



**WYCHWOOD**

SCHOOL • OXFORD



# **New Pupils Handbook 2023 - 2024**

## **Contents**

### **General Information**

3. Term Dates 2023-2024
4. School Contact Details
5. Wychwood School Board of Directors
6. Staff List
7. Friends of Wychwood & Wychwood Association
9. Uniform
9. Second Hand Uniform
11. P.E. Uniform
12. Basic Equipment
12. Naming Personal Property
13. Curriculum
14. Day Pupils' Prep
14. Trips and Events
14. Wychwood Weekly
15. Worries and Complaints (for pupils)
16. Worries and Complaints (for parents)
16. Inspection and Welfare of Pupils

### **Finance**

17. Fees 2023-2024
18. Financial Regulations and Information

### **Health Care**

19. Medical and Health Care
19. Allergy and Anaphylaxis Management Policy Overview
20. Sex and Relationships Education

### **School Rules and Regulations**

21. Important School Rules
21. School Attendance
22. School Council Regulations
23. Educational School Trips / Visits
23. Electrical Equipment

### **Boarding**

24. Aims and Principles of Boarding

## **Term dates 2023-2024**

### **Michaelmas Term 2023**

Boarders return: Monday 4<sup>th</sup> September (7.30pm)  
Day pupils return: Tuesday 5<sup>th</sup> September (8.25am)  
Half Term start: Thursday 19<sup>th</sup> October (2.00pm)  
Boarders return: Sunday 29<sup>th</sup> October (7.30pm)  
Day pupils return: Monday 30<sup>th</sup> October (8.25am)  
End of Term: Friday 15<sup>th</sup> December (12 noon)

### **Hilary Term 2024**

Boarders return: Sunday 7<sup>th</sup> January (7.30pm)  
Day pupils return: Monday 8<sup>th</sup> January (8.25am)  
Half Term start: Friday 9<sup>th</sup> February (4.00pm)  
Boarders return: Sunday 18<sup>th</sup> February (7.30pm)  
Day pupils return: Monday 19<sup>th</sup> February (8.25am)  
End of Term: Friday 22<sup>nd</sup> March (12.00 noon)

### **Trinity Term 2024**

Boarders return: Monday 15<sup>th</sup> April (7.30pm)  
Day pupils return: Tuesday 16<sup>th</sup> April (8.25am)  
Half Term start: Friday 24<sup>th</sup> May (4.00pm)  
Boarders return: Sunday 2<sup>nd</sup> June (7.30pm)  
Day pupils return: Monday 3<sup>rd</sup> June (8.25am)  
End of Term: Friday 5<sup>th</sup> July (12.00 noon)

## School Contact Details

To ensure the proper despatch of reports, accounts and general information, it is vital that we have accurate contact details for parents/guardians, such as names, addresses, telephone numbers and particularly email addresses. When specific items need to be sent to a different address e.g., duplicate reports and/or accounts this address too needs to be specified. Please also include mobile telephone numbers.

Please note that the school should be informed of any permanent change of parents' addresses during the pupil's time at the school.

Any temporary change of address should also be notified to the school together with the appropriate dates.

To ensure prompt delivery of letters etc. to pupils, these should be addressed as follows:

**Initials and surname of pupil**  
**Wychwood School**  
**74 Banbury Road**  
**Oxford**  
**OX2 6JR**

Please note the following telephone numbers:

Main school, reception: (0)1865 **557 976**  
Daily absences\*: (0)1865 **517 111**  
Messages for boarding pupils: (0)1865 **557 976**

***Messages for boarding pupils after school hours:***

Boarding House Staff mobile: 07983 096 641  
Boarding House Staff mobile: 07983 096 536

Main School, PA to the Head: [reception@wychwoodschoool.org](mailto:reception@wychwoodschoool.org)  
Absences, Changes in Arrangements, & Prep: [attendance@wychwoodschoool.org](mailto:attendance@wychwoodschoool.org)  
Boarding Permissions: [permissions@wychwoodschoool.org](mailto:permissions@wychwoodschoool.org)  
Admissions Enquiries: [admissions@wychwoodschoool.org](mailto:admissions@wychwoodschoool.org)  
Hiring of Facilities: [hire@wychwoodschoool.org](mailto:hire@wychwoodschoool.org)

\*Permissions for appointments, please ask form teacher.

\*Permissions for longer absences, please contact the Head.

## **Wychwood School Board of Directors**

### **Board of Directors**

Mrs D. Pluck BA FCA (Old Girl) (Chair)

Mr S. Tyrrell BSc (Hons) MRICS

Ms A. Stewart MA ACA

Mr J. Weedon BSc (Hons) MRICS

Mr A. Nott BA (Hons) PGCE

For any parents wishing to contact the Chair of the Board of Directors:

