



WYCLIFFE PREP SCHOOL
NEW PARENT HANDBOOK FOR
Boarding Pupils

2023/24

Important Joining
Information for Year 3 to Year 8
Boarding Families

CONTENTS

Section	Page
Purpose, Visions and Aims	3
Welcome	4
Joining Checklist	5
Message from Boarding House Parents	6
Key Dates 2023 to 2024	7-8
Senior Management Team	9
Campus Map	10
Administrative Staff List	11
Aims and Objectives	12
Organisation of the Boarding House	13-15
Preparation	16-17
Communication	18-20
The First Term and Beyond (Transport)	21-22
Guardians & International Services	23-26
Welfare	27-28
Wycliffe School Uniform	29-31
Personal Appearance	32
Devices and Additional Information	33-36
Structure of the Day	37-38
Academic Information, Culture of Learning,	39-41
Rewards and Sanctions	
The Wycliffian Society	42
Financial Information	43-51

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.

FOLLOW US

We encourage you to follow us on social media to see regular updates and news.

You will also see photos and can see the activities taking place.



Facebook: @WycliffeCollege



Twitter: @WycliffePrep @PrepBoarding



Instagram: @WycliffeCollege @WycliffePrep @WycliffePrepBoarding

Please note that this Handbook is a live document and may change throughout the academic year. Updated versions will be available on the Parent Portal.

WELCOME

I would like to extend a warm welcome to you and your family. Whether you are joining Wycliffe Prep School at the beginning of the year in September, or part way through the year, please be assured that we shall make what can be an overwhelming and information-heavy experience, as smooth as possible.

I have always been a huge advocate of Boarding - having gone to Boarding school myself, and so I hope that the next few pages of reading are helpful as you go through the process of settling your child(ren).

You will feel the enthusiasm and dedication coming through the message from Mr Maher and Miss Oliver, and you will see the same in their various communications over the course of your child's time in boarding.

We appreciate that there is a significant amount of information within this handbook. Whilst we hope that it has answered some of your initial questions, we are always here to support you and your family. Please do not hesitate to contact any member of the Wycliffe Prep Team to ask any questions you have; no matter how small they may feel!

I look forward to seeing you soon.

Helena Grant

Wycliffe Prep Head



AUGUST/JUST BEFORE JOINING CHECKLIST

- Ensure that all uniform fits and is named (SchoolBlazer can do this for you). Games and PE kit in the Games bag – all named – including trainers and socks!
- Ensure that your child(ren)'s pencil case is all stocked up - two HB pencils, a 30cm ruler, a pencil sharpener, an eraser, a set of colouring pencils and a glue stick – all clearly named please.
- Check that you have returned all necessary documentation to the Admissions Department.
- Check that you have received the School Calendar and letter about Pre-Season Sport Training for Years 7 and 8 (not compulsory and takes place only before the start of the Autumn Term). You will receive from the School Office information about how to access the online Summer Term calendar and how to access SOCS (our online sports calendar, which will be an important source of information for you).

If you have not received this, please email prep@wycliffe.co.uk.

It is worth noting that Mrs Helena Grant, Wycliffe Prep Head, is back at work from Monday 21st August, but is on email throughout the holiday. The School Office will be open from 21st August 2023, with the Admissions Team in throughout the Summer Holidays. Mrs Helena Grant, Wycliffe Prep Head, will write to all parents on Wednesday 23rd August 2023 with first-day arrangements.

If you are joining mid-way through the year, all the above will happen prior to your child(ren)'s start date.

JUST BEFORE THE BEGINNING OF TERM/START DATE CHECKLIST

- Your child(ren)'s tutor will be in touch with you to introduce themselves. They are your first point of contact for most questions and can point you in the right direction.
- You will receive the name of your child(ren)'s "buddy" (be aware that sometimes this can change at the last moment, but we try not to do that).
- You will receive communications from the School regarding any details about the first day drop-off arrangements.

A MESSAGE FROM THE HEAD OF BOARDING AND GIRLS' BOARDING MISTRESS

Boarding at Wycliffe offers all pupils a wealth of opportunities. Whether it is developing independence, making long-lasting friendships, or simply gaining confidence, Boarding can offer something for everyone. This Handbook has been produced for parents of Boarders at Wycliffe Prep School to give you an idea of what your child(ren) are doing in the House and to make it easier for you to understand how the House is run and organised.

Our overriding aim is to create a supportive, family-orientated House in which all children feel happy, valued, cared for, and can thrive. With a fully co-educational Boarding House and Boarders ranging in age from 7-13 years, they are encouraged to integrate fully with each other, as any children would in their family home. It is heart-warming to watch a senior Boarder help a junior Boarder send an email to their parent who is currently working overseas, as much as it is refreshing to know that Boarders can mix together and choose activities to suit their tastes rather than gender stereotypes, whether it be a lively game of water polo or a more relaxing session in the House card-making and listening to music.

Any Boarding House is indebted to the staff who run it. We have a fantastic team of dedicated staff comprising a team of resident staff members and members of staff living off-site. Each night there is a House Parent, two Matrons and up to two Resident Assistants on duty to ensure the Boarders are well supported and cared for. Additionally, the House Parents are always on-call overnight to ensure the children are safe, well and happy 24 hours a day.

Each night the House Parents, Matrons and Resident Assistants offer activities to ensure that all have a fun and action-packed time. These activities can range from 'Tuesday Night Football' to more creative crafts and cooking for smaller groups. Several times throughout the year the whole House team comes together for special activities; camping, trips out and Christmas celebrations ensure that every term provides the children with long-lasting happy memories and experiences.

The Boarding House at Wycliffe is a lively and friendly place to be. With children of all ages, backgrounds, and nationalities, there is always something new to learn and new to experience, further enriching the opportunities to become 'Global Citizens'. We are passionate about creating an awesome Boarding environment!

Liam Maher and Lauren Oliver

KEY DATES FOR THE YEAR

Autumn Term 2023

All Boarders arrive	Sunday 3 rd September 2023 – new pupils at 4pm and returning pupils at 5pm
Term Begins for All Pupils	Monday 4 th September
Exeat	Friday 22 nd September to Sunday 24 th September Note: pick up is at 3:30pm for Nursery to Y2 and 4:30pm for Y3 to Y8 on Exeat and half-term Fridays – no after-school care, Prep, or activities available.
Half Term	Friday 20 th October to Sunday 5 th November Note: pick up is at 3:30pm for Nursery to Y2 and 4:30pm for Y3 to Y8 on Exeat and half-term Fridays – no after-school care, Prep or activities available.
Exeat	Friday 24 th November to Sunday 26 th November Note: pick up is at 3:30pm for Nursery to Y2 and 4:30pm for Y3 to Y8 on Exeat and half-term Fridays – no after-school care, Prep, or activities available.
Term Ends	Friday 15 th December End of School Term Day 2.30pm - no after-school care, prep or activities available.

Spring Term 2024

All Boarders return	Monday 8 th January – pupils to return from 5pm
Term begins	Tuesday 9 th January
Exeat	Friday 26 th January to Sunday 28 th January Note: pick up is at 3:30pm for Nursery to Y2 and 4:30pm for Y3 to Y8 on Exeat and half-term Fridays – no after-school care, Prep, or activities available.
Half Term	Friday 9 th February to Sunday 18 th February Note: pick up is at 3:30pm for Nursery to Y2 and 4:30pm for Y3 to Y8 on Exeat and half-term Fridays – no after-school care, Prep or activities available.
Exeat	Friday 8 th March to Sunday 10 th March Note: pick up is at 3:30pm for Nursery to Y2 and 4:30pm for Y3 to Y8 on Exeat and half-term Fridays – no after-school care, Prep, or activities available.
Term Ends	Friday 22 nd March End of School Term Day 2.30pm - no after-school care, Prep, or activities available.

Summer Term 2024

All Boarders return	Sunday 14 th April – pupils to return from 5pm
Term begins	Monday 15 th April
Exeat (including May Bank Holiday)	Friday 3 rd May to Monday 6 th May Note: pick up is at 3:30pm for Nursery to Y2 and 4:30pm for Y3 to Y8 on Exeat and half-term Fridays – no after-school care, Prep, or activities available.

