



Wychwood School

Boarding Handbook

2018-2019

1 Principles of Boarding at Wychwood.

Wychwood School provides boarders with a secure, safe and happy community where they can learn effectively and enjoy relaxed social times with their friends, feeling that they are cared for but allowed the personal freedom to grow, mature and develop as individuals. A natural part of the process of maturing is the learning from mistakes made in social areas and in response to rules and guidelines imposed by adults: we hope that our boarding community is a place where such mistakes can be safely made so that girls can grow in good judgement, tolerance, moral awareness and sensitivity towards others. Most importantly, when pupils board at Wychwood, they do not just join a school, they become part of an extended family. They have a sense of belonging and know that they are accepted as individuals; that triumphs will be celebrated and problems will be shared.

In such a small boarding school good relationships at all levels and ages are of paramount importance. Equally important is regard for the safety of the girls, especially in a school in a city. We hope that our rules establish routines which ensure the girls' safety and the security of the buildings at all times, but are also flexible enough to allow the girls to take advantage of the benefits of living in Oxford. Thus, in the many areas involving the girls' increasing freedom as they grow older, we try to make decisions similar to those of a sensible parent with a daughter growing up in Oxford.

The advantages of boarding at Wychwood are many:

- Learning how to utilise time effectively and manage commitments
- Gaining clear academic advantages, establishing good working habits in a structured environment which increases the possibility of raising of academic achievement
- Experiencing an array of extra-curricular activity which takes place outside of the school day
- Undergoing an ideal preparation for university life in a multi-cultural environment
- Supplying a safe training ground within which to develop critical life-skills such as the importance of communication, consideration and compromise, lessons which cannot be taught as effectively in the classroom.

1a Aims

Here at Wychwood, we aim to:

- Apply a holistic approach which ensures that we give special attention to the physical, academic, social and spiritual needs of our boarders
- Recognise the benefits of our multi-cultural community and to foster in our students an understanding and respect for people of all races, faiths and nationalities, together with an awareness of the global challenges of life today
- Create a warm and caring environment where pupils and staff can communicate with confidence knowing that they will be treated and valued as an individual
- Foster an atmosphere where acceptance, honesty and trust are prevalent; that every boarder should have the right to security, to work, play and relax free from abuse and intimidation
- Cultivate discipline in study by providing conditions conducive to learning, giving value to effort and positive encouragement
- Balance academic output with an extra-curricular programme for sports and the arts as essential components for a full and rounded education
- Protect pupils by creating a safe living environment, which is homely and welcoming and which balances carefully opportunities to share and an appropriate level of privacy
- Foster the habits of a healthy lifestyle
- Provide opportunities for the development of leadership qualities and self-responsibility as well as team work
- Work in close and open partnership with parents and guardians in order to promote the welfare of each pupil

1b Targets

To achieve our aims, we provide:

- appropriate staffing levels in the two boarding houses comprising a Resident Housemistress, a resident teaching member of staff and at least one resident Gap
- a wide range of extra-curricular weekend activities to take advantage of the school's location in the city of Oxford and its proximity to London which embrace sport, the arts, culture and fun
- clear and effective policies and procedures for Academic and Pastoral matters, Health and Safety concerns and Safeguarding issues
- a wide range of opportunities for pupils to adopt leadership roles at all levels within the school and to contribute to the development school policies and changes
- Age-appropriate and homely living and sleeping accommodation and facilities
- Effective communication systems including wireless internet to enable students to maintain regular contact with parents, guardians and friends

- Medical, welfare and administrative support systems
- Quality catering services and access to drinking water at all times with an opportunity for boarders to input directly at boarding meetings Implementing changes where feasible

1c Induction for Boarders

NMS 2.1 On the first evening of every term there is a boarders' induction and refresher meeting for all new and returning boarders. Meeting. All rules and requirements are rehearsed and questions invited. All boarders have a housemother or housesister, preferably a day girls to help them integrate into the life of the school during the day. All boarders have a designated friend within the boarding house who will guide them through the intricacies of boarding. Staff and gaps are available for informal questions on a daily basis and the reporting time in the evening is a particular focus for the staff to talk through the day and give any guidance needed.

2 Equal Opportunities

NMS 16.1 All members of the boarding community without exception should be treated equally. Students are encouraged to serve and care for other people. Prejudice or denial of equal opportunities is condemned on the grounds of any protected characteristics as defined by the Equality Act 2010.

Wychwood has:

- An approach to worship which although based on the values of the Christian Church, respects the faiths of all its students
- An entry policy which makes no discrimination on the grounds of race, gender, disability, age, sexual orientation or religion and a culture within our community which actively discourages discrimination of any kind
- A curriculum within the RS Department that encourages pupils to learn about other religions and allow those whose faith is not Christian to speak about and explore their own beliefs
- A commitment to ensure equality and celebrate diversity of all students as being an asset to the school and one that should be valued

3 Boarding Houses and Staff

NMS 15.3 We have two Houses at Wychwood – The House, in which the majority of senior students are housed and 2&4 (so named after its postal address) in which the junior girls are housed in addition to some senior students. In each boarding house, there is a resident housemistress and one other resident assistant housemistress. There is always a resident member of staff on duty 24 hours 7 days a week in each house in addition to at least one Gap student available on site. (See **Appendix 1** for names of staff)

NMS 15.4
NMS 15.7
NMS 2.2

3a The senior housemistress oversees the pastoral care of all the boarding students and is specifically in charge of students residing in The House.

3b The junior housemistress oversees the pastoral care of the students in 2&4

3c The assistant housemistresses assume the duties of the housemistress during their time off

3d Our three resident Gap students work alongside the housemistresses and assistant housemistresses and provide a very valuable link between students and staff

NMS 15.8 The housemistress will wake the girls up in the morning and attend breakfast with them and will report them to bed at their respective bedtimes at night having been on duty for the afternoon and evening from 4.00pm at the end of the School day. They are on call overnight. Both housemistresses and the assistant housemistresses are responsible for the ongoing medical care of the boarders and ensure detailed handovers at change of duty times.

4 Boarding Staff Contact Details

Telephone:

8.00am to 8.00pm Wychwood School 01865 557976

8.00pm to 8.00am The House 07983 096641

2&4 07983 096536

Email: permissions@wychwoodschoool.org

NMS 4.1 All students are permitted mobile phones, tablets and laptops. There are rules governing the use of these devices by the girls which are dependent on age which will be stipulated later in this handbook. Parents, guardians, friends and family may phone, text, Skype or email students on these appliances or call the Housemistress in order to contact the student.

5 Requirements for Boarders and House Accommodation

Please see Appendix 4 for the list of items boarders are required to bring with them in addition to their uniform.

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Year 13 girls are allocated a single room, Year 12 girls are allocated either a single or a twin room, Year 11 girls are roomed together in triples, Years 10 and 9 are roomed together as are Years 8 and 7. Every bed in every room has its own large notice board on which the girls are encouraged to pin photos, posters and work schedules.

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There are two single bathrooms and a shower room containing 5 private cubicles in the junior house and 2 single bathrooms, a bathroom with 3 private cubicles containing baths/showers and a shower room containing 2 private cubicles in the senior house.

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The boarding areas in both houses are accessible only through doors with code locks. This code is known only to boarders, house staff and senior management. Boarders are requested not give the code to day girls or parents for their own security. It is a rule that day girls may only enter the boarding areas if permission has been given by the relevant housemistress and that they must be accompanied by a boarder.

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The Bedroom List is compiled by the Housemistresses each term. Girls change their companions and rooms termly, which allows for new friendships to be developed. The girls learn tolerance, respect for others' individuality and an ability to form relationships with others outside their peer group, which may be very small in any given boarding year.

Younger girls have "house sisters" appointed to take care of them. Senior girls are encouraged to care, guide and advise younger boarders. There are, of course, the ups and downs common to any close-knit community, sometimes with individual clashes of personality or more often with over-liveliness after lights out, but on the whole the system works well and instances of bullying or harassment are extremely rare because of the width and strength of good relationships.

2&4:

5 single rooms
2 twin rooms
4 triple rooms
2 four bedded rooms
Each with a bunk bed in each room.