In writing: c/o Wychwood School, 74 Banbury Road, Oxford OX2 6JR

Tel: 01865 557 976

Registered office: 74 Banbury Road, Oxford OX2 6JR

## Staff List

### Teaching

Mrs Jane Evans	Head
Ms B. Sherlock BA MEd PGCE	Deputy Head Pastoral / English
Mrs A. Stacey BA (Hons) PGCE	Deputy Head Academic / Chemistry
Mr M. Pennington BA (Hons) MA	Wychwood Sixth Head / Photography / Film Studies
Miss A. Wardell BA (Hons) MA	Art and Design
Mrs R. Humphreys BSc (Hons) PGCE	Biology
Mrs G. Troth BSc (Hons) PGCE	Business Studies / Economics / PHSE / EPQ
Mrs T. Jarrett BA (Hons) PGCE	Careers / EAL
Mr A. Chim MSc PGCE	Chemistry / Mathematics
Mr P. Burnett BSc (Hons) PGCE	Computer Science
Miss F. Centamore BSc (Hons) PGCE	Director of Sport / Physical Education
Mrs M. Constance BEd (Hons) MA	Drama
Ms J. Bettridge TESOL Cert	EAL (English as an Additional Language)
Mrs I. Mayow-Lipscombe BEd (Oxon)	English
Miss S. Diouani BA MA	French
Mr P. Humphreys BSc MEd PGCE	Geography
Mrs H. Kirby BA (Hons)	Head of English
Miss O. Goodrich BA (Hons) MA PGCE	History / Latin
Dr D. Boyd-Hancock BA MA PhD	History of Art / History
Miss V. Stone BSc MSc PGCE	Mathematics
Mrs R. Cooper BSc (Hons) PGCE	Mathematics
Mrs B. Walster BMus (Hons) PGCE (Music)	Music / History
Mr D. Lorimer BSc Hons, MSc (Oxon) PGCE	Physics
Mr M. Sahil BSc MSc PGCE	Psychology
Mrs C. Crossley BA (Hons) PGCE	Religious Studies
Mrs M. Stephenson BSc (Hons) PGCE	SENDCo
Mr L. Jimenez LLB MA	Spanish
Mrs S. McCullagh	Textiles
Miss Y. Roberts BA (Hons) PGCE	Teaching Assistant

### Boarding

Mr R. Constance	Technician
Mrs L. Henk	Boarding House Staff
Miss A. Mialkowski	Boarding House Staff
Miss S. Callanan	Gap Assistant
Miss M. Vinciguerra	Gap Assistant

### Support Staff

Mr D Radnor BSc (Hons)	Director of Operations
Mrs J. Hunt BA (Hons)	Director of Marketing and Admissions
Mrs W. Spyker	HR
Mrs I. Howes	Receptionist / PA to the Head
Mrs C. Legg BA MSc	Librarian
Mr J. Mott	Network Manager
Miss S. Phipps	School Counsellor
Ms R. Robbins	Independent Person
Miss H. Dowse BA (Hons) MA, MA	Marketing, Events, Comms Assistant
Miss A. Pampin	Spanish Teacher, Office Assistant
Miss S. Adams	Admissions & Office Assistant

## Friends of Wychwood

Friends of Wychwood (FoW) is our Parents' Association. It was established in 1999 to provide social and fundraising events for the whole school community. Monies raised allow the purchase of items that may not otherwise be possible. FoW is run by a committee of parents and teachers.

New members are always welcome; please do get in touch with the FoW Chair if you would like further information: [chairfow@wychwoodschool.org](mailto:chairfow@wychwoodschool.org) FoW meets once or twice per term, either in person or on Zoom. Meeting dates are included in the school calendar and notices put in the Wychwood Weekly. Please do come and join us if you can!

We generally organise two - three events per year, including the Christmas Fair with both outside stallholders and form stalls, and a spring or summer social event for parents, current pupils, staff, Directors, and members of the Wychwood Association.

Parents who are willing to help with the Friends of Wychwood are always welcome: the committee members are all busy working people with limited spare time, and they are always looking for parents with new fundraising ideas and for those that are able to help at events on an occasional basis.

The Friends of Wychwood have a class representative for each year group. This enables FoW to keep all parents informed about forthcoming events. Communication is greatly enhanced if each class has a parental email list and therefore parents are strongly encouraged to allow their email address to be added to the school directory.

## Wychwood Association

The Wychwood Association (WA) is the current pupil and alumni organisation, formed in 1922 with over 3,000+ members; including former pupils, parents, staff and governors. Their aim is to build and maintain strong links with each other, both socially and professionally and to support the school throughout their lives. Membership of the WA offers an incredible range of opportunities to connect with, support and inspire others within the Wychwood community around the globe.

This is a powerful network of people who not only enjoy keeping in touch with each other, but who support the school in a wide range of ways. Above all, the network is a wonderful resource for all of its members and is excited to welcome new members to grow and broaden the association. If you would like more information do get in touch with the WA committee at [WA@wychwoodschool.org](mailto:WA@wychwoodschool.org)

Members of the WA provide practical support for the school in the form of offering careers advice, help and encouragement, returning to Wychwood for guest lectures, to judge form plays, take part in the University Fair or take an assembly. As part of the mentoring process, those who are seeking career advice or are looking for a mentor, are matched with members of the WA who can offer the relevant skills or experience.

A yearly programme of social events such as reunions, drinks receptions and lunches are offered in collaboration with Friends of Wychwood. The traditional Leavers' Party in celebration of Study II is hosted by the WA, to welcome the new leavers into the association.

To stay in touch with the WA events, news and updates make sure you sign up to join the Wychwood Association on the website [here](#). This gives you access to the WA section

of the website, including film and photography from past events and reunions, the WA directory, and also allows you to sign up to the WA newsletter. You can also follow The Wychwood Association on Facebook and Instagram.

