



WYCHWOOD

SCHOOL • OXFORD

Boarding Handbook

2025 -26



Welcome to Wychwood

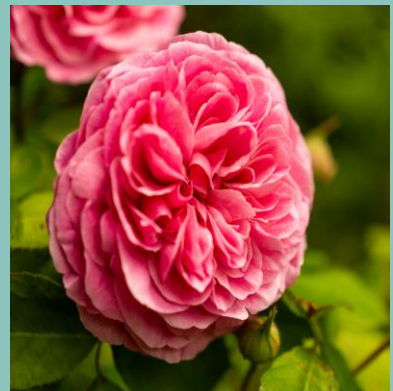
Wychwood School provides our boarders with a secure, safe and happy community where they can learn effectively and enjoy relaxed social times with their friends, feeling that they are cared for but allowed the personal freedom to grow, mature and develop as individuals. A natural part of the process of maturing is by learning from mistakes made in social areas and in response to rules and guidelines. We hope that our boarding community is a place where such mistakes can be safely made so that pupils 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 our boarding school, good relationships at all levels and ages are of paramount importance. Our guidelines always ensure our boarders' safety and the security of the buildings, but they are also flexible enough to allow them to take advantage of the benefits of living in our vibrant city of Oxford. We also increase our boarders' freedom as they grow older, and we try to make decisions similar to those of a sensible parent with a child growing up in Oxford.



At Wychwood, we aim to:

- Apply a holistic approach which ensures that we give special attention to the physical, academic, social and spiritual needs to each individual boarder.
- Recognise the benefits of our multi-cultural community, nurturing an understanding and respect for people of all races, faiths and nationalities.
- Create a warm and caring environment where pupils and staff can communicate with confidence knowing that everyone will be treated and valued as an individual.
- Foster an atmosphere where acceptance, honesty and trust are at the heart of the boarding house; that every boarder should have the right to security, to work, play and relax.
- Take account of our boarders' views when considering the operation and development of boarding at Wychwood.
- Balance academic studies with an extra-curricular programme for sports and view 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 balances opportunities to share, with an appropriate level of privacy.
- Nurture 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.
- Provide opportunities for the development of leadership qualities and self-responsibility such as appointing older boarders with roles of responsibility within the boarding house.
- Work in close-and open partnership with parents and guardians in order to promote the welfare of each pupil.



To achieve our aims, we provide:

- Experienced pastoral staff within the boarding house including Resident House Parents and Pastoral Tutors.
- A wide range of extra-curricular weekend activities, where boarders can take advantage of the school's location in the city of Oxford and its proximity to London which embrace sport, the arts and culture.
- Clear, effective policies and procedures for all academic and pastoral matters, health and safety and safeguarding.
- A wide range of opportunities for boarders to adopt leadership roles at all levels within the school and boarding house.
- An age-appropriate and homely environment for our boarders.
- Effective communication systems so that there is always regular contact with parents, guardians and friends.
- Medical and welfare support teams.
- Quality catering services for all meals of the day.

Who is Who in Boarding?

Key Boarding House Staff: **Houseparent:** Miss Mialkowski
Boarding Tutor: Mr. Lamb



Terminology

Year 7 - Remove

Year 8 - Inters

Year 9 - LTs

Year 10 - UTs

Year 11 - Shell

Sixth Form - Years 12 & 13

Year 12 - Study I

Year 13 - Study II

Term Times

Michaelmas Term: September - December

Hilary Term: January - March

Trinity Term: April - July

Permissions

Permissions is the term given to noting the activities the boarders choose to do in their leisure time. It also doubles as the nickname for **permissions@wychwoodschool.org** which is the email address that all parents and guardians use to confirm arrangements with the school.

