



Wycliffe Prep School Boarding Pupils

Joining information for
Year 3 - Year 8 Families

“A small prep with big ideas.”

The Good Schools Guide

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

X: @WycliffePrep

Instagram: @WycliffeCollege @WycliffePrep @WycliffePrepBoarding

Please note that this Handbook is a live document and may change throughout the academic year. Updated versions will be available in the Weekly Newsletter.

WELCOME



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

I believe in childhood; that sense of fun, being outdoors and active as much as possible, getting messy, exploring and holding on to that wonderful sense of curiosity right into the early teenage years. Our Academic offering is strongly connected to our vision and offers a unique, challenging programme where our pupils are encouraged to question perspective and actively seek to learn. With small classes and committed teachers, Wycliffe gives highly personalised attention to the learning of each child.

In order to reach their academic and personal goals young people also need a strong emotional awareness and resilience which underpins their knowledge and understanding of themselves - this is supported through our exceptional pastoral care. Learning beyond the classroom we also believe, is core to a child's development. The extra-curricular, sport and arts provision at Wycliffe is wide-reaching and all-encompassing – with something for everyone.

We appreciate that there is a significant amount of information within this handbook. Whilst we hope that it has answered some of your initial questions, we are always here to support you and your family. Working in partnership with parents is something we take great pride in and so, please, do not hesitate to contact any member of the Wycliffe Prep Team.

I look forward to seeing you soon and welcoming you to our school.

JOINING CHECKLIST

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

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

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

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

START DATE CHECKLIST

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



Growing up in Portsmouth and the Wye Valley, I developed a deep appreciation for the transformative power of a nurturing and supportive environment. Now, as the Head of Prep Boarding at Wycliffe, I am proud to have been part of this wonderful community for the past four years.

As an Old Wycliffian, I have experienced firsthand the benefits of boarding life and the strong sense of belonging it instils in its pupils. This personal connection has fuelled my passion for fostering a warm, inclusive atmosphere where every child feels safe and supported throughout their journey at Wycliffe.

One of mine and the teams primary goals is to create a home away from home for our pupils. By offering a diverse range of engaging and culturally balanced weekend activities, such as trips to historical sites like Blists Hill and exciting adventures at Alton Towers, we aim to provide a well-rounded experience that enriches the lives of our Boarders.

Through the teams dedication to ensuring the happiness and well-being of each child, we are committed to building a strong and vibrant boarding community where every pupils can thrive and create lasting memories.

We look forward to having you as part of our Prep Boarding family.

Wycliffe Prep School

Term Dates 2024/25

Autumn Term 2024

New Staff Induction:	Wednesday 28 August
Staff INSET:	Thursday 29 and Friday 30 August
All Boarders arrive:	Sunday 1 September
Term begins:	Monday 2 September
Exeat:	Saturday 21 and Sunday 22 September
Half Term:	Saturday 19 October - Sunday 3 November
Exeat:	Saturday 23 and Sunday 24 November
Term ends:	Friday 13 December

Spring Term 2025

Staff INSET:	Monday 6 January
All Boarders return:	Monday 6 January
Term begins:	Tuesday 7 January
Exeat:	Saturday 25 and Sunday 26 January
Half Term:	Saturday 15 - Sunday 23 February
Exeat:	Saturday 15 and Sunday 16 March
Term ends:	Friday 4 April

Summer Term 2025

All Boarders return:	Sunday 27 April
Term begins:	Monday 28 April
Exeat:	Saturday 10 and Sunday 11 May
Half Term:	Saturday 24 - Sunday 1 June
Exeat:	Saturday 21 and Sunday 22 June
Term ends:	Saturday 5 July

May Day Bank Holiday - Please also note that Monday 5 May is a normal school day.



