



WYCLIFFE PREP SCHOOL
NEW PARENT HANDBOOK FOR
Day Pupils

2023/24

Important Joining Information
for Nursery to Year 8
Day Families

CONTENTS

Section	Page
Purpose, Visions and Aims	3
Welcome	4
Joining Checklist	5
Key Dates 2023 to 2024	6-7
Senior Management Team	8
Campus Map	9
Administrative Staff List	10
First Day Arrangements	11
Wycliffe School Uniform	12-15
Personal Appearance	16
Structure of the Day	17-19
Care for your Child	20
Academic Information, Culture of Learning, Rewards and Sanctions	21-22
Core Values, Extra-Curricular & General Information	23-25
Additional Information	26
Travel	27
The Wycliffian Society	28
Financial Information	29-37

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.

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.

KEY DATES FOR THE YEAR

Autumn Term 2023

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. Note: pick up is at 3:30pm for Nursery to Y2 and 4:30pm

Spring Term 2024

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. Note: pick up is at 3:30pm for Nursery to Y2 and 4:30pm

Summer Term 2024

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> <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>

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

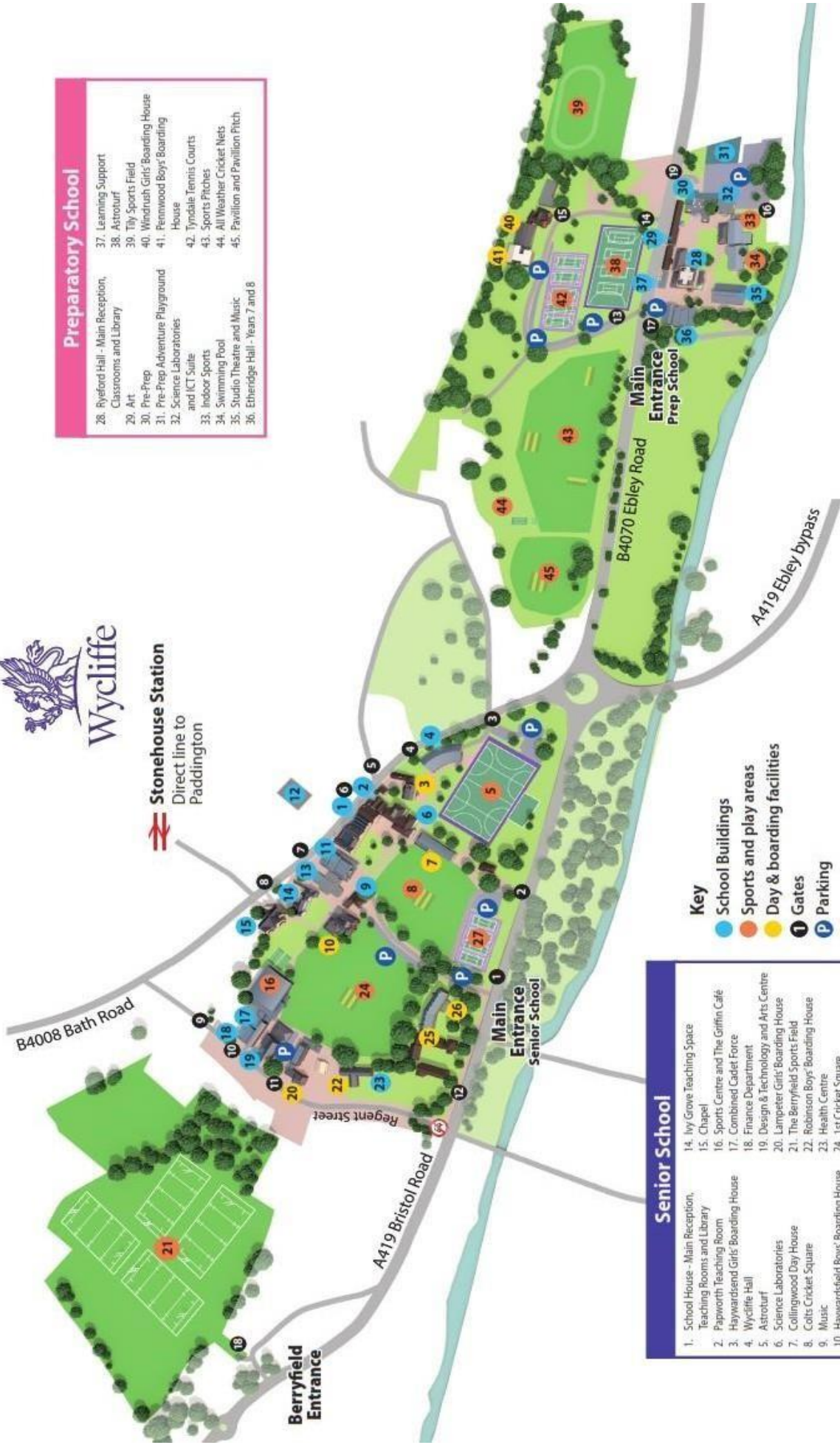


Miss Lauren Oliver, Windrush Housemistress
Email: lauren.oliver@wycliffe.co.uk
Tel: +44 (0)1453 820478
Mobile: +44 (0)7512 721593



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. Pavillion and Pavillion Pitch



- ### 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. Haywardsend 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

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

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

FIRST DAY ARRANGEMENTS

For all pupils starting in September 2023

More details will be shared through Mrs Helena Grant's communication on Wednesday 23rd August, but to make the 1st day easier to manage for our new pupils and families we would like to invite them to the Prep School on Wednesday 30th August at 3:30pm.

You will be able to meet the Head of Prep (Mrs Grant), Deputy Heads (Mr Irwin & Mr Stone) and other key staff so that pupils feel more comfortable from Day 1.

It is likely that new pupils will have a slightly later arrival time on the first day (about 8.45am) so that Guardians have the opportunity to arrive and then take up their responsibility. All new parents will park in **Gate 19**, which we call **The Pines Car Park**, along the Ebley Road and the Admissions Team and members of the Prep School Senior Management Team will be there to greet you.

On the first day your child(ren) will meet their tutor, be introduced to their "Buddy" and receive their timetable, prep diary (Year 4 upwards) and be shown where to store all of their belongings. There will be a whole school welcome assembly and then the day will follow the timetable with plenty of time for familiarisation.