Wychwood for Life is the professional networking arm of the WA. Its purpose is to link the Wychwood professional community to create better opportunities for members to support the school and each other. We are setting up a LinkedIn group to allow you to develop your network further.

If you are interested in hosting an event, large or small, for classmates or other former parents, the WA can help you contact guests and arrange a visit. Please contact [WA@wychwoodschool.org](mailto:WA@wychwoodschool.org) for further information.

Members of the WA play a key role in helping the school with fundraising through donations, campaign ideas and legacies. This support makes a huge difference to the school and what it can offer its pupils. The WA is run by a voluntary group of former pupils, parents, governors and staff, with support from the Marketing and Comms team.



## Uniform

### General Notes

School Uniform is worn by pupils in Remove to Shell (years 7-11) and can be purchased from Stevensons.

### Ways to Shop:

- Online: [www.stevensons.co.uk](http://www.stevensons.co.uk)
- Email: [customerservices@stevensons.co.uk](mailto:customerservices@stevensons.co.uk)
- Shop: 245 Banbury Rd, Oxford OX2 7HN
- Telephone: (0)1727 815 700

Woven name tapes can be purchased as a voucher code via Stevensons for one of their suppliers or direct from the internet. These will need to be hand sewn onto garments.

Free delivery of uniform to the school can be arranged. Parents are reminded to order clothes and name tapes well in advance of the term for which they are needed.

Everything brought to school must be in good repair and clearly marked with the owner's initials and family name. Boarders' clothes and all P.E. kit are checked at the beginning of term, but unmarked items slip in after weekends at home, during term. It would help the school enormously if you could make sure that ALL clothes (uniform and mufti) taken to school by both day pupils and boarders have labels sewn on where they can be easily identified.

School and sports shoes should be named with indelible ink.

### Second Hand Uniform

The Friends of Wychwood (FoW) has a number of second hand uniform items for sale. For further information or any ad hoc uniform requests, please email [shusFOW@wychwoodschool.org](mailto:shusFOW@wychwoodschool.org)

## School Uniform

### **If a pupil wears a skirt, the uniform is:**

- Green check skirt
- Either: white open neck long-sleeved blouse with school logo
- Or: white open neck short-sleeved blouse
- Black V-neck jumper with school logo
- Black eco blazer with school logo (to be worn daily)
- Black puffer jacket with school logo

### **If a pupil wears trousers, the uniform is:**

- Black trousers (available in boy or girl fit)
- Either: white shirt with collar and black/green striped tie
- Or: white open neck long or short-sleeved blouse with school logo
- Black and green striped tie
- Black V-neck jumper with school logo
- Black eco blazer with school logo (to be worn daily)
- Black puffer jacket with school logo

*Please note: pupils are no longer able to wear their own coats.*

### **In addition, pupils are required to wear:**

- Black leather flat heeled shoes
- Black tights or black socks

Puffer jackets and P.E. kit should be left in the cloakrooms. Make up, hair colouring, nail varnish and excessive jewellery are not permitted with school uniform. Please refer to the uniform policy for further details.

### **Wychwood Sixth**

Pupils in Wychwood Sixth do not wear school uniform. They should wear smart casual clothes of their own choice. They also need to have one set of smart clothes to wear for formal occasions (Open Mornings, Carol Service, etc.) The school reserves the right to ask pupils to return home to change if the pupil's choice is inappropriate.

## **P.E. Uniform**

### **These items can be purchased from Stevensons:**

- Black / green hoodie with school logo (unisex)
- Black skort with school logo
- Black shorts with school logo (boys fit)
- Black shorts with school logo (girls fit)
- White / green technical sports polo with school logo (unisex)
- Black tracksuit bottoms - outdoor P.E. (unisex)
- Black leggings with school name (girls)
- Green knee high socks for winter sports (unisex)
- White ankle sports socks for summer sports
- White base layer
- Waterproof jacket with school logo
- Indoor trainers (non-marking)
- Outdoor trainers (running trainers suitable for astroturf, not fashion trainers)
- Boots (rugby)
- Holdall (optional)

### **For Remove (Year 7) and Inters (Year 8) only:**

- Black swimming suit or trunks and white swimming hat
- Swimming towel and swimming bag
- Swimming goggles

### **Wychwood Sixth (Years 12 and 13) limited P.E. uniform:**

- Black / green hoodie with school logo
- White / green technical sports polo with school logo (no vests)
- Black leggings / shorts / skort / tracksuit bottoms (outdoor P.E.)
- Trainers (running trainers suitable for astroturf, not fashion trainers)
- Mouth guard

## **P.E. Equipment**

- Hockey stick (compulsory)
- Shin pads (compulsory)
- Mouth guard (compulsory)
- Tennis racquet (optional, can be borrowed from the school)
- Water bottle

### **Additional information for P.E. uniform:**

- Pupils must provide a school bag for P.E. kit or purchase the school one
- All other P.E. items must be labelled, including socks, indoor and outdoor trainers.
- House badges and colours must be sewn to the side of the school logo

**Please note:** No jewellery is allowed to be worn during P.E. lessons. If your child wishes to get their ears pierced, please time this for the beginning of the summer holidays. This will allow sufficient time for them to heal so they are able to remove them for lessons in September.