Daily Routines

Day

| | |
|-----------------|---------------------------------|
| 7.30am: | Wake up |
| 7.50am: | Breakfast |
| 8.15am: | Tidy bedroom and organise books |
| 8.30am: | Class register |
| 8.40am: | Assembly |
| 9.00am: | Lessons |
| 10.50am: | Break |
| 11.10am: | Lessons |
| 1.00pm: | Lunch |
| 1.50pm: | Class register |
| 2.00 pm: | Lessons |
| 3.50 pm: | End of school & tea |

After School

| | |
|-----------------|--|
| 4.15 pm: | Prep & Clubs |
| 6.00pm: | Prep & Clubs end |
| 6.00pm: | Supper |
| 6.30pm: | Quiet time & boarders' prep for Remove - Shell |
| 7pm: | Free time |
| 9:30pm: | Lights out for Years 7&8 (Remove and Inters) |
| 10.00pm: | Lights out for Years 9, 10 & 11 (LTs, UTs & Shell) |
| 11.00pm: | Lights out for Years 12& 13 (Study) |



Evening Routines

Reporting times

Bedtime reporting is age dependent.

On reporting, the boarders in years 7-11 (Remove-Shell) are expected to be ready for bed (teeth brushed, showered and pyjamas on!) and also ready to hand in their phone to the houseparent on duty.

Years 12 & 13(Study) are also expected to report but do not need to hand in their phones. Reporting happens in age group order:

| | |
|--|-------------------------------|
| Year 7/Remove | 9.00pm - lights off 9.30pm |
| Year 8/Inters | 9.15pm - lights off 9.30pm |
| Year 9/LTs | 9.30pm - lights off 10.00pm |
| Year 10 & 11/UTs and Shell | 9.45pm - lights off 10.00pm |
| Year 12 & 13/Study I & II | 10.00pm - lights off 11.00 pm |

(Year 13/Study II may visit each other's rooms until 10.30pm. Please note: boys and girls are not allowed in each other's rooms)

At weekends, all boarders are still expected to report, but do not need to hand in their phones

Curfew Timings

During the evenings, boarders can access a range of classrooms, the hall, and onsite facilities. Boarders may access these facilities in twos and threes up until Year 11 (Shell), where they can use these facilities independently. They do have curfew timings, where they will need to be back in the main building by a certain time of the evening. These timings are:

Year 7 & 8 (Remove & Inters) - 8.00pm

Year 9 (LTs) - 8.30pm

Year 10 (UTs) - 8.45pm

Year 11(Shell) - 9.00pm



The Weekend Routine

Fridays

| | |
|------------------|---|
| 4.00pm: | Weekly boarders go home |
| 4.15pm: | Prep |
| 4-6.00pm: | Weekend Permissions for Years 12 & 13 (Study) |
| 6.30pm: | Weekend Permissions for Years 7-11 (Remove - Shell) |

Saturdays

| | |
|-----------------|--------------|
| 10.00am: | Breakfast |
| 10.30am: | Prep |
| 11.30am: | Break |
| 12.30pm: | Lunch |
| 1.00pm: | Leisure time |
| 6.00pm: | Supper |
| 10.00pm: | Lights out |

Sundays

| | |
|------------------------|---|
| 10am: | Breakfast |
| 12.30pm: | Lunch |
| 1.00pm: | Leisure time |
| 6.00pm: | Supper |
| 7.30-8.00pm: | Weekly boarders return (Permission can be requested for a later return) |
| 8.15pm: | Whole house meeting with hot chocolate/milkshake |
| 9.30pm onwards: | Lights out for Years 7&8 (Inters & Remove) |
| 10.00pm: | Lights out for Years 9, 10 & 11 (LTs, UTs and Shell) |
| 11.00pm: | Lights out for Years 12 & 13 (Study) |

Weekend Activities

Each weekend, various teachers come into school to lead social or cultural activities. 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.

There are always many events celebrating the arts in Oxford and surrounding areas.

There are longer trips throughout the term; examples include places such as Thorpe Park and London. These are optional with one or two trips being compulsory during the year. The cost of the trips are put on the individual's school bill at the end of term. Remember to bring pocket money for personal expenses!

Day pupils 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.

