



# Wycliffe Prep School - Pre-Prep

Joining information for  
Pre-Prep Families

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Celebrate what makes your child unique



Discover a school that inspires individuality

## 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 @WycliffePrePrep

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

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# WELCOME



Welcome to the Pre-Prep department at Wycliffe Prep School. Within our close community, we are committed to creating an enriching and supportive environment where your child can thrive, both academically and personally.

This handbook is designed to be a comprehensive guide to help you understand our school and the wonderful teaching journey our youngest pupils embark on. Inside, you will find important information about our school's philosophy, daily routines, policies, and the wide range of activities we offer. Our goal is to foster a love of learning in your child, encouraging curiosity, creativity, and a sense of wonder about the world.

We understand that the early years of education are crucial in laying the foundation for lifelong learning and development. Therefore, we have dedicated ourselves to providing a well-rounded curriculum that balances academic rigor with play-based learning, ensuring that your child develops essential skills in a joyful and engaging manner.

Of course, we very much value open communication and partnership with our parents and guardians. It is our belief that your involvement and collaboration is the key to the success and well-being of your child. We therefore look forward to introducing you to our fantastic Pre-Prep department, answering any questions you may have and showcasing all of the amazing activities available to children here at Wycliffe Prep School.

I look forward to meeting you.

Mr Aherne

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# 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!
- Check that you have returned all necessary documentation to the Admissions Department.

If you have not received this, please email [Mike.McDonnell@wycliffe.co.uk](mailto:Mike.McDonnell@wycliffe.co.uk)

# START DATE CHECKLIST

- Your child(ren)'s class teacher 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 communications from the School regarding any details about the first day drop-off arrangements
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# 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.



Wycliffe

# KEY STAFF



Mrs Helena Grant, Head

Email: [PrepHead@Wycliffe.co.uk](mailto:PrepHead@Wycliffe.co.uk)

Tel: +44 (0) 1453 820499

Home: +44 (0) 1453 82490



Mr Richard Lee, Senior Deputy Head

Email: [Richard.Lee@Wycliffe.co.uk](mailto:Richard.Lee@Wycliffe.co.uk)



Mr Andrew Stone, Deputy Head Academic

Email: [Andrew.Stone@Wycliffe.co.uk](mailto:Andrew.Stone@Wycliffe.co.uk)

Tel: +44 (0) 1453 820808



Mr David Aherne, Head of Pre-Prep and EYFS DSL

Email: [David.Aherne@Wycliffe.co.uk](mailto:David.Aherne@Wycliffe.co.uk)

Tel: +44 (0) 1435 820475

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# KEY STAFF



Katy Talbot, Nursery Lead

Email: [Katy.Talbot@Wycliffe.co.uk](mailto:Katy.Talbot@Wycliffe.co.uk)

Tel: +44 (0) 1453 820808



Mrs Sarah Bond,

Email: [Sarah.Bond@Wycliffe.co.uk](mailto:Sarah.Bond@Wycliffe.co.uk)

Tel: +44 (0) 1453 820475



Mr Mike McDonnell, Admissions Manager

Email: [Mike.McDonnell@Wycliffe.co.uk](mailto:Mike.McDonnell@Wycliffe.co.uk)

Tel: +44 (0) 1453 820471



Mrs Anne Kitchin, School Administrator

Email: [Anne.Kitchin@Wycliffe.co.uk](mailto:Anne.Kitchin@Wycliffe.co.uk)