## Basic Equipment

Pupils must be properly equipped for their subjects.

Below is a list of basic school equipment to be provided from home:

- Pens (including a fountain, cartridge or liquid ink pen), pencils (HBs and colours)
- Eraser, sharpener
- 20cm or 30cm ruler
- Glue
- Scissors
- A pair of compasses with pencil
- Semi-circular or circular protractor
- School bag (named on the outside)
- Musical instrument case (all instruments should be named and carried in a protective case)
- Music bag (optional - to carry music books and sheet music)
- Water bottle
- Calculator (see below)
- Small needlework box containing scissors, needles, pins, a selection of cotton and a tape measure (for boarders only)

We encourage written work to be done in fountain or liquid ink pen (not biro), using blue or black ink. Ink eradicators are not permitted as they are not allowed in public examinations.

## Mathematics Equipment

Pupils will need a scientific calculator, ruler, protractor and a pair of compasses. All items must be clearly labelled with the pupil's name. Any pupil who does not have this equipment can purchase it from the mathematics department and it will be charged to the school bill.

## Electronic Dictionaries

Pupils whose first language is not English should have a non-internet enabled electronic dictionary.

**Mobile phones are not suitable as calculators or dictionaries.**

## Naming Personal Property

All school and P.E. uniform, home clothes, shoes and equipment should be clearly marked with your child's name.

In addition, we require pupils to name all of their personal property that they bring into school, for example, phones, laptops or cameras. We would recommend using either silver mark UV security labels or UV pens.

## Curriculum

The school day begins with registration at 8.30am, followed by assembly or long form time at 8.40am and then lessons begin at 9.00am. On the first day pupils should arrive by 8.20am. There are six lessons a day, with lessons ending at 3.50pm. Pupils are encouraged to stay for tea and prep: 4.15pm – 5.10pm and 5.30pm – 6.40pm (Monday to Thursday) and 5.30 pm – 6.30pm on Fridays.

The classes are of mixed attainment and there will be formal assessments or examinations at least twice a year. In addition, subject tests will be held at intervals. Full reports will be sent to parents after school examinations with interim progress cards. Full details are available on request. There are parents' evenings during the year when your child's progress will be discussed.

The Head and Deputy Head Academic welcome individual parents at any time to discuss academic progress or any situations which may be causing concern.

### **Remove (Year 7), Inters (Year 8) and Lower Transits - LTs (Year 9)**

The curriculum is intended to give a broad-based foundation to all pupils as an introduction to the GCSE courses in Years 10 and 11. To this end a common content is studied by all. This comprises: English, mathematics, French, careers, chemistry, physics, biology, geography, history, RS, computer science, art, drama, textiles, music, PE, PSHE, study skills and Spanish.

### **Upper Transits - UTs (Year 10) and Shell (Year 11)**

All pupils will take English language and literature, mathematics, science (either single sciences - separate GCSEs in chemistry, physics and biology or trilogy science - studying all 3 sciences but with a reduced content so two GCSEs are awarded at the end of the course), PSHE, core PE, and a short course in Religious Studies. A modern foreign language (usually French or Spanish or both), a humanity (geography or history) are recommended. Up to three additional subjects may also be selected after that. Descriptions of GCSE courses being taught are available to parents in the course booklet for the current academic year. This is given to parents and students at the Lower Transits parents evening while options are being discussed and is also available on the website.

Other subjects to choose from are: art, computer science, drama\*, music, photography, P.E.\*, psychology, Latin\* and textiles.

\*Dependent on numbers.

The blocks are organised differently each year, based on pupils' preferences as indicated in initial interviews with staff. Once these are set it is only possible to change subjects in the context of existing blocks.

### **Wychwood Sixth - Study I and II (Years 12 and 13)**

Wychwood Sixth is the pinnacle of the educational experience we offer at Wychwood. There is again much help with subject choices and a booklet is prepared to help pupils and parents with these all-important decisions. Most pupils study three A Levels chosen from the subjects taken at GCSE and from the new subjects on offer at this stage. Pupils can also choose to study an Extended Project Qualification (EPQ).

## Day Pupils' Prep

All day pupils are encouraged to stay in school for supervised prep.

If you would like your child to stay on for prep then please send an email to [attendance@wychwoodschoo.org](mailto:attendance@wychwoodschoo.org)

In order to achieve a quiet and undisturbed prep time for every pupil, we ask that all day pupils who stay in school for prep should remain for a **complete session**.

### Monday - Thursday

The first half of prep ends at 5.10pm and the second half ends at 6.40pm.

### Friday

The first half of prep ends at 5.10pm and second half ends at 6.30pm.

### End of the school day

Day pupils **not** staying for prep should have left the school premises by 4.15pm.

Day pupils staying for prep should leave the school premises at 5.10pm or 6.45pm.

Pupils should book into a prep session for an entire term where possible. If anyone has to miss prep when they are booked in, it is **essential** that parents email [attendance@wychwoodschoo.org](mailto:attendance@wychwoodschoo.org) to let us know in plenty of time.