<p>Half Term</p>	<p>Friday 24th May to Sunday 2nd June</p> <p>Note: pick up is at 3:30pm for Nursery to Y2 and 4:30pm for Y3 to Y8 on Exeat and half-term Fridays – no after school care, Prep or activities available.</p>
<p>Exeat</p>	<p>Friday 14th June to Sunday 16th June</p> <p>Note: pick up is at 3:30pm for Nursery to Y2 and 4:30pm for Y3 to Y8 on Exeat and half-term Fridays – no after school care, Prep, or activities available.</p>
<p>Term Ends (Nursery – Y2) & Speech Day (Y3 to Y8)</p>	<p>Friday 5th July at 2:30pm (Nursery to Y2) Saturday 6th July (Y3 to Y8)</p>

SENIOR MANAGEMENT TEAM AT WYCLIFFE PREP



Mrs Helena Grant, Head
Email: prephead@wycliffe.co.uk
Tel: +44(0)1453 820499
Home: +44 (0)1453 824090



Mr. Ross Irwin, Senior Deputy Head
Email: ross.irwin@wycliffe.co.uk
Tel: +44(0)1453 820469



Mr. Andrew Stone, Deputy Head Academic
Email: andrew.stone@wycliffe.co.uk
Tel: +44(0)1453 820470



Mr. David Aherne, Assistant Head, Pre-Prep (Nursery to Year 2)
Email: david.aherne@wycliffe.co.uk
Tel: +44(0)1453 820470



Mrs Lynda Askew, Director of Pastoral Care, Deputy Designated Safeguarding Lead (Prep)
Email: lynda.askew@wycliffe.co.uk
Tel: +44(0)1453 820474



Mr. Liam Maher, Head of Boarding; Pennwood Housemaster
Email: liam.maher@wycliffe.co.uk
Tel: +44 (0)1453 820494
Mobile: +44 (0)7968 423649

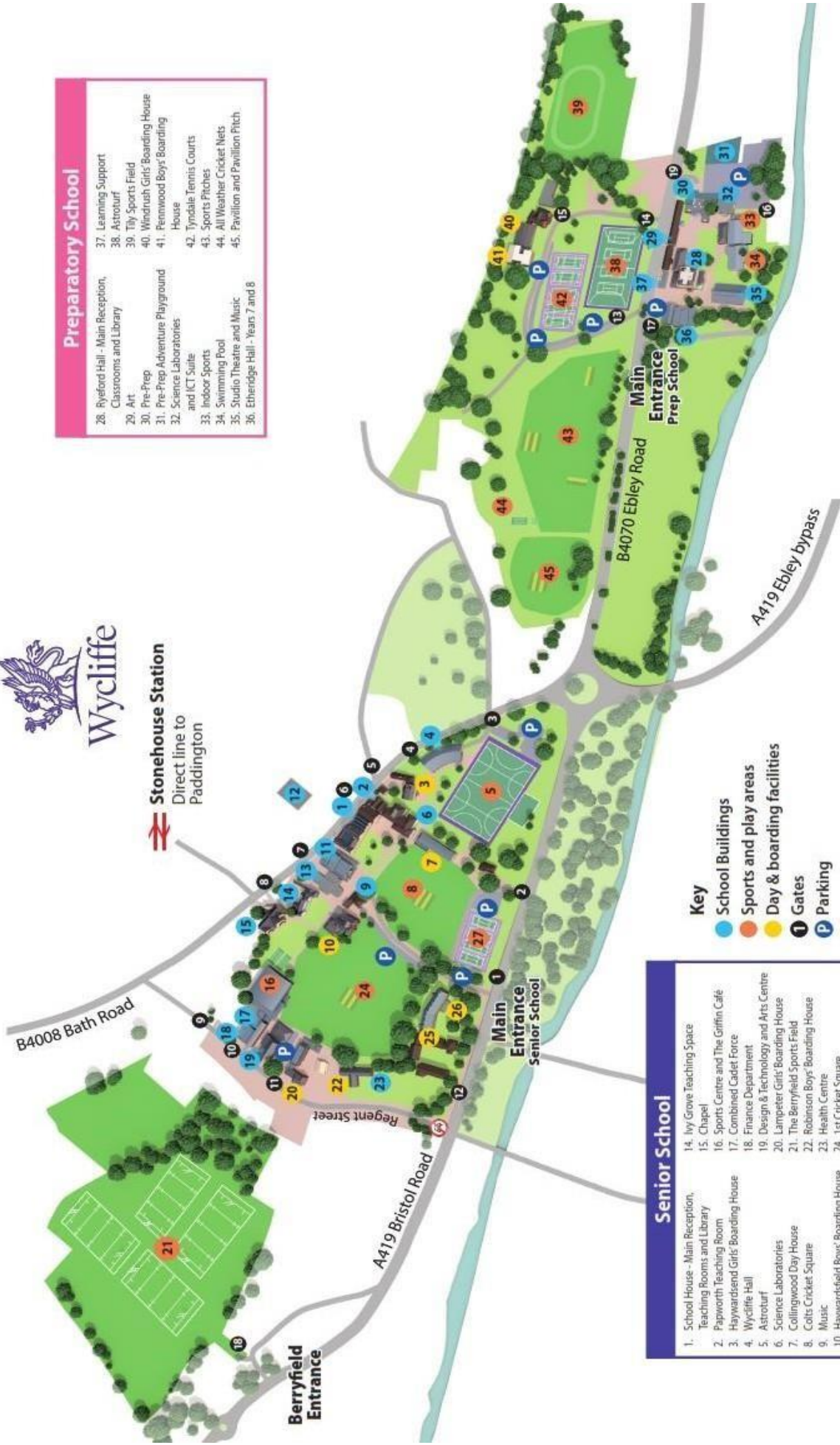


Miss Lauren Oliver, Windrush Housemistress
Email: lauren.oliver@wycliffe.co.uk
Tel: +44 (0)1453 820478
Mobile: +44 (0)7512 721593



Stonehouse Station
Direct line to
Paddington

- ### Preparatory School
- 28. Ryeford Hall - Main Reception, Classrooms and Library
 - 29. Art
 - 30. Pre-Prep
 - 31. Pre-Prep Adventure Playground
 - 32. Science Laboratories and ICT Suite
 - 33. Indoor Sports
 - 34. Swimming Pool
 - 35. Studio Theatre and Music
 - 36. Etheridge Hall - Years 7 and 8
 - 37. Learning Support
 - 38. Astro turf
 - 39. Tilly Sports Field
 - 40. Windrush Girls Boarding House
 - 41. Penwood Boys' Boarding House
 - 42. Tyndale Tennis Courts
 - 43. Sports Pitches
 - 44. All Weather Cricket Nets
 - 45. Pavilion and Pavillion Pitch



- ### Key
- School Buildings
 - Sports and play areas
 - Day & boarding facilities
 - 1** Gates
 - P** Parking

- ### Senior School
- 1. School House - Main Reception, Teaching Rooms and Library
 - 2. Papworth Teaching Room
 - 3. Haywardsend Girls' Boarding House
 - 4. Wycliffe Hall
 - 5. Astro turf
 - 6. Science Laboratories
 - 7. Collingwood Day House
 - 8. Colts Cricket Square
 - 9. Music
 - 10. Haywardsfield Boys' Boarding House
 - 11. Sibly Hall Theatre and Drama
 - 12. "Cornerways" Learning Support Exam Centre
 - 13. Languages Centre
 - 14. Ivy Grove Teaching Space
 - 15. Chapel
 - 16. Sports Centre and The Griffin Cafe
 - 17. Combined Cadet Force
 - 18. Finance Department
 - 19. Design & Technology and Arts Centre
 - 20. Lampeter Girls Boarding House
 - 21. The Berryfield Sports Field
 - 22. Robinson Boys' Boarding House
 - 23. Health Centre
 - 24. 1st Cricket Square
 - 25. Loosley Halls
 - 26. Ward's Ivy Grove Boys' and Girls' Boarding House
 - 27. Ward's Tennis Courts

ADMINISTRATION STAFF

School Administrator	Mrs A Kitchin	anne.kitchin@wycliffe.co.uk
Head's PA	Mrs V Vicary	victoria.vicary@wycliffe.co.uk
Admissions Manager	Mr M McDonnell	mike.mcdonnell@wycliffe.co.uk
Day Matron	Mrs S Macintosh	prepmatrons@wycliffe.co.uk
Uniform Manager	Mr Yaser Hussain	yaser.hussain@wycliffe.co.uk

AIMS AND OBJECTIVES

We abide by the following principles and aims of the British Boarding School Association:

Statement of Principles:

1. The development of the whole person and the communication of values are vital.
2. Being an open and trusting school, Boarding is based upon mutual respect for members.
3. Each Boarder has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying.
4. There is equality of opportunity and respect for all Boarders, regardless of ethnicity, culture, gender or disability.
5. Each Boarder and each member of staff is to be treated as an individual and with respect by other pupils and by staff.
6. Although living corporately, staff and Boarders acknowledge the right of each other to privacy.
7. Each Boarder has the right to extend their intellectual growth in an atmosphere of positive encouragement and in conditions that are conducive to work.
8. All Boarders should be able to develop spiritually, culturally, morally, and socially during their time in Boarding.
9. Despite the often-great distance separating Boarders from their families, links with parents are an indispensable part of the support and development of Boarders in this school.

Statement of Aims:

1. Development of the whole person, a desire for truth and a respect for others.
2. Produce an open and trusting ethos in which each Boarder feels able to approach any other member of the community (staff or pupil), confident in the knowledge that they will be treated and respected as an individual.
3. Create an atmosphere of tolerance, openness, and trust in which teasing, harassment and bullying would find great difficulty in developing.
4. Provide the conditions for Boarders to develop their intellectual talents, access to staff and other pupils, participation in activities and in an atmosphere which values effort.
5. Provide a range of activities, hobbies and opportunities related to age and maturity that will assist in the personal, social, and cultural development of each Boarder.
6. Safeguard and promote the welfare of each Boarder, by providing an environment that is, as far as possible, free from physical hazards and dangers of any sort.
7. Provide accommodation that is comfortable and suited to the needs of Boarders, according to age and maturity, and which provides adequate levels of privacy.
8. Develop Boarders' responsibility for self, for others and for their environment.
9. Develop Boarders' qualities of leadership and ability to work as part of a team.
10. Provide suitable conditions for Boarders to feel able to turn to members of staff to share the good things in their lives as well as being able to turn to them for help and support during times of difficulty.