When you collect your child(ren) at the end of the day (we would recommend 4.30pm for the first week as it is quite exhausting as a new pupil, but of course you can also pick up at 5.30pm after Prep if that works with your schedule, or once After School Clubs have finished – further detail to follow in late August) – park in **The Pines Car Park** and wait for your child(ren) come out.

Second Day Arrangements

Pre-Prep pupils – please drop at 8.25am (unless you are dropping off for Breakfast at 8am).

Prep pupils - Registration is at 8.15am.

Nursery to Year 6 pupils, you will come and park in the same car park (Gate 19, The Pines) at 8.10am. Please park and walk them over to be greeted by the member of staff on duty (usually Mrs Helena Grant).

Year 7-8 pupils can have the option to be dropped off at the bridge – drive through Gate 13, around the horseshoe (around the courts). There will be a member of staff there for a few days and then once all pupils are familiar, they are dropped off and make their own way over the bridge.

You may prefer to keep dropping in the Pines Car Park – this is absolutely ok and is a way of seeing the Head and other members of staff in the morning.

Collection – from Day 2 collect from the bridge side (through Gate 13). Parents park all around the horseshoe and pupils walk over the bridge to be collected. You are very welcome to continue collecting from the Pines Car Park should you so wish.

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.

Pre-Prep (The Nursery Class to Year 2)

Item Details	Boys	Girls
*Purple crested book bag	<input type="checkbox"/>	<input type="checkbox"/>
*Purple and grey crested V-neck jumper	<input type="checkbox"/>	
*Purple and grey crested cardigan		<input type="checkbox"/>
*Tartan pinafore		<input type="checkbox"/>
*Purple and grey elasticated tie	<input type="checkbox"/>	
*Purple crested stormproof coat	<input type="checkbox"/>	<input type="checkbox"/>
White long-sleeved or short-sleeved poly-cotton shirts (short-sleeves are preferable for Nursery children)	<input type="checkbox"/>	
White long-sleeved or short-sleeved reverse collar blouses (short-sleeves are preferable for Nursery children)		<input type="checkbox"/>
Long charcoal grey trousers or shorts	<input type="checkbox"/>	
Plain grey ankle socks – not sports socks	<input type="checkbox"/>	
Long grey socks or dark grey tights (no less than 40 denier)		<input type="checkbox"/>
Black leather shoes with Velcro, laces or buckles (not slip-on). Velcro only for Nursery children, please.	<input type="checkbox"/>	<input type="checkbox"/>
Wellington boots	<input type="checkbox"/>	<input type="checkbox"/>
*Grey fleece gloves (optional)	<input type="checkbox"/>	<input type="checkbox"/>
*Grey crested beanie	<input type="checkbox"/>	<input type="checkbox"/>