Similarly, if a pupil needs to remain in school for prep unexpectedly, parents should email [attendance@wychwoodschoo.org](mailto:attendance@wychwoodschoo.org) **as soon as possible**.

## Trips and Events

Subject staff run extension and enrichment trips throughout the year. Curriculum trips are compulsory for the pupils concerned.

Parents will be advised by letter and trips are listed on the school calendar where possible. Costs are added to your child's school account.

Pupils taking French and Spanish are expected to support the trips to France and Spain during their time at Wychwood.

Pupils taking A Level or GCSE subjects are expected to support subject trips during their time at Wychwood e.g. history of art, geography, history, the languages and the sciences.

## Wychwood Weekly

Every Thursday we will email you a copy of the Wychwood Weekly. This is our school newsletter which contains news, details of upcoming trips, school activities and school notices including the relevant permission slips.

## Worries and Complaints (for pupils)

There are two things to remember:

- you may wish just to talk to someone
- you may wish to make a complaint

Remember you have close friends who may be able to help, or your house parent, or a Councillor to whom you may feel you can turn. Your form teacher and progress tutor are always ready to help or any other member of staff you know and to whom you feel you can talk comfortably.

There may be times when you feel you need more help. In these instances, you may wish to talk to any of the following:

### **Your parents**

<b>Mrs Evans</b>	Head, Deputy Safeguarding Lead
<b>Mrs Stephenson</b>	SENDCo, Designated Safeguarding Lead
<b>Ms Sherlock</b>	Deputy Head Pastoral and Deputy Safeguarding Lead
<b>Mrs Henk</b>	Boarding House Staff
<b>Miss Mialkowski</b>	Boarding House Staff
<b>Miss Phipps</b>	School Counsellor s.phipps@wychwoodschoo.org
<b>Mrs Robbins</b>	Independent Person rrobbins506@icloud.com 07505 737 551
<b>Helpline Ofsted</b>	0300 123 1231
<b>Child Line</b>	0800 1111

Sometimes you may feel that you would like to complain about something that is worrying you. This might be about how you are being treated. The first thing you should do is speak to any member of staff.

If the matter cannot easily be settled to your satisfaction then you can make a formal complaint, and this is what will happen:

- You write to Mrs Evans
- She will then write the complaint in the complaints book
- You will get a note from your form teacher saying that she has seen the complaint and that it is being attended to within two school days of you making the complaint
- You will then be asked to talk the matter through with Mrs Evans; you can have a friend with you who may be another pupil, a senior or any member of staff. If, within two more days, you have not had the matter satisfactorily sorted out you may contact Helpline Ofsted at the number listed above, who will advise you about what course of action seems sensible. At this stage it will be up to you to make a decision acting on advice given. You do not have to inform staff or anyone else that you are complaining about them.

*Do not be afraid to complain. It is your right to be treated properly and it is your right to complain if you think you are not being treated fairly.*

## **Worries and Complaints (for parents)**

Ongoing dialogue between the school and parents is seen as an integral part of their joint responsibility for the education - in its broadest sense - of our pupils. It is hoped that such dialogue will preclude the need for a parent to initiate a formal complaint. However, should it not be possible for a matter to be satisfactorily resolved through informal channels then the formal stage shall be as follows:

- A formal complaint should be made in writing to the Head, expressing dissatisfaction with the outcome of the informal discussions
- The school will prepare a written response to the complaint.
- If the matter is still not resolved the Board of Directors will convene a panel of at least three individuals not directly involved in the matters that are subject to complaint, one of whom will be independent of the management and running of the school.
- Parents will be entitled to attend (and be accompanied) at any formal hearing.
- The findings and recommendations of such a hearing will be made available to the relevant parties.

A more detailed document outlining the Wychwood School Complaints procedure is available on request from the school office and is available on the school website.

## **Inspection and Welfare of Pupils**

ISI (The Independent Schools' Inspectorate) undertakes rigorous inspection of schools at regular intervals. Wychwood's last full inspection was in November 2018. A copy of the report is available on request from the school or may be viewed on the ISI website. Wychwood had a Compliance Inspection in June 2023 and the report from the inspection will be available in Autumn 2023.

The Boarding inspection aspect of the ISI report relates to the National Minimum Standards for Boarding, which covers the full range of welfare, health and safety and policy issues. If any parents wish to know more, they are welcome to contact the Head or the Helpline at Ofsted on: 0300 123 1231.



## Fees 2023-2024

Please note that fee invoices will be sent by email. Please let the us know of any change of email address at [bursar@wychwoodschool.org](mailto:bursar@wychwoodschool.org)

### 2023-2024 Fees:

Day pupils	£6,937 per term (inclusive of morning buns, lunch and prep) £20,811 per annum
Weekly Boarders	£9,998 per term £29,994 per annum
Full Boarding (UK)	£11,909 per term £35,727 per annum
Full Boarding (Overseas)	£12,898 per term £38,694 per annum

*Discounts available for children of serving members of HM Armed Forces, siblings and Wychwood Association Old Members. Please contact the admissions team for further details.*

Fees should be paid by the **first** day of term. To keep the fees as low as possible, we do rely upon the fees being paid at the start of term. This enables us to manage our cash flow efficiently.