ORGANISATION OF THE BOARDING HOUSE

Accommodation

Boarding at Wycliffe is very much a co-educational experience. The building comprises of Windrush House, which is home to the girls and Pennwood House, which is home to the boys. Windrush and Pennwood are then connected by a common space in the centre of the building. This space has been designed to bring together our Boarders, for them to enjoy time with everyone regardless of age or gender.

We have 19 dormitories containing a total of 44 boys' beds and 34 girls' beds. The dormitories are organised according to the age of the children. Boarders will be allocated a dorm at the start of the year and from this point all the House Staff monitor the 'dynamics' of how everyone is getting along. As the year progresses, obviously, friendships develop and change. We try to ensure everyone is happy and occasionally changes are made when needed.

Children are encouraged to decorate their own area of the dormitory with suitable posters and photographs and for special occasions. This results in a warm and homely atmosphere that helps the Boarders to thrive away from home. Please note only white Tac can be used to put items on the walls.

Staffing

Head of Boarding & Boys' Houseparent	Mr Liam Maher
Girls' Houseparent	Miss Lauren Oliver
Matrons	Mrs Hood, Mrs Parry, Mrs Swirski, Mrs Banks
Resident Assistants	Mr Kingsley and others

Bedtimes

All house staff help boarders to settle into their bedtime schedule. We offer 15 minutes of quiet time before lights out. This is an opportunity for your child(ren) to unwind after their long day. After this time, they are asked to turn off their nightlights and House Staff insist on silence. Disturbing others who are trying to get to sleep is taken seriously in the House and therefore boarders automatically lose two 'pluses' if they are caught talking after lights-out. Staff remain in the main corridors of the Boarding House for at least 45 minutes after the last dorm have been asked to be silent.



DAILY ROUTINE

Morning

Wake up and clean teeth: 7.00am

Tidydorms: 7.10am - 7.25am

Common Room: 7.25am - 7.40am

Breakfast: 7:45am

Evening

Supper: 5:30pm – 6:00pm

Activities: 6.10pm – 7.10pm

Whole House meeting: 7:15pm - 7:30pm

Free time: 7.30pm – until showers

Pennwood will run supper 15 minutes before your shower

Windrush will run supper 15 minutes after your shower

Years 3 - 5 Showers: 7.45pm – 8:00pm

Year 6 Showers: 8.00pm - 8.15pm

Year 7 Showers: 8.15pm - 8.30pm

Year 8 Showers: 8.30pm - 8.45pm

Reading and Doodling

Year 3 - 5: 8.15pm - 8.30pm

Year 6: 8.30pm – 8.45pm

Year 7: 8.45pm – 9:00pm

Year 8: 9:00pm - 9.15pm

Last Loos and Lights Out

Year 3 - 5: 8.30pm

Year 6: 8.45pm

Year 7: 9.00pm

Year 8: 9.15pm

Activity Sessions

The Boarders can participate in a wide variety of supervised activities in the evening. During the winter months, activities are arranged every evening. Activities on offer range from hockey, bench-ball, swimming, football and cricket to chess, computing, board games and art activities depending upon demand.

In the summer, Wycliffe really comes into its own on the activity front. We offer a range of sporting activities: cricket, swimming, basketball, dodgeball, football, netball etc., while offering more creative activities such as painting, cooking and drawing. Free time outside is also a fantastic option during fairer weather, which allows the children to make the most of the grounds. These activities are organised in addition to the more formal activity programme that runs during the school day.

We also have two fully equipped Common Rooms that the children can access every evening. In these rooms, they may watch TV, play board games or simply chat with their friends. We also have a games room equipped with a table football, pool, table tennis table and a space to complete independent craft activities.

Whilst we encourage Boarders to participate in our evening activities, we also recognise the need for children to have the opportunity for quiet or relaxation time. Time to relax in the Common Room is always available, and we also have 'Quiet Spaces' for children wishing to spend some time alone.

House Staff closely monitor the Boarders activity choices throughout the week to ensure they are getting a suitable balance of active games as well as time to relax and unwind and that they are integrating well within the community.

Rewards and Sanctions

Our Behaviour Policy sets out our approach to Rewards and Sanctions. From a Rewards perspective, pupils can be rewarded through House Points, 'Excellents', Challenge Awards, and Head's Commendations. If pupils do not achieve the levels of behaviour expected within our community, they may be given a Behaviour Concern, which falls under three levels, dependent on severity. If your child(ren) does meet the expectations with respect to the approach to their learning, they may be given a Ready to Learn Concern. Full details can be found in our Behaviour Policy.

PREPARATION

What to bring

With regards to your child(ren)'s uniform and games kit please refer to the Uniform Section later in this Handbook. It is recommended that you follow the guidelines for each piece of clothing required and to ensure that everything is named. This includes mobile phones, books, hockey sticks, balls, footwear etc.

When your child(ren) is at the Boarding House it is recommended that they bring:

- Any medications (please ensure Permission to Administer Medication Form is completed)
- Toothbrush and toothpaste
- Deodorant (roll on only)
- Hairbrush and any other accessories required
- Cuddle toy
- Casual clothes such as jeans and a t shirt (x3)
- Tracksuit bottoms (x2)
- Jumpers/hoodies (x3)
- Jacket - waterproof
- Trainers indoor & outdoor (x2 or 3)
- Pyjamas (x2)
- Dressing gown
- Slippers or sliders (flip flops)
- Swimming costume and towel
- Smart clothes for more formal events (Pantomime and Christmas meal)
- Christmas jumper
- Washbag
- Hooded towel robe
- ALL ITEMS ARE TO BE LABELLED CLEARLY.

Bedding

School supplies sheets, pillowcases and duvet covers, but Boarders may bring their own duvet covers if they wish. The School supplies duvets, but boarders can bring their own to meet their requirements of tog rating and filling type. Personal bed linen should be of non-iron or minimum-iron material and clearly labelled.

Valuable Possessions

We do not recommend that Boarders bring any valuable items into the house. If they do, then these are to be the responsibility of the Boarder unless permission has been sought for it to be kept in a secure location. Please refer to the Devices section with regard to mobile phones, smartwatches, and any other electronic device. High-value items such as mobile phones, iPads and consoles should be covered by your own insurance as we cannot be responsible for any loss unless handed into our care.

Pocket Money

At the beginning of each term, you will need to leave pocket money with the house staff for safekeeping. This will be used on school outings, toiletries etc. We recommend £50.00 limit depending on how often your child(ren) goes home. A bank system will be run by Mr Maher, and pupils can come and collect a small amount before weekend outings. If, for any reason, a Boarder needs to have extra money then this is allowed, but please inform the staff of this when handing over the money.

Following the recent pandemic, a shift away from cash has been seen, and some places are only accepting cards. Please feel free to have a conversation with Mr Maher should you prefer your child(ren) to bring a debit card to school. There are child-friendly accounts available where parents can receive notifications of spending. These cards would also need to be handed into the Bank system.

Tuck

Boarders are not allowed sweets and food in school. Not only is food stored in dorms a hygiene risk, but several evenings also a week we provide sweets and treats, and this is certainly enough sugar in their diet. We urge you to support us in this matter as tuck is offered as part of our privilege night to those who have retained their 'pluses' over the course of the week, and if children have access to their own supplies, then it completely devalues our reward system. Boarders have access to fruit, cereal, toast, and other healthy snacks after the activity session each evening and therefore shouldn't ever go hungry!

The First Day of School

Please refer to the separate email, which will be sent in late August (or prior to you joining if mid-year). New pupils are welcome to arrive at 4pm, while continuing pupils are welcome to arrive from 5pm. This will also allow you to discuss any unanswered questions you may have, take your time to help unpack and settle your child(ren) by personalising their dorm area and meet key staff. It may be an idea to walk around the Boarding house with your child(ren) to familiarise them and yourself with the facilities we offer. Please note that supper will be provided at 6pm.

If you are an international family, we shall ask you to hand in your child's passport and we shall check that the correct visa is in place. We have to take copies of these documents for our own processes.

Saying Goodbye

Saying goodbye will be hard, especially for the first time. Be positive and feel reassured that your child(ren) will be well cared for by house staff. On the first drop-off, there will be coffee and tea available. It will be quite hectic with lots of parents and Boarders around. Mrs Grant and the Boarding team will be there and will guide you. You know your child(ren) best, so making the judgement call on when to leave is your decision; however, in our experience, if either you or your child(ren) gets upset, it is often the best decision to leave.

We keep the Boarders very busy and into the routine of the evening, and sometimes that is what they need to manage that emotional departure. In the first few days, especially in the evenings, Boarders can be tired and then a bit more emotional on the phone - let us know if you are worried about this, but often we find that they come off the phone and are absolutely fine, whilst you are left at home worrying!

COMMUNICATION

Contacting your Child(ren)

By Phone:

Boys' phone 01453 823097

Girls' phone 01453 827336

In the early stages, your child(ren) may want to contact you more than once an evening. We suggest that you encourage them to keep busy and enjoy their free time with their new friends, and perhaps make a call as part of their evening routine.

Well-settled Boarders may want the flexibility to call when they want. Please be open to suggestions and try to reach a happy compromise between what you need as a parent and how it fits into your child(ren)'s school day. The best time generally is during their free time (which can be found in the Daily Routine Section).

Be prepared that your child(ren) may offload their emotions more when they call you. This may be a 'safety valve' for them to feel better. We have experienced that children can be tearful on the phone. If you are concerned at all, please phone the House Staff. We will always contact you if we have any concerns about your child(ren). We are also aware that, at times children can divulge an issue with you first; in these instances, we ask for your help in passing this information on and then allowing us some time to establish the situation.

If you have bad news, please inform the houseparent so we can support your child(ren). Be honest and clear about the facts. However, if you are likely to be seeing your child(ren) during the following weekend, consider saving very sad news until you are together.

During the school week we do not allow phone calls in the mornings, unless it is a special occasion, or your time zone permits this. Children will have more access to their phones at the weekend.

Please note: we provide a house phone should you and your child(ren) need to contact one another in the absence of a mobile phone. All phones are kept in a secure location when it is not "phone time".

By Post

From the start, communication by post e.g. letter or card, can make all the difference, Please see the address below:

<u>Windrush House</u>	<u>Pennwood House</u>
Windrush House Wycliffe College Grounds Ebley Road Stonehouse Gloucestershire GL10 2LL	Pennwood House Wycliffe College Grounds Ebley Road Stonehouse Gloucestershire GL10 2LL
Office: 01453 820 478 Girls' telephone: 01453 827336	Office: 01453 820 494 Boys' telephone: 01453 823 097

Contacting House Staff

You can contact members of the House Staff in several ways:

Windrush Houseparent	Miss Lauren Oliver	Pennwood Houseparent And Head of Boarding	Mr Liam Maher
Mobile:	07512 721593	Mobile:	07968 423 649
Office:	01453 820478	Office:	01453 820494
Email:	lauren.oliver@wycliffe.co.uk	Email:	liam.maher@wycliffe.co.uk

Communication between school and home is essential. Please do:

- Let us know of important likes and dislikes, social and medical problems, personality clashes etc., so that they can be avoided.
- Let us know of any change of home circumstances that could affect your child(ren).
- Contact the Head and House Parents if there is news that may upset or worry your child(ren) so that we can look to reassure them.
- Make yourself known to members of the House Staff.
- Join in with School and House occasions whenever you can.

We want to establish as open a relationship with the parents of the Boarders as we can. For this to happen, it is important that information flows both ways – both good and bad things that have happened. It is essential that you feel that you can contact the House Staff at any time if you have a concern or anything you need to discuss, however trivial you may feel it is. If you wish to discuss your child(ren)'s **academic performance**, please contact your child(ren)'s **Form Tutor**.

Other useful contact details:

Mrs Grant, Head of Prep (Mobile)	07968 423606
School Office	01453 820 499
Health Centre	01453 820 440

Calendar

At the start of each new term, parents are sent a hard copy calendar, and pupils are given one by their tutors. The calendar contains most of the information about the term's events. It also has the school phone numbers, term dates, details about the weekly sports matches, and weekend outings for Boarders. We advise that the online [calendar](#) is used as this is the most up-to-date, as well as the weekly newsletter for reference.

Parent Portal and iSAMS App

The Parent Portal (also available as an app on iOS and Android – iParent app) and the iSAMS app are web-based systems for parents. Once your child(ren) joins us, you receive a letter which enables you to sign up for these services so you can keep up to date with all our news. It is imperative that you sign up to the Parent Portal, as this is our main means of communication; we also have an SMS system, that you will need to subscribe to once you join us, for any urgent messages.

Getting this set up is important. Please contact the School Administrator, Mrs Kitchin on anne.kitchin@wycliffe.co.uk if you need help setting it up.

Visits

We have a very 'open house' policy and you are welcome to visit or take your child(ren) out. Parents are asked to inform a main member of staff when they or a family member intend to visit. On arrival, please wait for a staff member to greet you before entering the House. We request that parents ask permission before entering their child(ren)'s dorm as it may not be an appropriate time.

Parents' Absence

If for any reason you are away during term, such as deployment with the Military, we kindly ask that you inform us of any arrangements you have made for your child(ren), so that in the case of an emergency, we know the adult to contact.

Likewise, if you have asked someone else to collect your child(ren), or they are attending a friend's house for the weekend, then we ask for this information to be shared. We kindly ask for a name, an address, and a phone number.

Any change of address (or phone number) should be notified to the School Office in writing.

Pupil Support

We encourage children to talk to someone. They can talk to the houseparent, house staff, their tutor or any member of staff they feel comfortable with. If you cannot get in touch with a relevant member of the team, please feel free to phone Mrs Askew, the Director of Pastoral Care on 07968 42360

Complaints Procedure

Any matters of concern should be raised initially with a member of the Senior Management Team (SMT). If you feel that your concern has not been addressed adequately, please follow the Prep School's Complaints policy.

THE FIRST TERM AND BEYOND

Wednesdays/Matches

Pupils from Years 3 to 8 may be selected to play in a match which are on Wednesday afternoons and occasional Saturdays. Pupils will be selected to play for the team which best suits their confidence and ability level; this will be decided by their Games coaches. Although fixtures are published a term in advance, changes to fixtures may occur and will be communicated to parents via the Parent Portal. Spectators are always welcome at matches and for Match Tea afterwards. Unless otherwise stated, all matches begin at approximately 2.30pm, and the team lists can be found on SOCS the College website, the password for which is sent out during the Autumn Term.

- Autumn Term: boys play Rugby, girls play Hockey.
- Spring Term: boys play Football, and girls play Netball.
- Summer Term: both boys and girls play Cricket and participate in Athletics.

Matches take place on Wednesday and Saturday afternoons and, if you live close to the school, it is a good opportunity to support your child(ren) and, at the same time, to meet other parents and your child(ren)'s friends.

In the house on a Wednesday, it is a movie and tuck night, and the evening structure is more flexible.

If your child(ren) is not in a match, then they will go back to the House at the end of the school day.

Weekends

Saturday school finishes at 12.15pm. You can collect your child(ren) from either the Prep School at 12:30pm or from the Boarding house from 1.15pm – please ensure the Houseparent's have been made aware of any planned collections via email with at least 48 hours' notice. If your child(ren) is unable to attend Saturday school, written permission must be granted by the Headteacher.

Weekends are more relaxed with occasional Sunday outings and activities organised in accordance with the School calendar. You will be informed in writing at the start of each term of scheduled outings (there are no additional charges for these). A Microsoft Form will then be sent through, so please complete it as soon as possible once you receive it.

Social Invitations

Your child(ren) may be invited to visit friends or stay on a "sleepover" - we ask that you contact the House Parent, or we will contact you, for permission. Please note, permission must be completed within 48 hours to spare. We cannot allow your child(ren) to leave the premises without prior consent from both sets of parents.

Sunday Evening Returns

On Sunday's those children who have chosen to stay in, will be placed on a trip until 5pm (this may change). Therefore, we are unable to welcome back any Boarders who went home for the weekend until after 5:30pm. If you would prefer to return later than this time, then please do so after 6:30pm when the Boarders will return from supper. We ask that Boarders are back by 9pm if possible.

Exeats and End of Term Arrangements

On Exeat weekends school finishes on Friday afternoons at 4.30pm and at the end of terms at 2.30pm (but may vary). Collection from the Boarding House. Please note that your child(ren) can stay for Exeat weekends, but we recommend that they leave to rest and recharge as they need a break from the school site. Please ensure you always sign out with the house duty staff. Please notify the Houseparent in advance with any alternative arrangement as to who will be collecting your child(ren) and at what time.

Boarders' should return to the Boarding house on the Sunday before school from 5.30pm. Please notify the Houseparent if you are running late or require an earlier return time.

Your child(ren)'s locations and movements for Exeats and half-terms must have been communicated and confirmed at least 7 days prior. This is especially important if your child(ren) requires school-arranged transport to an airport, host family or guardian address. Please email Boarders@wycliffe.co.uk if you require school-arranged transport for Exeats and half-term travel arrangements. Microsoft Forms will be sent before establishing the child(ren)'s movements.

Due to Boarding school regulations, your child(ren) must be collected and dropped off by an adult. If you live overseas, it is the role of your child(ren)'s guardian to take this responsibility unless you have made arrangements in advance with the overseas co-ordinator. They may be able to help with taxi transfers to and from the airport, where they can meet the guardian upon arrival or departure.

GUARDIANS FOR INTERNATIONAL PUPILS

Highly Important: All international pupils, regardless of how long they are staying, must have an appropriate Guardian based in the UK.

We require all pupils at Wycliffe whose parents reside overseas, whatever their age, (even when they become 18) to have a Guardian over the age of 25 who is a resident in the United Kingdom.

A Guardian cares for the pupils when they are out of School either during the half-term holidays or if the pupil is unable to attend school, for example for health reasons, or due to a suspension from school. It is essential that the Guardian is responsible and undertakes to safeguard the health and safety of the pupil.

Guardians should act as a caring presence in the United Kingdom who can follow and support the child's academic progress and can also act swiftly on behalf of parents in cases of emergency or difficulty.