Evening Activities

Every week, all boarders have the chance to get involved in gym sessions, dog walks and creative activities after dinner. Each term, one year group has the opportunity to plan a boarding activity during a weekday evening.

Games, pampering evenings, quizzes, and movie nights consist of the range of activities on offer for all year groups. Older boarders can also access the fitness suite and there is plenty of opportunity for them to join in clubs and events outside of school. Our boarders are also invited to go out for a termly meal with the house parent; each term it is a different year group.

Porch kitchen

The boarders' kitchen (Porch) is a very vibrant place, where our boarders are able to safely use the kitchen facilities.

Years 7 & 8 (Remove & Inters): May use the toaster and kettle only and they are supervised by house staff at all times. They may use the kitchen appliances up until their year group curfew time.

- Years 9 & 10 (LTs & UTs): May use the toaster and kettle until their year group curfew time.
- Year 11 (Shell) : May use the hot plate at various times during day and evening in addition to kitchen appliances up until curfew time.
- Years 12 & 13 (Study): May use the hot plate at various times during day and evening and may use the kitchen appliances up until 10pm.





Appointments

If a boarder has to leave the school grounds for any reason (dentist, doctor etc.) during the school day or in the afternoon or evening, then an email giving permission and providing an explanation is required from parents or guardians. Our boarders then sign out when leaving the school premises and sign back in again on their return to school.

Daily Meals

Breakfast

Breakfast consists of a selection of cereals, fruit and breads with a different hot breakfast option each day in addition to tea, coffee, milk, hot chocolate and juices.

Morning Break

There is a different snack each day and it is usually home baked.

Lunch

Lunch consists of a hot meat dish with vegetables, a hot vegetarian option, soup, bread and a range of salads. Desserts vary from day to day.

Tea Break

After school snack varies from day to day but is designed to bridge the gap before supper for boarders and those pupils staying after school for activities or prep.

Dinner

A choice of 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.

Evening Snacks

The boarders choose their snacks by having regular discussions in boarding meetings. The houseparent then orders this food each fortnight and the snack is spread across the week. Popular choices consist of fresh fruits, bread sticks and dips.

Dietary Requirements

Our catering team always comply with any requests and special dietary needs that boarders may have.

Cultural Food

Our boarders from overseas are encouraged to share their own cultural heritage with our 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 the evenings often have 'themed' foods and activities from overseas boarders' home countries. Termly lunches are based on the cuisine of a country - most recently Spain, Poland, China and Thailand.

Snacks

Our boarders may keep dry snacks carefully stored in their bedroom areas. The younger boarders are taken out by one of the Boarding House Staff on duty one evening each week to the local grocery shop to buy replenishments for their snack stock.

Weekly Snack

There is always a weekly snack provided by the boarding team. This varies from fruit, cookies and sweet food to savoury.

Takeaways

Our boarders may order takeaways from various takeaway restaurants in the area on Sunday evenings with permission from the Boarding House Staff. The boarding house has a small kitchen, where our boarders may store and prepare food for themselves between main meals.



Beyond Boarding

There is so much to see and do in the city of Oxford and Oxfordshire, whether it be culture, leisure or nature. Our boarders can involve themselves in so much that is happening in the local area. Wychwood School is a great central location to learn how to take transport correctly, shop for themselves and grow up learning independence. Our boarding and teaching staff supervise various trips and activities in close locations, giving our boarders room to grow and learn in the area around them.

Medical

If any of our boarders are feeling ill or need first aid, the Boarding House Staff can give them our full attention. We have a first aid rota that ensures a member of school staff is always on duty. We have a small amount of medication which we can provide. This includes:

- Paracetamol
- Throat Sweets
- Burn Cream
- Antiseptic wipes
- Bite and sting cream
- Hypo-allergenic plasters
- First aid kits (with all dressings and accessories)
- We have 2 spare epi-pens and 2 spare universal inhalers kept on site at all times.