A surcharge is added to the amount for late payment as follows:

- 0.75% of the outstanding total after 14 days
- A further 1.00% of the total after each 14 day period thereafter  
i.e. 0.75% after 14 days, 1.75% after 28 days, 2.75% after 42 days etc.

The surcharge can mount up quickly: partial payments will help to keep the surcharge cost down.

Entrance to the school requires a deposit of £1,000 or £15,000 for overseas pupils when a place has been offered and accepted. This is not refundable until the end of a pupil's final term at Wychwood.

Due to regulations concerning money laundering we cannot accept cash payments of school fees. All fees have to be paid by cheque, banker's draft or bank transfer. Small amounts for extras, trip deposits etc. can be accepted in cash.

### Optional Extras

Textiles (GCSE and A Level)	Charged per term for materials used
Music Tuition	£35.50 per lesson (averaging 10 lessons per term)
Hire of School Instrument	£35 per term
Extra Lessons (eg support or language)	£53 per hour
Occasional boarding	£79.50 per night
LAMDA	(prices vary depending on whether lessons are one to one or taken in a small group.)

## Activities

There may be a charge if an external tutor is needed. Parents will be informed in advance if this is the case.

## Fraud

### Important Notice: Sending Funds to our Account

Given recent high profile media cases of email interception and fraudulent alterations to bank details, please note that Wychwood School's bank details are fixed and will not change.

If you receive any correspondence, claiming to be from Wychwood School, advising you of changes to our bank details please disregard this. It is your responsibility to check with us that you are using the correct bank details for any payments.

Please also note we will not be held responsible for any liability arising out of funds being sent by any party to an incorrect account.

## Finance Regulations and Information

For your reference, the school bank details are:

Wychwood School  
Barclays Bank PLC  
Oxford

Sort Code: 20 65 18  
Account No: 33268721  
IBAN: GB65 BUKB 20651833268721  
SWIFTBIC: BUKBGB22

## Insurance

Parents are reminded that the school's insurance does not cover pupils' personal possessions. Items such as bicycles, cameras, laptops, phones and musical instruments should be included in your 'Home Contents' policy. Musical instruments should be covered by a specialist musical instrument policy.

### Personal Accident Insurance

Wychwood operates a Personal Accident Insurance Scheme for all pupils. The Marsh Scheme is recommended by the Independent Schools Council. The termly premium is paid by the school.

## Music

Music lessons are billed termly in advance. **A term's notice** is required if your child wishes to give up music lessons. There is a termly charge for the hire of musical instruments.

### Day Pupils - Staying Overnight

If you would like your child to spend a night in school, please make your request (in plenty of time) by email to [permissions@wychwoodschoool.org](mailto:permissions@wychwoodschoool.org). The charge is £79.50 per night and includes supper, bed and breakfast. This will be invoiced at the end of term. Please also copy in [attendance@wychwoodschoool.org](mailto:attendance@wychwoodschoool.org) if this involves your child staying for prep on a night when this does not normally happen.

If your child is on a curriculum trip and returning after 10.00pm the teacher planning the

trip will ask you to complete a form. This will include the option, where available and applicable, for your child to stay in school overnight due to the late return. You will be charged at £42.50. Accommodation cannot be guaranteed and is subject to availability. Extension trips are billed at the higher rate.

### **Children Bringing Money into School**

The school will not accept responsibility for loose cash. From time to time day pupils will bring money into school for use after school. Monies should be lodged with the school office during the school day for safekeeping and to remove any temptation for theft.

Boarders must hand in sums over £10 and keep sums less than £10 in their lockers.

### **Medical and Health Care**

Pupils who are unwell are either taken to the sickroom or parents are contacted by staff to collect them. Parents should not accept requests from their child to go home - please contact the school if your child rings home. Those in the sickroom are cared for by duty staff who can be contacted by parents about any health matters at any time:

8.00am - 6.00pm	Main School Telephone	01865 557 976
6.00pm - 8.00am	Boarding House Staff mobile	07983 096 641
6.00pm - 8.00am	Boarding House Staff mobile	07983 096 536

Parents are informed if their child is taken ill or is taken to the Accident and Emergency department at the John Radcliffe Hospital.

All medication brought into school must be handed to the duty staff who will be responsible for its safekeeping and administration at the prescribed times.

Our medical policies are available from the school office on request or on the school website.

### **Allergy and Anaphylaxis Management Policy Overview**

Wychwood School is committed to a whole school approach to the health care and management of those members of the school community suffering from specific allergies. The school's position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for an effective response to possible emergencies.

The school is committed to proactive risk allergy management through:

- The encouragement of self-responsibility and learned avoidance strategies amongst children suffering from allergies.
- Provision of a staff awareness programme on anaphylaxis.
- The establishment and documentation of a comprehensive management plan where needed.
- The establishment of specific risk exposure minimisation practices and strategies wherever required
- Close liaison with parents of children who suffer allergies.

This management approach is congruent with contemporary specialist medical advice, and the School believes educating children to self-manage their condition is a skill attuned to their 'real world' situation.

At every meal, one of the catering staff on duty has received allergy training and can advise pupils accordingly.