The House:

11 single rooms
2 triple rooms

6 House and School Routines

6a Boarding Timetable – Monday to Thursdays

7.30am	Rising bell – Housemistress will go to each bedroom of Years 7 – 11 to ensure girls are awake
7.50am	Bell for breakfast
8.10am	Bell to signal end of breakfast
8.30am	Classroom Registration
8.40am	Assembly
9.00am	Lessons
11.00am	Break
11.20am	Lessons
12.50pm	Lunch
1.40pm	Classroom Registration
1.50pm	Lessons
3.50pm	End of School and Tea
4.15pm	Prep, After School Activities and Fixtures for all boarders and day girls who have elected to stay in school
5.10pm	Break
5.30pm	Prep, After School Activities and Fixtures as above
6.45pm	Supper for all Boarders
9.00 to 10.00pm	Bedtime Reporting (timing is age dependent)

6b Friday evening Timetable

4.00pm	Weekly boarders may sign out
4.15pm	Prep for all full boarders, day girls and remaining weekly boarders
5.10pm	Break
5.30pm	Permissions for Weekend Activities - Years 7 to 11
6.30pm	Supper for full boarders
7.00pm	Permissions for Weekend Activities – Years 12 and 13
10.00pm	Bedtime reporting for all Boarders

6c Saturday Timetable

8.30am	Rising bell
8.50am	Breakfast (Year 13 are excused from breakfast)
10.00am	Prep in the library for Years 7 to 11 – Years 12 and 13 may work in the Study work rooms or in their bedrooms
11.00am	Break
11.10am	Prep
12.00pm	End of prep
12.30pm	Lunch
1.00pm	Girls may spend their leisure time as per their requests during Permissions
6.00pm	Supper
10.00pm	Bedtime Reporting

6d Sunday Timetable

9.10am	Rising bell
9.30am	Breakfast (Years 12 and 13 are excused from breakfast)
12.30pm	Lunch
1.00pm	Girls may spend their leisure time as per their requests during Permissions
6.00pm	Supper
7.30 to 8.30pm	Full and Weekly Boarders return (Remove to LTs by 7.30pm / UTs to Study by 8.30pm unless permission has been requested and given to return later)
9.00 to 10.00pm	Bedtime Reporting (timing is age dependent)

6e Bed Reporting Times

Remove	9.00pm – lights off 9.30pm
Inters	9.15pm – lights off 9.30pm
LTs	9.30pm – lights off 10.00pm
UTs and Shell	9.45pm – lights off 10.00pm
Study	10.00pm – lights off 11.00 pm

(Study II girls may visit each other's rooms QUIETLY until 10.30pm)

7 Registration/Roll Call

Boarders are registered six times during the day:- Breakfast, Morning registration, Afternoon registration, Prep/Activities, Supper and Bedtime. An additional registration is held for the residents of 2&4 after supper. If a girl is missing from any of these roll calls then an immediate search is made and the cause for missing registration established.

8 After School Activities

A wide range of after school activities and clubs are provided from Monday to Friday between 4.15 and 6.30pm which the younger boarders are encouraged to join along with day girls. The principal clubs will be held throughout the year but we change some of the other activities on offer during the academic year as the season dictates (See **Appendices 3 and 4**). Girls may also be involved in Model United Nations, Duke of Edinburgh Award Scheme, or fixtures if they are in a sports team.

9 After Supper Activities

Each Year group is allocated a Wednesday evening of the term to put on an activity for the other boarders. Other activities for the younger girls are arranged during each term by the Junior Housemistress. Games, pampering evenings, quizzes, walks to the University parks and movie nights are just some examples. Older girls are encouraged to use the fitness suite and take up sporting activities outside of the school.

10 Weekend Activities

Each Saturday and Sunday, a member of the teaching staff comes into school and offer a social or cultural activity to the boarders. These range from trips to local wildlife parks, one of the many museums of Oxford, skating rink, bowling alley, cinema, shopping in a nearby town, events taking place

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in Oxford or its surrounds, or a trip to Thorpe Park, London, Windsor, Stratford Upon Avon or similar. These are mostly optional with one or two trips compulsory during the year. The cost of such trips can be put on the school bill although personal expenses should be provided by the girls. All activities and trips are supervised by members of staff and the boarding community. Day girls are also invited to join in with these activities. Other activities on offer will be on a more domestic scale such as learning to knit, making Christmas cards and decorations, cooking, games, walks around Oxford, etc.

Boarders are also free to use the facilities of the library, hall, basketball/tennis court, art, textiles and photography rooms during the weekend. Any costs that may be incurred by any girl taking part in a trip and/or activity will be put on the girl's end of term school bill.

11 Common Rooms

NMS 6 Both Houses have a sitting room for the sole use of the boarding students, which is fully equipped with TV, DVD player, fridge, microwave, kettle, sink, crockery, coffee, tea, chocolate powder and sugar. Girls may request supplies of milk, cereals, fruit, bread, butter, jams and other spreads from the kitchen.

NMS 10.4 They are responsible for the washing up of any crockery and utensils they may use and for the general tidiness of the room. Regular checks are made by the housemistresses and assistant housemistresses. There is an extensive DVD library kept in the main library and girls are free to borrow up to three DVDs at a time. A variety of board games are also available for the girls to play.

12 Food

NMS 6 Great care is taken by the kitchen to offer an excellent variety of good, healthy and wholesome food.

Breakfast for boarders consists of a selection of cereals, fruit and breads with a hot breakfast meal two or three times a week in addition to tea, coffee, milk (soya milk is available for those who want it), hot chocolate and juices.

Midday Break – a choice of biscuits/cake, a smoothie or soup and a roll

Lunch for everyone consists of a choice of hot meat dish with vegetables, a hot vegetarian option, and a whole range of salads. Desserts vary from day to day.

A hot halal meat dish is available once a week. Termly lunches are based on the cuisine of a country - most recently Spain, Poland, China and Thailand.

Tea Break – toast, tea, coffee or juice

Supper - a choice of international hot meat dishes with vegetables, a hot vegetarian option and a range of salads. Desserts also vary from ice creams to yoghurts to cheesecake and other forms of pudding.

NMS 8.1 If a special dietary requirement is requested for a girl, the kitchen will comply fully. All allergens are identified on the menu board on the dining room.

Girls from overseas are encouraged to share their own cultural heritage with the other boarders. Form Assemblies often include such matters and the kitchen staff from time to time may choose menus with an awareness of the food preferences of boarders from overseas. Boarding parties in evenings often have 'themed' foods and activities from overseas boarders' home countries.

Girls may keep dry snacks carefully in their lockers. The younger girls are taken out by the Gap Assistant on duty one evening each week to the local grocery shop to buy replenishments for their snack stock.

Girls are also permitted to order takeaways provided they first ask the permission of their housemistress and wait on the sofas by the front door for delivery and payment. They must pay in cash. The frequency of ordering takeaways is monitored and is limited to once a week.

13 Dining Room

Free seating is allowed at breakfast and lunch. At supper time from Monday to Thursday, the girls sit according to the weekly table plan which mixes up the houses and years and includes a member of house staff, Gap or Head of House along with the girls on each table.

14 Boarding Meetings

NMS 17.1 A meeting is held at the beginning of each term for all the boarders, House Staff and Gap Assistants. New girls and staff are introduced, the rules and regulations are reviewed and the girls are asked to suggest what activities they would like to have included in the term's programme – both during the week and at weekends.

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The boarders are also encouraged to hold their own house meetings led by the head of house during which they can discuss any complaints or problems, which will then be reported to their respective housemistress for actioning.

Girls are given the opportunity to make suggestions at any point during the term to their housemistresses, assistant housemistresses or the Gap Assistants. Many students feel more comfortable talking to the Gap Assistants about problems or making suggestions, and this proves to be a very valuable conduit to making the Housemistresses aware of the wishes of the students. Not all suggestions are viable but every effort is made to grant reasonable requests.

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15 **Boarders' Security**

The boarding areas in both Houses are secured by doors with digital locks with the code only known to those girls or staff members entitled to enter the boarding areas. All outside doors within the entire school and gates may only be entered with a door code and/or a key.

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Straight after supper, the gates leading to Bardwell Road are shut and locked. From 7.00pm onwards, any girl leaving one building to go to another must sign out in the specific diaries kept by the 3 doors which remain unlocked but shut until 10.00pm. They must then sign in in the diary of the building they are going to.

15a *Use of art, textiles and photography rooms in boarding times.*

- Study I and II may work in the art rooms at all times prior to lock-up.
- Upper Transits and Shell who are doing these subjects for GCSE may use any of the rooms at any time prior to lock-up. If boarders wish to work after supper, they should leave the art block by 8.45pm to allow for locking up. Most cupboards remain locked when art staff are not present.
- On Saturday morning prep, GCSE and A Level art candidates often work in the art rooms.
- Juniors should remain in the library under supervision.
- Telephones are situated by the art room door and in the textiles room.
- The use of iPods is at the discretion of the staff on duty.

