

***WADDESDON CHURCH OF  
ENGLAND SCHOOL***

***PARENT HANDBOOK***

***2022-2023***

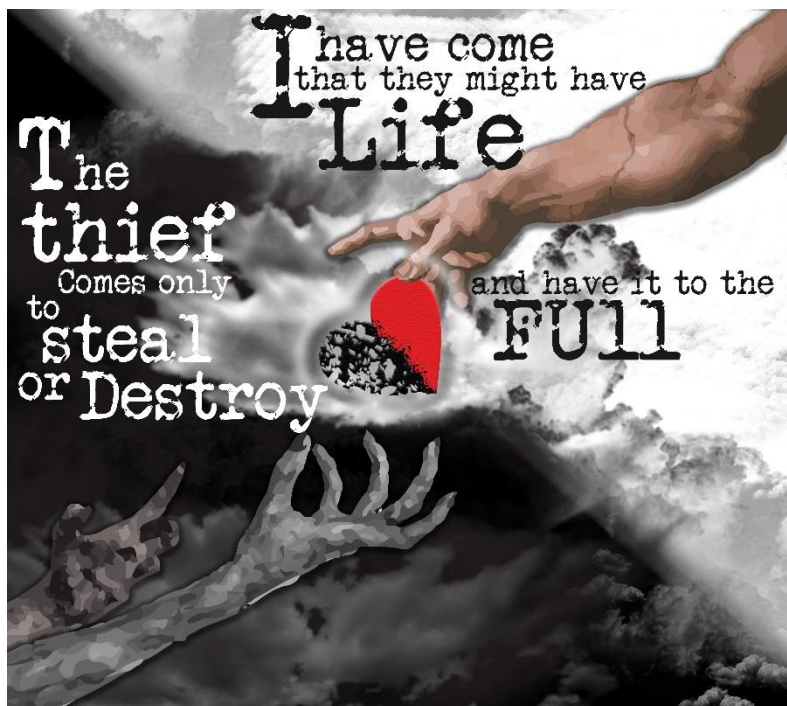
# Core values and principles

We believe that the purpose of education is to enable all people to flourish individually and collectively so that they live a life of value. As a community, we strive to achieve these aims, believing genuinely and unequivocally in the capacity and potential of every child.

Our ethos is rooted and grounded in the Christian values of love, compassion, kindness and inclusion which foster dignity and respect for all. Students tell us that they feel safe at Waddesdon School. Self-confidence, self-belief and agency are nurtured through praise, encouragement, acknowledgement of success and celebration of achievement.

Our vibrant and positive culture enables our students to fulfil their potential as self-disciplined, responsible and productive citizens who are proud to claim that they are a part of the Waddesdon tradition, the 'Waddesdon Way'.

Standards and expectations are high and learning is developed through a broad range of engaging and rich educational opportunities. We are a dedicated and motivated community which enables our students to work hard and achieve highly. However, our school cannot simply be measured by our outstanding outcomes alone; it is also measured by the development and character of our young people.



*"I have come that they may have life, and have it to the full."*

*John 10:10*

## **Student Prayer**

Heavenly Father,  
As our days at Waddesdon begin,  
Guide us when we are young  
And find us when we are lost.

Support us through exam pressures  
And help us make the right decisions.  
Smile with us when we achieve  
And comfort us when we don't.

Motivate us to fulfil our dreams,  
And encourage us to succeed.  
Help us to respect others  
But also to respect ourselves.

And when our days here at Waddesdon end,  
Give us the strength to say goodbye.  
Help us to learn to live  
And to live to learn.

Amen

*By Helen Cross and Tabitha Paul*

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**PARENT HANDBOOK  
2022-2023**

The Waddesdon Parent Handbook contains a wide range of information about the school which we hope parents and students will find useful. Please keep it safe and easily accessible.

If you have any worries or concerns about your son/daughter's progress or well-being, please do not hesitate to contact your child's Form Tutor or Head of Year immediately (01296 651382).

**If your contact details change i.e. telephone, email or address, please notify the school office.**

**NORMAL SCHOOL DAY**

The school day consists of five periods. A bell indicates the times between lessons.

