



Wychwood School

REFERENCE PROCEDURES

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1. All reference requests should be directed to the Head, whether they come to a member of staff, the school office or to a housemistress.
2. Wychwood School does not write references for other schools without the express permission of parents or guardians. If a reference request arrives of which the Head has not been apprised in advance, s/he will contact the parents to ask permission.
3. Wychwood School does not write references for girls or former pupils for jobs, internships or other forms of work without the express permission of the person concerned and, if they are under 18, of their parents. Girls should ask the Head or the member of staff from whom they would request a reference in advance of the reference being requested. The Head or member of staff reserves the right to refuse to supply a reference if this is deemed appropriate.
4. Within 24 hours of a reference request being received, the progress tutor of the girl concerned is sent the appropriate reference template and asked to collect comments and predicted grades if applicable.
5. The progress tutor should call for comments within 24 hours of receiving the reference template.
6. Staff should reply on the same day that they receive the request. In the case of part-time staff, that may not be until they are next in school.
7. The progress tutor will collate those comments into the reference template and send to the Head as soon as possible.
8. The Head will then respond to the reference request within 24 hours of receiving the completed template or on the next day that she is in school if not in school on receipt.

9. If the reference request is received as a letter rather than an e-mail, then a copy of the reference is printed, stapled to the letter and filed in the girl's file in the school office. The reference will be replied to BY EMAIL where possible not by post.
10. If the reference request is received as an e-mail the response will be stored in the Head's sent box and can be retrieved if necessary.