15b *The rules for the girls being in their own boarding areas are as follows:-*

Monday to Thursday

Remove and Inters	8.00pm
LTs	8.30pm
UTs	8.45pm
Shell	9.00pm
Study	9.30pm

Library and Red Room – closed and locked up at 9.00pm
Art Block – is closed and locked up at 9.00pm
Fitness Suite – is closed and locked up at 9.00pm
Study Common Room – is closed and locked up at 9.30pm

Friday to Sunday

Remove, Inters and LTs	8.00pm
UTs, Shell & Study	9.00pm

15c *Afternoon and Evening Junior girls, Shell and Study visits to North Parade, Summertown or town*

Juniors	1 evening per week – 7.30pm to North Parade accompanied by a Gap
Shell	1 evening per week – 45 minutes to North Parade or Summertown
Study	5 afternoons per week – 3.50 to 4.15pm to North Parade 2 afternoons per week – free to go to town between 4.00 and 6.45pm 2 evenings per week – 45 minutes after supper to go to North Parade or Summertown

Girls must sign out in the staff room with the housemistress or Gap on duty and sign in again on their return. Sign outs after supper have the departure time noted.

16 Permissions for Boarders at Weekends, Exeats and Half Terms

16a Weekends

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'Permissions' is the term given to noting the activities the girls elect to do in their leisure time. It also doubles as the nickname for permissions@wychwoodschoo.org which is the email address that all parents and guardians use to confirm arrangements with the school. Every girl residing in school must sit with the senior housemistress on Friday afternoon or evening and state what she will be doing at the weekend. The details are entered in the Permissions Books which are used as a checklist for signing in and out over the weekend by the staff on duty. If a full boarder who would normally stay in school over the weekend is to do something else (such as spend the day or weekend with friends), then an email is required giving permission by her parents or guardian and an email of invitation is also required from the host. Girls may choose to join an activity, to go in to town, go for a walk or to stay in school. If they choose to go in to town or for a walk, then the following rules apply:-

Remove:

Must be accompanied by a member of the duty staff

Inters and LTs:

Must go in groups of 3 (they must state during Permissions with whom they will go). This is checked when they sign out.

UTs:

May go in to town on their own if their parents/guardians have given their permission

Shell and Study:

May go in to town on their own

Inters to Shell:

May go out after lunch and must return to school by 6.00pm on Saturdays and Sundays

Study I:

May go out after 12.00pm on Saturdays and must return to school by 10.00pm and may go out after 9.00am on Sundays returning to school by 8.00pm.

Study II:

May go out after 9.00am and must return to school by 10.00pm on Saturdays and 8.00pm on Sundays. If there is a justifiable reason for any girl to request a later return, this must be discussed and approved by the Housemistress. If they are to return after 9.00pm they must report in directly to their Housemistress as opposed to the Gap Assistant on duty in the staffroom.

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16b Permissions is also used to note the travel arrangements for the girls at the beginning and end of term, exeats and half terms. An email is required from every parent or guardian of a girl specifying the travel arrangements of the girls and giving flight numbers and times when relevant.

16c If a boarder has to leave the school grounds for any reason (dentist, doctor) during the school day or in the afternoon / evening, then an email giving permission / explanation is also required from the parents / guardian if it is authorised by them. This information is entered in the School Diary kept in the staffroom with a copy of the email attached. In the event that a member of staff or the Housemistress has authorised that a girl go out of school, then he or she must enter this information in the diary. If there is no written information, then the girl will not be permitted to leave the premises until the correct permission has been given. The girl must sign out in the staffroom when she leaves the school premises and must sign back in again in the staffroom when she returns.

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17 Laundry

The bed linen of each girl must be changed once a week. The girls remove bottom sheet, duvet cover and pillow cases (towels also if they want to) and take them down at breakfast time to the Laundry room. They will then retrieve a clean set of linen to take back to their rooms.

2&4 Laundry day is Tuesday and The House laundry day is Wednesday.

Full Remove and Inters boarders may have their clothes laundered by the housekeeping department.

There is a fully equipped laundry room in the basement of 2&4 containing washing machines, a tumble dryer and drying racks and lines which are to be used by the full boarders. There is also a washing machine for the use of the girls in The House located in the basement. Detergent is provided by the housekeeping department. Girls may do their washing in the evenings or at weekends. Ironing boards and irons are available in the laundry room and also over in The House in the Porch Room.

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18 Money

When girls arrive at the beginning of term, they are required to hand in their pocket money to their housemistress who records the amount and the money is kept in an envelope in a box in a locked safe in the staffroom. Money can be requested at any time by a girl and a running total is kept and initialled by the housemistresses. If a girl arrives with a large sum of money, then the majority of it will be handed over to the Bursar for safekeeping until such time as it is required. Girls must NOT keep large sums of cash in their bedrooms and **the school cannot be responsible for any loss of cash if it is not handed in for safe keeping.**

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19 Safeguarding Valuables

Every girl has a lockable locker where they should keep handbags and valuables when they are not using them. Girls are also reminded to respect the space of other girls in their bedrooms and are not allowed to enter another girl's bedroom without being accompanied by that girl. They are also not allowed to borrow anything belonging to another girl without the owner's permission or to look in other girls' cupboards or chests of drawers.

20 Religious Needs

Wychwood School is a non-denominational Christian foundation which welcomes girls and staff of all faiths and those of none. On Sundays, should Anglican girls in Remove, Inters or LTs wish to worship at the Christian church of St. Andrew's, they will be accompanied to the morning service by a boarding member of staff. Older boarders may wish to attend the youth meetings on a Sunday night at St. Andrew's.

For girls of any other Christian denomination, there are appropriate services, which they may attend in Oxford.

Local places of worship:

Roman Catholic:	St Aloysius, Woodstock Rd, Oxford Blackfriars, St Giles, Oxford
Russian Orthodox:	1 Canterbury Road
United Reform Church:	Summertown
Oxford Synagogue:	21 Richmond Road, Oxford OX1 2JL
Oxford Central Mosque:	Manzil Way, Oxford OX4 1DJ

Full boarders of other faiths may follow religious practices, such as fasting at Ramadan. The Housemistresses will liaise with kitchen staff to ensure that meals are provided for girls at appropriate times of day.

21 English as an Additional Language

Girls for whom English is not their first language are strongly encouraged to communicate in English as much as possible and to join in social times and activities with all their peers, using English as the common language. They are requested to sign a declaration that they will endeavour to use English as much as possible – (see **Appendix 2**).

English should be spoken in the dining room at all times. To this end, a table plan is drawn up each week for supper time mixing age groups and nationalities. All girls are expected to be sensitive to the needs of others and avoid any segregation or exclusion through language. Bedroom groups are chosen carefully with this aim in mind.

When difficulties arise for girls for whom English is not their first language, there are several members of staff who may help with explanation and translation. This is often helpful with temporary boarders from European countries whose English may be very limited when they first arrive. Adult speakers of other languages such as Cantonese or Mandarin, who are known to the school, may be asked to assist communication if necessary. The EAL teachers have a good understanding of the needs of individual girls from overseas and they, as well as the form teachers, may offer support or advice to full boarders.

Parents of girls returning to their home countries for holidays are asked to ensure that their daughters continue to use the English language during these times.

22 Guardians

All boarding students at Wychwood School, no matter what age, whose parents live overseas or more than half a day's travel from the School are required to have a guardian appointed, who is resident not more than 2 hours journey from the school. The guardian will be appointed by the parents to act 'in loco parentis' and must be able to respond readily to an urgent call to be at the school on behalf of their charge.

22a Guardian accommodation provision

Parents using Guardian Agencies must ensure that they are able to provide the following services:

- In case of illness: if a pupil is too ill to attend lessons, she will be sent to her guardian. Guardians must therefore be prepared to accommodate their charges in these circumstances
- In the event of a pandemic: in the case of an outbreak such as 'Swine 'flu', the school may be closed and all serviced suspended. It is therefore vital that all overseas boarders are able to be accommodated in at a moment's notice – within the first 12 to 24 hours – by their guardian
- Suspension: on rare occasions a student may be suspended for a period of time for serious misbehaviour. It may be necessary for her to serve the period of suspension at the home of her guardian. It will be necessary for the guardian to visit the school to discuss the circumstances of the suspension.
- In the absence of the guardian: if for any reason a girl cannot be accommodated by their appointed guardian, the guardian must inform the housemistresses of this fact and provide full contact of alternative temporary guardianship to which the parents of the girl must have given written agreement.

