



Wycliffe

**Important Joining
Information
for
New Boarding Pupils
Years 9-13**

September 2023

Bold & Loyal
1882...

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: @WycliffeCollege



Instagram: @WycliffeCollege

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.

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IMPORTANT DATES

ARRIVAL OF NEW INTERNATIONAL PUPILS FOR PRE-SESSIONAL WEEK TUESDAY 29TH AUGUST 2023

All new international pupils must arrive on this day, between 8:30 and 16:00, as per the conditions outlined in their offer of place. The Admissions team can arrange airport transfers if required.

- 9:00–17:00 Collection and Travel from airport – Heathrow, Bristol, Birmingham, Gatwick
Collection of passports and documentation
Finance and Medical Teams available throughout the day
Snacks available during the day in Wycliffe Hall 11:00 to 16:00
- 17:30 Head’s Welcome and Supper for pupils and their parents in Wycliffe Hall.

ARRIVAL OF NEW UK BOARDING PUPILS SATURDAY 2ND SEPTEMBER 2023

- 14:00 – 17:00 **New UK Boarding Pupils** and their parents arrive. Meet Housemistress/Master, settle pupils into rooms etc. Tea/Coffee will be available in Houses during this time.
- 17:30 – 18:15 Supper available in Wycliffe Hall for all new UK pupils and their parents. Chance to meet Head (Mr Nick Gregory) and his wife (Mrs Helen Gregory), plus two Deputies (Mrs Caoimhe Pettingell, Senior Deputy Head, and Mr Sean Dunne, Deputy Head (Academic).
- 18:30 – 19:00 “Farewells”: Parents to leave; pupils return to their houses.
- 19:30 Registration in House for all Boarding pupils followed by induction/ice-breaker activities

USEFUL CONTACTS

- Main School Office: Senior@wycliffe.co.uk
Tel: +44 (0) 1453 822432
- Finance Department: Finance@wycliffe.co.uk
Tel: +44 (0) 1453 820403
- Health Centre: HealthCentre@wycliffe.co.uk
Tel: +44 (0) 1453 820440
- Head’s PA Email: Carol.philp@wycliffe.co.uk
Tel: +44 (0) 1453 820485
- Admissions Team: Fiona.lawson-best@Wycliffe.co.uk
Tel: +44 (0) 1453 820412

WYCLIFFE SENIOR SCHOOL TERM DATES 2023/24

AUTUMN TERM 2023

Pre-sessional course for New International Boarders:	Tuesday 29 August
New UK Boarders arrive:	Saturday 2 September
Current UK and International Boarders arrive:	Sunday 3 September
Term begins:	Monday 4 September
Exeat:	Saturday 23 and Sunday 24 September
Half Term:	Friday 20 October (16:15 hours) to Sunday 5 November
Exeat:	Saturday 25 and Sunday 26 November
Term ends:	Friday 15 December (14:30 hours)









SPRING TERM 2024

Staff INSET:	Monday 8 January
All Boarders return:	Monday 8 January
Term begins:	Tuesday 9 January
Exeat:	Saturday 27 and Sunday 28 January
Half Term:	Friday 9 February (16:15 hours) to Sunday 18 February
Term ends:	Friday 22 March (14:30 hours)










SUMMER 2024

All Boarders return:	Sunday 14 April
Term begins:	Monday 15 April
Exeat:	May Bank Holiday Weekend: Friday 3 (16:15 hrs) to Monday 6 May
Half Term:	Friday 24 May (16:15 hours) to Sunday 2 June
Exeat:	Saturday 15 and Sunday 16 June
Term ends:	Saturday 6 July (17:00)

SENIOR LEADERSHIP AND MANAGEMENT

	<p>Mr Nick Gregory, Headmaster Head@wycliffe.co.uk</p>
	<p>Mr Tom Wood, Director of Finance and Operations Tom.wood@wycliffe.co.uk +44 (0) 1453 820402</p>
	<p>Mrs Caoimhe Pettingell, Senior Deputy Head Caoimhe.Pettingell@wycliffe.co.uk +44 (0) 1453 820432</p>
	<p>Mr Sean Dunne, Deputy Head (Academic) Sean.dunne@wycliffe.co.uk +44 (0) 1453 820432</p>
	<p>Miss Rebekah Wilkins, Director of Marketing and Admissions rebekah.wilkins@wycliffe.co.uk +44 (0) 1453 820449</p>
	<p>Mrs Sarah Collinson, Head of Lower School Sarah.collinson@wycliffe.co.uk +44 (0) 1453 820418</p>
	<p>Mr Matt Archer, Head of Sixth Form Matt.archer@wycliffe.co.uk +44 (0) 1453 820389</p>
	<p>Mr Peter Martin, Assistant Head (Academic) Peter.martin@wycliffe.co.uk +44 (0) 1453 820836</p>