Registration	08.30	-	08.35
Assembly	08.40	-	08.55
Period 1	09.00	-	10.00
Period 2	10.05	-	11.05
Lunch	11.05	-	11.45
Period 3	11.45	-	12.45
Period 4	12.50	-	01.50
Break time	01.50	-	02.10
Period 5	02.10	-	03.10

**CONTACTING THE SCHOOL**

[office@waddesdonschool.com](mailto:office@waddesdonschool.com)

Please use this email address for contacting Form Tutors/  
Heads of Year

[absence@waddesdonschool.com](mailto:absence@waddesdonschool.com)

Please use this email address for all notifications of  
absence (appointments and illness)

[medical@waddesdonschool.com](mailto:medical@waddesdonschool.com)

Please use this email address for any medical  
forms/queries or to contact the first aid officer

**OFFICE OPENING TIMES**

During term time: Monday to Thursday 8.00am – 4.00pm, Fridays 8.30am - 4.30pm. During school holidays: Between 9.00am and 1.00pm.

**Urgent messages for students should be made to the school office before 1.00pm except in exceptional circumstances.**

Any queries outside these hours may be left on the answer-phone and will be dealt with as soon as possible.

## TERM DATES 2022/2023

### **Autumn Term 2022**

School Opens for Years 7 & 12  
School Opens for all students  
School Closed  
School Closes for Half-Term  
School Re-Opens  
School Closes for Christmas

Thursday 25<sup>th</sup> & Friday 26<sup>th</sup> August  
Friday 2<sup>nd</sup> September  
Monday 5<sup>th</sup> September  
Tuesday 6<sup>th</sup> September  
Wednesday 7<sup>th</sup> September  
Wednesday 28<sup>th</sup> September  
Friday 21<sup>st</sup> October  
Monday 31<sup>st</sup> October  
Tuesday 20<sup>th</sup> December (1pm)

Year 12 Enrolment  
Staff Training  
Staff Training

Staff Appraisal

### **Spring Term 2023**

School Opens  
School Closes for Half-Term  
School Re-Opens  
School Closes for Easter

Wednesday 4<sup>th</sup> January  
Thursday 5<sup>th</sup> January  
Friday 10<sup>th</sup> February  
Monday 20<sup>th</sup> February  
Friday 31<sup>st</sup> March

Staff Training

### **Summer Term 2023**

School Opens  
School Closed  
School Closes for Half-Term  
  
School Re-Opens  
School Closes for Summer

Monday 17<sup>th</sup> April  
Tuesday 18<sup>th</sup> April  
Monday 1<sup>st</sup> May  
Friday 26<sup>th</sup> May  
Monday 5<sup>th</sup> June  
Tuesday 6<sup>th</sup> June  
Friday 21<sup>st</sup> July (1pm)

Staff Training

Bank Holiday

Staff Training

### **Autumn Term 2023 (provisional)**

School Opens for Years 7 & 12  
School Starts for all students  
School Closed  
School Closes for Half-Term  
School Re-Opens  
School Closes for Christmas

Monday 4<sup>th</sup> September  
Tuesday 5<sup>th</sup> September  
Wednesday 6<sup>th</sup> September  
Thursday 7<sup>th</sup> September  
Wednesday 27<sup>th</sup> September  
Friday 20<sup>th</sup> October  
Monday 30<sup>th</sup> October  
Wednesday 20<sup>th</sup> December (1pm)

Staff Training

Staff Training

Staff Appraisal

### **Spring Term 2024(provisional)**

School Opens  
School Closes for Half-Term  
School Re-Opens  
School Closes for Easter

Thursday 4<sup>th</sup> January  
Friday 5<sup>th</sup> January  
Friday 9<sup>th</sup> February  
Monday 19<sup>th</sup> February  
Thursday 28<sup>th</sup> March

Staff Training

### **Summer Term 2024 (provisional)**

School Re-Opens  
School Closed  
School Closes for Half-Term  
  
School Re-Opens  
School Closes for Summer

Monday 15<sup>th</sup> April  
Tuesday 16<sup>th</sup> April  
Monday 6<sup>th</sup> May  
Friday 24<sup>th</sup> May  
Monday 3<sup>rd</sup> June  
Tuesday 4<sup>th</sup> June  
Tuesday 23<sup>rd</sup> July (1pm)

