introduction.

To assist parents in meeting the costs involved, the Council of Trustees of Wycliffe offers to accept payment of School fees and charges for extras by monthly instalments by Direct Debit for each term of the academic year 2020-2021 starting in September 2020. This arrangement is subject to the College's Terms and Conditions and the additional following arrangements will also apply:

2. Arrangements and conditions for the Academic Year 2019/20

These are that:

a. Monthly payments each corresponding to not less than the minimum of one quarter of the current termly fees account, including extras charged from the previous term, are to be paid by Direct Debit on the first day of each month, commencing on the 1st day of September 2020.

Fees and extras will be collected as follows:

Autumn Term 2020 1st September – 1st December inclusive

Spring Term 2021 1st January – 1st April inclusive

Summer Term 2021 1st May – 1st August inclusive

- a. b. Any extras due in respect of a pupil's final term at Wycliffe will be collected in full on the first day of the month in the following term eg extras for the Summer Term 2020 will be collected on 1st September 2020.
- b. In the event of non-payment of any instalment due, the whole amount outstanding shall be due immediately including interest payable at the current rate from the start of term. A charge of £10 per item will be made for returned Direct Debits.
- c. These arrangements are entirely at the School's discretion and are not normally available where accounts already stand in arrears. The Council reserves the right to withdraw the concession of this facility in the event that any of the conditions above are not met or circumstances should change.

3. Parents wishing to take advantage of this facility are requested to complete and return the Direct Debit Mandate, which is enclosed in the joining pack and return to the above address. There will be no additional administrative charge will be made for this service.

Payment of Fees by Debit or Credit Card

The School accepts payment by debit or credit card by telephone.

CONTACT NAME FOR ANY QUERIES

If you have any queries, please do not hesitate to contact in the first instance: Mrs Lynne Butler (01453 820398) lynne.butler@wycliffe.co.uk

Lump Sum Repayments

The School offers lump sum pre-payment plans, which enable the payment of future terms' fees for a fixed guaranteed amount. Please contact the Assistant Accountant, Mrs Judy Bourne (01453 820399) judy.bourne@wycliffe.co.uk for further details.

Schedule of Fees 2020-2021

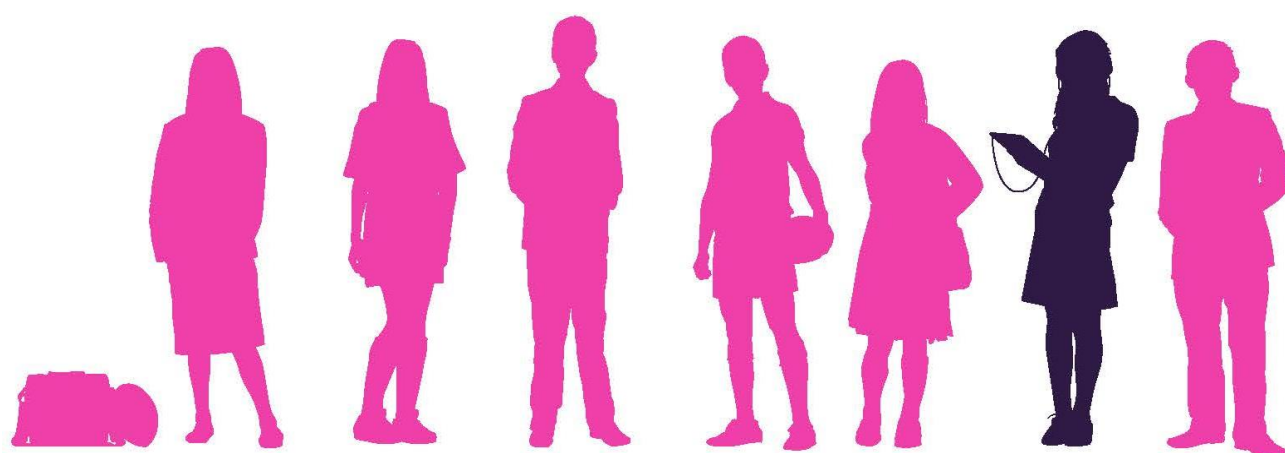
The 2020-2021 Schedule of Fees can be found on the Wycliffe website by following this link: https://www.wycliffe.co.uk/wp-content/uploads/2019/04/Schedule-Of-Fees-2019_Web.pdf from the beginning of July 2020.

Wycliffe College

Fees Refund Scheme

**Secure a Refund if Your Child
Cannot Attend School**

Effective From Winter Term September 2019



ref: **30396119**

FEES REFUND SCHEME

Having to pay for something you aren't using is frustrating. So if your child is forced to miss school for an extended period of time because they are ill or injured, wouldn't it be reassuring to know you can get a refund for those lost school days.

Join our Fees Refund Scheme and we will refund the fees you have already paid if your child cannot be in school because they are ill, injured or have been in contact with an infectious disease, provided your application for a refund satisfies certain conditions. You can join before the beginning of a new term and cancel in advance of the start of any term provided we receive the appropriate notice in writing.

Participation in this scheme alters the contract you have with the school for the provision of educational services and entitles you to a refund or free place at the school as detailed in this leaflet.

The cost of joining our scheme is calculated as a percentage of your termly fee, excluding extras:

• **For boarders this is 1.05%.**

• **For day pupils it's 1.05%.**

The school reserves the right to vary the termly charge by giving advance notice to you.

The term "fee" used in this document means the net amount (excluding extras) that is required to be paid each term for the attendance at the school of a pupil.

The term "doctor" used in this document means an independent medical practitioner who is not a member of the pupil's immediate family.

"The scheme offers the extra peace of mind that money spent on school fees is going towards your child's education, not on time spent recovering from an illness or accident."