KEY STAFF



Mrs Helena Grant, Head

Email: PrepHead@Wycliffe.co.uk

Tel: +44 (0) 1453 820499

Home: +44 (0) 1453 82490



Miss Lauren Oliver, Windrush Housemistress, Head of Prep Boarding, DDSL

Email: Lauren.Oliver@Wycliffe.co.uk

Tel: +44 (0) 1453 820478



Miss Abbie Brown, Pennwood Housemistress

Email: Abbie.Brown@Wycliffe.co.uk

Tel: +44 (0) 1435 820949



Mr Josh Kingsley, Assistant Houseparent

Email: Josh.Kingsley@Wycliffe.co.uk

Tel: +44 (0) 75490 27791



Mr Richard Lee, Senior Deputy Head & DSL

Email: Richard.Lee@Wycliffe.co.uk



Mr Andrew Stone, Deputy Head Academic

Email: Andrew.Stone@Wycliffe.co.uk

Tel: +44 (0) 1453 820808

KEY STAFF



Mr Mike McDonnell, Admissions Manager

Email: Mike.McDonnell@Wycliffe.co.uk

Tel: +44 (0) 1453 820471



Mrs Anne Kitchen, School Administrator

Email: Anne.Kitchen@Wycliffe.co.uk

Tel: +44 (0) 1453 820470



Mrs Vicks Vicary, Head's PA

Email: Victoria.Vicary@Wycliffe.co.uk

Tel: +44 (0) 1453 820499

AIMS AND OBJECTIVES

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

Statement of Principles:

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

Statement of Aims:

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

Accommodation

Boarding at Wycliffe is very much a co-educational experience. The building comprises of Windrush House, which is home to the girls and Pennwood House, which is home to the boys. Windrush and Pennwood are then connected by a common space in the centre of the building. This space has been designed to bring together our Boarders, for them to enjoy time with everyone regardless of age or gender. We have 19 dormitories containing a total of 44 boys' beds and 34 girls' beds. The dormitories are organised according to the age of the children. Boarders will be allocated a dorm at the start of the year and from this point all the House Staff monitor the 'dynamics' of how everyone is getting along. As the year progresses, obviously, friendships develop and change. We try to ensure everyone is happy and occasionally changes are made when needed. Children are encouraged to decorate their own area of the dormitory with suitable posters and photographs and for special occasions. This results in a warm and homely atmosphere that helps the Boarders to thrive away from home. Please note only white Tac can be used to put items on the walls.

Staffing

Girls' Houseparent and Head of Prep Boarding: Miss Lauren Oliver

Boys' Houseparent: Miss Abbie Brown

Senior Resident Assistant: Mr Josh Kingsley

Matrons: Mrs Parry, Mrs Swirski, Mrs Banks and Mrs Dauris

3 x Resident Assistants: Jess Clinton, Emily Vaile and Alfie Filmore

Bedtimes

All house staff help boarders to settle into their bedtime schedule. We offer 15 minutes of quiet time before lights out. This is an opportunity for your child(ren) to unwind after their long day. After this time, they are asked to turn off their nightlights and House Staff insist on silence. Staff remain in the main corridors of the Boarding House for at least 45 minutes after the last dorm have been asked to be silent.

DAILY ROUTINE

Morning

Wake up and clean teeth: 7.00am
Tidy dorms: 7.10am - 7.25am
Common Room: 7.25am - 7.40am
Breakfast: 7:45am

Junior Evening Routine (Year 3 - 6)

Dinner: 5.20pm – 5.50pm
Activities: 6.15pm – 7.00pm
Phone Time: 7.00pm - 7.30pm
Supper: 7.30pm - 7.45pm
Showers From: 7.45pm
Bedtime From: 8.00pm

Senior Evening Routine (Year 7 - 8)

Dinner: 5.50pm – 6.20pm
Phone Time: 6.30pm - 7.00pm
Activities: 7.00pm – 8.00pm
Supper: 8.00pm - 8.15pm
Showers From: 8.15pm
Bedtime From: 8.45pm