HOUSE STAFF FOR DAY AND BOARDING

	<p>Mrs Julie King, Collingwood Junior (Years 9 and 10) Julie.king@wycliffe.co.uk +44 (0) 1453 820420</p>
	<p>Mr Mike Mills, Collingwood Senior (Years 11, 12, 13) Mike.mills@wycliffe.co.uk +44 (0) 1453 820420</p>
	<p>Mrs Sian Evans, Haywardsend Sian/evans@wycliffe.co.uk +44 (0) 1453 820455</p>
	<p>Mr James Austin, Haywardsfield James.austin@wycliffe.co.uk +44 (0) 1453 820456</p>
	<p>Miss Jenny Price, Ivy Grove Jenny.price@wycliffe.co.uk +44 (0) 1453 8204457</p>
	<p>Mrs Sally Dudley, Lampeter Sally.Dudley@wycliffe.co.uk +44 (0) 1453 820458</p>
	<p>Mr Scott Costello, Loosley Halls Scott.costello@wycliffe.co.uk +44 (0) 1453 820462</p>
	<p>Mr Peter Thomas, Robinson Peter.thomas@wycliffe.co.uk +44 (0) 1453 820463</p>
	<p>Dr Matthew Smith, Ward's Matthew.smith@wycliffe.co.uk +44 (0) 1453 820467</p>

PRE-SESSIONAL PROGRAMME

NEW INTERNATIONAL PUPILS ONLY

ARRIVAL DAY, TUESDAY 29th AUGUST 2023

- 9:00-17:00 Collection/Travel from Airport and arrival at Wycliffe
Parents/Guardians need to advise the College of approximate arrival times in advance
Collection of passports and documents
Meeting Mr Day-Lewis, Head of Development Year and Programme Leader, School Medical Staff, Finance Office, Uniform Check. Logins and Parental Portal logins. Unpacking in rooms
Snacks available during the day in Wycliffe Hall 11:00 to 16:00
- 18:00 Supper for pupils and their parents in Wycliffe Hall
Head's Welcome
Parents' Farewell
Settling into accommodation

WEDNESDAY 30th AUGUST 2023

- 8:00 Breakfast
Getting to know you Activities
English Test
Photos
- 13:00 Lunch
- 14:00 English and Maths Tests
Medical Centre, Campus Tour and Sports
- 17:00 Rehearsals for Performance on Friday
- 18:30 Supper followed by 'Film Night' in School

THURSDAY 31st AUGUST 2023

- 8:00 Breakfast
Various Tests and Health Centre
- 13:00 Lunch
- 14:00 Discussions on Music, Sports, Duke of Edinburgh
Various Tests
Medical Centre
Language/Music interviews. Rehearsals for Performance on Friday
- 15:30 Sports afternoon for all pupils.
- 18:00 Supper followed by Activities

FRIDAY 1st SEPTEMBER 2023

- 8:00 Breakfast
- 9:00 Pupil interviews with the Head of Sixth Form, Head of Development Year, Head of Lower School and Head of ESOL
Pupil Handbook: standards and rules, study habits, coursework and exam strategies for speaking English, ICT Induction
- 13:00 Lunch
- 14:00 Uniform Check
Further interviews, Medical Centre, village tours, rehearsals/team challenges, ICT induction
Meeting with the Head of Sixth Form

15:30 Sports afternoon for all pupils
17:00 Supper followed by evening performance

SATURDAY 2nd SEPTEMBER 2023

08:30 Breakfast
09:30 Visit to local shopping mall to buy school kit, SIM cards and any extras
15:30 Meet other new UK Boarders and House Staff
18:30 Supper (check term time mealtimes posted in your house)
Evening in houses with other new Boarders

SUNDAY 3rd SEPTEMBER 2023

09:30 Breakfast
Induction in House with other Boarders
13:00 Lunch
In House with House staff and returning Boarders
18:30 Supper
19:25 Registration in House



Stonehouse Station
 Direct line to
 Paddington



- ### Senior School
- School House - Main Reception, Teaching Rooms and Library
 - Papworth Teaching Room
 - Haywardsend Girls' Boarding House
 - Wychfile Hall
 - Astorurf
 - Science Laboratories
 - Collingwood Day House
 - Cots Cricket Square
 - Music
 - Haywardsfield Boys' Boarding House
 - Sibly Hall Theatre and Drama
 - 'Cornerways' Learning Support Eam Centre
 - Languages Centre
 - Ivy Grove Teaching Space
 - Chapel
 - Sports Centre and The Griffin Cafe
 - Combined Cadet Force
 - Finance Department
 - Design & Technology and Arts Centre
 - Lampeter Girls Boarding House
 - The Berryfield Sports Field
 - Robinson Boys' Boarding House
 - Health Centre
 - 1st Cricket Square
 - Loosley Halls
 - Ward's-Ivy Grove Boys' and Girls' Boarding House
 - Ward's Tennis Courts