We can also provide ibuprofen / antihistamine. To provide this, parents need to put in writing the reason for its use or a medical professional's advice (from 111 or GP). When our boarders need to rest due to sickness, we can give our boarders the following attention:

- Years 7-11 (Remove - Shell): go to the Sick Bay, which is an isolated bedroom.
- Years 12 & 13 (Study I & II): go to their own rooms and can place a yellow slip on their door. These are available from the Boarding House Staff

If our boarders suffer from an illness that is more serious and requires 24 hour nursing then they will be sent home or to their guardian to be cared for.

Prescribed Medication

If our boarders take prescribed medication, this will be kept safely locked in our boarding house medical cabinet. The Boarding House Staff can dispense this when it is needed throughout the school day and during boarding hours.

This will need to be confirmed by a parent in writing and include the following:

- Name of medication
- Reason for taking it
- Instructions for taking it
- The medication has to be labelled with the pupil's name.
- Instructions need to come with the box
- Prescription label attached if possible



Sick Bay

- There is a walkie talkie from Sick Bay to the office for sick boarders to call when they need anything.
- The occupant will be monitored hourly by Boarding House Staff & office staff on duty. Meals are brought at designated meal times and drinking water is kept in the room.
- Medication will be given as and when required by the Boarding House Staff.

GP Appointments for Boarders

Banbury Road Medical Centre (BRMC)

BRMC provides a medical service to Wychwood School boarders. The system works as follows:

Appointments should preferably be booked via reception.brmc@nhs.net or 01865 515 731 by the Boarding House Staff. Boarders in Years 12 and 13(Study) may make their own appointments and are encouraged to inform the Boarding House Staff of the necessity of the appointment. All full boarders are signed up to this medical centre.

Juniors can be escorted to the medical centre for their appointment by our Boarding House Staff and if they wish, staff will accompany them during the appointment with the nurse or doctor too.

If any pupil is too poorly to walk to the medical centre, then a doctor would, under these circumstances, come and visit them at Wychwood. All boarders are given contact details for the medical practice.

Other Appointments

The boarders are not automatically signed up with a dental practice but if required, they will be signed up with Studental (NHS) and an appointment made. Should a boarder require to see an optician, there are several close by to which from.

The boarders are encouraged to tell the Boarding House Staff about any medical problem they are experiencing, even if it is not necessary for a doctor's appointment to be made. Boarders will be helped to book and attend other appointments, such as dental, optometric, CAMHS, physiotherapeutic or other specialist appointments as required, by the Boarding House Staff.

Valuables

All pocket money, passports and similar items should be handed in to the Boarding House Staff for safe keeping. We cannot be responsible for the loss of valuables if they are not secured.

Boarders should have a lockable box or case where they can keep other valuables.

Technological Devices

Laptops and Tablets: All boarders may bring a laptop or tablet to school and will be given access to the school's secure Wi-Fi.

Mobile Phones: All boarders may bring a mobile phone to school and are permitted to have them during the day as long as they are switched off during official school time and they are in their bags or blazer pocket.

Device Hand In: Boarders in Year 7/Remove to Year 11/Shell hand in their phones and all other devices at reporting for bed-time during the week. They will be kept in a cupboard overnight and collected at breakfast time the next morning. Boarders 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 Boarding House Staff. Failure to abide by the rules will result in the phone being confiscated for a certain period. All electronic devices should be named and insured.

Pocket Money: Boarders are encouraged to have a bank account from which money may be withdrawn at weekends. Alternatively, they may deposit cash with the school for safekeeping and withdraw amounts as necessary through the Boarding House Staff. The school will not accept responsibility for any loose cash. Sums of money greater than £10 must be handed in to the Boarding House Staff for safekeeping.

Bedroom Tidiness and Laundry

Years 7 -10 (Remove to UTs) accrue marks for their bedroom tidiness. The score charts are displayed in each bedroom. This is marked at the beginning of each school day.