ACTIVITY SESSIONS

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

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

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

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

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

REWARDS AND SANCTIONS

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

PREPARATION

What to bring

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

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

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

Bedding

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

PREPARATION

Valuable Possessions

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

Pocket Money

At the beginning of each term, you will need to leave pocket money with the house staff for safekeeping. This will be used on school outings, toiletries etc. We recommend £50.00 limit depending on how often your child(ren) goes home. A bank system will be run by the House Parents, and pupils can come and collect a small amount before weekend outings. If, for any reason, a Boarder needs to have extra money then this is allowed, but please inform the staff of this when handing over the money. Following the recent pandemic, a shift away from cash has been seen, and some places are only accepting cards. Please feel free to have a conversation with House Parents should you prefer your child(ren) to bring a debit card to school. There are child-friendly accounts available where parents can receive notifications of spending. These cards would also need to be handed into the Bank system. We ask that you bring in change/coins.

Tuck

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

THE FIRST DAY OF SCHOOL

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

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

SAYING GOODBYE

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

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

COMMUNICATION

Contacting your Child(ren)

By Phone:

Boys' phone: 01453 823097 Boys' Mobile: 07968 423649

Girls' phone: 01453 827336 Girls' Mobile: 07515 721593

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

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

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

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

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

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

Other useful contact details:

Mrs Grant, Head of Prep (Mobile) 07968 423606

School Office 01453 820 499

Health Centre 01453 820 440

COMMUNICATION

By Post

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

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

Contacting House Staff

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

Windrush Houseparent and Head of Boarding: Miss Lauren Oliver

Mobile: 07512 721593

Office: 01453 820478

Email: Lauren.Oliver@wycliffe.co.uk

Pennwood Houseparent: Abbie Brown

Mobile: 07968 423649

Office: 01453 820494

Email: Abbie.Brown@wycliffe.co.uk

Communication between school and home is essential. Please do:

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

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

Calendar

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

Parent Portal and iSAMS App

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

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

Visits

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

Parents' Absence

If for any reason you are away during term, such as deployment with the Military, we kindly ask that you inform us of any arrangements you have made for your child(ren), so that in the case of an emergency, we know the adult to contact. Likewise, if you have asked someone else to collect your child(ren), or they are attending a friend's house for the weekend, then we ask for this information to be shared. We kindly ask for a name, an address, and a phone number.

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

Pupil Support

We encourage children to talk to someone. They can talk to the houseparent, house staff, their tutor or any member of staff they feel comfortable with.

Complaints Procedure

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

THE FIRST TERM AND BEYOND

Wednesdays/Matches

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

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

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

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

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

Weekends

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

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

THE FIRST TERM AND BEYOND

Social Invitations

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

Sunday Evening Returns

On Sunday's those children who have chosen to stay in, will be placed on a trip until 5pm (this may change). Therefore, we are unable to welcome back any Boarders who went home for the weekend until after 4:30pm. If you would prefer to return later than this time, then please do so after 6:30pm when the Boarders will return from supper. We ask that Boarders are back by 9pm if possible.

Exeats and End of Term Arrangements

On Exeat weekends school finishes on Friday afternoons at 4.30pm and at the end of terms at 2.30pm (but may vary). Collection from the Boarding House. Please note that your child(ren) can stay for Exeat weekends, but we recommend that they leave to rest and recharge as they need a break from the school site. Please ensure you always sign out with the house duty staff. Please notify the Houseparent in advance with any alternative arrangement as to who will be collecting your child(ren) and at what time. Boarders' should return to the Boarding house on the Sunday before school from 5.30pm. Please notify the Houseparent if you are running late or require an earlier return time.

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

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

GUARDIANS FOR INTERNATIONAL PUPILS

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

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

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

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

Who is an appropriate Guardian?

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

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

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

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.

Obligations of a Guardian:

1. To provide or arrange suitable accommodation for the pupil: • If so, agreed with parents, during school holidays, half-term and at Exeat weekends.