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

- ### Preparatory School
- Ryeford Hall - Main Reception, Classrooms and Library
 - Art
 - Pre-Prep
 - Pre-Prep Adventure Playground
 - Science Laboratories and ICT Suite
 - Indoor Sports
 - Swimming Pool
 - Studio Theatre and Music
 - Etheridge Hall - Years 7 and 8
 - Learning Support
 - Astorurf
 - Tip Sports Field
 - Windrush Girls Boarding House
 - Penwood Boys' Boarding House
 - Tyndale Tennis Courts
 - Sports Pitches
 - All Weather Cricket Nets
 - Pavilion and Pavilion Pitch

PASTORAL CARE AND WELL-BEING

Each pupil is allocated a House that is a permanent base throughout their stay at Wycliffe. Housemaster or Housemistress, together with their House Assistants and Matrons, oversee the pastoral care and welfare of pupils. When visiting your child(ren)'s House, please always contact the Housemaster/ Housemistress before arranging to visit.

Delivery of Parcels

If parents would like to send parcels to pupils, please use the following address:

Name of your child(ren)'s

Name of your child(ren)'s House

Wycliffe College (Gate 9)

32 Regent Street

Stonehouse

Gloucestershire, GL10 2AD

WiFi on Campus

The school operates a wireless network across campus and pupils can connect and access the Internet and their e-mail at allowed times. This is in accordance with our School Policies and all pupils must read and sign the ICT Acceptable Use Policy. 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 whilst they are on campus. This policy is in place to protect our pupils and all the other users of the Wycliffe network.

Our Life Skills and Digital Literacy Programme

While new technologies provide opportunities to learn, create, communicate, and be entertained, they also provide inherent risk. Our Life Skills and Digital Literacy programme gives pupils the chance to discuss, and role play to develop strategies for dealing with unwanted and difficult contact via electronic media. Our aim is to empower them to deal effectively with situations and be fully aware of all the help and support available to them. We would also encourage you, as the parent, to find out the benefits and dangers of the technologies used by your children. [Childnet](#) International has produced an excellent 'Know It All For Parents' interactive website.

ACADEMIC

Reporting Pupils' Progress

Our reporting and assessments include formal and informal reviews, reports and parents' consultation meetings each year. At the end of every half term parents and guardians (with parents' permissions) receive reports on their child's progress. If a pupil is not making satisfactory progress further reviews are held and action plans developed to support learning, which are shared with parents. Parents can also discuss progress with Tutors at any time.

BYORD (Bring Your Own Recommended Device)

Year 9 and above pupils will be part of the BYORD (Bring Your Own Recommended Device) initiative and need to have a device in School. As part of our ongoing Digital Strategy, our BYORD (Bring Your Own Recommended Device) students in Year 9 and above should have with them our recommended device which is a Microsoft Surface (Surface Go 3, Surface Pro 8 etc.) or any Windows device **with a touch screen and stylus/pen with digital inking capability (key requirements)**. We firmly believe that students having consistent devices like our teachers, integrating seamlessly with our Office365-driven systems, will allow them to work seamlessly together in school or at home, focus on learning rather than solving technical issues, will put them in the driving seat in terms of adapting their learning and thus enabling them to face the future with confidence. You do not have to purchase your device from a particular supplier. However, we do recommend that you purchase from a retailer that offers good warranty and insurance packages and have someone available to speak to face-to-face regarding any claims or repairs.

Examples of suitable devices that meet the minimum specification include:

- Microsoft Surface Go 3
- Microsoft Surface Pro 7+, Pro 8
- Lenovo Yoga range
- Lenovo IdeaPad Flex series

You have the freedom to choose whatever Windows device fits your child's needs, but it must meet the following as a minimum in terms of functionality:

- Minimum 8 GB RAM/Minimum of 128 GB storage
- Recommended specification 16GB RAM/256GB storage
- Windows 10 / 11
- Wireless Capability
- A Camera for video and still image processing
- Touch screen of 9.7" or greater
- Keyboard / Keypad
- Detachable or flip screen to enable writing on a flat surface using a stylus
- Digital Pen / Stylus
- Web browser for access to Firefly, Teams, and other online learning resources
- The ability to install and access OneDrive, Teams, and other Office 365 applications
- Have a battery life of greater than 6 hours
- Have a protective case

Pupils do NOT need to procure any Office 365 licenses as this is included in their Wycliffe accounts and will give them access to the Office 365 suite apps and cloud storage.

Equipment for Lessons

Pupils will need to bring the following for lessons:

- Maths equipment
- Scientific calculator (ideally a Casio fx-85GTX or similar) in years 9-11
- Pens and pencils
- Subject dividers and A4 files
- Highlighter pens

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

Special Educational Needs and Disability

Our experience shows that with appropriate teaching, support and resources, pupils with specific learning difficulties such as Dyslexia as well as those with other special educational needs gain the confidence needed to go on to achieve superbly well. The Learning Support Department supports those pupils who need additional help to overcome various barriers to learning which prevent them from achieving their potential. Staffed by an experienced team of SENCOs and SEND qualified teachers, The Learning Centre is based at the heart of each school campus and offers support throughout the school. In addition, we have well established links with Speech and Language Therapists, an Occupational Therapist and Educational Psychologists. We work closely with parents and, where appropriate, the pupil's previous school to reasonable adjustments to meet the child's needs and provide classroom teachers with the information they need to support them.

Pupils with additional needs who can work independently are monitored by the Department and given occasional help if needed. Small group, targeted intervention programmes offer support to enable pupils to develop specific literacy skills. Some pupils need more intensive support, and we arrange one to one lessons with a member of the Learning Support team. The Department maintains a SEND register and pupils with SEND have an Individual Pupil Profile, accessible to their teachers and House Staff, which includes a description of the pupil's strengths, needs and strategies for supporting the pupil in class.

TIMETABLE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
8:15	Registration in Houses						
8:30	Assembly	Chapel	Chapel	Chapel	House Meetings	P1 8:30-9:15	
8:50	Tutorial	P1	P1	P1	P1	P2 9:20-10:05	
9:40	P2	P2	P2	P2	P2	Break 10:05	
10:25	Break					P3 10:30-11:15	
10:50	P3	P3	P3	P3	P3	P4 11:20-12:05	
11:40	P4	P4	P4	P4	P4	Lunch 12:05	
12:25	Lunch						
13:35	Registration in Houses						
13:45	P5	P5	P5	Games	P5	Games until approximate 16:30	
14:35	P6/Y9/10 games	P6/Y9/10 games	P6		P6		
15:25	P7/Y9/10 games	P7/Y9/10 games	P7		P7		
16:10	Free time / Year 11/12/13 Games						
16:30	Activities						
17:45	Prep 1						
18:30	Supper						
19:30	Prep 2						

EXEATS AND VISITING YOUR CHILD/CHILDREN

Exeats

Exeat is a weekend when the School closes for lessons and sport fixtures, and the pupils can have downtime to visit family or stay with their guardian. There is an Exeat weekend each half term in the autumn term, and once per term in the spring and summer terms. At Wycliffe, we remain open for boarders to stay during Exeat weekends, and we provide meals and refreshments, and there is no additional charge for this. It should be noted that generally, pupils will be able to stay in their own Boarding House over Exeat, but there may be a requirement to stay in another House.

PUPILS GOING OFF CAMPUS AT THE WEEKEND

Pupils may also take leave from campus on other weekends (with permission from parents and House Staff) when it is appropriate. On these weekends, pupils leave campus after School on Saturday and return on Sunday evening, unless special permission has been granted by House Staff.

VISITING FOR PARENTS AND PUPILS VISITING FAMILY AND FRIENDS

PARENTS' VISITING

When visiting your child(ren), please always contact your child's Housemaster or Housemistress to inform them of your arrival date and time. We ask that parents do not visit on the first weekend of each term so that life at School can settle down.

PUPILS' VISITING FAMILY

On each occasion that parents take their children out of school, they must give the Houseparent at least 48 hours' notice. Visiting arrangements are as follows:

- Pupils may spend a Saturday night at home but may only do so after their final sport commitment. If this is the case, notice needs to be given to the Housemaster or Housemistress from the parent by the Thursday before the chosen weekend.
- Additional (over and above the Saturday night) overnight leave is only granted in exceptional circumstances and any request of this nature must be made, in advance to the Senior Deputy Head, with a copy to the Housemaster/Housemistress.
- Where a pupil is representing the School in a sports fixture, parents are welcome to watch their child(ren) participate. Details of matches can be found in the School Calendar and on the Parent Portal.

PUPILS STAYING WITH FRIENDS IN TERM-TIME

When pupils are invited out for the weekend to stay with friends, both sets of parents must contact the Housemaster or Housemistress. The parents where the pupil is staying must undertake full responsibility and duty of care for the child and must be present for the duration of the stay, or another designated adult (over the age of 25) must be present to care for the visiting child.

TRAVEL

BOOKING TRANSFERS TO AIRPORTS

Transport arrangements for holidays must be booked **10 days in advance of travel** with the Admissions Team. We cannot guarantee that late bookings (especially those booked the day or so before travel) can be arranged. For transfers please contact our Travel Coordinator: Boarders@wycliffe.co.uk Tel: +44 (0) 7702 967159. Pupils who arrive at the airport and have not booked transport in advance, may find that we are not able to be transport back to the School by School minibus due to lack of space.

DEPARTURES TIMES FOR EXEATS, HALF TERMS, CHRISTMAS AND EASTER HOLIDAYS

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

We understand that some boarders who live overseas need to depart prior to this time to catch flights. Parents must inform both the Senior Deputy Head and the Housemaster or Housemistress of an early departure. We prefer pupils not to leave early as this disrupts both their own and others' education. Parents and pupils are reminded where possible to arrange their flights on our dedicated Travel Days, usually the Friday at the end of term or a Sunday where pupils are returning to College.

Please be aware that pupils cannot depart the Boarding House before 06:00 on a departure day or return after 22:00 on an arrival day. If pupils' flights fall out of these designated times, then it is expected that the pupils' guardian collect them from their flights and return them to School.

ARRIVAL TIMES FOR EXEATS, HALF TERMS, CHRISTMAS AND EASTER HOLIDAYS

Pupils need to arrive back at School before 22:00, and so the Admissions Team is unable to book return transport for flights landing after 18:00 (UK time) since it is unreasonable for pupils to return to boarding Houses after 22:00 (Senior School) and 21:00 (Prep School) when Houses are locked and alarmed. Supper is provided at 18:00 on the Sunday evening following return from Exeat, Half Terms, Christmas and Easter Holidays.

PUPILS WHO ARE MINORS (14 YEARS AND UNDER)

For pupils who are categorised as minors, it is the responsibility of the pupil's guardian to complete the duties in support of the pupil at the airport. These duties include:

- **For arrival into the UK**, if the pupil's flight is delayed, and the pupil would arrive at Wycliffe after the Boarding House has been locked for the night; 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 responsibility to check the younger pupils at the airport, ensure they go through passport control and remain at the airport until the flight has taken off.
- **In the event of flight cancellation**, it is the guardian's responsibility to ensure that they care for the child until the next available flight.

EXPECTATIONS OF PUPILS

Your child/ren will receive the *Expectations and Standards Guide* when they join Wycliffe and this details the rules and guidelines for pupils, and this goes into a lot more detail.

SMOKING/VAPING

Smoking, vaping, and nicotine products are forbidden at Wycliffe. Those caught smoking/vaping/using nicotine are offered support from the Health Centre and will be issued a sanction in line with the Behaviour Policy. Persistent smokers may be suspended or asked to leave.

ALCOHOL

- Pupils in the Sixth Form may only be offered, or consume, small quantities of alcohol, if parents have provided written consent, and only under strict supervision of Staff. This is only ever as part of a social occasion where food is also served.
- Pupils are not allowed to buy alcohol from shops, even if they are over 18 years old.
- Pupils may not buy or consume spirits.
- Possession of alcohol by pupils is not allowed under any circumstances, and consumption is only allowed with the School's permission.
- Pupils over 18 years old may not buy alcohol and supply it to younger pupils. This is a serious offence and results in suspension.

ADVICE TO PARENTS OF BOARDING PUPILS BEING ASKED TO CONSENT TO AN OVERNIGHT STAY OFF CAMPUS

The opportunity for a Boarding pupil to stay overnight with the family of a friend can be a positive experience and can be an enjoyable and valuable part of being a Boarder.

However, as a school, we always point out to parents being asked to give their consent to this that it is their responsibility (and not that of the school).

The parents of the Boarding pupil are strongly recommended to liaise with the host family to ensure that they are satisfied with the arrangements in place for the stay prior to giving the school (via their child's Housemistress or Housemaster) this consent.

For example, regarding:

- Whether or not there will be a 'party' or social gathering at the house,
- Whether or not there will be adult supervision,
- Whether the children will be always in and around the house or will be permitted to go elsewhere by the host family (e.g., to a local restaurant),
- What the sleeping arrangements are,
- Whether alcohol will be available, and
- What the arrangements are in the event of an emergency.

The school cannot accept responsibility for pupils who are staying overnight with another family. **And the duty of care throughout lies with the host family.**

Subject to having their consent to do so, the school will seek to be able to share the host family's contact information with Boarding parents being asked to consent to their child staying off-site to facilitate the respective set of parents being able to communicate with each other.

The timings of when the pupil leaves the school's care (and becomes the responsibility of the host family) will need to be agreed in writing, as will the timing for when the child will return to school. With overnight stays, it is

almost always expected that the pupil will not return to school until lunchtime (or just after) the following day. Similarly, the arrangements for the transportation to and from the host family must be agreed in writing with the Housemistress/Housemaster.

SOCIAL EVENTS HELD ON SCHOOL PREMISES:

- Alcohol can be given to Sixth Formers only if parents have provided written consent, and the pupil's Housemaster or Housemistress agrees.
- Alcohol is to be given to pupils only under staff supervision and only with the authorisation of the Housemaster or Housemistress.
- Spirits must never be served to pupils.
- Non-alcohol drinks should always be offered as an alternative to alcohol.

WHAT BOARDERS NEED TO BRING TO SCHOOL

GUIDANCE ON CLOTHING AND BEDDING FOR BOARDERS

NON-UNIFORM CLOTHES

Pupils should limit the amount of non-uniform clothing they bring to School as storage space is limited. Three outfits of casual clothing plus one smart outfit are adequate. Boys, particularly Sixth Form, may wish to bring a dinner suit or dark suit, shirt and tie or bow tie or formal occasions. Expensive, or designer clothes, should NOT be brought back to school – the school cannot take responsibility for such items if they are lost or damaged. Please also note that all overseas pupils should have a trunk, so personal items can be stored during the School Holidays. For more important information please contact our Domestic Bursar – Mr Yaser Hussain on Yaser.hussain@wycliffe.co.uk

BEDDING

School supplies sheets, pillowcases and duvet covers, but pupils may bring their own duvet covers if they wish. Duvets are supplied by the School, but pupils 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 should be clearly labelled.

REPAIRS AND MARKING OF CLOTHING

All items of clothing should be in good state of repair. If any items of uniform are unsatisfactory, House Staff reserve the right to buy new ones and charge them to the termly invoice. Please note this includes girls' skirts which are too short and breach uniform rules. All items, including underwear, casual clothing and footwear should be clearly marked. Any items returned at the beginning of the term unlabelled will be labelled by the Matron at a charge of £1.00 per item. We would be grateful if Boarders could bring spare nametags back to School to give to their House Matron for use during term-time.

THE FOLLOWING ELECTRICAL APPLIANCES CAN BE BROUGHT INTO SCHOOL:

- Laptops
- Hair dryers and hair straighteners if used with a heat proof mat
- Chargers and shavers
- Electric toothbrushes and adaptors
- Radio/portable music appliances

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
- Smoking materials including electronic cigarettes or equivalent

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

PLUGS, EXTENSION LEADS AND ADAPTORS

In each bedroom there are a minimum of 3 double sockets for each Boarder. By arrangement with the Housemaster or Housemistress, the only extension leads to be used within the School are the 'slab' type. Extension 'Cable Reel' type and 'plug-in multi adaptors' are not permitted.

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.



POCKET MONEY

For pupils who do not have a UK Bank Account and wish them to have a weekly allowance, the School operates a Pocket Money Account. As a matter of security, the School advises against any pupil keeping large amounts of money in their own rooms. Parents or guardians can transfer money to the School via a Bank Transfer and the money can then be collected by the pupil on a Thursday or Friday between the hours of 9:00-16:30 from the Finance Department. If you wish to set a weekly limit, then please email lynne.butler@wycliffe.co.uk to discuss the amount that your child should receive or Mrs Butler is happy to suggest an amount.

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 years who is 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 - www.aegisuk.net. Guardians charge for their services, but they make sure your child 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 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 not acceptable to the airlines. For the safety, security and 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 needs to care for the pupil overnight. If flights depart very early in the morning, our Boarding Houses are not open for departures before 07:00 so pupils would be expected to stay with their Guardians the night prior to 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 pupil 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 telephone.

SERVICES FOR INTERNATIONAL PUPILS

Travel Terms, conditions and charges with effect from 1st September 2023.

We provide transport for pupils travelling to and from the major airports by arrangement. The prices are based per pupil per journey per vehicle and we will provide these ahead of each time you book. 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-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 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. Please email Fiona.lawson-best@wycliffe.co.uk

PASSPORT SECURITY

To ensure safe-keeping, passports for our International pupils are held by the pupil's Housemaster or Housemistress in the House Safe 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.

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

BANK ACCOUNTS

Parents or guardians are responsible for the 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 using the below:

Mobile: +44 (0) 7702 967159

Email: boarders@wycliffe.co.uk

WYCLIFFE SCHOOL UNIFORM

Wycliffe School uniform is supplied by the online company Schoolblazer which you can view [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.

PLEASE NOTE: Schoolblazer strongly advise that parents put in their order for uniform by 31st July.

NEW INTERNATIONAL PUPILS

Pupils are expected to arrive at school with a complete set of uniform and sportswear. All items of uniform should be delivered to your home address (Schoolblazer offer delivery to addresses around the world). Items must be tried on and any relevant exchanges made at this time. We will be unable to exchange uniform on your behalf.

Our Uniform Manager, Mr Yaser Hussain will be available in the summer holidays and term time to help with any questions you may have. He can be contacted on +44 (0)1453 820447 or by email at yaser.hussain@wycliffe.co.uk.

ITEMS REQUIRED BY BOARDERS

- Underclothes as required
- Nightwear, Dressing Gown and slippers
- Your own clothes for weekends and evenings
- Wash bag and contents
- Supply of name tapes and sewing kit, and shoe cleaning kit
- 4 towels

BOYS' CLOTHING LIST FOR YEARS 9, 10, 11 AND THE DEVELOPMENT YEAR

School Uniform that must be purchased from Schoolblazer

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

Items Obtainable from Other Suppliers

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

BOYS' DEVELOPMENT YEAR ONLY

A dark business suit, shirt and tie of their choice for formal occasions. Jacket and trousers of the same material – black, dark grey or navy. Trousers must have a crease, must not be tight or jean style and must be worn with waistband at waist, not hips.

SPORTS KIT

Sports Kit that must be purchased from Schoolblazer.

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

Please note: The Development Year boys have a choice of games and may not require all items of games uniform or rugby or football boots.

Items Obtainable from Other Suppliers

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

GIRLS' CLOTHING LIST FOR YEARS 9, 10, 11 AND THE DEVELOPMENT YEAR

School Uniform that must be purchased from Schoolblazer

- 1 purple jacket
- 1 grey V-neck jumper with purple stripe
- 1 purple tartan kilt - (must be at least ¾ of the way down the upper leg when walking)
- 1 dark grey trouser
- 1 grey, purple, black college scarf (optional)

Items Obtainable from Other Suppliers

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

Girls' Development Year Only

A dark business suit (skirt and jacket) and blouse of their choice for formal occasions. Jacket and skirt of the same material – black, dark grey or navy. Skirts must be tailored (not tight or clinging) and sit on or below the knee.

SPORTS KIT

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

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

Items Obtainable from Other Suppliers

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

DRESS CODE FOR SIXTH FORM BOYS

Suit/Formal Business attire	A formal, classic, dark business suit - black, grey or navy. Suit jacket to be worn during the timetabled day and on all formal occasions. Trousers must have a crease, must not be tight or jean style and must be worn with
Plain or Striped shirt	A white shirt is required for formal occasions. Shirts to be buttoned, with a collar. Long-sleeved shirt (sleeves rolled down, cuffs buttoned) or short sleeved shirt, with tie.
Tie of own choice	(or Purple/Silver School Tie) Top shirt button done up, tie done up to cover it; tie of acceptable length.
Sweater:	When worn, plain black, grey or navy-blue V-neck jumper (or other plain colour V-neck to complement their suit) to be worn under a jacket, but not instead of a jacket. No logos on jumpers.
Shoes	Black or brown leather. Plain, formal, polished, leather - not suede or boots. Must be clean and in good repair. No colour or logos.
Coat	Plain black, navy or dark grey, long enough to cover the suit jacket. The coat may only be worn on top of a school jacket, not instead of a jacket. NB. Casual wear (bomber jackets, sportswear, hoodies, logos or mixed colours) are not allowed with uniform.
Scarf	Any acceptable plain colour scarf or purple/silver grey/black striped. School scarf.
Optional	Dinner suit/bowtie for formal occasions.

SPORTS KIT FOR BOYS

1 purple/black crested ¼ zip tracksuit	1 black base layer leggings (optional)
1 black/purple crested training pant	1 black base layer shorts (optional)
1 white/purple crested PE t-shirt	1 pair black/purple/white hooped games socks
1 pair black crested PE shorts	1 purple/black crested games bag (optional)
1 purple crested games shirt	
1 black crested rugby shorts	

1 purple crested mid-layer	Summer Term: (Cricket kit is required only for those playing in a School Team).
1 black base layer top (optional)	

Please note: The Development Year boys have a choice of games and may not require all items of games uniform or rugby or football boots.

Items Obtainable from Other Suppliers

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

DRESS CODE FOR SIXTH FORM GIRLS

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

Dresses	<ul style="list-style-type: none"> • At least 3/4 of the way down the upper leg when walking. Slits must not be height than 2/3 up the upper leg. • Can vary in style but must NOT be overly tight fitting • Can match a jacket or be part of a co-ordinating outfit. • Subtle patterns such as jacquard or tweed/tartan must co-ordinate with the rest of the outfit worn.
Shirts, blouses, jumpers, tops	<ul style="list-style-type: none"> • Any pattern or colour as long as it co-ordinates with the outfit. • Polo necks, round neck, shallow v neck with or without buttons as long as it co-ordinates with the overall outfit and is sufficiently smart. • Not clingy or gaping at the front.
Shoes	<ul style="list-style-type: none"> • Not shirts or large logos or designs. No fluorescent colours. • Black or brown. Suede or leather. • Heel no larger than 2.5cm. • Knee length boots in winter (not over the knee). • Smart ankle boots with trousers.
Jewellery	<ul style="list-style-type: none"> • 1 pair of earrings plus one cuff. Small hoops or one pair that have a small drop below the ear lobe. • Gold or silver bracelet or bangle on each wrist. • Two gold/silver necklaces, one with a small pendant. Leather only for religious pendants.
Coats	<ul style="list-style-type: none"> • Dark or neutral solid colour or small check/dark tartan. • Any coat should cover the bottom of the jacket beneath • A smart tailored coat can take the place of a jacket in winter. • No fleeces or oversized puffa jackets • Scarves should be dark colours.

SPORTS KIT FOR GIRLS

1 Purple/black crested 1/4 zip tracksuit top	1 Black crested cycling shorts (optional)
1 Black crested training pant	1 Base layer leggings (optional)
1 White/purple crested PE t-shirt	1 Base layer top (optional)
1 Black crested skort	1 Pair purple/black/white hooped games socks
1 Purple crested games shirt	1 Purple/black crested games bag (optional)
1 Purple crested midlayer	Summer Term:
1 Black fitness leggings	1 White crested skort

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

Items Obtainable from Other Suppliers

- 3 pairs black, grey, or natural tights (opaque or sheer)

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

PERSONAL APPEARANCE

Pupils need to follow the School's guidelines on personal appearance. These can be found in the Expectations and Standards booklet that all pupils will receive.

SPORT

Wycliffe Physical Education and Games Department enables pupils to develop their level of physical performance and engage in new and fulfilling activities through regular PE lessons, Games sessions and cocurricular programme.

MAIN GAMES ACTIVITIES BY TERM

AUTUMN TERM*

Year 9 and 10 (Monday, Thursday and Saturday)

Girls: Hockey. Boys: Rugby

Year 11 (Tuesday, Thursday and Saturday)

Girls: Hockey, Boys: Rugby.

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

Girls: Hockey, Boys: Rugby.

*Basketball is a developing sport at Wycliffe and will begin to become part of the games programme in Years 9 and 10 as well as a cocurricular activity

SPRING TERM*

Year 9 and 10 (Monday, Thursday and Saturday)

Girls: Netball. Boys: Football and Rugby 7's

Year 11 and DY (Tuesday, Thursday and Saturday)

Girls: Netball. Boys: Football and Rugby 7s

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

Boys: Football and Rugby 7s. Girls: Netball

*Girls Football is a developing sport and will begin to become part of the games programme in the Spring Term for all ages as well as a cocurricular activity

SUMMER TERM

Year 9 and 10 (Monday, Thursday and Saturday)

Boys: Cricket and Athletics

Girls: Cricket and Athletics

Year 11 (Tuesday, Thursday and Saturday)

Boys: Cricket, Athletics and Tennis

Girls: Cricket, Athletics and Tennis

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

Boys: Cricket, Athletics and Tennis

Girls: Cricket, Athletics and Tennis

Years 11/DY, 12 and 13 not involved in the main games sports during their games sessions can choose from a variety of other sporting activities, including: Basketball, Fencing, Pilates, CrossFit, Boxing, Circuit training, Badminton, Table tennis, Tennis and cross-country. Years 12 and 13 have two compulsory afternoon sessions on a Tuesday or Thursday and must attend on a Saturday when selected for a school team.

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

An elite Squash, Rowing and Developing Basketball programme also supports the main Games curriculum. Pupils interested in rowing but whom have not rowed before can attend the Summer learn to Row programme. If they enjoy the activity and reach a level of ability that allows them to join a crew then they may be able to row in the following term and this will be discussed with Director of Rowing and Director of Sport. Given the nature of rowing and limited spaces in boats numbers for rowing are limited and selection is based on a variety of criteria. The

Squash programme has both elite and recreational programmes and details of training are released termly. Basketball is a growing programme that encompasses high level 1:1 training and recreational basketball.

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

Ben Taylor, Director of Sport

Email: Ben.taylor@wycliffe.co.uk

PASS: PARENTS' ASSOCIATION SENIOR SCHOOL

WHAT IS PASS?

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

WHO IS ON THE PASS COMMITTEE?

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

HOW ARE FUNDS ALLOCATED?

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

HOW WILL MY CHILD BENEFIT FROM THE FUNDS?

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

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

THE WYCLIFFIAN SOCIETY

(CONNECTED, SUPPORTIVE, BOLD AND LOYAL)

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

The Wycliffian Society assists the College, current pupils and Old Wycliffians (OWs) in a variety of ways including: networking and sporting events to connect and reconnect OWs, Honorary OWs, current parents and staff, through TWS Awards (with categories for Year 13 leavers and the wider alumni network), and in coordinating OW support to College careers events.

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



[Our Website](#)



[Facebook](#)



[Instagram:](#)



[Twitter](#)



[LinkedIn](#)

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

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

To cover the costs of The Society pupils are invoiced in nine termly instalments of £40 from whenever your child starts in the Prep School, or on arrival at the Senior School. New entrants into the Sixth Form are charged £60 for six terms. Our objective is to ensure that all former pupils feel they are members of a vibrant and distinctive Society and can access the events and support offered by the Society.

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

To get in touch with The Wycliffian Society:

Contact: Sara Smalley (The Wycliffian Society Manager)

Email: TWS@wycliffe.co.uk

Tel: +44 1453 820439

FINANCE

Important Information Regarding School Fees

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

Payment of Fees on the First Day of Term. Academic Year 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. b. Any extras due in respect of a pupil's final term at Wycliffe will be collected in full on the first day of the month in the following term 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



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.”

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"/>