The Boarding House Staff mark a check list out of 6 which includes:

- Floors and surfaces cleared
- Curtains opened
- Beds made
- Folded clothes in wardrobes
- Electrical equipment and lights switched off
- Litter in the bin

Where a bedroom scores under 4, boarders are asked to tidy it together during their free time in the evening. If it is a consistent individual, then they are expected to tidy their area during this time. Each half term, those with the highest tidiness scores get rewarded with a takeaway of their choice.

Years 11 -13 (Shell & Study I and II) are expected to keep their bedrooms tidy without a score chart. They will still be asked to tidy their rooms if necessary.

Bed linen and towels are changed once a week. Years 7-11 (Remove to Shell) will take their bed linen to our Housekeeping team on Tuesday mornings before breakfast. Years 12 & 13 (Study) will take their bed linen to our Housekeeping team on Wednesday mornings before breakfast.

Personal laundry is done weekly for Years 7&8 (Remove & Inters) by the Housekeeping team if they wish. Years 9-13 (LTs to Study II) boarders may use the washing machines and tumble dryer in the basement. There is an iron and an ironing board available, and this is kept in the Porch boarding kitchen.

House meetings

Our boarders are encouraged to share their opinions and bring their ideas and questions to the boarding house meeting. On Sunday evenings, our boarders have a whole house meeting with hot chocolate/milkshake. This is a great way to bring everyone together and welcome back the weekly boarders. The Houseparent will provide various reminders and notices for the upcoming week, giving our boarders the opportunity to prepare for the week ahead.

Smaller house meetings happen between 6.30pm and 7pm in year group order throughout the week and fortnightly. They are led by our Head of house & Deputy head of house, who then report back to school council.

House Duties

Every boarder is given a role to help keep the house clean and tidy. Our boarders are involved in a whole-house rota system, and they are expected to take part in a duty once a week.

Usually, the Juniors (Years 7-10) are involved in keeping the main dining room tidy after dinner. Years 11 -13 are involved in looking after Porch Kitchen or the common room, ensuring that people are tidying up after themselves and that all remains tidy and clean. We encourage boarders to report any untidiness to the house staff, who can help them stay on top of cleanliness.





Roles & Responsibilities

Head of House Job Description

The Head of the Boarding House is a position of responsibility, which is given to a different boarder each term. The most essential aspect of this role is to ensure that a good spirit within the house is established and maintained. Hard work and dedication, as well as confidence and flexibility are the skills acquired during the role. Head of House is responsible to the Boarding House Staff and supports them at key house events.

Personal Qualities required:

- Positive leadership skills
- Good organisation and time-management skills
- To be a role model in terms of attitude, work-ethic, manners and appearance to both their peer group and junior members of the house
- Provide inspiration and motivation to all pupils in their house
- Be an ambassador for Wychwood School at all times
- Have a strong work ethic
- Have a supportive & respectful manner towards house members, the whole-school community and staff
- To ensure fairness and equal opportunities for all
- Show initiative, imagination and enthusiasm

Head of House is expected to:

- Work closely with the Deputy Head of House and support them
- Regularly run a house meeting, with the Deputy Head of House, suitable for the whole house
- Regularly run smaller group meetings with various year groups, reporting back minutes to school council.
- Identify boarders worthy of particular commendation to the Boarding House Staff
- Identify any boarders who should be placed in The Book to the Boarding House Staff
- Report any behavioural problems of pupils in the house to the Boarding House Staff
- Help organise and plan competitions and events throughout the year
- Help supervise house activities
- Organise the participation of boarders during termly events
- Liaise with the Boarding House Staff regarding Head of House for subsequent terms
- Organise a termly house party for the rest of the boarders; including food, decoration, invitations and activities.



Deputy Head of House Job Description

The Deputy Head of the Boarding House is also chosen termly. The most essential aspect of this role is to ensure that a good spirit within the house is established and maintained.