Staff Training

Bank Holiday

Staff Training

SEPTEMBER		
A (1)		
Friday	2 <sup>nd</sup>	Staff Training Day
A (2)		
Monday	5 <sup>th</sup>	Staff Training Day
Tuesday	6 <sup>th</sup>	School opens for Years 7 & 12 Year 12 Induction Day
Wednesday	7 <sup>th</sup>	School opens for all students
Thursday	8 <sup>th</sup>	
Friday	9 <sup>th</sup>	Sunday 11 <sup>th</sup> Year 8 D&T (11 students) to Castle Combe (depart 7.30am, return 5.15pm)
B (3)	Sept.	
Monday	12 <sup>th</sup>	
Tuesday	13 <sup>th</sup>	Year 11 Learning Performance – Study Skills Workshop
Wednesday	14 <sup>th</sup>	Year 7 Parents' Information Evening - help your child to be a successful learner
Thursday	15 <sup>th</sup>	
Friday	16 <sup>th</sup>	Sunday 18 <sup>th</sup> - Year 8 D&T (11 students) to Dunsfold Park (depart 7.30am, return 5.15pm)
A (4)	Sept.	
Monday	19 <sup>th</sup>	
Tuesday	20 <sup>th</sup>	Holy Communion: 8.40 – 9am Year 9 – Photography Visit
Wednesday	21 <sup>st</sup>	Year 12 Parents' Information Evening 6pm
Thursday	22 <sup>nd</sup>	
Friday	23 <sup>rd</sup>	Year 11 & 13 IT to EGX London (depart 8.30am, return 4.00pm) Barge retreat with Phil White and Christian Ethos Group (23rd-24th)
B (5)	Sept.	
Monday	26 <sup>th</sup>	Year 10 working with Royal Navy catering team (12 to 4pm)
Tuesday	27 <sup>th</sup>	Open Morning, Year 7 Admissions, 9.15-11.00am Open Evening, Year 7 Admissions, 6.00-8.30pm
Wednesday	28 <sup>th</sup>	Staff Training Day
Thursday	29 <sup>th</sup>	
Friday	30 <sup>th</sup>	
OCTOBER		
A (6)	Oct.	
Monday	3 <sup>rd</sup>	Year 7 Willen Lake trip x 2 Form Groups
Tuesday	4 <sup>th</sup>	Flu Immunisation contingency date
Wednesday	5 <sup>th</sup>	Year 7 Willen Lake trip x 2 Form Groups
Thursday	6 <sup>th</sup>	
Friday	7 <sup>th</sup>	Year 7 Willen Lake trip x 1 Form Group

<b>B (7)</b>	<b>Oct.</b>	
Monday	10 <sup>th</sup>	World Mental Health Day Year 12 Restaurant Tour, Marlow (9:30am to 4:00pm)
Tuesday	11 <sup>th</sup>	Year 10 IT to Vertigo VR (depart 9.30am, return 3.00pm)
Wednesday	12 <sup>th</sup>	
Thursday	13 <sup>th</sup>	
Friday	14 <sup>th</sup>	Year 9 D of E Training (depart 12 noon, return 4.30pm on 15 <sup>th</sup> October)
<b>A (8)</b>	<b>Oct</b>	
Monday	17 <sup>th</sup>	Charity Week (whole school) Year 10 Mock Speaking Exams (Languages)
Tuesday	18 <sup>th</sup>	Year 7 Art visit to Tring Museum (depart 9am, return 12.30pm)
Wednesday	19 <sup>th</sup>	Annual Service of Praise and Thanksgiving (Two Services: 8.30am - 9.10am; 9.20am - 10am)
Thursday	20 <sup>th</sup>	Year 7 Art visit to Tring Museum (depart 9am, return 12.30pm)
Friday	21 <sup>st</sup>	<b>School closes for half term</b>
<b>HALF TERM</b>		
<b>NOVEMBER</b>		
<b>B (9)</b>	<b>Oct/ Nov.</b>	
Monday	31 <sup>st</sup>	Interform week
Tuesday	1 <sup>st</sup>	
Wednesday	2 <sup>nd</sup>	
Thursday	3 <sup>rd</sup>	
Friday	4 <sup>th</sup>	
<b>A (10)</b>	<b>Nov.</b>	
Monday	7 <sup>th</sup>	Year 12 Assessment week Year 8 Art to Pitt Rivers Museum (depart 9.00am; return approx. 12.45pm)
Tuesday	8 <sup>th</sup>	Report 1 issued Year 8 Art to Pitt Rivers Museum (depart 9.00am; return approx. 12.45pm)
Wednesday	9 <sup>th</sup>	Mock Exam Information Evening- Hall 6.30pm Year 8 Art to Pitt Rivers Museum (depart 9.00am; return approx. 12.45pm)
Thursday	10 <sup>th</sup>	Year 11 Conference (Hall P1-2) Year 8 Art to Pitt Rivers Museum (depart 9.00am; return approx. 12.45pm)
Friday	11 <sup>th</sup>	Remembrance Service – whole school (10.40am-11.05am) Year 9 to 11 PE visit to High Adventure, Yorkshire (Depart 10am, return 13th November approx. 10pm)
<b>B (11)</b>	<b>Nov.</b>	
Monday	14 <sup>th</sup>	School Show Week
Tuesday	15 <sup>th</sup>	School Show Week - Rehearsals
Wednesday	16 <sup>th</sup>	Show Week – Tech Rehearsals Year 9 Maths visit to Warwick Racecourse (depart 8.30am, return 4pm)
Thursday	17 <sup>th</sup>	Show Week – Primary School performance (afternoon)
Friday	18 <sup>th</sup>	Show Performance – matinee and evening performances
<b>A (12)</b>	<b>Nov.</b>	
Monday	21 <sup>st</sup>	
Tuesday	22 <sup>nd</sup>	Holy Communion: 8.40–9.00am