• If the school has to close temporarily because of an emergency e.g. fire or an epidemic.

• While Wycliffe's Admissions Team will co-ordinate pupil transport to and from airports, we cannot provide representatives or drivers passing children on to the airline ahead of Boarding as this is unacceptable to the airlines. For the safety, security and the well-being of our pupils, Guardians need to meet pupils that are minors off flights into the UK. This has become even more important for those pupils that hold visas since the UK Border Agency often queries visa entries.

• If flights are delayed, transport arranged by the School cannot wait since they have other pupils to return to Wycliffe so the Guardian may be required to pick up the pupil from the airport, take them to their home and return them to School the next day. Similarly, if flights land after 18.00, the Guardian must care for the pupil overnight. If flights depart very early in the morning, our Boarding Houses are not open for departures before 06:00 so pupils would be expected to stay with their Guardians the night before their morning flight and be transported to the airport direct by Guardians. Also, if flights are cancelled, Guardians are expected to collect the pupil from the airport and arrange alternative flights.

• If the Boarder is suspended or has to be away from the School on medical grounds.

2. To take decisions in emergencies on behalf of the parents in cases where the School is not empowered to do so.

3. To keep in touch with the pupil's Housemaster or Housemistress and to ensure that the School knows the Guardian's contact details.

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

SERVICES FOR INTERNATIONAL PUPILS (OR PUPILS WITH PARENTS OVERSEAS)

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

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

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

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

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

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

Visa Applications

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

Proof of Arrival

Without this we may not meet visa requirements and your child may not be able to stay in the UK.

SERVICES FOR INTERNATIONAL PUPILS (OR PUPILS WITH PARENTS OVERSEAS)

Passport Security

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

CAS Statement

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

Police Registration

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

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

Bank Accounts

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

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

WELFARE

Health/Medication

Please refer to the Medical Handbook for full details

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

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

Five Valleys Medical Practice, Stroud, Gloucestershire, GL5 2AA Tel: 01453 764222

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

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

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

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

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

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

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

WELFARE

Diet

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

Personal Hygiene

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

Tooth Fairy

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

Haircutting/Hairstyles

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

Please ensure that you are checking your child for head-lice during the holidays.

Jewellery/Make-up

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

WELFARE

Laundry

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

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

Missing Home

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

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

WYCLIFFE SCHOOL UNIFORM

Wycliffe uniform is supplied by SchoolBlazer an online company. The website can be found [here](#) or you can telephone them on +44 (0)333 7000 733. The ordering procedure with instructions for using their intelligent sizing is explained on their website. They also have a useful video explaining how to order that you can view [here](#).

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

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

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

Item Details	Required by Day and Boarding Pupils		Boarder Quantities
	Boys	Girls	
*Black crested rucksack	<input type="checkbox"/>	<input type="checkbox"/>	1
*Purple and grey crested V-neck jumper	<input type="checkbox"/>	<input type="checkbox"/>	2
*Purple crested stormproof coat OR the new lighter weight sports jacket	<input type="checkbox"/>	<input type="checkbox"/>	1
*Tartan culottes <i>(these were new for September 2022. The old kilts are absolutely OK to wear if you have been handed down any, or have previously purchased)</i>		<input type="checkbox"/>	1
*School tie	<input type="checkbox"/>		1
White long-sleeved or short-sleeved revere collar blouses		<input type="checkbox"/>	4
White long-sleeved or short-sleeved poly-cotton shirts	<input type="checkbox"/>		4
Charcoal grey trousers or shorts (must have at least one pair of trousers)	<input type="checkbox"/>	<input type="checkbox"/>	3
Plain grey ankle socks – not sports socks	<input type="checkbox"/>		8
Long grey socks or dark grey tights (no less than 40 denier)		<input type="checkbox"/>	6
Black leather shoes with laces or Velcro fastening –NOT SLIP-ON	<input type="checkbox"/>		1
Black leather shoes with laces or buckles – NOT SLIP-ON		<input type="checkbox"/>	1
*Grey crested beanie (optional)	<input type="checkbox"/>	<input type="checkbox"/>	1
Grey fleece gloves (optional)	<input type="checkbox"/>	<input type="checkbox"/>	1
Summer Term (Girls)			
*Summer dress (Year 3 to Year 6, optional for Year 7 and Year 8)		<input type="checkbox"/>	2
White long or ankle socks		<input type="checkbox"/>	6
*Purple crested cardigan (optional)		<input type="checkbox"/>	1