22b Medical issues

- Guardians should have knowledge of any special medical conditions or medical history relating to their charges and ensure this knowledge is passed on to the housemistresses in writing.
- Guardians must be prepared to act for parents in granting permission for urgent medical treatment

22c Travel Arrangements

- If guardians have been appointed by parents to make travel arrangements for their wards to and from school, the housemistresses must be notified of these arrangements. In the case of students under 16 years, some airlines demand that they travel as an 'Unaccompanied Passenger' and forms from the airline must be completed along with the girl being taken to the airport and checked in by an appointed adult. The guardian is responsible for providing this service. In addition, the Airline Bus Service from Heathrow and Gatwick Airports will not take unaccompanied girls under 15 years. This problem can be occasionally overcome by the junior and senior girls travelling together but in the event that a girl is required to travel on her own, then it is the responsibility of the guardian to accompany the girl to and from an airport.
- The school is not staffed until the day the boarders return and so guardians must care for the boarders until the day boarders are allowed to return if long haul flights do not allow the girl to arrive on that day.
- Travel arrangements for exeats and half terms must be communicated in writing to the housemistresses one week in advance of the date of departure. In the case of a guardian agency appointing a house parent, the full details of the house parent must be given in writing to the housemistress along with travel arrangements.

22d Bank Accounts for Students

- Guardians are responsible for assisting their wards to open a bank account if required. The School will assist with any documentation required.
- In the event that their charge may require more cash than they have been given for pocket money (for unexpected travel for instance), then the guardian should be in a position to provide that student with additional funds or provide written instructions, in conjunction with the parents, to the bursar to provide a specified sum of money that will be added to the termly bill. The Bursar will only provide additional funds if school fees are paid up to date.

22e Listed below are guidelines for appointed guardians which should ensure that the pastoral partnership between the guardian and the school is effective.

- The first contact for all guardians is the Housemistress of the girl's boarding house. All email correspondence concerning their charge should be addressed to permissions@wychwoodschool.org
- Guardians should have a fluent knowledge of English to be able to communicate well with the housemistresses and other relevant parties at school. They should also be able to communicate fluently with the parents of their ward, especially when the parents' knowledge of the English language is scant.

- The information that the guardian provides to the school should be accurate and up to date, especially in the case of contact numbers. The school must be informed immediately of any changes with a copy to the Housemistress.
- Guardians should always inform the Housemistress if they are to be away from home and / or out of the country on holiday or business and provide the name and full contact details of a temporary guardian, to be also agreed upon by the parents.
- Guardians should keep in regular contact with the Housemistress and should always inform the Housemistress if the student has revealed a concern or a medical problem of which we should be aware.
- Guardians are expected to maintain regular contact with their wards.
- If families are used by guardianship agencies in order to accommodate students at any time when the student is not at school, then the agency must ensure that all such host families are subject to, and have satisfactorily passed the current security checks stipulated by the government.
- It is to be hoped that guardians may wish to support their wards at school events and attend Parents' Evenings. It is very important that pupils are represented by their guardian to help them fully understand discussions, make decisions give encouragement and feel cared for in the absence of their parents.

23 **School Calendar – Term Dates**

At the end of every term, a School Calendar is sent out for the following term listing all the dates of important holidays, events and activities that are confirmed as taking place. In addition, the dates for the beginning and end of the following three terms are listed along with exeats and half terms. Parents are therefore given excellent advance notice of dates on which they should book the flights for their daughters in order that they should arrive on time at the beginning of term and **should not leave** before the end of the last event on the last day of each term.

During open exeats, girls are permitted to stay in school. During half terms, all girls must go home or to their guardians.

24 **Uniform, Dress Code and Appearance**

All students must look smart and be appropriately turned out at all times. All items brought to school must be named. Students from Years 7 to 11 should be provided with the correct uniform and should wear this uniform correctly. Shoes should be hardwearing and comfortable bearing in mind that the girls have to cross from one building to another in all sorts of weather conditions. Pseudo-trainers are not allowed. They should have a sufficient number of articles of uniform and tights as detailed in the New Girls' Booklet to be able to launder their uniform regularly and have sufficient changes of fresh uniform. They should also bring a limited supply of their own clothes for weekends, all of which should also be clearly marked with their names.

Students in Years 12 and 13 do not wear uniform and should bring a selection of clothes that comes under the umbrella of 'smart casual'. Very short skirts, off the shoulder and strappy tops are unacceptable and short shorts are not allowed. Jeans may be worn as long as they are not torn. Please see the Study Dress Code.

All girls are expected to appear at breakfast well-groomed. Hair should not be coloured to attract undue attention and girls should have moderate hair styles. Long hair must be tied up so as not to fall in the face when working or when taking part in sporting activities.

Years 7 to 11 may not wear coloured nail varnish.

Stud or sleeper earrings may be worn but no other items of body jewellery may be worn. Excessive jewellery will be confiscated by either the form teacher or other members of staff and returned at the end of the school day. No jewellery at all can be worn during PE.

Make-up may not be worn in school by Years 7 to 11. Years 12 and 13 may wear moderate make-up.

25 **Good Hygiene**

All girls are expected to bathe or shower every day and regularly wash their hair and brush their teeth. All girls must arrive at school with suitable and sufficient toiletries which should be replenished by parents and guardians of the junior girls when necessary.

26 **Alcohol and Drug Abuse**

The school is a non-smoking or vaping establishment. Anyone in possession of e-cigarettes, cigarettes, other smoking or vaping materials, a lighter or matches will be deemed to be a smoker, and will be sent home.

Any student suffering from the effects of alcohol, drugs or legal 'highs' or in the possession of alcohol, drugs or legal 'highs' will be sent home immediately with further measures to be considered.

Any girl who breaks the law such as by shop-lifting, stealing or vandalism is deemed to have broken Wychwood School rules and appropriate measurements will be taken.

Any girl who abuses the internet, email or computer facilities provided by the school will have access denied except under supervised conditions. They will also have personal internet-enabled devices confiscated.

27 **School Counsellor**

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The School Counsellor's name and contact details are displayed in various parts of the boarding area and the school. Pupils can refer themselves directly to her in confidence. Occasionally girls may be guided to seek help from the counsellor with or without the parents' knowledge. If regular visits to the counsellor are indicated, the parents will be informed and a fee will be payable. If the counsellor has any concerns regarding a particular girl, as long as she feels it is in the real interest of the child, she will inform the Housemistress, the senior pastoral team or the Head so that any necessary action can be taken. Likewise, if a Housemistress has concerns over a girl, she will pass these on to the counsellor. There is regular contact between the counsellor, head and housemistresses. The School Counsellor acts as the school's independent listener.

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28 **Safeguarding**

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Wychwood has a full Safeguarding Policy, copies of which may be found on the school website. The DSL is Mrs Andrea Johnson and the assistant DSL is Ms Bridget Sherlock. The following points come from the training given to all staff, Gaps and Study girls on handling a disclosure of possible abuse:

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Recognise

If disclosure is mismanaged it not only makes the event more difficult for the child but could potentially affect investigations and including criminal prosecutions.

- React calmly - Be aware of your non-verbal messages
- Keep responses short, simple, slow and gentle
- Don't stop a child or parent who is talking freely about what has happened
- Don't interrogate the child: observe and listen but don't probe (ask for) more information
- If you have difficulty in understanding the child or parent's communication method, reassure them that you will find someone quickly who can help
- Tell the child or parent they are not to blame and have done the right thing by telling you
- Avoid making comments or judgements about what is shared
- Avoid criticising the alleged perpetrator personally

What you might say if a child or parent tells you about abuse

- 'What you are saying is important.'
- 'I'm glad you were able to tell me.'
- 'I will do my best to help you.'
- 'This is so important I need to talk to someone about it.'

Record

Tell the child or parent what will happen next, and be honest about what you can do

Make a written note of:

- what is said
- who is present
- anything else that happens after the child or parent has spoken to you and before they are seen by children services or the police

Write your account in as much detail as possible making sure to record what the child said using the child's words (do not interpret). Record should be signed, dated and timed as may be used in criminal proceedings as evidence and/or during CP processes in which family members may also view evidence. Written information should always be factual and not opinion based and naturally avoid judgements.

Report – immediately/ASAP take all written information to DWSI or deputy DSL and feedback concerns

Follow the school's safeguarding procedures

Should DSL not be available and you are worried child is suffering or at risk of suffering significant harm you can contact relevant services via the contact details provided in this training.

Do not attempt to investigate yourself

Staff members should also seek support when having been involved with a child protection concern and this could be from Line management but also outside of the line management structure if applicable i.e. many agencies have confidential staff helpline services, etc.

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29 **Bullying**

Bullying means behaviour when a girl knowingly and deliberately hurts another either physically, verbally, emotionally or psychologically. Bullying is not tolerated at Wychwood. The Girls' Anti-Bullying leaflet is copied here:

Principles:

- Every member of the Wychwood School community is valued as an individual.
- We will not accept any behaviour which threatens or hurts another member of the school.
- We believe that everyone has the right to feel safe and happy at school and to be protected when feeling vulnerable.
- We recognise the importance of helping all girls in need of support including those involved in any way with bullying or unacceptable behaviour towards others.