WHAT THE SCHEME COVERS

- If your child is a day pupil a refund will be made if your child is absent from school for a period of at least five consecutive full days (including weekends and half-term breaks) because your child is ill, has had an accident or has been in contact with an infectious disease.
- If your child is a boarder a refund will be made if your child is absent from school or classes for a period of at least eight consecutive full days (including weekends and half-term breaks) because your child is ill, has had an accident or has been in contact with an infectious disease.

If we have paid a refund under the scheme and your child's doctor feels your child is ready to come back as a day pupil, but is not ready to be a boarder again, we will refund the difference between the boarding fee you've already paid and the day fee. This will be from the first day back at school after an absence where a refund has been given, up to the end of term or the day your child returns to school as a boarder if it is before then.

If the school, or a separate house of the school, is forced to close due to an outbreak of an infectious disease amongst the pupils or staff, which makes tuition impossible, a refund would be made. There is no cover for the first seven days of any such closure. For example, if the school is closed for eight days due to an outbreak of an infectious disease at the school the Scheme would refund one day's fee.

The total amount of all refunds that will be made for any one child for any one medical condition, or series of related medical conditions is 280 days.

APPLICATION FORM

I wish to be included in the Fees Refund Scheme. I declare that I have read and accept the terms and conditions of the scheme as outlined in this leaflet.

Please complete the details below and return this page to the school as soon as possible. If you have the appropriate software, you can type directly into the fields below, save as a PDF to your desktop, and email it back to the school. Alternatively print off the document, complete the fields in BLOCK capitals, and return to the school.

Name of school:

Wycliffe College

Name of pupil 1:

Name of pupil 2:

Name of pupil 3:

Name of fee payer:

Date:

Signed:

Print name (if applicable):

FREE PLACE IN THE EVENT OF ACCIDENTAL DEATH

In the event of an accident that results in the death of a person who is legally obliged to pay the school fees for your child, we will maintain your child's place at the school free of charge for up to five terms following the death. The person must be under 70 at the time of death and the death must be caused solely by accidental means and independently of any other cause. Death arising from illness, natural causes, suicide, intentionally self-inflicted injury, war, or act of terrorism is not covered. The provision of a free place does not apply if the person legally obliged to pay the school fees is a trustee of a fund from which the fees are paid.

A request for a free place must be made to the school within three months of the date of death.

WHEN PARTICIPATION STARTS AND ENDS

Inclusion in the scheme begins on the first day of term if the termly charge has been paid before that date. If the charge is paid after the term has begun it will be from the date the school receives the payment. Participation ends when your child leaves the school, you withdraw your child from the school, the child leaves the scheme or the school discontinues the scheme. If you withdraw your child from school because of an injury they have suffered or an illness, then inclusion in the scheme will continue until the end of the term during which the withdrawal takes place.

WHAT THE SCHEME DOES NOT COVER

There are a number of scenarios that are not covered by our Fees Refund Scheme. These are listed below:

- Absences connected to a sickness, condition or injury of the child that you, any parent, legal guardian, or child, was aware of and received treatment or advice for in the 12 months prior to their inclusion in the scheme. This will not apply if your child has been free of all related symptoms for a continuous period of 24 months after first joining our scheme.
- Absences over 14 days without a doctor's certificate.
- The first seven days of absence as a result of the school being closed due to an infectious disease outbreak.
- Absences caused directly or indirectly by any congenital condition or abnormality of your child that you, any parent, fee payer, legal guardian or your child was aware of prior to being included in this scheme.
- Your child being removed from or kept away from the school because of a fear of contact with an infection at the school.
- Your child falling ill following an inoculation or other preventative treatment.
- Keeping your child out of school when a doctor has declared them fit to attend.
- Keeping your child out of school after the end of the recognised quarantine as laid down in the code of the Medical Officers of Schools Association.
- Any absence arising from war or act of terrorism.

HOW TO APPLY FOR A REFUND

If your child has been absent from school you simply ask us for a Fees Refund form, fill it in and hand it back to us no later than 30 days after the end of the term when your child was absent. When your child is absent from school for over 14 consecutive full days, your doctor will need to complete part of the form. You will have to pay for this if there is a charge.

If applicable, absence from classes where the boarder is treated at school – refunds will be dealt with automatically by the school and no action on your part is required.

When we have already refunded school fees for an absence of over 30 consecutive days, any further related absences during your child's rehabilitation will be regarded as a continuation of the same period of absence. Again, this will have to be certified by a doctor.

HOW REFUNDS ARE CALCULATED

Refunds are based on the length of your child's absence during term time only. Fees will be refunded pro rata to the actual time away from the school, or classes when the boarder is treated at school. This means that the amount payable for each full day of absence is calculated by dividing your child's fees for that term by the actual number of days in the term (including weekends and half-term breaks).

CONDITIONS OF THE SCHEME

1. The total amount of all refunds that will be made for any child for any one medical condition or series of related medical conditions is limited to 280 days.
2. A doctor must certify the necessity of any absence from school of 15 consecutive full days or more.

IMPORTANT INFORMATION

Cancellation

You can cancel your participation in our Fees Refund Scheme by giving us advance notice in writing before the start of each term. The school may cancel this scheme at any time by giving 30 days written notice to you at your last known address.

Governing Law

This scheme is governed by and in accordance with English and Welsh Law.

Data Protection

You should understand that any information you have provided to the school, or will provide in the future, will be used by the school, in accordance with the school's privacy policy, a copy of which will be provided upon request.

Administration

The Fees Refund Scheme is administered by Marsh Ltd. The Fees Refund Scheme is not an insurance contract.