WYCLIFFE SCHOOL UNIFORM

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

Swimming

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

Summer Term

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

PERSONAL APPEARANCE

Dress and General Tidiness

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

Please note, girls can wear trousers from Year 3 upwards, but these must be purchased from SchoolBlazer.

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

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

Hair

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

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

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

DEVICES

Mobile Phones

Boarders may bring a mobile phone to school for use on set evenings. We've seen technology change over recent years and the time on which Boarders spend on these gadgets has exponentially increased. We strongly feel that it's important for Boarders to have time away from electronics and to instead spend time with their friends playing. This does not stop our Boarders from contacting you if they wish to (we would never stop them ringing home)- we have house phones available and for overseas Boarders they may have access to their mobile phones for the purpose of calling home only.

On evenings when access to mobile phones is permitted then these will be handed out by house staff. Juniors have their phone time between 19.00 - 19.30 and Seniors have their phone time between 18.30 - 19.00- if we need to be flexible due to your working hours or time differences then of course we shall make this work. These will then be locked away until they are next needed. To help with this, please ensure your child(ren) has a case on their phone as we will apply a sticky label to identify their phone.

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

When children arrive in the Boarding House, their sims cards will be collected and stored safely and they will be given access to the school WiFi.

Google Pixel phones are not to be brought into boarding as they are not able to be put on the School WiFi.

DEVICES

Electronic Gadgets

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

The following electrical appliances can be brought into School:

- Laptops (if applicable)
- Mobile phone
- iPad/Nintendo Switch
- Electric toothbrushes and adaptors

The following electrical appliances **cannot** be brought into School:

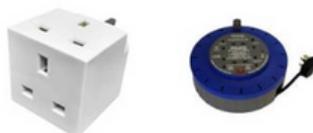
- Kettles
- Rice cookers
- Irons
- Fridge
- Heaters
- Lamps /bedside lights (as they are provided by school)
- Light fittings / shades
- Fans
- Televisions
- Electric blankets
- 2-pin appliances without UK 3-pin adaptors
- Non-British Standard Transformers

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

Permitted



Not Permitted



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



DEVICES

Internet Safeguarding

At Wycliffe, we take the safety and welfare of our pupils very seriously and we are aware of the wealth of inappropriate and illegal content readily available online. All Internet access provided through the school network is filtered using specialist software. Internet access is available in the Boarding House and pupils are taught to be aware of the rules for sensible and appropriate use of these facilities. With the availability now of Internet access through mobile devices, it concerns us that the content accessed by pupils is beyond the control or knowledge of house staff (at no point should a VPN be used). With this in mind, we would be grateful if you could speak with your child(ren) about how they use their phones and maybe use the security settings and parental locks which can be activated.

Social Media Apps

Wycliffe have blocked the access of social media accounts on the School wifi.

For your benefit we have detailed the ages required for the most popular apps.

Instagram 13 year olds and upwards

TikTok 13 year olds and upwards

Snapchat 13 year olds and upwards

Facebook 13 year olds and upwards

YouTube 13 year olds and upwards

X 13 year olds and upwards

Given these age limits, you can understand that we wouldn't expect many of our Boarders to have these apps installed (unless with parental overviews)

ADDITIONAL INFORMATION

Security

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

Bullying

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

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

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

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

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

Birthdays

If your child(ren) has a Birthday during term time, we offer them a 'birthday breakfast' in the morning, we encourage that cards and presents are sent from home for them to open. In the evening there will be dinner and cake, followed by calls and pictures sent home.