Aims:

- We aim to create and maintain a community where bullying does not occur.
- We aim to deal with any reported incidents promptly, listening to all concerned.
- We aim to help and support to the best of our ability all girl involved in any bullying or unacceptable behaviour towards others.

29a Information for Girls

Bullying may happen at school, in the boarding areas or on the way to and from school. It is most likely to happen when staff are not present, such as at break, lunch times and evenings.

If you feel you are being bullied, or if you suspect, know or see another girl being bullied, you must tell a member of staff so that we can help you. If you find this difficult, you can ask a friend, an older girl, housemother, head of bedroom, form councillor or head girl to come with you. You may talk to any adult. Staff who are directly responsible for your safety and happiness are:

The Head

The Deputy Head

The housemistresses

The assistant housemistresses

Your form teacher

Your progress tutor

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If you would like to speak to an adult who is not on the staff, you may contact:

Maria Davis (School Counsellor and Independent Listener) Tel: 01865 864676 or 07833 564617
Email: mariaedavis@hotmail.co.uk

Other contacts:

Helpline Ofsted: 08456 40 40 40

Childline: 0800 1111

Some examples of what bullying means:

- Hitting, kicking or otherwise hurting someone physically
- Insulting or threatening someone either verbally or in written notes, texts, e-mails, on mobile phones or via the internet
- Spreading unpleasant rumours or deliberately making another girl unhappy by excluding her or laughing at her or through improper use of websites and the internet
- Making fun of a girl or her parents' personal circumstances
- Twisting friendships to make someone feel isolated and rejected.

What to do if you are feeling bullied:

- Tell someone you trust as soon as possible - a friend, parent or member of staff. They will support you and listen to you and help you to be clear about what has happened.
- Try to write down what has happened with details so that you don't forget. Keep a copy of any notes, e-mails or texts you may have received.
- Tell one of the staff (listed above) who look after you pastorally. You may want to have the support of a friend.
- Try to avoid and ignore the person who is hurting you, keep in a group and walk away from difficult situations.

What staff will do when you tell them:

- The head and the staff will not tell anyone who is not involved what you have said.
- We will listen to you and try to understand your point of view and feelings.
- We will investigate all incidents seriously.
- We will take steps to deal with the bullying. This may mean speaking to other girls or to a whole form.
- We will try to make sure that the behaviour is not repeated.

29b Information for Parents

Bullying is not acceptable at Wychwood. The School has a full Anti-Bullying Policy which is reviewed annually, which parents may see on request. This leaflet is written for the girls to help them to understand what to do if they feel they are being bullied. If your daughter is distressed or tells you that she is being bullied, comfort her and reassure her that the staff will listen to her sensitively and do their best to help. Parents may be told of incidents of unacceptable behaviour which the staff have not observed. Please support us and your daughters by immediately informing the head, the deputy head, or a housemistress. Girls who have observed or know about the bullying of others should tell staff in confidence. It is important that girls and parents understand that, in all situations involving bullying and pastoral care, only those who need to know will be told of any details.

30 Wychwood School Boarding Environment

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Our boarding environment is one where every girl should feel safe, secure, included, valued and protected.

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At Wychwood we promote this through Safeguarding Training for all staff and Gap girls, training of senior girls, a structured programme of maintenance and improvement of facilities and an ethos within which each individual is valued and not intimidated, accepted and not marginalised.

In order for this to happen each girl must take responsibility for her own attitudes and actions, never indulging in inappropriate practices or unseemly behaviour or taking other people's property.

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Where the privacy, values, property, sensitivities and vulnerability of other girls are at risk from the attitude or behaviour of others then action will be taken, at the discretion of the head and deputy, to protect the boarding environment by requiring the individual(s) concerned to discontinue in her/their status as boarders.

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31 Welcome to Wychwood

A guide to boarding, rules, regulations, times, places and facilities is placed in every bedroom to ensure the girls know exactly what is expected of them and what they can also expect from boarding. (See **Appendix 3**)

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32 Sanctions for Boarders at Weekends

The atmosphere at weekends is more informal and relaxed but girls are expected to be courteous and considerate to staff and to each other. Difficulties are usually resolved with discussion, good humour and compromise. In cases of a serious breach of rules involving behaviour or times of return to school, the matter should be dealt with by the most senior member of staff on duty that weekend and the head or deputy informed of the details on Monday.

Majors:

These are rarely used at weekends but the following could be given by staff if necessary.
Academic Majors - Being out of prep, late for prep, disturbing or talking in prep.

Minors:

Behaviour Minors For example, Leaving books or belongings in an unsuitable place from which staff have confiscated them. Going into the Sick Bay without permission. Not reporting in or out, including exeats, half term, full term, and all weekend and weekday outings. Chewing (Chewing gum is banned at all times in school).

Metas:

Metas are given for breaking boarding house rules such as talking or making a disturbance after 10.00 pm, when the bedroom area is quiet. Other examples include persistent untidiness, incorrect uniform etc. A meta involves the girl having to report 15 minutes early for bed, either on a week night, or, on subsequent occasions, on a Sunday night. Metas are cumulative (bed times get earlier as metas are accumulated in any one week) and supervised by the housemistress.

33 Use of PE Equipment in Boarding Time

All PE equipment may be used under the supervision of a teacher. If the hall is used, an adult must be present and ensure that the equipment is stored correctly.

Michaelmas, Hilary and Trinity Terms:

Pupils 16 years of age or over or those girls taking GCSE PE are permitted to use the fitness suite, and must adhere to the following principles:

- Completed a PAR-Q declaration form
- Been inducted into the health and safety of the room with the head of PE
- Sign in to the staff room on collection of the key and sign back in on return of the fitness room key
- Follow all other guidelines when using equipment

Boarders are permitted to use the badminton and basketball equipment in the hall and must adhere to the following guidelines:

- Trainers and PE kit must be worn
- Permission must be sought by the duty staff
- Remove-Shell must be supervised by an adult during use of the equipment
- All other equipment must not be touched in the hall

Boarders may practise netball and basketball shooting and may borrow netballs or basketballs as required.

Trinity Term only:

Pupils are permitted to use the school tennis court after prep and at weekends. Equipment may be borrowed from the staff room (tennis racquets and balls) which will be signed out and signed back in again.

Shell upwards are allowed to jog "around the block" (i.e. Bardwell Road, past the Dragon, Chadlington Road, Linton Road and Northmoor Road) provided that they sign out not before 7.00am and sign back in time for breakfast. This is only permissible during British Summer Time, the girls MUST go in pairs and it is usual to put in a request to Council each year before such permission is granted.

34 Emergencies

In case of an emergency, students should immediately contact a member of staff or a Gap Assistant in their boarding house. The mobile telephone numbers of the housemistresses should be stored in the mobile phones of the students and are also displayed, along with the telephone extension numbers for internal calls on the notice boards in each boarding house.

In the event of an emergency during the evening or night in the boarding houses, e.g. accident, illness or attempted intrusion, the following action will be taken:

- Housemistress will call the emergency services for advice and telephone the head at home to inform on the nature of the incident and to discuss further actions that may need to be taken.
- If it is deemed necessary, all boarding staff and students will assemble in their houses, a roll call will be taken, and the situation explained
- In the case of fire, procedures as noted in this handbook should be followed
- If the house is under threat from external influences, evacuation to the hall will be required and the students will be escorted by their housemistresses.

In the event of an emergency involving injury of students:-

- Emergency 999 will be called and the head contacted. The head or the housemistress will immediately contact the parent or guardian of the student(s) in conjunction with representatives of the emergency services. Any press enquiries will be referred to the head and only the head will comment or give out information.

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35 Fire Evacuation Procedures – Boarding Times

Fire drills are held at the beginning of each term during the school day, in the afternoon / early evening and either late at night or very early morning. Boarders are informed / reminded of procedures to be followed in event of the fire alarm going off on the first day of each term. Spot drills may be held at any time in the school term.

35a *If the Fire Alarm Sounds in the Afternoon after School (3.50 to 6.45pm)*

Girls go quickly and quietly to Sir John's Lawn
 Gather in Prep groups or Activity groups or Extra Lesson Groups.
 Members of Staff supervising prep, activities or lessons will take the roll call from the attendance registers in their possession
 Housemistress on duty to check Sick Bay
 Gap on duty to collect Study prep registers from Study Work Room
 Remain in silence until dismissed by a member of staff in charge of the evening

35b *If the Fire Alarm Sounds during or after Supper*

Girls go quickly and quietly to Sir John's Lawn.
 Gap on Duty to bring out Daily Diary and Evening Signing Out Registers
 Duty housemistresses to take boarding fire registers from staff room **or** from the staff flats. If Study Fire Wardens from each house **are already in their boarding areas** they will bring their boarding fire registers
 Gather in houses and bedroom groups in silence. Any day girls still in school gather in one group in the middle of the Lawn. Look around and account for others in your room/area.
 Fire Wardens from each house will carry out a roll call from their respective houses.
 Duty Gap to check day girls against
 Remain in silence until dismissed by a member of staff in charge of the evening.