Personal Qualities required:

- Positive leadership skills
- Good organisation and time-management skills
- To be a role model in terms of attitude, work-ethic, manners and appearance
- Provide inspiration and motivation to all pupils in their house
- Be an ambassador for Wychwood School at all times
- Have a supportive & respectful manner towards house members, the whole-school community and staff
- To ensure fairness and equal opportunities for all
- Show initiative, imagination and enthusiasm

Deputy Head of House is expected to:

- Attend house meetings
- Take brief notes of every House Meeting of the topics discussed and any resulting action
- To work closely with the Head of House and support them in their role
- Identify boarders worthy of particular commendation to the Head of House
- Identify any boarders who should be placed in The Book to the Head of House
- Report any behavioural problems of pupils in the house to the Head of House
- Help organise and plan competitions and events throughout the year
- Help supervise house activities
- Organise the participation of her house in termly events
- Liaise and organise with the other deputy head of house a termly house party for the rest of the boarders; including food, decoration, invitations and activities



Wellbeing

Who can boarders talk to?

There are various Wychwood staff that boarders can talk to for advice and wellbeing. Wychwood Staff are always willing to help. A problem shared is a problem halved.

- Boarding House Staff
- Resident Tutors
- Form Tutors
- Progress Tutors
- Subject Teachers
- Our Local Counsellor
- Our Independent Listener

Our Local Counsellor is Sophie Phipps. Her details are: s.phipps@ef.com

Details of our current independent listener are displayed in the boarding house.

Our independent listener is someone that is not related to school or boarding but can lend a listening ear as someone to talk to.





Emergencies

In case of an emergency in boarding times: Weekdays (4pm - 8.30am) and Weekends (24 hours a day), pupils should immediately contact a member of the Boarding House Staff.

The Boarding House Duty mobile phone number is given to all boarders when they arrive and they should have it stored in their phones. This is used during Weekdays (4pm - 8.30am) and Weekends (24 hours a day),

In case of an emergency during the school day, pupils should immediately contact the nearest member of staff, who will direct them to the school office staff or house staff on duty.

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:

- The Boarding House Staff will call the emergency services for advice
- The Boarding House Staff will call the member of Senior Leadership Group (SLG) on duty and the Head to inform them of the incident and to discuss further actions that may need to be taken
- If it is deemed necessary, all boarding staff and boarders will assemble in the boarding house, 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 issues the Boarding House Staff will call 999

In the event of an emergency involving injury of boarders:

Emergency 999 will be called and the Head and member of SLG contacted. Either the Head, a member of SLG or the Boarding House Staff will contact the parent or guardian of the boarder(s) in conjunction with representatives of the emergency services.

Punctuality & Behaviour

We hope to instill and encourage high standards of both behaviour and punctuality by setting high expectations in the boarding house.

- All boarders are expected to follow guidelines and rules on punctuality and behaviour to keep themselves and everyone around them safe. This shows a form of respect for each other and the boarding community. Those proven to disrespect the rules, will be spoken to by house staff. Opportunities for reflection and help to understand why we have certain rules in place is always our first step and further sanctions may follow. Looking beyond the issue and into the future, house staff will work with our boarders to look at ways to re-establish a trusting relationship that respects their boarding community.
- Continued disrespect of others and the boarding rules is reported to the Head, who will meet with the boarder and agree the most appropriate action or sanction.

Packing List for Boarding

Clothing:

- An adequate supply of underclothing must be provided
- 1 x dressing gown
- 3 x pyjamas
- 1 x bedroom slippers

Toiletries:

- 2 x bath towels
- 2 x hand towels
- Toiletries bag (sponge/flannel, shampoo, conditioner, soap, deodorant, toothbrush and toothpaste, brush/comb, moisturiser, etc)

Bedroom area:

- Pictures and photographs of family, friends and decorations for your own individual pin board. The pin board is already provided in your bedroom.
- 1 x single size duvet
- 1 x pillow is provided by the school but pupils may wish to bring their own
- 2 x duvet covers and pillowcases (bottom fitted sheet is provided by the school)
- 1 small lockable box for valuables
- 1 x lockable hand luggage (in which to keep larger items such as cameras and handbags)

For Years 7-11 (Remove to Shell) :

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





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