Respect

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

STRUCTURE OF THE DAY

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

Calendar

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

Parent Portal and iSAMS App

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

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

Care for your Child – Welfare and Pastoral

We pride ourselves on excellent pastoral care. Overall responsibility for all pupils' welfare and safety is Helena Grant, and as Head she gets to know the pupils in the school and reaches out to have a proactive relationship with parents. Our Director of Pastoral Care oversees the Pastoral Team and is also the Prep School Designated Safeguard Lead. The more we know you, the better we can look after your child.

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

We have a series of Pastoral Leaders who look after sections of the school, they work closely with the tutors.

Years 3 – 5 Mrs Charley Watson

Year 6 Mrs Rosie Taylor (Please note that Mrs Taylor is currently off work for medical reasons, you will be provided with details of Pastoral Lead in due course)

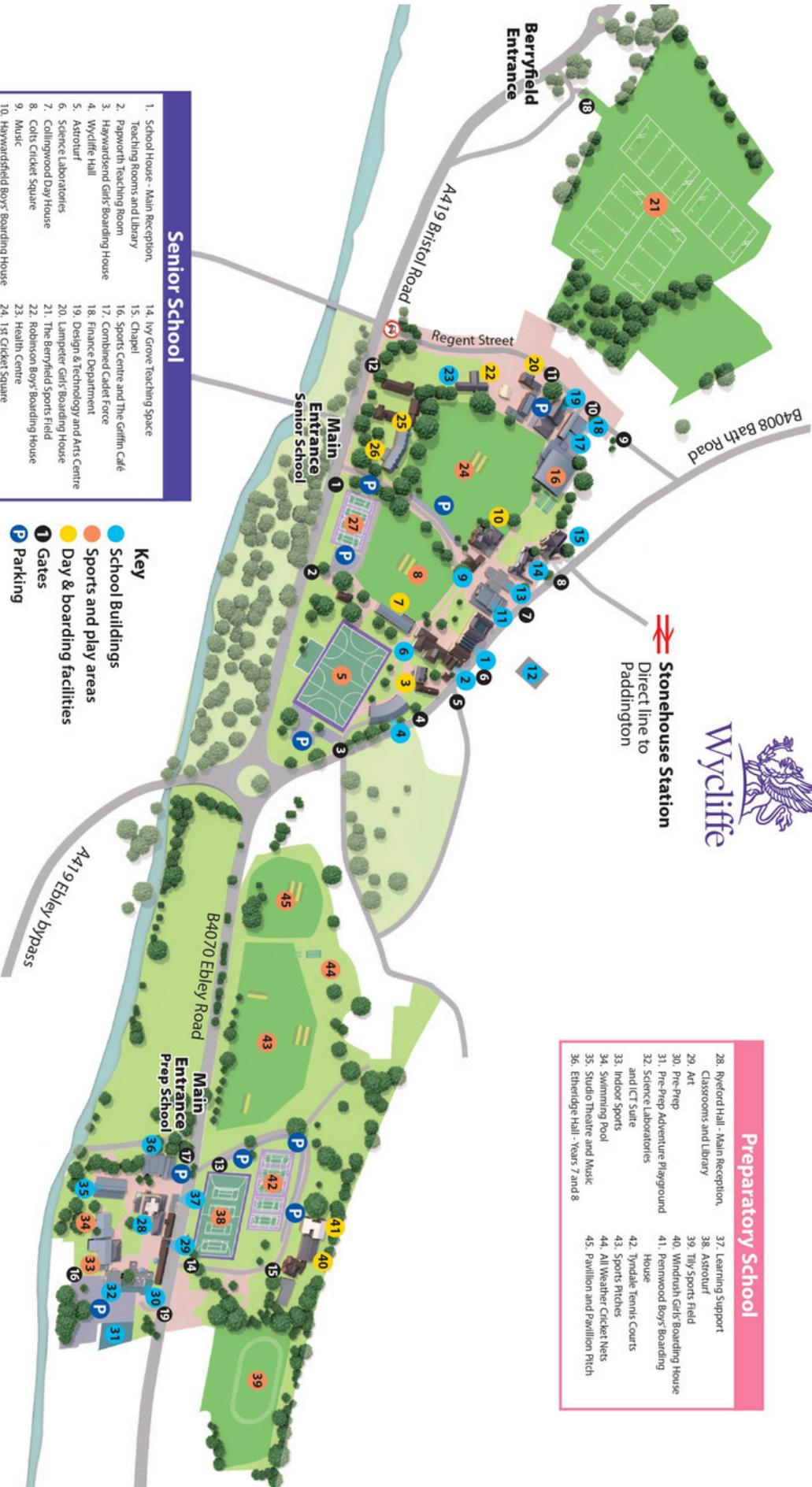
Year 7 Mr Steve Perkins

Year 8 Mr Steve Arman

If there is an urgent incident involving your family or child, please call Mrs Helena Grant, Head, on +44 7968 423606, or Mr Richard Lee, Senior Deputy Head on +44 7968 423632



Direct line to Paddington



- ### Senior School
- School House - Main Reception, Teaching Rooms and Library
 - Papworth Teaching Room
 - Havantend Girls' Boarding House
 - Wycliffe Hall
 - Astrurt
 - Science Laboratories
 - Collingwood Day House
 - Cots Cricket Square
 - Music
 - Havantendfield Boys' Boarding House
 - Sibly Hall Theatre and Drama
 - "Corneways" Learning Support Exam 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
 - Wards Ivy Grove Boys' and Girls' Boarding House
 - Ward's Tennis Courts