Tel: +44 (0) 1453 820470



Mrs Vicks Vicary, Head's PA

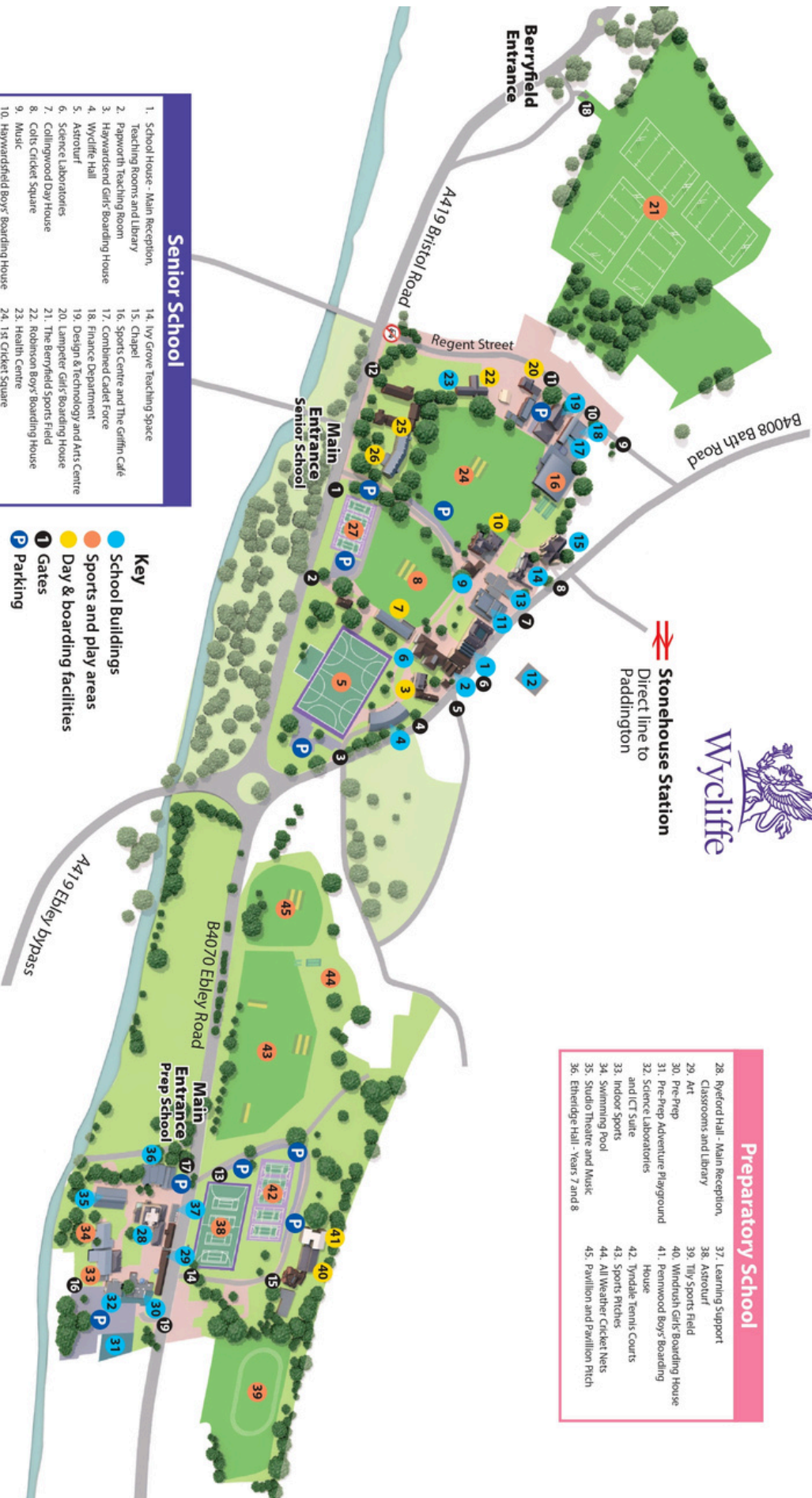
Email: [Victoria.Vicary@Wycliffe.co.uk](mailto:Victoria.Vicary@Wycliffe.co.uk)

Tel: +44 (0) 1453 820499

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Stonehouse Station  
Direct line to Paddington



- ### Senior School
- School House - Main Reception, Teaching Rooms and Library
  - Papworth Teaching Room
  - Havantend Girls' Boarding House
  - Wyedle Hall
  - Astrurt
  - Science Laboratories
  - Collingwood Day House
  - Cots Cricket Square
  - Music
  - Havantend 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
  - Gates
  - 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 Riettes
  - All Weather Cricket Nets
  - Pavillion and Pavillion Pitch



# FIRST DAY ARRANGEMENTS

For new pupils starting in September, more details will be shared through Mrs Grant's communication, but to make the First Day easier to manage for our new pupils and families we will invite you to school before the start of term. Details of this will be shared with you.

You will be able to meet the Head (Mrs Grant) and key staff so that you and your children feel more comfortable from day one.

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

On the first day your child(ren) will meet their class teacher and be shown where to store all of their belongings. There will be a whole school welcome assembly and then the day will follow timetable with plenty of time for familiarisation.

When you collect your child(ren) at the end of the day (we would recommend 3.30pm for the first week as it is quite exhausting as a new pupil, but of course you can also pick up as late as 6.00pm as part of the wrap-around, or once After School Clubs have finished – further detail to follow in late August) – park in the same Car Park, The Pines (Gate 19) and wait for your child(ren) to come out.

# SECOND DAY ARRANGEMENTS

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

**Nursery to Year 2 Pupils**, you will come and park in the same car park (Gate 19, The Pines) at 8.10am. Please park and walk them over to be greeted by the member of staff on duty.

**Collection** – from Day 2 collect from The Pines Car Park (Gate 19).

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# 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/ guardians 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 Wood can be contacted on 01453 820447 or at Caroline.Wood@Wycliffe.co.uk.