Duty Staff:

Check the Sick Bay.

Go to Sir John's Lawn (at least two staff).

Call the Fire Brigade (9 999).

The priority is to save lives and not property so only try to contain the fire if someone's life or an escape route is blocked.

35c *If the Alarm Sounds at Night (10.00pm to 8.15am)*

Girls follow evening procedures.
 Housemistresses, assistant housemistresses and house fire wardens bring check lists
 House fire wardens will take roll call from their houses and report to housemistresses.
 Sick Bay to be checked by resident staff on duty.
 NO-ONE is to re-enter a building without permission from the duty staff

Bedroom instructions:

The person discovering the fire will operate the nearest fire alarm, break the glass and push the centre button.

Put on dressing gown or wrap up in a quilt or blanket.

Ensure that others in the room are awake and aware of the situation.

Go at once to Sir John's Lawn by the most direct route.

Fire Doors will automatically close when the alarm sounds.

Close all other doors behind you.

If an exit is blocked, take the next most direct route.

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36 **Medical**

36a *Illness*

For minor indispositions, junior girls go to the Sick Bay or senior girls go to their own rooms where they must display a red slip on the door to avoid disturbance. Red slips are available from the Senior Housemistress. The name of the girls in Sick Bay or in their rooms is noted on the Gap Assistants' white board in the Staffroom and it is the first aid duty staff's responsibility to monitor these girls at least hourly. Their names should also be communicated to the Housemistress on duty.

There is always a first-aider on duty according to the timetable published at the beginning of the academic year and updated as appropriate. There are copies in the School Office, the staffroom, Sick Bay and with the housemistresses.

If a boarder is suffering from an illness that is more serious and requires 24 hour nursing, then she will be sent home or to her guardian.

The school nurse is available for consultation by boarders between 5.00 and 5.30pm every Tuesday. Girls may go to see her without making an appointment.

36b *Medi-Cupboard*

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All medi-cupboards are kept locked and any prescribed medications are kept in a locked box within a locked cupboard

In addition to the housemistresses and assistant housemistresses, the majority of teaching staff are qualified with First Aid training. During school hours, there is a timetable showing which teacher is the first aider attached to the staff room door.

The medi-cupboards are the responsibility of the junior housemistress who is in charge of stocks, of ensuring the medi-cupboard in the staff room and the medi-cupboard in the boarding area of 2&4 are fully stocked, and record-keeping. The following supplies are kept:

The main medi-cupboard (on the top floor of Sir John's next to the Sick Bay):

Paracetamol, Ibruprofen
Lemsip tablets and sachets
Strepsils and cough mixture
Antihistamine tablets
Antiseptic wipes
Anti-allergenic plasters, bandages
Burns treatment
Girls' prescription medicines
Spare inhalers, eye wash.
Ice packs
Savlon Antiseptic Spray and cream,
Arnicare, Anbesol

The same supplies are kept in the 2&4 medi-cupboard (the cupboard on the landing; keys held by the junior housemistress and the assistant housemistress in 2&4), and the medi-cupboard in the staffroom.

36c *Pupil Self-Administration of Medications* Administration of Own Medication Protocol

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The school allows pupils to keep their own medications in a locked area in the boarding house if they have been assessed as competent to do so. Asthmatics may carry their inhalers with them. Any girl with a serious allergy must carry an Epi Pen and keep a spare Epi Pen in the medi-cupboard. The criteria used to assess the pupils are:

- The age of the pupil
- Whether the medication is long term or a short course
- The pupil's own choice
- Whether the pupil has proven herself to be reliable in general and will remember to take the medication if it is to be taken regularly.
- That the pupil understands why she is taking the medication and any side effects, and the risks of overdose.
- That the pupil knows when and how to take the medication.

- That the pupil can effectively store the medication in a locked area either in a lockable box or a lockable case.
- That the pupil understands that she should never give the medicine to anyone else, even if they have similar symptoms

NMS 3.4 36d *Prescribed Medications*
These are kept in a locked box inside a locked medical cabinet. The number of tablets issued in each prescription is noted onto PASS under medication so an up to date record is kept.

NMS 3.1 36e *First Aid Kits*
Stocking the First Aid Kits is also the responsibility of the Junior Housemistress and these are situated in the following areas:
Staff room
Science labs x3
Art block x2
Minibus
Workshop
P.E. Shed
Kitchen
Hall
Fitness suite
Laundry – The House

First Aid booklets are contained in the boxes. Additional booklets may be found on each of the reporting landings and in the staff room. Instant packs are kept by the PE department, in the staff room and in the medi-cupboards of The House and 2&4.

Medication can be dispensed at the medi-cupboards. Only members of staff can administer medication; Gap Assistants cannot, unless specifically instructed by one of the housemistresses.

The keys for the medi-cupboards in the staff room and in the boarding area of The House are kept in the pigeon hole of the senior housemistress in the staff room.

Prior to dispensing any medication, the detailed chart on PASS must be checked which indicates what medications a girl may or may not be permitted to take.

After dispensing medication, a record must be kept on PASS with the appropriate details using the tablets located next to the medi-cupboard in the Staffroom, in the main medi-cupboard in The House and in the 2&4 medi-cupboard. This ensures that all 3 dispensing areas contain current information and no mistake can be made with giving students any form of medication before the appointed time for the next dose.

NMS 3.3 36f *Appointments with the Doctor*
Banbury Road Medical Centre provides a medical service to Wychwood School boarders and members of staff. The system works as follows:

There shall be no officially dedicated surgery at the school on a regular basis but on a Wednesday the surgery 'puts aside' a few appointments with school doctor Dr Christopher Hornby in the afternoon. Appointments should preferably be booked via reception.brmc@nhs.net or 01865 515731 by a Housemistress. Study girls may make their own appointments ONLY if they inform their Housemistress of the necessity of the appointment.

NMS 3.5 The girls are encouraged to tell the housemistresses about any medical problem they are experiencing, however it is not necessary for an appointment to be made.

Junior girls shall be escorted down to the medical centre for their appointment by a Gap Assistant or a Housemistress / member of staff. The girls may choose if they wish to be accompanied when they actually see the doctor / nurse.

NMS 3.5 At the beginning of each year, there is a meeting with the Head, senior housemistress and junior housemistress to assess Gillick Competence of each girl.

If any pupil or member of staff is too poorly to walk to the medical centre then a doctor would, under these circumstances, come and visit them at Wychwood. All the boarders have the medical practice details.

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Sick Bay

The Sick Bay contains two beds and a bathroom sink outside of The House boarding area. Next door is a dedicated lavatory. Only a Housemistress, a first aider or a senior member of staff can admit a girl to the Sick Bay: Gap Assistants cannot, unless otherwise directed by one of the above.

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The girl's name is added to the list on the staff room board. She should be monitored at least every hour and the checklist in the Sick Bay signed. Girls are told not to leave the Sick Bay without reporting out at the staff room. Housemistresses and Gap Assistants must ensure that girls receive meals and regular, consistent care while in the Sick Bay. There is a call button in the Sick Bay which rings in the staff room should a patient want immediate attention.

If a boarder remains in the Sick Bay after tea time, the staff on prep duty should be informed before start of prep and the duty housemistress before supper. Care must be maintained through prep time, supper and the evening.

If a daygirl feels ill during the day, she may be admitted to the Sick Bay for a period of rest. The parents may be contacted and a daygirl may go home, with the permission of senior staff.

Girls in Study (and occasionally younger girls) may stay in their own rooms but must display a red slip on their door; these slips are available from the staff room, next to the whiteboard. These slips are also used as a checklist for monitoring each girl who stays in her own room.

When a girl leaves Sick Bay or her own room, the authorising staff should initial the list in the staff room.

37 **Suspension (Temporary Exclusion) / Expulsion or Required Removal (Permanent Exclusion)**

These are the most serious sanctions which the School may impose. As a result of their seriousness, all decisions as to whether either of these sanctions may be imposed are made on an individual basis by the Head.

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Suspension (Temporary Exclusion)

Behaviour which may, depending upon the exact circumstances, warrant a suspension includes the supply of alcohol to other pupils; bullying; violent, aggressive or otherwise unacceptable conduct towards members of staff or pupils or others; inappropriate physical contact between pupils on the School site; and serious incidents of dishonesty, vandalism, damage to property and behaviour which puts at risk the health and safety of others or which brings the good name of the school into disrepute.