### Definitions

- **Allergy** - A condition in which the body has an exaggerated response to a substance (e.g. food or drug). Also known as hypersensitivity.
- **Allergen** - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
- **Anaphylaxis** - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.
- **EpiPen** - Brand name for a syringe style device containing the drug adrenaline which is ready for immediate intramuscular administration.
- **Minimised Risk Environment** - An environment where risk management practices have minimised the risk of (allergen) exposure to a reasonable level. Not an allergen free environment.
- **Anaphylaxis Health Care Plan** - A detailed document outlining an individual pupil's condition, treatment, and action plan for location of EpiPen.
- **Management System** - A record system managed by the person in charge which describes the individual pupil medical care plans and the particular members of staff who will need to be trained and informed of these plans.

### Individual Health Care Plan

Parents of pupils should advise the school in advance of the specific allergy and request that an **Individual Health Care Plan** (IHCP) is completed so as to ensure that the management, treatment and care of the pupil is documented.

### Sex and Relationships Education

Schools, in general, have a responsibility to provide sex and relationships education as part of the secondary curriculum. This requirement is normally fulfilled jointly by staff in the science department (especially those teaching biology) and by staff co-ordinating personal, social, health and economic education lessons. Parents have the right to withdraw their children from those aspects of sex and relationships education which are not covered by the syllabus forming part of the National Curriculum (e.g. GCSE syllabuses).

From 1<sup>st</sup> August 1994, aspects of HIV and AIDS, other sexually transmitted diseases and human sexual behaviour, which are not deemed to be biological aspects, are not now incorporated into the science syllabuses. Maintained schools are required to teach these non-biological issues under personal, social, health and economic education. Parents can thus exercise their right to withdraw their children from a greater part of the overall sex education programme.

The staff at Wychwood would like to retain a more integrated approach, where they feel they can, if the circumstances are appropriate, discuss responsible attitudes to sexual behaviour at the time the biological aspects of sex are taught, and whenever the topics arise naturally. Even with this arrangement, it is perfectly possible for us to respect your wishes should you prefer to withdraw your child from these lessons. The staff would organise their lessons so that biological and non-biological issues are dealt with on separate occasions, thus facilitating the withdrawal of a child without attracting attention.

## Important School Rules

**Leaving the school premises without permission:** Permission must be obtained from the Head or either of the Deputy Heads for a pupil to leave the school premises or to be absent during school hours. In boarding times, arrangements written in the permissions book must be adhered to so that the duty staff know of the whereabouts of all pupils at all times. During school hours pupils are expected to be in school. Being elsewhere without permission will be treated as a breach of this rule.

**The school will not condone any illegal action or one which endangers others, for example:**

- **Theft:** The school has a Searching Policy in case of the loss of items. Shoplifting is against the law.
- **Smoking:** The school is a non-smoking establishment. Cigarettes, e-cigarettes, lighters or matches must not be brought in school. The law does not permit smoking or vaping in public places such as the school buildings or grounds. Pupils are not permitted to smoke or vape out of school.
- **Alcohol:** Alcohol must not be brought into school or consumed on or off school premises except in the context of legitimate entertainment with an adult staff presence such as a meal.
- **Drugs:** Illegal substances or 'legal highs' must not be brought into school or used on the premises or off the premises.
- **Internet:** No pupil may abuse the internet, email or computer facilities provided by the school. Adherence to the Pupil ICT Network, Internet and Mobile Phone Acceptable Use Policy is expected at all times and in all places. Parents and pupils will have to sign a new agreement at the beginning of **each** academic year.

**All rules affect the safety of the individual and of others in the community.**

A pupil may be suspended and/or permanently excluded for breach of school rules. In the event that an overseas boarder is suspended for a period of time and cannot return home, they must go to their guardian.

These rules are also printed in planners supplied to the pupils and announced and explained at the start of each term to the school by the Head. It is hoped that the principles behind these rules will apply equally in and out of school. In cases of infringement of these rules, the Head will not condone any illegal or harmful action but will endeavour to support personally any pupil or family in such situations.

## School Attendance

At Wychwood we require formal notification when pupils are absent for any reason. Authorised absence may include illness, work experience, field trips or other educational outings.

Parents should send a letter or email well in advance to the Head requesting leave for a specific occasion or to the form teachers for appointments. They should notify the school office of illness by a telephone call or email. If no initial message is sent, an absence note must be brought to school on the pupil's return.

Pupils, or their parents, should telephone the school office in case of delays in getting to school or in collecting a pupil. The registers close at 9.00am and 2.15pm, after which time

any unaccounted absences will be followed up by office staff by contacting parents or guardians.

The telephone number for absences is **01865 517 111**. The email is [attendance@wychwoodschool.org](mailto:attendance@wychwoodschool.org)

**Pupils should not leave early at the end of term or for half terms.**

## **School Council Regulations**

The School Council, which meets weekly, oversees the daily rules and regulations and the smooth running of the school community.

### **Alphas**

Alphas are awarded when a pupil has produced a piece of academic work of a standard above and beyond their own normal level. They reward improved achievement and the underlying effort involved.

### **Majors**

Our system of majors is intended to encourage pupils to develop an organised, self-disciplined approach to their work, and consideration for others in the school. Pupils are given majors as specified on the list below, and a total of three majors in a week incurs a lunchtime detention (a Major P).