Summer Term

*Purple summer dress		<input type="checkbox"/>
*Purple crested Legionnaire's cap	<input type="checkbox"/>	<input type="checkbox"/>

Sportswear

*Purple crested PE bag (Reception, Year 1 and Year 2, optional for Nursery)	<input type="checkbox"/>	<input type="checkbox"/>
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*Purple crested sweatshirt	<input type="checkbox"/>	<input type="checkbox"/>
*White crested polo shirt (Nursery to Year 2, optional)	<input type="checkbox"/>	
Plain white polo shirt	<input type="checkbox"/>	<input type="checkbox"/>
Plain white PE shorts	<input type="checkbox"/>	<input type="checkbox"/>
Plain black jogging bottoms	<input type="checkbox"/>	<input type="checkbox"/>
Plain white ankle socks	<input type="checkbox"/>	<input type="checkbox"/>
Plimsolls (for indoor use)	<input type="checkbox"/>	<input type="checkbox"/>
Trainers (for outdoor use)	<input type="checkbox"/>	<input type="checkbox"/>
*Purple swim bag	<input type="checkbox"/>	<input type="checkbox"/>
*Purple swim cap		<input type="checkbox"/>
Towel	<input type="checkbox"/>	<input type="checkbox"/>
Swim jammers - black	<input type="checkbox"/>	
Swimming costume – black		<input type="checkbox"/>
Swimming goggles (optional)	<input type="checkbox"/>	<input type="checkbox"/>

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

Item Details	Required by Day and Pupils Boarding		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 are 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 reverse 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.

THE STRUCTURE OF THE DAY

If late for morning registration (8.15am for Years 3 to 8, 8.25am for Pre-Prep) your child(ren) goes to register at the School Office.

Permission must be sought, in writing, from the Head if your child(ren) is unable to attend school or matches for any reason (other than illness or pre-arranged visits to doctors/dentists when the tutor should be informed) – this includes Saturday School. If permission is not sought, then the absence is treated as unauthorised and is recorded as such.

School Day - Arrival and Departure Times

Whilst you will be asked to complete collection time forms for your child(ren), it is important that children arrive each morning knowing their departure time and whether they will be staying for an after-school activity or supper.

The Nursery Class: Breakfast Club is available from 8am in the dining hall.

Arrival is from 8.25am and afternoon sessions are 1pm until 6pm. You can collect your child(ren) anytime from 3.30pm.

Reception to Year 2: Breakfast Club is available from 8.00am in the dining hall. **Arrival** is between 8.00-8.25am and pupils should arrive at the Pre-Prep playground. **Departure** is at 3.30pm from the Pre-Prep playground unless staying for after-school activities or after-school care club.

Years 3 to 8:

Arrival is from 8.10am with registration at 8.15am, unless having Breakfast, which can be booked in from 8am.

Departure is 4.30pm on Monday, Tuesday, Thursday and Friday, unless staying for prep or after-school clubs. **On Wednesdays departure is from 3.30pm, onwards**, depending on the timing of end of matches.

Saturday School

Pupils in **Year 6** upwards are expected to attend Saturday Morning School. Registration is at 8.50am and pupils can be collected at 12.15pm unless playing in afternoon matches.

Attendance and Absence

If late for morning registration (8.15am for Years 3 to 8, 8.25am for Pre-Prep) your child(ren) goes to register at the School Office.

Parents are asked to telephone the School Office on 01453 820470 on *the first day* of a pupil's illness **or** if they are going to be late arriving.

Permission must be sought, in writing, from the Head if your child(ren) is unable to attend school or matches for any reason (other than illness or pre-arranged visits to doctors/dentists when the tutor should be informed) – this includes Saturday School. If permission is not sought, then the absence is treated as unauthorised and is recorded as such.