This list is not exhaustive and the School reserves the right to impose suspensions upon pupils for other offences than these if the circumstances so warrant. Equally, the School reserves the right to impose a more severe sanction (i.e., permanent exclusion) for these offences and others where this is felt by the School after due investigation and process, to be appropriate.

The length of any suspension will be determined by the Head after she has taken into account all relevant factors relating to that particular case. Where a suspension is imposed upon a pupil, she will be required to go home (or, in the case of overseas boarders, to her guardian). Parents or guardians will usually receive a telephone call from the Housemistress at the time and it is usually the case that an appointment will be arranged for the parents to meet with the Head. The sanction will be recorded in a letter or email to the parents or guardian and this will remain in the pupil's school file. Please see the Behaviour and Discipline Policy

37b *Expulsion or Required Removal (Permanent Exclusion)*

Expulsion is the most serious range of sanctions the Head may impose and the procedures for the imposition of these sanctions, and for a review of such a decision, is governed by the school's Behaviour and Discipline Policy, a copy of which is available on request from the School Office.

Parents may be required to remove a pupil from the school for a breach of discipline or behaviour which would not warrant an expulsion but for which the pupil may not continue at the

school; or for persistent breaches of behaviour or discipline; or whose conduct or behaviour demonstrates an inability or unwillingness to benefit from the educational opportunities provided by the school.

A decision by the Head to expel or require the removal of a pupil permanently from the School shall be, on the request of the parents, subject to review by a panel of Governors.

38 **Corporal Punishment**

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Corporal punishment is prohibited at Wychwood, whether on or off the school premises. This prohibition applies to all members of staff, including all those acting *in loco parentis*, for example Gap Assistants, unpaid or volunteer supervisors. The school Physical Intervention and Restraint Policy elaborates on circumstances when physical intervention may be necessary and the procedures undertaken.

39 **Respect for Property and the Environment**

Vandalism / graffiti

Vandalism and graffiti-writing on school premises and elsewhere are regarded as serious breaches of school discipline and tend, as a minimum sanction, to be met with a requirement both to serve a school sanction and also to bear the costs of appropriate repairs.

Lockers / Property / Damage / Theft:

Pupils are expected to make use of the lockers with which they are provided in order to keep safe their own possessions (especially items of value). Pupils must not open lockers that are not their own and must return any property that has been lent to them immediately on request – no property of any sort should be borrowed without permission since this might be deemed to constitute theft.

Pupils are expected to be strictly honest with regard to money and / or property that they find and which does not belong to them. They should hand in anything that they find at the soonest possible opportunity either to their Housemistress, a senior member of staff or the School Office.

Pupils must report to a member of staff any damage caused to property either on purpose or accidentally – they or their parents may be asked to pay for damage caused. Theft of property belonging to anyone else (either to the school, fellow pupils or other organisations / individuals) is viewed as a very serious offence. The school's definition of "theft" will be considered to be "... the taking of another person's property without that person's freely-given consent".

40 **Use of Technology**

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The School seeks to embrace all the benefits that modern technology provides for the education of its pupils whilst recognising the potential that exists for electronic equipment to be abused and/or misused. There are policies covering the use of e-mail and access to the internet and use and abuse of electronic equipment. The brief summary provided below is intended to set down clear guidelines concerning the acceptable use of technology, including personal computers/laptops, mobile telephones, iPads, iPods, MP3 players etc. Copies of these policies are available from the School on request and can be accessed on the school's website.

40a *Mobile phones*

Mobile phones must be switched off completely during all lesson and prep / activity time. The school operates a *See it, Hear it, Take it* policy in lesson times.

40b *Text messages, BBMs or similar communications*

These must not be sent if they might be considered to be intrusive, hurtful or offensive (the same guidelines for face-to-face communications)

40c *iPods, MP3 players etc.*

Equipment of this type may be listened to in house areas and in lesson situations where specific permission to do so has been given by a member of staff. This includes wearing headphones under clothing. Sanctions for inappropriate use will be similar to those for phones.

40d *Misuse of photography / filmed material*

Using photographic or filmed material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline. All pupils must allow staff access to images stored on mobile phones and/or cameras and must delete images if requested to do so. Pupils should not take photographs of others nor film them and make recordings. Pupils must not send images to others (nor show images to others) if they might cause upset or hurt to a third party. Pupils should be aware that sexting is a criminal offence.

NMS
12.1

40e *Social networking sites (e.g. Facebook) and or other sites (e.g. YouTube)*

Posting any material (e.g., written comments, photographic images, cartoons) which in the reasonable opinion of the head is considered to be offensive and/or is intended to bully, harass or intimidate others on websites such as YouTube, Facebook etc. is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of the material.

This is the position whether the computer used is a school computer or a computer operated elsewhere, including the pupil's home. Ultimately, the use of electronic devices when at school must comply with the school rules in force at the time.

Appendices

(1-4)

Appendix 1 Boarding Staff and Resident Gap Students at Wychwood School

Senior Housemistress – The House: Mrs Lesley Henk

Junior Housemistress – 2&4: Miss Anna Frame (Miss Jessica Tyers – long term unwell)

Assistant Housemistress – The House: Miss Sheridan Mack

Assistant Housemistress – 2&4: Miss Anna Cross

Gap Assistants

Miss Zoe Rosenthal
Miss Georgia Taylor
Miss Clara Wiesner



Wychwood School, Oxford

Rules for Pupils who are non-English speakers

In our Wychwood boarding community we value and respect the diversity of cultures, languages and nationalities represented by our pupils. We also recognise the desire of pupils and families from overseas to be immersed in the English language and culture in order to gain maximum benefit from the experience of being here. Nobody should be excluded on the grounds of race, language or nationality.

In order to ensure the success and happiness of all boarders, and for everyone to feel included, we have some general rules on the use of English.

- English must be spoken in all lessons
- English must be spoken at all meals
- English must be spoken on all school activities or outings
- English must be spoken in all bedrooms (except for the Study)

Failure to observe these simple rules will lead to the following action by the school:

- (a) girls will be given a verbal reminder of our expectations and the contract which they and their parents have signed about the use of English
- (b) after repeated verbal warnings, supervised activities will be introduced in place of free time
- (c) a girl will be required to go to her guardian for the weekend

I/we have read and understood the rules and conventions for non-English speakers at Wychwood School, as explained above, and I/we agree to abide by them.

Signed: _____ (parent)

Signed: _____ (pupil)

A guide to boarding, rules, regulations, times, places and facilities

We hope that you will find this document answers many of the questions you may have about our routines. Please read it carefully and ASK if you're not sure.

We're here to help you and to make you feel at home.

It is also important that all the other boarders feel the same.

Getting up on Weekdays: the bell is rung at 7.30am and the housemistresses will also go to each bedroom of the Remove to Shell to wake up the occupants. You are expected to get up, get washed, get dressed and be presentable to go to the dining room for breakfast when the bell rings at 7.50am. Breakfast is from 7.50 – 8.10am and you are expected to vacate the dining room by 8.20am. You should then be at registration before 8.30am

Remove and Inters report at 7.45am on the landing to the Housemistress to ensure they are adequately dressed for the school day and that they have left their bed space tidy.

Getting up at Weekends: the bell is rung at 8.30am on a Saturday with breakfast at 8.50 until 9.10am. On Sundays, the bell is rung at 9.10am with Breakfast from 9.30 until 9.50am. Girls must be properly dressed and groomed. Study II girls need not come to breakfast on Saturdays and Sundays and Study I girls need not come to breakfast on Sundays.

Meal Times: on weekdays, breakfast is at 7.50am, lunch at 12.50pm and supper at 6.45pm. For breakfast, there is a selection of cereals, yoghurts, toast, croissants and breads etc. with occasional cooked breakfast. There are fruit juices, tea, coffee, drinking chocolate and milk to drink. For lunch and supper, there is soup, a meat/fish and vegetarian hot dish with vegetables and a comprehensive salad bar.

On a weekend, Saturday breakfast is 8.50am and Sunday at 9.30am, with lunch at 12.30pm and supper at 6.00pm.

Bedroom tidiness: boarding staff will come round the rooms each morning after breakfast to check that beds are made and things are picked up from the floor and clothes are put in drawers. The bedroom will be marked for tidiness out of 5.

Clothes: you should wear correct, clean school uniform.

Shoes: should be leather and appropriate for their use. Pseudo-trainers and Doc Martens are not allowed as uniform.

