



Wycliffe Prep School Day 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

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.

WELCOME

Mrs Helena Grant



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 stocked up - two HB pencils, a 30cm ruler, a pencil sharpener, an eraser, a set of colouring pencils and 2 glue sticks – all clearly named please. Pupils in Years 3 and above will need a pen to write with and a scientific calculator. For Year 8, from Spring 2025, a Bring Your Own device will be required and separate details will be sent out about this.
- Check that you have returned all necessary documentation to the Admissions Department.
- Check that you have received information to sign up for the online School Calendar, SOCS (our online sports calendar) and Parent Portal from the School Office. You should also have received information about Pre-Season Sport Training for Years 7 and 8 (not compulsory and takes place only before the start of the Autumn Term).

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

START DATE CHECKLIST

- Your child(ren)'s class teacher or tutor (Years 6 – 8) 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 the week before term starts.
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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.



Key Staff



Mrs Helena Grant, Head

Email: 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

Tel: +44 (0) 1453 820469



Mr Andrew Stone, Deputy Head Academic

Email: Andrew.Stone@Wycliffe.co.uk

Tel: +44 (0) 1453 820808



Mr David Aherne, Head of Pre-Prep

Email: David.Aherne@Wycliffe.co.uk

Tel: +44 (0) 1435 820475

Key Staff



Mr Mike McDonnell, Admissions Manager

Email: Mike.McDonnell@Wycliffe.co.uk

Tel: +44 (0) 1453 820471



Mrs Anne Kitchin, School Administrator

Email: Anne.Kitchin@Wycliffe.co.uk

Tel: +44 (0) 1453 820470



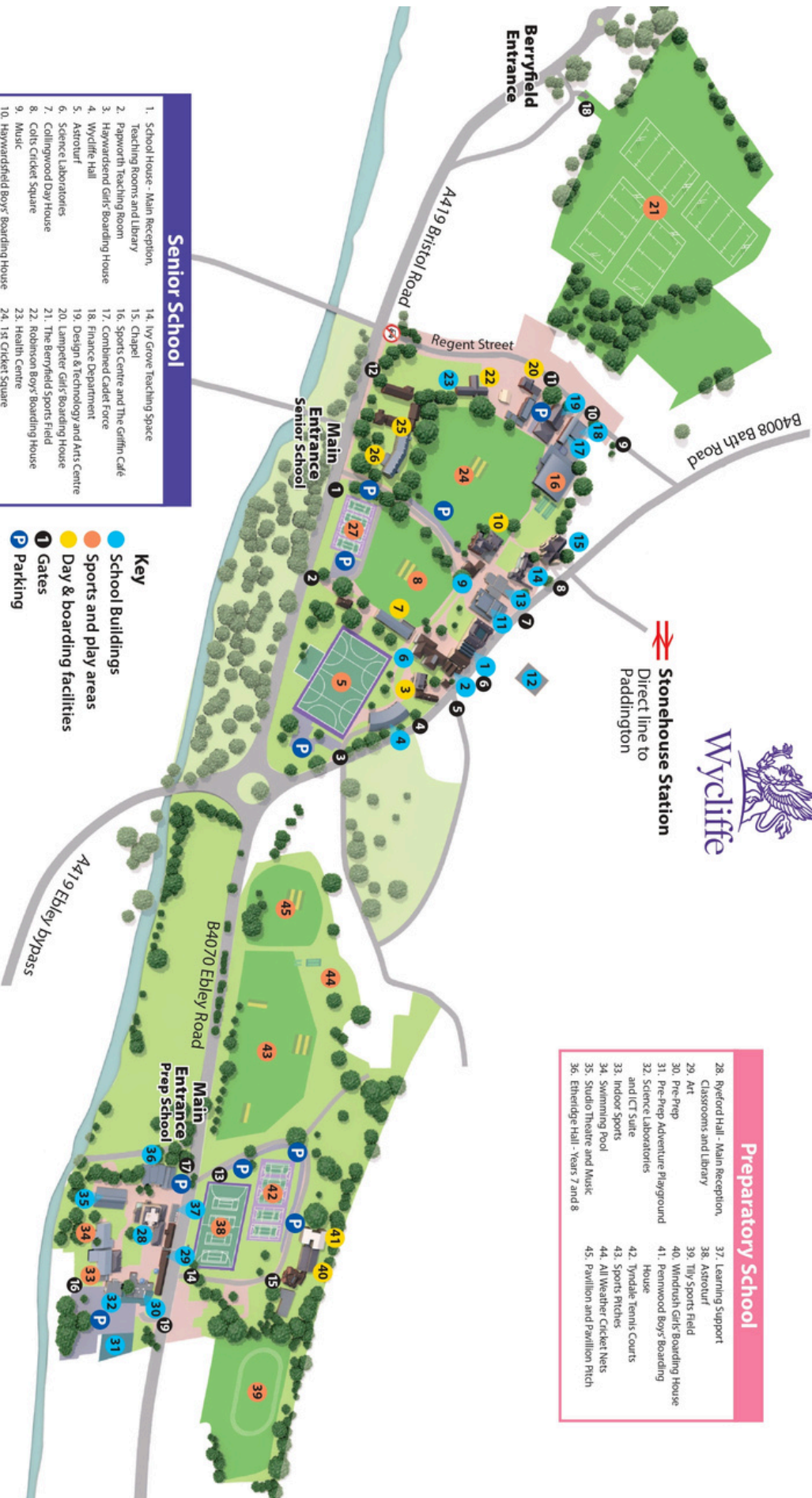
Mrs Vicks Vicary, Head's PA

Email: Victoria.Vicary@Wycliffe.co.uk

Tel: +44 (0) 1453 820499



Direct line to Paddington



- ### Senior School
- School House - Main Reception, Teaching Rooms and Library
 - Papworth Teaching Room
 - Havantstead Girls' Boarding House
 - Wyedle Hall
 - Astrurt
 - Science Laboratories
 - Collingwood Day House
 - Cots Cricket Square
 - Music
 - Havantstead 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
 - 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 Riettes
 - All Weather Cricket Nets
 - Pavilion and Pavilion 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) so that "Buddies" have the opportunity to arrive and then take up their responsibility. 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 or tutor, be introduced to their "Buddy" and receive their timetable, diary 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 allowing for plenty of time for familiarisation.

In the first week, we would recommend collecting your child at 16:30 as getting used to a new routine and surroundings is quite exhausting for a new pupil, but of course you can also pick up at 17:30 after Prep time * if that works with your schedule. After School Clubs will begin in week 2 of the end of the Autumn Term and you will receive further information on those just before the start of term. Please park in the same The Pines Car Park and wait for your child(ren) come out.

*Prep is our name for 'homework'. At the end of the school day there is an hour's Prep session in school from 16:30- 17:30 which all pupils in Years 3 – 8 can attend.

SECOND DAY ARRANGEMENTS

Prep Pupils - Registration is at 08:15