Pre-Prep Structure of the School Day

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08.25	Registration				
08.35	Assembly	Lesson 1	Lesson 1	Lesson 1	Assembly
09.10	Lesson 1	Lesson 2	Lesson 2	Lesson 2	Lesson 1
10.10	Snack				
10.20	Break				
10.50	Lesson 2	Lesson 3	Lesson 3	Lesson 3	Lesson 2
12.00	Lunch				
13.05	Registration				
13.20	Lesson 3	Lesson 4	Lesson 4	Lesson 4	Lesson 3
14.20	Lesson 4	Lesson 5	Lesson 5	Lesson 5	Lesson 4
15.30	Home or Activities				
16.30 – 18.00	After-school Care				

Year 3 to Year 8 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 3/4 Lunch	Year 3/4 Lunch	Year 3/4 Lunch	Year 3/4 Lunch	Year 5-8 Lesson
12:35-12:55	Year 5-8 Lesson	Year 5-8 Lesson	Year 5-8 Lesson	Year 5-8 Lesson	Year 5-8 Lesson	
Late Lunch (Years 5-8) Lesson 5B (Years 3-4) 12:55-1:30	Year 3/4 Lesson	Year 3/4 Lesson	(1:00-1:30) Reading Rest	Year 3/4 Lesson	Year 3/4 Lesson	Year 5-8 Lunch
Registration 1:30-1:45			Games			
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				
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	3/4	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	Saturday Afternoon Sports Matches (selected pupils)

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.

Care for your child – Welfare and 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.

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.

Pastoral Care in Pre-Prep (Nursery to Year 2) is led by the Class Teacher and overseen by Mr David Aherne and the Director of Pastoral Care. Mrs Mandy Hawes is the Designated Safeguard Lead for this section of the school.

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 keypoint of contact – lynda.askew@wycliffe.co.uk

If there is an urgent incident involving your family or child, please call Mrs Helena Grant, Head, on +44 7968 423606, or Mr. Ross Irwin, Senior Deputy Head on +44 7969 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.

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.

- **Reception, Years 1 and 2** are given reading tasks every day and will also be given weekly spellings to learn.
- **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.

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.

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 a Ready to Learn 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 6.00pm for our older pupils. Full details of the clubs, and how to sign up for them, will be shared towards the end of August.

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 it will be shared either electronically or as a hard copy. 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.

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 forms 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 or SOCs.

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.

Mobile Phones

Pupils are not permitted to bring mobile phones into school unless they are travelling on the school bus or train or coming into school independently (to be agreed with the Head). All phones must be handed in on arrival at the School Office. Pupils can ask Matrons or the School Office to call home if they need to change arrangements/have forgotten something.

Money in School

Children will not normally require money in school. If it is necessary, such as on non-uniform days, please ensure that the correct amount is brought in, that it is contained in a named envelope and handed to the Form Tutor. There will be non-uniform days when a donation to our annually chosen charity is encouraged.

Nutrition

All pupils from The Nursery Class to Year 8 have a balanced, healthy and nutritious school lunch during the week. The weekly lunch menu is displayed in the dining room and is available on the Parent Portal. Snacks are prepared and available at morning break. Drinks and a school snack are available at 4.30pm for those staying for prep or activities and supper. Water is always available from the water fountains. Pupils should bring in a named, plastic container e.g., sports bottle, with water to be drunk at break times and between lessons, but the children will need to be reminded to bring them home to be washed. Our catering team are always happy to talk to parents and guardians about food allergies or specific requirements for any pupil. It is vital that any allergies are shared on the medical forms you fill in.

Medical

Prior to entry to our Prep School, parents and/or carers are required to complete a Pupil Health Form detailing information about dietary requirements and food allergies. If there are any changes to your child's medical or dietary needs, please ensure the school are informed.

Medicines

Prescribed medication provided by parents and/or carers can be given to children in our care, in accordance with the Wycliffe College Management of Medication and Supporting Pupils with Medical Needs policy. This is available to parents and/or carers on request. Forms to request the administration of medication (downloadable from the Parent Portal) must be completed and delivered with the medication to a member of staff. For pupils in Nursery and Reception, only medicines that have been prescribed by a Doctor, dentist, nurse or pharmacist, will be administered.

Parents and/or carers of children with asthma are asked to complete an asthma card, available from the Medical Centre. Parents and/or carers should ask their GP or asthma nurse to prescribe a spare reliever inhaler which will be always kept in school and must be replaced, when necessary, by refill or expiry date.