We are particularly concerned that disorganisation or negligence should not hinder the pupils' progress and achievement. We will inform you if your child is accumulating too many majors. A half-term total of 6 majors for juniors, 5 for UTs and 4 for those on GCSE or A Level courses will result in a Saturday 'major punishment', when the pupil must do work for two hours in school to catch up in subjects where prep has been neglected (a Major Major P).

### **Academic Majors (A Majors)**

- Not doing prep or corrections (prep)
- Not handing in prep on time (prep)
- Being late for, missing, or not being equipped for a lesson (lessons)
- Being out of prep, late for prep or disturbing prep, including daytime prep periods (times & places)
- Confiscated property (confiscation)

### **Behavioural Majors (B Majors)**

- Not doing tidiness (tidiness)
- Leaving books or belongings which are confiscated (confiscation)
- Borrowing uniform or equipment (uniform)
- Being in the boarding area in the morning or in the sick room without permission (times & places)
- Being late for assembly or registration twice in a week (times & places)
- Not reporting in or out of school (reporting)
- Missing meals (meals)
- Chewing gum is banned at all times in school (chewing)
- Not being dressed appropriately in uniform; only one pair of stud earrings may be worn (uniform)

### **Returns**

Returns are rarely given, and only in circumstances where a specific piece of work has been so carelessly done that it falls far below the standard which an individual pupil

should be achieving. The work must be repeated in formal conditions during prep time or over a weekend.

### **Metas**

Metas are given for breaking boarding house rules such as talking or making a disturbance after 10.00pm, when the bedroom area is quiet. Other examples include persistent untidiness, incorrect uniform etc. A meta involves the pupil having to report 15 minutes early for bed, either on a week night, or, on subsequent occasions, on a Sunday night. Any pupil who disturbs others' sleep may be sent to do their meta in the sick room. Metas are cumulative and supervised by the boarding house staff.

### **Educational School Trips / Visits**

From time to time we take the pupils on educational outings during the school day. Such outings are always opportunities for pupils to broaden their educational experience and to learn something new outside the classroom. We may wish to take them to a play, museum, exhibition, conference, lecture, laboratory or any number of interesting places or events.

Whilst all reasonable care will be taken for their safety, neither the school nor the staff can be held responsible for accident or injury to your child arising from circumstances beyond their control.

In order to make the organisation of such outings simpler for both us and you, we ask parents to complete an overarching Annual Parent / Guardian Day Trip Consent Form. As far as possible we will put dates for trips in the termly calendar and this will give you a good idea in advance of the interesting opportunities available to your child.

**Please note that unless stated otherwise, such outings and visits will be compulsory for the nominated class.**

**Where day pupils are staying overnight they should bring appropriate clothing and washing kit with them, particularly a dressing gown and slippers in case of a night fire practice.**

### **Electrical Equipment**

It is a legal requirement that all portable electrical equipment owned by the school is tested for electrical safety on a regular basis.

Laptops / tablets / smartphones / cameras etc. may be brought into school, but please note that all issues of security and insurance must be addressed by the parents and the pupil. We cannot be responsible for the loss of, or damage to, such items. It is essential that the school is aware of which pupils have a laptop in school - please notify their form teacher and ensure all such items are adequately insured. If such items are brought into school then they must be stored in a locked locker.

At the moment we encourage pupils to use the school's computers rather than their own. (The Pupil ICT Agreement applies to the pupil's use of both school, their own and others' computers, laptops, tablets and other internet-enabled devices).

**Mobile Phones** - We operate a 'See it, Hear it, Take it' policy during school hours, including prep and meals. If pupils cause disturbance with phones or use them at inappropriate times, these items will be confiscated and eventually we will ask that they are not brought back to school. Pupils are allowed to check their phones at afternoon registration to see if there have been any changes to their after school logistics, subject to permission of their form teacher.

## Aims and Principles of Boarding

Wychwood is, and has been for over a hundred years, a day and boarding school. Our aim is to provide 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 making of mistakes 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 made safely and pupils can grow in good judgement, tolerance, moral awareness and sensitivity towards others.

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 pupils, especially in a school in a city. We hope that our rules establish routines which ensure the pupils' safety and the security of the buildings at all times, but are also flexible enough to allow the pupils to take advantage of the benefits of living in Oxford. Thus, in the many areas involving the pupils' increasing freedom as they grow older, we try to make decisions similar to those of a sensible parent with a child growing up in Oxford.

In senior forms, common rooms and facilities are shared by boarders and day pupils alike and no distinctions are made during the school day except that day pupils are asked to respect the boarders' privacy by not going upstairs into the bedroom areas. Friendships between boarders and day pupils develop naturally and there is no social division within the forms. Many day pupils stay for prep during the week and may, come in for Saturday prep or Sunday workshops at their or their teachers' request especially at times of coursework.

Day pupils and weekly boarders are welcome to join in weekend outings and activities if arranged with the boarding house staff in advance and if there is sufficient space to do this. In these situations, all pupils follow the rules laid down for full boarders.

### Boarding Contact Details:

8.00am - 6.00pm	Main School Telephone:	01865 557 976
6.00pm - 8.00am	Boarding House Staff mobile	07983 096 641
6.00pm - 8.00am	Boarding House Staff mobile	07983 096 536

Email: [permissions@wychwoodschoo.org](mailto:permissions@wychwoodschoo.org)





**WYCHWOOD**

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