Year 3 - Year 6 Pupils - Park and collect in the same car park (Gate 19, The Pines). Please arrive at 08:10 and walk them over to be greeted by the member of staff on duty (usually Mrs Grant).

Year 7 – Year 8 – There is the option to drop ‘over the bridge’ – drive through Gate 13, around the horseshoe (around the Astro Courts) and then drop in the zone which is marked. There will be a member of staff here for a few days and then once all pupils are familiar, they are dropped off and make their own way over the bridge.

You may prefer to keep using The Pines Car Park – this is absolutely fine and is a way of seeing the Head or other members of staff in the morning. If you have younger children, you may prefer to drop both children here.

Ongoing drop-off from 08:00, Registration is at 08:15. Collection Times indicated below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Registration	08:15	08:15	08:15	08:15	08:15	08:50 *
Collection	16:30		15:30 (if your child is not in a match or that match has finished)			12:15
Collection	17:30		16:30			
Collection			17:30			

*Pupils in Years 6 – 8 follow The Wycliffe Discovery Programme on Saturday mornings.

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, Mrs Caroline Wood 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.

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

Item Details	Required	
	Boys	Girls
*Black crested rucksack	Y	Y
*Purple and grey crested V-neck jumper	Y	Y
*Purple crested stormproof coat OR the new lighter weight sports jacket	Y	Y
*Tartan culottes		Y
*School tie	Y	
White long-sleeved or short-sleeved revere collar blouses		Y
White long-sleeved or short-sleeved poly-cotton shirts	Y	
Charcoal grey trousers or shorts (must have at least one pair of trousers)	Y	Y
Plain grey ankle socks – not sports socks	Y	
Long grey socks or dark grey tights (no less than 40 denier)		Y
Black leather shoes with laces or Velcro fastening – NOT SLIP-ON	Y	
Black leather shoes with laces or buckles – NOT SLIP-ON		Y
*Grey crested beanie (optional)	Y	Y
Grey fleece gloves (optional)	Y	Y

WYCLIFFE SCHOOL UNIFORM

Girls Summer Uniform

*Summer dress (Year 3 to Year 6, optional for Year 7 and Year 8)		Y
White long or ankle socks		Y
*Purple crested cardigan (optional)		Y

Sportswear (Year 3 to Year 8)

Item Details	Required	
	Boys	Girls
*Purple/black crested games bag	Y	Y
*Purple/black crested ¼ zip tracksuit top	Y	
*Black/purple crested training pant	Y	Y
*White/purple crested PE T-Shirt	Y	Y
*Purple crested games shirt	Y	Y
*Black crested skort		Y
*Black crested rugby shorts	Y	
*Black crested PE shorts	Y	
*Purple crested mid-layer	Y	Y
*Purple, black and white games socks	Y	Y
Plain black base layer top (optional)	Y	Y
Plain black base layer shorts (optional)	Y	
Plain black base layer leggings (optional)	Y	Y
Plain white sports socks	Y	Y
Fitness leggings (optional for cross – country)		Y
Trainers	Y	Y
Astro trainers		Y
Rugby and/or Football boots	Y	
Hockey stick		Y
Sports Water Bottle	Y	Y
Mouthguard	Y	Y
Shin pads	Y	Y
*Purple swim bag	Y	Y
Swim jammers / swimming costume - black	Y	Y
Swimming goggles (optional)	Y	Y
*Purple swim cap		Y
Towel	Y	Y
*Purple crested Cricket shirt	Y	Y
*Purple crested Cricket fleece		Y
Cricket trousers	Y	
Plain white base layer top (optional)	Y	Y
*White crested skort (optional)		Y
*Purple crested baseball cap (optional)	Y	Y

PERSONAL APPEARANCE

Dress and General Tidiness

Pupils are expected to always be tidy. Full school uniform, including jumpers and a tie for boys, or cardigans or jumpers for girls 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 email PrepHead@wycliffe.co.uk to request permission.