Who is an appropriate Guardian?

We accept Guardians who belong to the recognised Guardianship associations, AEGIS ([Association for the Education and Guardianship of International Pupils](#)). They will provide on request a pre-checked list of Guardianship Agencies. Guardians charge for their services, but they make sure your child(ren) is cared for in the best possible way.

In addition, we can accept as a Guardian, an adult over the age of 25, who is a genuine family member and is able to do what is expected and will sign a written agreement saying that they will carry out this role for you.

It is the responsibility of parents to ensure that the services of a Guardian are employed prior to their child(ren) starting at Wycliffe.

Obligations of a Guardian:

1. To provide or arrange suitable accommodation for the pupil:
 - If so, agreed with parents, during school holidays, half-term and at Exeat weekends.
 - If the school has to close temporarily because of an emergency e.g. fire or an epidemic.
 - While Wycliffe's Admissions Team will co-ordinate pupil transport to and from airports, we cannot provide representatives or drivers passing children on to the airline ahead of Boarding as this is unacceptable to the airlines. For the safety, security and the well-being of our pupils, Guardians need to meet pupils that are minors off flights into the UK. This has become even more important for those pupils that hold visas since the UK Border Agency often queries visa entries.
 - If flights are delayed, transport arranged by the School cannot wait since they have other pupils to return to Wycliffe so the Guardian may be required to pick up the pupil from the airport, take them to their home and return them to School the next day. Similarly, if flights land after 18.00, the Guardian must care for the pupil overnight. If flights depart very early in the morning, our Boarding Houses are not open for departures before 06:00 so pupils would be expected to stay with their Guardians the night before their morning flight and be transported to the airport direct by Guardians. Also, if flights are cancelled, Guardians are expected to collect the pupil from the airport and arrange alternative flights.

- If the Boarder is suspended or has to be away from the School on medical grounds.
2. To take decisions in emergencies on behalf of the parents in cases where the School is not empowered to do so.
 3. To keep in touch with the pupil's Housemaster or Housemistress and to ensure that the School knows the Guardian's contact details.

In order to carry out these duties it is essential that the Guardian should be a householder over the age of 25 (i.e. not a student), should be able to speak English and be accessible by phone.

SERVICES FOR INTERNATIONAL PUPILS

Costs for the services will be provided and updated on a termly basis.

We arrange transport for pupils to and from the major airports. The prices are based per pupil per journey per vehicle. We provide transfers using a combination of taxis, School minibuses and coaches. The vehicles are allocated according to flight times and the number of pupils flying at similar times. If a taxi is your chosen preference then you may request one in advance, otherwise, pupils will be placed on the most cost and time-effective transport available.

Bookings must be made through the Overseas Co-ordinator no later than 10 DAYS before travel i.e. if travel is Friday 18th October then bookings should be made by or on the 8th October. If the booking is not made within the required time frame, a late booking charge of £40.00 will be charged (if we can secure travel needed). It should be carefully noted that late bookings cannot be guaranteed; especially those booked on the day.

In the case of younger pupils (under 14 years), it is the responsibility of the pupil's Guardian to complete the duties to support the pupil at the airport. These duties include:

- For arrival into the UK, if the pupil's flight is delayed, meaning that they would not arrive at Wycliffe before the Boarding Houses are locked for the night; (22:00) it is the guardian's responsibility to collect and look after the pupil, and bring them to Wycliffe the next day.
- For departure from the UK, it is the Guardian's role to check younger pupils in at the airport, see them through passport control and remain at the airport until the flight has taken off.
- In the event of a flight cancellation, it is also the Guardian's role to ensure that they care for the child(ren) until the next available flight.

If needed, the School can arrange for pupils to be checked in. This service must be organised with 10 DAYS 'notice.

Visa Applications

For current pupils who require a visa extension, please liaise with the School's Admissions Department.

Passport Security

To ensure safe-keeping, passports for our International pupils are held by the pupil's Housemaster or Housemistress in the House Safe which is located in the Boarding House Office. The pupil can access their passport by signing it out and signing it in with the Housemaster or Housemistress.

CAS Statement

A charge of £21 will be made to all non-EEA pupils for issuing a Certificate of Acceptance of Studies (CAS) reference. This cost is subject to change.

Police Registration

It is necessary to register certain new pupils with the Police within seven days of arrival, which is arranged by the School. Police come to Wycliffe at an appointed time and register all pupils who are required to have registrations.

New overseas pupils must bring four passport sized photographs with them when they arrive at Wycliffe.

Bank Accounts

Parents or Guardians are responsible for opening and maintaining bank accounts. To assist in the process when opening an account, a confirmation of placement letter can be issued.

For more information on any of the above or other matters relating to a new international pupil starting at Wycliffe, please contact the Admissions Department on 01453 820471.

WELFARE

Health/Medication

The Matrons and Houseparents, look after the Boarders' health. They are responsible for dispensing medication, dealing with injuries and other related matters.

We have a Health Centre where your child(ren) can stay if unwell and unable to go home. All children will be registered with the local doctor (see address below), but a medical form must be completed and sent to the Medical Centre before their arrival.

Regent Street Surgery Stonehouse Gloucestershire, GL10 2AA Tel: 01453 825690

All medication must be handed into the allocated houseparent on the first day you arrive. You will be given a 'Medical Administration Form' which needs to be filled in. Without this form, we are unable to administer your child(ren)'s medication.

PLEASE NOTE THAT ONLY LICENSED UK PRESCRIPTION MEDICATION IS ACCEPTED - VITAMINS AND COMPLEMENTARY TREATMENTS SUCH AS HERBAL OR HOMEOPATHIC THERAPIES CANNOT BE GIVEN WITHOUT LIAISON WITH THE HEALTH CENTRE.

The Houseparent or Matron will escort your child(ren) to any doctor's appointments or Accident and Emergency visits. Any follow up hospital appointments or dental appointments can be made.

If your child(ren) feels unwell or has hurt themselves, they are encouraged always to see the Matron. If this is in the middle of the night, there is an on call First Aider on duty at all times. There is a sick bay in the Boarding House should a Boarder be too unwell to sleep in their dorm.

If a child is found to have head lice the parents are informed immediately, and the child(ren) is treated with special shampoo.

Should you choose for your child(ren) to not have any medication, then this should be made aware to the school/Houseparent's.

Parents should inform us immediately if your child(ren) is thought or known, during the holidays, to have been in contact with any infectious disease. This will help us to prevent a possible epidemic and it is therefore sometimes necessary to keep your child(ren) away until they get better.

Diet

School meals are supervised by staff who sit and monitor their eating behaviour and manners. The School provides a well-balanced diet for the children throughout the day. Breakfast is served from 7.50am and during the day there is a morning break, lunch, afternoon break and supper from 5.30pm. Children may have fruit in the Houses after school and an optional late snack is available 15 minutes before their shower time.

Personal Hygiene

House staff prompt every Boarder to clean their teeth twice daily and shower every day. The responsibility for their own cleanliness will move increasingly to the individual Boarder as they get older. Please provide your child(ren) with the necessary toiletries, including shower gel, shampoo, and toothpaste.

Tooth Fairy

This will of course still operate for our younger Boarders. We will place a £1 coin under their pillow. Should you be against this, then please just let us know before the start of the year.

Haircutting/Hairstyles

Please ensure that your child(ren)'s hair is cut before they return to school at the start of each term. We encourage the Boarders to take pride in their appearance. Children must bring the appropriate ties and grips to tie backlong hair. While all hairstyles must be in accordance with the school policy.

Jewellery/Make-up

Please note pupils should not be wearing jewellery or make-up at school (except for studs and religious items). Small amounts of not expensive items of jewellery can be worn at weekends while out on a Boarder's trip. Make-up shouldn't be worn at all.

Laundry

The Matrons are responsible for all the laundry in the House. Boarders wear school uniform but may change into casual clothes after supper. There is a clear laundry checklist that we monitor to ensure Boarders put their clothes in the wash regularly; we supply wash bags for their underwear. Boarders may choose to hand in their casual clothes when needed or, in the case of weekly Boarders, take them home at the weekend. We generally expect that no more than three changes of casuals are brought to school. Casual clothes should be reasonably smart. Please be aware that all casual clothing will be machine-washed and tumble-dried.

All clothing must be clearly marked using sewn-on name tapes. Please provide a dozen extra name tapes for the Matrons to use during the term.

Missing Home

Stay calm. Missing home is one of the most prevalent concerns for everyone within any environment where children are away from home. Discuss with your child(ren) before they board, explaining that it's natural and everyone sometimes feels it. Discussing this will prepare your child(ren) and any siblings prior to joining us at Wycliffe. It may occur at any point and will vary in length but will pass in most cases.

Our House Staff are experienced in helping our Boarders to deal with missing home. Giving them a hug, time to talk and then keeping them busy all work wonders!

WYCLIFFE SCHOOL UNIFORM

Wycliffe uniform is supplied by SchoolBlazer an online company. The website can be found [here](#) 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. They also have a useful video explaining how to order that you can view [here](#).

Please note: SchoolBlazer strongly advise that parents put in their order for uniform by 31st July for summer delivery. Items marked with * are only available from [SchoolBlazer](#) All other items can be purchased from any school uniform provider.