Laundry: Bed linen is changed once weekly with girls in 2&4 bringing their laundry down to the Laundry Room at breakfast time on a Tuesday and collecting their clean linen. The process is repeated on a Wednesday for the boarders in the House. Personal laundry is done weekly for girls in Remove and Inters. Older girls may use the washing machines and tumble dryer in the laundry room in the basement of 2&4 and the washing machine in the basement of the House. There is an iron and an ironing board available for use in both the Porch Room in the House and in the Laundry Room in 2&4.

Showers and baths: there are plenty of showers and baths situated around the boarding areas. Remove and Inters have a reserved Shower Time in 2&4 from 8.00 to 8.30pm. All other girls must be showered / bathed in good time to report to bed.

Towels: you are not to walk around in a towel. Please wear a dressing gown and slippers when going to have a bath or shower.

Hair dryers: these are located on each landing in the House and Sir John's and in the laundry room in 2&4 and are not to be removed. You should not report for bed with wet hair.

Porch Room – The House: this is the common room for those residing in The House. There is a fully equipped kitchenette with fridge, sink, microwave, kettle, iron and ironing board. Girls can ask for provisions of tea, coffee, drinking chocolate, sugar, milk, bread, butter and jams from the kitchen. Girls are responsible for washing up any crockery and cutlery that they use and keeping the room tidy. Failure to do this will result in a cleaning rota having to be implemented. There is also a television, DVD player and various board games. Films can be taken out from the excellent selection kept in the Library

Landing – 2&4: this is where boarders gather in the evenings in 2&4. There is a television, DVD player and games.

Television: you may watch television in the Porch Room or on the 2&4 landing after supper on any weeknight until 9.00pm in 2&4 and 9.30pm in The House. Nobody may watch classroom televisions or videos, and will incur a minor if they do so. At weekends you may watch television during free time and up to 10.00pm on Fridays and Saturdays.

DVDs: you may not bring your own DVDs in to school except with special permission from one of the Housemistresses. At weekends you may watch an age-appropriate DVD from the DVD Library in the Porch Room or on the Landing.

iPods: you may bring an iPod for private listening but you should not listen to this except in free time. iPods are not permitted in the Library or in prep.

Laptops and Tablets: all girls may bring a laptop or tablet to school and will be given access to the school's Wi-Fi. They must abide by all the school's rules and regulations governing both the use of the internet and the times in which they can use their devices. Girls in Remove to Shell are obliged to hand in their devices at reporting for bed time during the week. They will be kept in a locked cupboard overnight and the girls can collect them at breakfast time the next morning.

Mobile Phones: all girls may bring a mobile phone to school and are permitted to have them on their person during the day as long as they are switched off during all official school time. They must abide by all the school's rules and regulations governing both the use of the internet on these phone and the times in which they can use their devices. Girls in Remove to Shell are obliged to hand in their phones at reporting for bed time during the week. They will be kept in a cupboard overnight and the girls can collect them at breakfast time the next morning. Failure to abide by the rules will result in the phone being confiscated for a certain period of time. Girls must declare at the beginning of term if they have more than one mobile phone and they must also give their phone numbers to the Housemistresses.

Working in bedrooms: Study girls may work in their bedrooms after 4.00pm. In the summer term, Shell girls are allowed to work in their bedrooms during their revision time providing this has previously been agreed by Council beforehand.

Reading: you are encouraged to read during the period between reporting for bed and the lights going out.

Curtains: curtains are to be drawn at night before girls change for showers or bed.

Housemother and Housesister: new girls in the Remove are given a Housemother who is usually in Shell. Your Housemother will communicate with you prior to your joining Wychwood and will help you to settle in and deal with any questions or problems you may have. If necessary, she will be the link between you and the staff. New girls in other years are allocated a Housesister who will most probably be a day girl in your form and will help you get to know all the other daygirls. She will help you get to know the classrooms and where to go at what time.

Going to bed: Remove 'report' at 9.00pm, Inters at 9.15pm, Lower Transits at 9.30pm, Upper Transits and Shell at 9.45pm and Study at 10.00pm (10.00pm for everybody at weekends). When you report to bed you must be totally ready for bed, in pyjamas having cleaned your teeth and been to the toilet. You should not then need to come out of your bedroom again.

Minutes: if you are late reporting to bed then you are given 'minutes'. e.g. if you are 5 minutes late one night then you must report to bed 5 minutes early the following night.

Visiting other rooms: so that everyone, including staff, can get the sleep and privacy that they need, you are not to visit other bedrooms after reporting. It is also important that staff know who is in which bed in case of fire.

Talking after lights out: there is no point in us pretending that everyone is silent as soon as the lights are out or that you all fall asleep as soon as your head touches the pillow!

The secret is not to get caught and the way not to get caught is not to disturb others. If you are found talking, visiting or disturbing others in any way after reporting then you are given a meta.

Metas: metas are given as outlined above. You will have to report to bed an hour early on another night, or, if you continue to get metas, on a Sunday night. Metas are supervised by the Housemistress.

Lockable box: you should have a lockable locker where you can keep tuck and valuables. Do NOT leave the key somewhere obvious! All pocket money, passports and similar items should be handed in to a staff member for safe keeping.

Security: the front doors are locked and bolted at night by the duty staff. The boarding areas in both houses are secured by doors with digital locks, the code for which is only given to boarders. There are at least two adults resident near your bedrooms and they can always be contacted at night if necessary.

Feeling ill? The housemistresses will look after you in the first instance, who will administer basic medication to you if needed and send you to Sick Bay so that you can be looked after in peace and quiet. An appointment will be made for you to see the school doctor if you / the Housemistress deems it necessary. If it is more serious, we will call a doctor or take you to Accident and Emergency at the John Radcliffe Hospital. Your parents will be informed if you go to hospital. If you are unwell for more than 24 hours we will contact your parents or guardian to see if you can go home until you are well again.

Need someone to talk to? At Wychwood we are like a large family and so there should always be someone you can talk to, whether a girl, Gap Assistant or staff. We can always put you in touch with someone else if this seems most appropriate. The School Counsellor is also available for you to talk to: her details are on the boarding notice boards, and are available in the School Office.

Times: Girls should be in their own boarding areas as follows:

Monday to Saturday

Remove and Inters	8.00pm
LTs	8.30pm
UTs	8.45pm
Shell	9.00pm
Study	9.30pm

Sunday

Remove, Inters, LTs and UTs	8.00pm
Shell and Study	9.00pm

Girls' returning from spending the weekend out of school should sign back in:

Remove to LTs by 7.30 pm
UTs to Study 8.30 pm

Shopping/Free Time at Weekends: on Friday afternoon the full boarders are required to tell the Senior Housemistress what their plans are for their free time over the weekend. This is referred to as 'Permissions' and each girl's plan is written up in the Permissions Book. Whenever anyone leaves the school premises, they must sign out in the Staffroom and sign in again on their return. Shell – Study II are permitted to go out on their own, and UTs may also go out on their own if permission has been received from their parents / guardians. Otherwise junior girls must go out in groups of at least 3 and Remove must be accompanied by a member of staff. They are permitted to go shopping in the town centre or in Summertown. Any other activity or individual weekend trips require an email from the parent/guardian giving permission.

Activities: various activities and trips are arranged by both the boarding and teaching staff over either the Saturday or Sunday of most weekends. We encourage the girls to sign up and join in. Evening activities or events are also arranged during the week for the girls' enjoyment.

We hope you will enjoy the boarding experience.

Appendix 4



List of Boarders' Requirements

An adequate supply of underclothing must be provided (e.g. 8 pairs of pants)

1 x Dressing gown

3 x Pyjamas or nightdress / nightshirt

1 x bedroom slippers

2 x Bath towels

2 x hand towels

Fully Equipped Wash Bag (sponge/flannel, shampoo, conditioner, soap, deodorant, brush/comb, moisturiser, etc)

1 x single size Duvet (one pillow is provided by the school but girls may bring their own)

2 x duvet covers and pillow cases (bottom fitted sheet is provided by the school)

1 x mending kit and small scissors (repairing hems and replacing buttons)

1 small lockable box for valuables

1 x lockable hand luggage (in which to keep larger items such as cameras and handbags)

For Remove to Shell

3 x sets of own clothes for wearing at weekends and non-uniform days/events

For Overseas Boarders

Phones – A mobile phone with an English SIM card. Boarders may carry two phones thereby keeping their own country number in one phone but must carry a second containing a UK number. This is important for the personal safety of pupils as it enables us to be in contact with them (and vice versa) should it be necessary, when they are not on the school premises. If a boarder has a second phone, this must be declared to the housemistress.

Pocket Money – Boarders are encouraged to have a bank account from which money may be withdrawn at weekends. Alternatively, they may deposit money with the school for safekeeping and withdraw amounts as necessary through the Housemistresses.

The school will not accept responsibility for any loose cash held by girls. Sums of money greater than £10 must be handed in to Housemistress for safekeeping.