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

Item Details	Boys	Girls
*Purple crested book bag	<input type="checkbox"/>	<input type="checkbox"/>
*Purple and grey crested V-neck jumper	<input type="checkbox"/>	
*Purple and grey crested cardigan		<input type="checkbox"/>
*Tartan pinafore		<input type="checkbox"/>
*Purple and grey elasticated tie	<input type="checkbox"/>	
*Purple crested stormproof coat	<input type="checkbox"/>	<input type="checkbox"/>
White long-sleeved or short-sleeved poly-cotton shirts (short-sleeves are preferable for Nursery children)	<input type="checkbox"/>	
White long-sleeved or short-sleeved revere collar blouses (short-sleeves are preferable for Nursery children)		<input type="checkbox"/>
Long charcoal grey trousers or shorts	<input type="checkbox"/>	
Plain grey ankle socks – not sports socks	<input type="checkbox"/>	
Long grey socks or dark grey tights (no less than 40 denier)		<input type="checkbox"/>
Black leather shoes with Velcro, laces or buckles (not slip-on). Velcro only for Nursery children, please.	<input type="checkbox"/>	<input type="checkbox"/>
Wellington boots	<input type="checkbox"/>	<input type="checkbox"/>
*Grey fleece gloves (optional)	<input type="checkbox"/>	<input type="checkbox"/>
*Grey crested beanie	<input type="checkbox"/>	<input type="checkbox"/>
<b>Summer Term</b>		
*Purple summer dress		<input type="checkbox"/>
*Purple crested Legionnaire's cap	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sportswear</b>		
*Purple crested PE bag (Reception, Year 1 and Year 2, optional for Nursery)	<input type="checkbox"/>	<input type="checkbox"/>

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# WYCLIFFE SCHOOL UNIFORM

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

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# STRUCTURE OF THE DAY

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

If your child is ill, you are asked to telephone the School Office by 08:45 on 01453 820470 or email [Prep@wycliffe.co.uk](mailto:Prep@wycliffe.co.uk) on the first day of a pupil's illness or if they are going to be late arriving. A letter or email of absence should be sent to the tutor or class teacher on your child(ren)'s return, for confirmation purposes.

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

## School Day - Arrival and Departure Times

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

### The Nursery Class:

Breakfast Club is available from 8am in the Dining Hall. Arrival is from 8.25am. You can collect your child(ren) anytime from 3.30pm.

### Reception to Year 2:

Breakfast Club is available from 8.00am in the Dining Hall. Arrival is between 8.00-8.25am and pupils should arrive at the Pre-Prep playground.

**Departure** is at 3.30pm from the Pre-Prep playground unless staying for after-school activities or After-School Care Club.

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# STRUCTURE OF THE DAY

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

## 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 and term dates. 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 will 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 at [Anne.Kitchin@wycliffe.co.uk](mailto: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. The more we know you, the better we can look after your child.

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

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

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

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# ACADEMIC INFORMATION

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

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

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

Our Curriculum aims to be rich, diverse and challenging. High achievement is recognised through house points, 'excellents', challenge awards – all related to an individual's ability.

Our Learning Centre is led by our SENCo, Mrs Heidi Da Re, who works with children who have additional needs. Mr David Aherne fulfils this in Pre-Prep. 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. We provide a broad curriculum with specialist teachers teaching art, music, drama, languages, PE and Games.

## Homework or Prep

'Prep' is our name for homework.

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

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# 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 so if a pupil is disruptive to others, our behaviour policy is used to structure our response to this.

## Life Skills Programme

This is an essential part of our curriculum. We are continually reviewing it and ensuring that it is relevant for the pupils in our school from Nursery to Year 8. It is led by tutors and we do adapt at short notice what we are teaching if a situation arises which means that attention needs to be spent on this.

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

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

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

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

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## 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. 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 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.

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## 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.

## Nutrition

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

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## Medical

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

## Medicines

Prescribed medication provided by parents and/or carers can be given to children in our care, in accordance with the Wycliffe College Management of Medication and Supporting Pupils with Medical Needs Policy. This is available to parents and/or carers on request. Forms to request the administration of medication (downloadable from the Parent Portal) must be completed and delivered with the medication to a member of staff. For pupils in Nursery and Reception, only medicines that have been prescribed by a doctor, dentist, nurse or pharmacist, will be administered. Parents and/or carers of children with asthma are asked to complete an asthma card, available from the Medical Centre. Parents and/or carers should ask their GP or asthma nurse to prescribe a spare reliever inhaler which will be always kept in school and must be replaced, when necessary, by refill or expiry date. If a child becomes unwell every step possible will be taken to contact parents and/or carers. If the parents and/or carers cannot be contacted, the named persons nominated on the individual child's details form (emergency contact persons) will be contacted.

## 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.

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# ADDITIONAL INFORMATION

## Bullying

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

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

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

## What to do if you feel your child(ren) is being bullied

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

## Pupil Support

We encourage children to talk to someone. They can talk to their tutor or any member of staff they feel comfortable with. We also have a school counsellor who is available for sessions and we do this in partnership with parents.

## Complaints Procedure

Our complaints Policy is on the website, but if you are concerned about anything, please do write to your child's tutor who will then forward on to whom it is most relevant.

## Parents' Association

The Parents' Association supports our community through parent events and some fundraising activities. It enables 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. There is a £12 fee per term for the Parents' Association which is added to your termly bill.

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### **Effective from Autumn 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 the Fees Refund Scheme 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](mailto: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.

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# 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.





If you have any questions, please email: [Admissions@Wycliffe.co.uk](mailto:Admissions@Wycliffe.co.uk)

[Wycliffe.co.uk](http://Wycliffe.co.uk)