Our Uniform Manager, Mr Yaser Hussain will be available throughout the summer holidays as well as term time to help with any queries you may have regarding uniform. Mr Hussain can be contacted on 01453 820447 or at yaser.hussain@wycliffe.co.uk.

Labelling Uniform

Please ensure that each item of clothing is marked with your child's name inside the garment.

Middle (Year 3 to 5) and Upper Prep (Year 6 to 8)

Item Details	Required by Day and Boarding Pupils		Boarder Quantities
	Boys	Girls	
*Black crested rucksack	<input type="checkbox"/>	<input type="checkbox"/>	1
*Purple and grey crested V-neck jumper	<input type="checkbox"/>	<input type="checkbox"/>	2
*Purple crested stormproof coat OR the new lighter weight sports jacket	<input type="checkbox"/>	<input type="checkbox"/>	1
*Tartan culottes <i>(these were new for September 2022. The old kilts are absolutely OK to wear if you have been handed down any, or have previously purchased)</i>		<input type="checkbox"/>	1
*School tie	<input type="checkbox"/>		1
White long-sleeved or short-sleeved revere collar blouses		<input type="checkbox"/>	4
White long-sleeved or short-sleeved poly-cotton shirts	<input type="checkbox"/>		4
Charcoal grey trousers or shorts (must have at least one pair of trousers)	<input type="checkbox"/>	<input type="checkbox"/>	3
Plain grey ankle socks – not sports socks	<input type="checkbox"/>		8
Long grey socks or dark grey tights (no less than 40 denier)		<input type="checkbox"/>	6
Black leather shoes with laces or Velcro fastening –NOT SLIP-ON	<input type="checkbox"/>		1
Black leather shoes with laces or buckles – NOT SLIP-ON		<input type="checkbox"/>	1

*Grey crested beanie (optional)	<input type="checkbox"/>	<input type="checkbox"/>	1
Grey fleece gloves (optional)	<input type="checkbox"/>	<input type="checkbox"/>	1

Summer Term (Girls)

*Summer dress (Year 3 to Year 6, optional for Year 7 and Year 8)		<input type="checkbox"/>	2
White long or ankle socks		<input type="checkbox"/>	6
*Purple crested cardigan (optional)		<input type="checkbox"/>	1

Sportswear (Year 3 to Year 8)

Item Details	Required by Day and Boarding Pupils		Boarder Quantities
	Boys	Girls	
*Purple/black crested games bag	<input type="checkbox"/>	<input type="checkbox"/>	1
*Purple/black crested ¼ zip tracksuit top	<input type="checkbox"/>	<input type="checkbox"/>	1
*Black/purple crested training pant	<input type="checkbox"/>	<input type="checkbox"/>	1
*White/purple crested PE T-Shirt	<input type="checkbox"/>	<input type="checkbox"/>	1
*Purple crested games shirt	<input type="checkbox"/>	<input type="checkbox"/>	2
*Black crested skort		<input type="checkbox"/>	1
*Black crested rugby shorts	<input type="checkbox"/>		2
*Black crested PE shorts	<input type="checkbox"/>		1
*Purple crested mid-layer	<input type="checkbox"/>	<input type="checkbox"/>	1
*Purple, black and white games socks	<input type="checkbox"/>	<input type="checkbox"/>	2
Plain black base layer top (optional)	<input type="checkbox"/>	<input type="checkbox"/>	1
Plain black base layer shorts (optional)	<input type="checkbox"/>		1
Plain black base layer leggings (optional)	<input type="checkbox"/>	<input type="checkbox"/>	1
Plain white sports socks	<input type="checkbox"/>	<input type="checkbox"/>	3
Fitness leggings (optional for cross – country)		<input type="checkbox"/>	1
Trainers	<input type="checkbox"/>	<input type="checkbox"/>	1
Astro trainers		<input type="checkbox"/>	1
Rugby and/or Football boots	<input type="checkbox"/>		1
Hockey stick		<input type="checkbox"/>	1
Sports Water Bottle	<input type="checkbox"/>	<input type="checkbox"/>	1
Mouthguard	<input type="checkbox"/>	<input type="checkbox"/>	1
Shin pads	<input type="checkbox"/>	<input type="checkbox"/>	1

Swimming

*Purple swim bag	<input type="checkbox"/>	<input type="checkbox"/>	1
Swim jammers / swimming costume - black	<input type="checkbox"/>	<input type="checkbox"/>	1
Swimming goggles (optional)	<input type="checkbox"/>	<input type="checkbox"/>	1
*Purple swim cap		<input type="checkbox"/>	1
Towel	<input type="checkbox"/>	<input type="checkbox"/>	1

Summer Term

*Purple crested Cricket shirt	<input type="checkbox"/>	<input type="checkbox"/>	1
*Purple crested Cricket fleece		<input type="checkbox"/>	1
Cricket trousers	<input type="checkbox"/>		1
Plain white base layer top (optional)	<input type="checkbox"/>	<input type="checkbox"/>	1
*White crested skort (optional)		<input type="checkbox"/>	1
*Purple crested baseball cap (optional)	<input type="checkbox"/>	<input type="checkbox"/>	1

PERSONAL APPEARANCE

Dress and General Tidiness

Pupils are expected to be always tidy. Full school uniform, including jumpers or cardigans and a tie for boys, should be worn when travelling to and from school and when attending school functions, unless given specific permission by a member of the Senior Management Team due to a school event or activity.

Please note, girls can wear trousers from Year 3 upwards (including at the Senior School), but these must be purchased from SchoolBlazer. Kilts are being phased out and replaced by the new culottes. Both items are completely acceptable in school for the foreseeable future.

The school tries its very best to help with lost property, but please, we ask for your help in naming everything.

- No jewellery apart from a watch and plain gold or silver ball stud earrings.
- No nail varnish.
- No make-up.

Hair

- No hair gel or hair products (including colourants).
- Boys—sensible, traditional haircuts.
- All pupils—once touching collar, must be tied up.

Fringes—if below eyebrows, must be fastened back with grips or a hairband.

Please note we do **NOT** allow smart watches in school for pupils.

DEVICES

Mobile Phones

Boarders may bring a mobile phone to school for use on set evenings (Monday, Wednesday, Friday and weekends). You'll notice that Tuesdays and Thursday are mobile free evenings (TFT – Tech Free Tuesday/Thursday). We've seen technology change over recent years and the time on which Boarders spend on these gadgets has exponentially increased. We strongly feel that it's important for Boarders to have time away from electronics and to instead spend time with their friends playing. This does not stop our Boarders from contacting you if they wish to (we would never stop them ringing home) - we have housephones available and for overseas Boarders they may have access to their mobile phones for the purpose of calling home only.

On evenings when access to mobile phones is permitted then these will be handed out by house staff at 6:15pm and collected in by house staff at 6:45pm – if we need to be flexible due to your working hours or time differences then of course we shall make this work. These will then be locked away until they are next needed. To help with this, please ensure your child(ren) has a case on their phone as we will apply a sticky label to identity their phone.

In accordance with safeguarding laws, mobile phones can only be used in limited spaces within the House. As staff, we will be making it clear to pupils that mobiles are NOT allowed in any of the following places: Bedrooms, Bathrooms and Toilets.

Electronic Gadgets

This refers to any electronic device that a child may want to bring into the Boarding House. Smart watches, gaming consoles, iPads and many more. Smart watches cannot be worn in school during the day. As with mobile phones, these will be collected in during the evenings. Pupils will not have access to these devices overnight.

The following electrical appliances can be brought into School:

- Laptops (if applicable)
- Mobile phone
- Electric toothbrushes and adaptors

The following electrical appliances cannot be brought into School:

- Kettles
- Rice cookers
- Irons
- Fridges
- Heaters
- Lamps /bedside lights (as they are provided by school)
- Light fittings / shades
- Fans
- Televisions
- Electric blankets
- 2-pin appliances without UK 3-pin adaptors
- Non-British Standard Transformers

If any of these items are discovered, they will be removed until pupils return home.

Permitted



Not Permitted



Only items that are CE marked (European standard) or have the British Kite Mark are permitted. We ask that pupils declare any items brought in as they will be subject to Portable Appliance Testing (electrical safety test). Any items that are deemed unsafe will be removed.



Internet Safeguarding

At Wycliffe, we take the safety and welfare of our pupils very seriously and we are aware of the wealth of inappropriate and illegal content readily available online. All Internet access provided through the school network is filtered using specialist software.

Internet access is available in the Boarding House and pupils are taught to be aware of the rules for sensible and appropriate use of these facilities.

With the availability now of Internet access through mobile devices, it concerns us that the content accessed by pupils is beyond the control or knowledge of house staff (at no point should a VPN be used). With this in mind, we would be grateful if you could speak with your child(ren) about how they use their phones and maybe use the security settings and parental locks which can be activated.

Social Media Apps

Please note we cannot control what apps our Boarders have on their phones, we can however, ask to see what they are up to. We, therefore, ask that you are aware of your child(ren)'s use of social media. Where possible, we strongly urge you to have parental control installed and/or have parental access to these apps. For your benefit we have detailed the ages required for the most popular apps.