If a child becomes unwell every step possible will be taken to contact parents and/or carers. If the parents and/or carers cannot be contacted, the named persons nominated on the individual child's details form (emergency contact persons) will be contacted.

WIFI on Campus

The school operates a wireless network across campus and pupils are able to connect and access the Internet and their e-mail at allocated times. This is in accordance with our School Policies and all pupils will be asked to read and sign the ICT Acceptable Use Policy at the start of term. The safety of pupils and the security of its network is a top priority for the School. Action by a user that compromises these aims is dealt with very seriously, as is any action that adversely affects the network. We have appropriate filtering, monitoring and security measures setup on our network to provide our pupils a safe way of using the internet. The ICT Acceptable Use Policy for Pupils (Pupil AUP) covers the actions to follow while they are on campus. This policy is in place to protect our pupils and all other users of the Wycliffe network.

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.

ADDITIONAL INFORMATION

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.

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.

TRAVEL

The College has carried out a comprehensive review of day pupil transport charges to standardise our pricing structure whilst continuing to be fair, transparent and cost effective.

We have a pricing structure based on three zones and the distance travelled to and from school. For further information please contact the school transport office on 01453 852817 / transport@wycliffe.co.uk

ZONE 1:
0 TO 20 MILES FROM SCHOOL (ROUND TRIP)

ZONE 2:
21 TO 40 MILES FROM SCHOOL (ROUND TRIP)

ZONE 3:
41+ MILES FROM SCHOOL (ROUND TRIP)

**COST PER TERM
(ROUND TRIPS)**

ZONE 1: £375

ZONE 2: £455

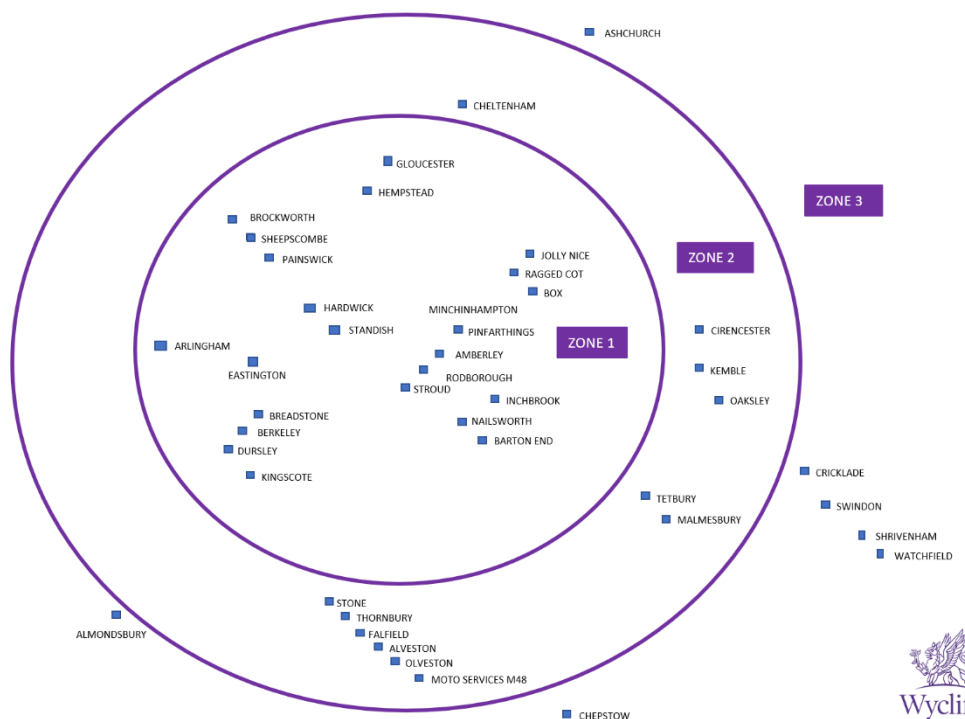
ZONE 3: £510

**AD HOC PRICES
(INDIVIDUAL JOURNEYS)**

ZONE 1: £4.85

ZONE 2: £5.40

ZONE 3: £6.45





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:

Name of pupil 1:

Name of pupil 2:

Name of pupil 3:

Name of fee payer:

Date:

Signed:

Print name: