



Wycliffe

**Important Joining
Information
for
New Day & Flexi 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

NEW PUPILS (UK DAY)

INDUCTION DAY— SUNDAY 3rd SEPTEMBER 2023

11:00	New UK Day pupils to gather with parents on chapel lawn 11:15
	Head's talk to parents of Day pupils in Wycliffe Hall 11:45
	Parents disperse
13:00	Lunch available for ALL new pupils
16:00	Day pupils are to be collected by parents from the main drive

ALL PUPILS

TERM BEGINS— MONDAY 4th SEPTEMBER 2023

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

New pupils (UK Day) Induction:	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

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 8204432</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 - 10) Julie.king@wycliffe.co.uk +44 (0) 1453 820420</p>
	<p>Mr Mike Mills, Collingwood Senior (Years 11 - 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>



Stonehouse Station
Direct line to
Paddington



- ### Senior School
1. School House - Main Reception, Teaching Rooms and Library
 2. Papworth Teaching Room
 3. Haywardland Girls Boarding House
 4. Wycliffe Hall
 5. Astoturf
 6. Science Laboratories
 7. Collingwood Day House
 8. Colts Cricket Square
 9. Music
 10. Haywardfield Boys' Boarding House
 11. Sibly Hall Theatre and Diana
 12. "Converways" 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. Wards Ivy Grove Boys' and Girls' Boarding House
 27. Ward's Tennis Courts

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

- ### 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. Ethenidge Hall - Years 7 and 8
 37. Learning Support
 38. Astoturf
 39. Tilly Sports Field
 40. Windrush Girls Boarding House
 41. Penwood Boys' Boarding House
 42. Tynedale Tennis Courts
 43. Sports Pitches
 44. All Weather Cricket Nets
 45. Pavilion and Pavilion Pitch

GENERAL INFORMATION

Arriving at School

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

Leaving School in the Afternoon

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

Saturdays

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

Extra-curricular

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

Prep

Prep' is our name for homework.

Please refer to the timetable to see times of Prep 1 and Prep 2 for those pupils remaining at school for this.

The House System

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

Pupil Absences

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

PASTORAL CARE AND WELL-BEING

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 parent consultation meetings. 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) for students in Year 9 and above recommended device 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 16GM 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 Year 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	Buses depart/Supper						
19:30	Prep 2						

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

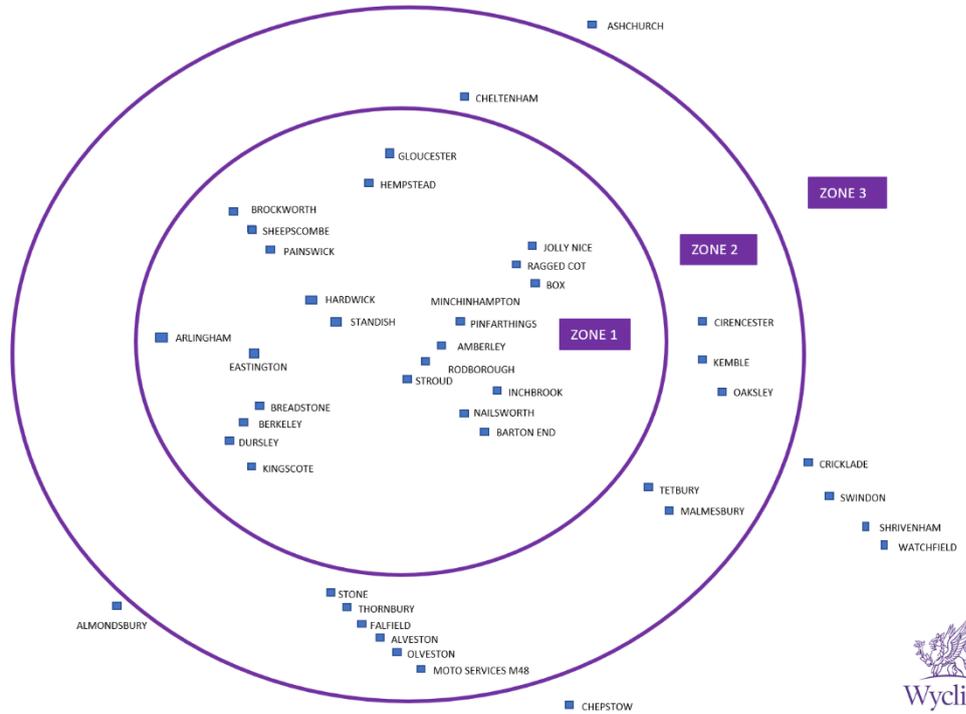
ZONE 3: £510

AD HOC PRICES
(INDIVIDUAL JOURNEYS)

ZONE 1: £4.85

ZONE 2: £5.40

ZONE 3: £6.45



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.

Occasional Boarding and Flexi-Boarding

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

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

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

WYCLIFFE SCHOOL UNIFORM

Wycliffe School uniform is supplied by the online company Schoolblazer which you can find [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 Flexi 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 black base layer top (optional)	
	1 Wycliffe cricket shirt
	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 trousers
- 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 as sports or bomber jackets)
- 1 pair indoor trainers with non-marking soles
- 1 pair outdoor trainers
- 2 pairs white sports socks
- 1 pair AstroTurf boots
- 1 hockey stick 1 Pair shin pads
- 1 tennis racquet
- 1 mouthguard
- 1 one-piece swimming costume optional with cross-over back (no scooped back)

Dress Code for Sixth Form Boys

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

Dress Code for Sixth Form Girls

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

Shirts, blouses, jumpers, tops	<ul style="list-style-type: none"> • Any pattern or colour as long as it co-ordinates with the outfit. • Polo necks, round neck, shallow v neck with or without buttons as long as it co-ordinates with the overall outfit and is sufficiently smart. • Not clingy or gaping at the front. • No t-shirts or large logos or slogans. No fluorescent colours. • Thin, smart sweaters may be worn under jackets without a shirt.
Shoes	<ul style="list-style-type: none"> • Black or brown. Suede or leather. • Heel no larger than 2.5cm. • Knee length boots in winter (not over the knee). • Smart ankle boots with trousers.
Jewellery	<ul style="list-style-type: none"> • 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 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
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 the 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 co-curricular 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 co-curricular activity.

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

Girls: Netball. Boys: Football and Rugby 7s

Year 12 and 13 (Tuesday, Thursday and Saturday matches)	Boys: Football and Rugby 7s. Girls: Netball
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*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 co-curricular activity.

Boys: Cricket and Athletics

Boys: Cricket, Athletics and Tennis

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

Girls: Cricket and Athletics

Girls: Cricket, Athletics and
Tennis

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 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 who 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, 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 the 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.

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.

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- 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.
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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"/>