Instagram	13 year olds and upwards
TikTok	13 year olds and upwards
Snapchat	13 year olds and upwards
Facebook	13 year olds and upwards
YouTube	13 year olds and upwards
Twitter	13 year olds and upwards

WhatsApp – Due to new encryption services, it will not be allowed in the Boarding House. Please use an alternative form of communication.

Given these age limits, you can understand that we wouldn't expect many of our Boarders to have these apps installed (unless with parental overviews), but support that if you, as parents wish them to be available then we shall support this.

ADDITIONAL INFORMATION

Security

We appreciate that the security of your child(ren) is of paramount importance while they are away from home. The Boarding House is locked up and checked by the House Staff every evening. The Boarding House is then alarmed and should this be activated the House Parents and Matron on duty will on hand to resolve the issue. There are security lights leading up to and around the Boarding House. Your child(ren) is told never to approach someone around school that they do not recognise and to inform a member of staff immediately. We hold fire drills at least once a term.

Bullying

Wycliffe regards the right of every child to enjoy all aspects of their life here, without interference from other pupils, as being of paramount importance. Any incident where a pupil's conduct adversely affects another's ability to enjoy this right is deplored. However, when a pupil persistently or repeatedly acts in such a way that another's happiness is directly and seriously affected, we are likely to regard this conduct as bullying. We take such cases very seriously. Pupils are told and regularly reminded that allegations of bullying will always be investigated thoroughly.

There are times when friends do fall out temporarily and it is a fact of life that bullying and teasing goes on at all levels of society. However, we make it clear that it is not tolerated in any way at Wycliffe and we will always address it.

The policy defines bullying as '... when a pupil persistently or repeatedly acts in such a way that another's happiness is directly and seriously affected...' This may be in the form of gesture, physical or verbal aggression, deliberate exclusion or extortion'.

What to Do if You Feel Your Child(ren) is Being Bullied

- Do all you can to give them confidence and self-belief.
- Talk to them about the subject. Let them know you will be supportive and encourage them to confide in you.
- Support us by informing someone.

Birthdays

If your child(ren) has a Birthday during term time, we offer them a 'birthday table' in the evening at supper. The Boarding House will provide a cake to share with the Boarders. Please bring in a few presents and cards for us to give to your child(ren) on the morning of their birthday if you wish to do so.

Respect

The most important aspect of Boarding life is that Boarders are kind and respectful to others and their surroundings. Please gently remind your child(ren) that rules of the Boarding House are there for a reason. Things may be done differently at home, but all Boarders need to adhere to the Boarding routines set in place.

STRUCTURE OF THE SCHOOL DAY

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday (Years 6, 7 and 8 ONLY)
8:15-08:35	Registration	Registration	Registration	Registration	Registration	(8:50-9:00) Registration
Assembly/Life Skills 8:35-9:10	Father Assembly	Whole School Assembly	Life Skills	SMT Assembly/Hymn Practice	House Assembly	(9:00-9:30) Assembly
Lesson 1 9:10-9:45						(9:30-10:30) Programme of Activities
Lesson 2 9:45-10:20						
10:20-10:50	Break	Break	Break	Break	Break	Break (10:30-11:00)
Lesson 3 10:50-11:25						(11:00-12:15) Programme of Activities
Lesson 4 11:25-12:00						
Early Lunch (Years 3-4) Lesson 5A (Years 5-8) 12:00-12:35	Year 3/4 Lunch Year 5-8 Lesson	Year 3/4 Lunch Year 5-8 Lesson	Year 3/4 Lunch Year 5-8 Lesson	Year 3/4 Lunch Year 5-8 Lesson	Year 3/4 Lunch Year 5-8 Lesson	Year 5-8 Lesson Year 5-8 Lunch
12:35-12:55	Year 3/4 Lesson Year 5-8 Lunch	Year 3/4 Lesson Year 5-8 Lunch	(1:00-1:30) Reading Rest Year 5-8 Lunch	Year 3/4 Lesson Year 5-8 Lunch	Year 3/4 Lesson Year 5-8 Lunch	
Late Lunch (Years 5-8) Lesson 5B (Years 3-4) 12:55-1:30	Year 3/4 Lesson	Year 3/4 Lesson				
Registration 1:30-1:45						Saturday Afternoon Sports Matches (selected pupils)
Lesson 6 1:45-2:20	Year 3-4 Games (from 1:30pm)					
Lesson 7 2:20-2:55					Year 3/4 Games	
Lesson 8 2:55-3:30	Year 7-8 Games	Year 5-6 Games	Games			
Lesson 9 3:30-4:05	Year 5-6 Academic Lessons	Year 7-8 Academic Lessons				
Tutor Group/Year Group Meetings 4:05-4:30	3/4/5/6	3/4/7/8		Activities	Year 5-8 Games	
4:30-4:40	Snack	Snack		Snack	Snack	
4:40- 5:30	Prep/Extra-Curricular	Prep/Extra-Curricular		Prep/Extra-Curricular	Prep/Extra-Curricular	

Calendar

At the start of each new term, parents are sent a hard copy of the calendar, and pupils are given one by their tutors. The calendar contains most of the information about the term's events. It also has the school phone numbers, term dates, details about the weekly sports matches, and weekend outings for Boarders.

We advise that the [Online Calendar](#) is used as this is the most up to date, as well as the weekly newsletter for reference.

Care for your child(ren) – Pastoral

We pride ourselves on excellent pastoral care here at Wycliffe Prep. Overall responsibility for all pupils' welfare and safety is Helena Grant, and as Head she gets to know the pupils in the School and reaches out to have a proactive relationship with parents. Our Director of Pastoral Care heads up the Pastoral Team and is also the Prep School Designated Safeguard Lead. The more we know you, the better we can look after your child(ren). As a Boarder, your child(ren) will have both Boarding Parents and the Pastoral Team looking out for them.

Tutors are the first point of contact for any query – however small! Email them first and then they can communicate with the relevant members of staff as required. We try very hard to ensure that emails are answered within 24 hours, but please do be aware that during the day the teaching staff are very busy looking after pupils and if you email in the evening you are unlikely to get a response until after 8am the following morning.

We have a series of Pastoral Leaders who look after sections of the school, they work closely with the tutors and are guided by the Director of Pastoral Care.

Years 3 – 5	Miss Charley Lewis	Year 6	Mrs Rosie Taylor
Year 7	Mrs Becky Hanson		
Year 8	Mr Steve Arman		

For more serious pastoral concerns, Mrs Lynda Askew, Director of Pastoral Care is the key point of contact – lynda.askew@wycliffe.co.uk

If there is an urgent incident involving your family or child(ren), please call Mrs Helena Grant, Head, on +44 7968 423606, or Mr Ross Irwin, Senior Deputy Head on +44 969 423632.

ACADEMIC INFORMATION

The Academic profile at the Prep School falls under the responsibility of Mr Andrew Stone, Deputy Head Academic. Mr Stone manages the curriculum, assessment, reporting, professional capacity of the teaching team, pupil's progress – achievement and attainment.

Parent Consultation and Tutor Meetings take place on a cycle throughout the year. If you are a Boarding Parent we shall endeavour to make online consultations available.

Working with him are a series of Heads of Department, Subject Specialist Teachers, General Subject Teachers and Teaching Assistants.

Our Curriculum aims to be rich, diverse and challenging. High achievement is recognised through house points, 'excellents', challenge awards – all related to an individual's ability and attainment recognised in the Upper Prep through becoming a Subject Leader – our Gifted and Talented programme.

Our Learning Centre is led by our SENCo, Mrs Heidi Da Re, who works with children who have additional needs. We offer 1:1 lessons for pupils who may, for example, have dyslexia, which are paid for separately. All pupils are monitored to ensure that there are no barriers to learning. We can assist in finding specialist guidance or assessment, and the team within the centre can do initial screening which can highlight specific learning needs. We provide a broad curriculum with specialist teachers from Year 3 teaching art, music, drama, DT, languages, PE and Games.

Wycliffe Encompass is our Academic profile for Years 6 – 8 which incorporates academic achievement, positive learning attributes, some of the Discovery units (see below) and an element of the Kirby Challenge which is a personal contribution and challenge project undertaken in Year 8. We follow six themes which interleave through the specialist subjects of Leadership, Conflict, Sustainability, Innovation, Adventure and Democracy. The Discovery Programme is our Saturday enrichment curriculum – this is for pupils in Years 6 – 8 and consists of units which may last 2 – 5 weeks. In September 2023 this starts with Year 6 'Entrepreneurship', Year 7 'Model United Nations' (debating) and Year 8 'Kintsugi'.

Homework or Prep

'Prep' is our name for homework.

- **Years 3 and 4** are expected to read aloud to an adult daily, and the pupils will be set a selection of tasks to do after school, usually related to English and Maths.
- **Year 5** will have one half-hour prep each evening on Monday, Tuesday, Thursday and Friday.
- **Year 6** will have two twenty-minute prep each evening on Monday, Tuesday, Thursday and Friday.
- **Year 7 and 8** will have prep to complete in each subject on a rotation to allow them to develop skills of independence and working to deadlines.

Our expectation is that the allotted time is spent on each subject and no more. However, for pupils in Year 7 and Year 8, inevitably, as formal assessments approach, children will be expected to spend more time if necessary. This will be supported in the Boarding House.

Culture and Expectations for Learning

We expect our pupils to come to school with a positive approach to learning and to reflect this in the classroom and around school. Our philosophy is that everyone has the right to learn and so if a pupil is disruptive to others, our behaviour policy is used to structure our response to this.

Trips

During the year, teachers and Boarding House staff organise trips and outings for the children. Risk assessments for all trips are available prior to the trip for parents to view upon request if a trip is classed as low risk, you will receive a letter from the trip organiser detailing activities and costs (if relevant). You are only required to contact the school if you do not wish your child(ren) to join the trip. When a consent form is required, a hardcopy will be made available to you and it will also be available on the Parent Portal. For all residential trips, all pupils sign a 'Culture and Expectations' contract which ensures that they have the best possible time on a trip.

Your child(ren) will not be permitted to join the trip if the organiser does not receive a completed consent form by the given date. Members of staff are not permitted to complete the form on your behalf.

Life Skills Programme

This is an essential part of our curriculum. We are continually reviewing it and ensuring that it is relevant for the pupils in our school from Nursery to Year 8. It is led by tutors and we do adapt at short notice what we are teaching if a situation arises which means that attention needs to be spent on this. Our curriculum covers a wide range of topics including finance, relationships, internet safety, communication as well as legally required aspects of Relationships, Sex and Education (RSE). We are very collaborative with our parents on this aspect of our provision.

Rewards and Sanctions

Our Behaviour Policy sets out our approach to Rewards and Sanctions. From a Rewards perspective, pupils can be rewarded through House Points, 'Excellents', Challenge Awards, and Head's Commendations. If pupils do not achieve the levels of behaviour expected within our community, they may be given a Behaviour Concern, which falls under three levels, dependent on severity. If your child(ren) does meet the expectations with respect to the approach to their learning, they may be given an Academic Concern. Full details can be found in our Behaviour Policy.

The Four Core Values of the Prep School are: Responsibility, Respect, Resilience and Empathy

Our entire philosophy is centred around recognising the positive and building on this as a baseline. We have a number of ways in which pupils are recognised – from their personal characteristics within the core values, to what they have done for their communities or to challenge themselves, contribution in assemblies, to house points and ‘excellents’.

Sometimes, our pupils get it wrong – we know that and it is a part of growing up. We aim to help our pupils be able to reflect, learn from their mistakes and then get it right the next time. We do this through discussion, reflective exercises, following through consistent consequences to incidents and communication with parents and guardians. The focus is always on the behaviour choice, not the person.

How we respond to behaviour is always related to in our Behaviour Policy, and if there are specific incidents which are more serious, or no change to a behaviour which is not positive to our community, then we work closely with you as parents, the SENCo (if appropriate), outside agencies and refer to our Safeguarding Policy as required. The Pastoral Team work hard to support our pupils and we welcome as much communication from parents and vice versa as possible.

Extra Curricular

The extra curricular profile at the Prep School falls under the responsibility of Mr Ross Irwin, Senior Deputy Head.

Pupils are given several extra-curricular opportunities through the course of the week, both within and outside the school day. In Pre-Prep, there is a timetabled After-School Club programme from 3.30-4.30pm, which runs alongside the After-School Care provision, available from 3.30-6.00pm. Full details of the clubs, and how to sign up for them, will be shared towards the end of August.

In Years 3 to 8, pupils take part in the Thursday activities programme from 3.30-4.30pm. At the start of term, pupils will be given a selection of activities to take part in for the term. Pupils will then make their choices, which will be finalised by the Activities Co-ordinator, Miss Charley Lewis. In addition to the Thursday Activities Programme, there are also a selection of clubs that run after school. These typically run from 4.30-5.30pm, with some clubs going on to as late at 6.45pm for our older pupils. Full details of the clubs, and how to sign up for them, will be shared towards the end of August.

Music

If you would like your child(ren) to learn to play a musical instrument or continue with an instrument, please contact the Director of Music for advice. An application form is enclosed with the joining literature or can be requested from the School Office. The Director of Music will arrange for lessons to begin at the start of the following term, providing the teacher of the chosen instrument has a vacancy. Parents will be informed if, for any reason, tuition cannot be arranged for that term. Most music lessons take place during lesson time. As far as possible, the lists are rotated so that pupils do not miss the same curriculum subjects every week. Each music lesson lasts 30 minutes, and the cost is shown in the [Schedule of Fees](#). Lesson times are updated on our website. Some instruments are available for hire from school.

House System

The children, from Nursery upwards, are allocated to one of four teams, known as 'Houses', which will become important to everything they do.

Grenfell

Lincoln

Scott

Shaftesbury

Each House has a colour (see above) and is under the guidance of an appointed member of staff called Head of House. The Head of House is supported by members of staff who are tutors and Teachers, and each are responsible for a year group (or groups). All House Points and various events throughout the year are all added together to culminate in a final House Total each term.

Sports Matches

Pupils from Years 3 to 8 may be selected to play in a match which are on Wednesday afternoons and occasional Saturdays. Pupils will be selected to play for the team which best suits their confidence and ability level; this will be decided by their Games coaches. Although fixtures are published a term in advance, fixture changes may occur and will be communicated to parents via the Parent Portal.

Spectators are always welcome at matches and for Match Tea afterwards. All matches begin at approximately 2.30pm (unless stated otherwise) and the team lists can be found on SOCS via www.wycliffesport.co.uk, the password for which is sent out during the Autumn Term.

Parents' Association

The Parents' Association is an organisation enabling pupils and parents to mix for social activities, and funds events such as Firework Night and school discos. The Parents' Association would be delighted to welcome new members, so please ask the School Office for more information.



THE WYCLIFFIAN SOCIETY

(Connected, Supported, Bold and Loyal)

All pupils who attend Wycliffe from Reception onwards will automatically become life members of The Wycliffian Society (TWS). The Wycliffian Society provides 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(ren) 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](#)



[Facebook](#)



[Instagram](#)



[Twitter](#)



[LinkedIn](#)

The Wycliffian 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(ren) 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 child(ren) will continue to remain in touch with Wycliffe and their friends – for life.

How to get in touch with The Wycliffian Society:

Contact: Sara Smalley, Wycliffian Society, Manager Email: TWS@wycliffe.co.uk,
Tel: +44 (0)1453 820439

FINANCE

Effective from Winter term (September) 2023

The absence of a pupil does not lessen the cost of running the school and fees are not refundable if a pupil is unable to attend classes due to sickness or accident. The school is however, able to make refunds through the Fees Refund Scheme outlined in the below booklet. Please note that this scheme must be opted into.

Please note that the termly charge for participating in the Scheme is not an insurance premium and you are not entitled to claim directly from the school's insurance policy. The school reserves the right to vary the termly charge by giving advance notice to you.

Important Information Regarding School Fees

All School Fees invoices and Direct Debit schedules (if applicable) are sent to parents by email and Parent Portal. 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 2023/24

A 1% discount off the net termly fee (excluding extras) will apply for the academic year 2023/24 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 2023/24

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 2023/24 starting in September 2023. This arrangement is subject to the College's Terms and Conditions and the additional following arrangements will also apply:

Arrangements and conditions for the Academic Year 2023/24

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 2023.

Fees and extras will be collected as follows:

Autumn Term 2023 1st September – 1st December inclusive

Spring Term 2024 1st January – 1st April inclusive

Summer Term 2024 1st May – 1st August inclusive

- a. 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 e.g., extras for the Summer Term 2023 will be collected on 1st September 2023.
- 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.

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 made for this service.

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 Mrs Lynne Butler (01453 820398) Lynne.butler@wycliffe.co.uk for further details.

Schedule of Fees 2023-2024

The 2023-2024 Schedule of Fees can be found on the Wycliffe website by following this [link](#).

Wycliffe College

Fees Refund Scheme

Secure a Refund if Your Child is off School due to Illness or Injury

Effective from Winter Term September 2023



ref: 30396119/2023

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 0.63%.
- For day pupils it's 0.82%.

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.

To participate in the scheme simply fill in the form at the back of this leaflet and return it to the school. The cost of the scheme will be included on your termly account.

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.

Absence is defined as the Inability to

- a) attend all classes at the School or
- b) benefit from any Remote Learning.

Remote Learning is defined as Lessons or school work provided in circumstances where the School is operating remotely or on a distance learning basis.

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.

There is no cover for closure directly or indirectly caused, contributed to or arising from any new or ongoing pandemic or epidemic of disease.

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.

“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.”

3

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 six 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 or not resuming remote learning when a doctor has declared them fit to attend.
- Claims directly or indirectly caused by, contributed to or arising from any new or ongoing pandemic or epidemic of disease.
- 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 Laws.

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. Such uses will include the sharing of personal data with third parties such as insurers and the Scheme Administrator, Marsh to arrange and administer insurance policies and to handle claims and complaints.

Administration

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

APPLICATION FORM

Please complete and return this form to the School as soon as possible.

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.

Name of school:	<input type="text"/>
Name of pupil 1:	<input type="text"/>
Name of pupil 2:	<input type="text"/>
Name of pupil 3:	<input type="text"/>
Name of fee payer:	<input type="text"/>
Date:	<input type="text"/>
Signed:	<input type="text"/>
Print name:	<input type="text"/>