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

- ### Preparatory School
- Ryeford Hall - Main Reception, Classrooms and Library
 - Art
 - Pre-Prep
 - Pre-Prep Adventure Playground and ICT Suite
 - Indoor Sports
 - Swimming Pool
 - Studio Theatre and Music
 - Etheridge Hall - Years 7 and 8
 - Learning Support
 - Astrurt
 - Tilly Sports Field
 - Windrush Girls' Boarding House
 - Penwood Boys' Boarding House
 - Treadle Tennis Courts
 - Sports Rietes
 - All Weather Cricket Nets
 - Pavillion and Pavillion Pitch

ACADEMIC INFORMATION

The curriculum offering at the Prep School falls under the responsibility of Mr Andrew Stone, Deputy Head Academic. Mr Stone manages the curriculum, assessment, reporting, professional capacity of the teaching team and pupils' progress.

Parent Consultation and Tutor Meetings take place on a cycle throughout the year.

Working with him are a series of Heads of Department, Subject Specialist Teachers, General Subject Teachers and Teaching Assistants. Specialist teachers from Year 3 onwards teach art, music, drama, DT, languages, PE and Games.

Our Curriculum aims to be rich, diverse and challenging.

Our Learning Centre is led by our SENCo, Mrs Heidi Da Re, who works with children who have additional needs. We offer 1:1 lessons for pupils which are paid for separately. All pupils are monitored to ensure that there are no barriers to learning. We can assist in finding specialist guidance or assessment, and the team within the centre can do initial screening which can highlight specific learning needs.

The Wycliffe Encompass is our Academic pathway for Years 6 – 8 which incorporates academic achievement, recognizing positive learning attributes, The Discovery Programme and The Kirby Challenge in Year 8 (a personal contribution and challenge project undertaken in Year 8). We follow six themes which interleave through the specialist subjects of Leadership, Conflict, Sustainability, Innovation, Democracy and Adventure.

The Discovery Programme is our Saturday enrichment curriculum – this is for pupils in Years 6 – 8 and consists of units which may last 2 – 5 weeks.

Homework or Prep

'Prep' is our name for homework.

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

- Pupils enter their prep into their prep calendar diary.

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

ACADEMIC INFORMATION

Culture and Expectations for Learning

We expect our pupils to come to school with a positive approach to learning and to reflect this in the classroom and around school. Our philosophy is that everyone has the right to learn and our approach to a purposeful environment is based on this baseline.

Life Skills Programme

This is an essential part of our curriculum. The content is under continual review to ensure it is relevant for the pupils in our school from Nursery to Year 8. It is led by tutors, and sometimes outside specialists, and we do adapt at short notice what we are teaching if a situation arises which means that attention needs to be spent on this. We use the Jigsaw PSHE programme which is internationally renowned and covers a wide range of topics including finance, relationships, internet safety, communication as well as legally required aspects of Relationships, Sex and Education (RSE). We work closely with our parents on this aspect.

Rewards and Sanctions

Our Behaviour Policy sets out our approach to Rewards and Sanctions which is focused on the former. Pupils are rewarded through House Points, 'Excellents', Challenge Awards, and Head's Commendations as well as a multitude of informal methods of praise and recognition. If pupils do not achieve the levels of behaviour expected within our community, there is a relational approach taken and they will be given a Behaviour Concern. If your child(ren) does meet the expectations with respect to the approach to their learning, they may be highlighted as an Academic Concern. Full details can be found in our Behaviour Policy.

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

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

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

Extra Curricular

Pupils are given several extra-curricular opportunities through the course of the week, both within and outside the school day. In Pre-Prep, there is a timetabled After-School Club programme from 3.30- 4.30pm, which runs alongside the After-School Care provision, available from 3.30-6.00pm. Full details of the clubs, and how to sign up for them, will be shared towards the end of August. In Years 3 to 8, pupils take part in the Thursday activities programme from 3.30-4.30pm. At the start of term, pupils will be given a selection of activities to take part in for the term. Pupils will then make their choices, which will be finalised by the Activities Co-ordinator, Mrs Charley Watson. In addition to the Thursday Activities Programme, there are also a selection of clubs that run after school. These typically run from 4.30-5.30pm, with some clubs going on to as late at 6.45pm for our older pupils. Full details of the clubs, and how to sign up for them, will be shared towards the end of August.

Trips

During the year, teachers and Boarding House staff organise trips and outings for the children. Risk assessments for all trips are available prior to the trip for parents to view upon request. If a trip is classed as low risk, you will receive a letter from the trip organiser detailing activities and costs (if relevant). You are only required to contact the school if you do not wish your child(ren) to join the trip. When a consent form is required it will be shared either electronically or as a hard copy. For all residential trips, all pupils sign a 'Culture and Expectations' contract which ensures that they have the best possible time on a trip. Your child(ren) will not be permitted to join the trip if the organiser does not receive a completed consent form by the given date. Members of staff are not permitted to complete the form on your behalf.

Music

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

House System

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

G R E N F E L L L I N C O L N S C O T T S H A F T E S B U R Y

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

Sports Matches

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

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

Parents’ Association

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

FINANCE

Effective from Winter term (September)

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 Fees Refund 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 via 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

A 1% discount off the net termly fee (excluding extras) 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.

FINANCE

Payment of Fees by Instalments

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

Arrangements and Conditions

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.

Fees and extras will be collected as follows:

Autumn Term 1st September – 1st December inclusive

Spring Term 1st January – 1st April inclusive

Summer Term 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 will be collected on 1st September.
 - 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.
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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.

Facebook: @TheWycliffianSociety

X: @TheWycliffianSociety

Instagram: @TheWycliffianSociety

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 £50 from whenever your child(ren) starts in the Prep School.

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.





Wycliffe

Thank You