Please note, girls can wear trousers from Year 3 upwards and should wear grey socks.

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 and one necklace of religious significance.
- No nail varnish.
- No make-up including lip gloss.

Hair

- No hair gel or hair products (including colourants).
 - Boys — sensible, traditional haircuts, no less than a grade 3 cut.
 - All pupils — once touching collar, must be tied up.
 - Fringes—if below eyebrows, must be fastened back with grips or a hairband.
 - Smart watches: If your child has a smart watch it must be on school mode and we reserve the right to check this.
-

STRUCTURE OF THE DAY

If late for morning registration (after 08:15 for Years 3 to 8), please drop your child at Gate 19 and press the buzzer for 'Reception'. We will ask you what time you are collecting your child that day and if they have a mobile phone this must be handed to the School Office. This ensures that your child is registered correctly at the start of the day.

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 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 online collection times for your child(ren) on SOCS at the start of each term, it is still important that children arrive each morning knowing their departure time and whether they will be staying for an after-school club, prep or supper.

Years 3 to 8

Arrival is from 08:00 with registration at 08:15. Breakfast is from 08:00 and this should be booked at least the day before through your child's tutor or the School Office

Departure is 16:30 on Monday, Tuesday, Thursday and Friday, unless staying for prep or after-school clubs and the collection time is then 17:30. On a Wednesday departure is from 15:30, onwards, depending on the timing of end of matches. Your child will be asked for their end of day arrangement at registration in the morning.

Saturday School

Pupils in Year 6 upwards attend The Discovery Programme on a Saturday morning. Registration is at 08:50 and pupils can be collected at 12:15.

If for any reason your child(ren) is unable to attend Saturday Morning School, please contact Mrs Grant, by emailing PrepHead@wycliffe.co.uk

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				
Tutor Group/Year Group Meetings 4:05-4:30	3/4/5/6	3/4/7/8		Activities	3/4	
4:30-4:40	Snack	Snack		Snack	Snack	Saturday Afternoon Sports Matches (selected pupils)
4:40- 5:30	Prep/Extra-Curricular	Prep/Extra-Curricular		Prep/Extra-Curricular	Prep/Extra-Curricular	

Calendar

At the start of each new term, parents are sent a link to the online termly calendar on SOCS, and pupils in Years 3 to 8 are given a printed prep diary calendar by their tutors. The calendar contains information about the term's events and the weekly sports matches. We also share Key Dates for the week ahead and any changes in the Weekly Newsletter.

iSAMS

The Parent Portal (also available as an app on iOS and Android – iParent app) and SOCS are our online systems for parents. Once your child(ren) joins us, you receive a letter which enables you to sign up for this service. The portal offers access to important data including timetable, termly calendar and school reports. You will also be able to view and update the contact details we hold for you.

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 Senior Deputy Head 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 reason, 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

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 Years 3 to 8, pupils take part in the Thursday activities programme from 15:30-16:30. At the start of term, pupils will be given a selection of activities to take part in for the term. These are 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 16:30- 17:30. 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. 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.

*Notice Period: If you wish for your child to discontinue individual music lessons, a term's notice must be given in writing to the Director of Music

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 a Head of House. The Head of House is supported by members of staff who are tutors and Teachers, and hold a house celebration assembly each week. All House Points and various event points throughout the year are all added together to culminate in a final House Total each term.

Matches

Our philosophy of Sport at the Prep is that able pupils from Years 3 to 8 may be selected to play in a match on Wednesday afternoons and very 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 do occur and will be updated on SOCS, so please check the app regularly.

Parents are always very welcome at matches and for Match Tea afterwards. All matches begin at approximately 14:30 (unless stated otherwise on the SOCS app).

Mobile Phones

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

Money in School

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

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 included in the Weekly Newsletter to parents. Snacks are prepared and available at morning break and at 16:30 for those staying for prep or activities and supper. Water is always available from the water fountains. Pupils should bring in a named, reusable water bottle to be drunk at break times and between lessons, but the children will need to be reminded to bring them home to be washed. Our catering team are always happy to talk to parents and guardians about food allergies or specific requirements for any pupil. It is vital that any allergies/ intolerances/ religious preferences are shared on the medical forms you fill in.

Medical

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

Medicines

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

WIFI on Campus

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

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.

FINANCE

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 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.





If you have any questions, please email: Admissions@Wycliffe.co.uk

Wycliffe.co.uk