		Flu Immunisation contingency date
Wednesday	23 <sup>rd</sup>	Year 7 Form Tutors Consultation Evening (by appointment)
Thursday	24 <sup>th</sup>	Sixth Form Open Evening (6.00–8.00pm)
Friday	25 <sup>th</sup>	Year 10 MUNGA Conference (Hall)
B (13)	Nov/ Dec	
Monday	28 <sup>th</sup>	
Tuesday	29 <sup>th</sup>	
Wednesday	30 <sup>th</sup>	Year 13 visit to Safe Drive Stay Alive (depart 9am, return 1pm)
Thursday	1 <sup>st</sup>	Provisional date: Year 7 visit to Warwick Castle
Friday	2 <sup>nd</sup>	Year 11 Mock Exams (two weeks and two days)
A (14)	Dec.	
Monday	5 <sup>th</sup>	
Tuesday	6 <sup>th</sup>	Year 7 Healthy Heart launch
Wednesday	7 <sup>th</sup>	
Thursday	8 <sup>th</sup>	
Friday	9 <sup>th</sup>	Provisional date: Year 12/13 visit to Berlin, returning Sunday 11th
B (15)	Dec.	
Monday	12 <sup>th</sup>	Year 7 & 8 Carol Service – during the day
Tuesday	13 <sup>th</sup>	Year 7 A Christmas Carol (Quantum Theatre) (Hall 9-10am) Carol Service (Waddesdon Church)
Wednesday	14 <sup>th</sup>	Christmas Lunch
Thursday	15 <sup>th</sup>	Christmas Lunch
Friday	16 <sup>th</sup>	
A (16)	Dec.	
Monday	19 <sup>th</sup>	Last day of Year 11 mocks
Tuesday	20 <sup>th</sup>	<b>School closes for Christmas (1pm)</b>
<b>CHRISTMAS HOLIDAY</b>		
<b>JANUARY 2023</b>		
A (17)	Jan.	
Wednesday	4 <sup>th</sup>	Staff Training Day
Thursday	5 <sup>th</sup>	Term starts for students A level Presentation Evening 6pm
Friday	6 <sup>th</sup>	
B (18)	Jan.	
Monday	9 <sup>th</sup>	Year 13 Mock Exam Week Year 11 MFL mock speaking exams week Interform week
Tuesday	10 <sup>th</sup>	
Wednesday	11 <sup>th</sup>	
Thursday	12 <sup>th</sup>	Year 9 Parents' Consultation Evening (3.45-5.15pm & 5.45-7.30pm) – virtual
Friday	13 <sup>th</sup>	
A (19)	Jan.	
Monday	16 <sup>th</sup>	
Tuesday	17 <sup>th</sup>	Year 11 Art and Photography visit to London Galleries (depart 9am, return 4.30pm)
Wednesday	18 <sup>th</sup>	Year 11 Geography visit to Oxford (depart 9am, return 2.30pm)
Thursday	19 <sup>th</sup>	
Friday	20 <sup>th</sup>	Mock Results Day Year 11 (Assembly) Report 2 issued – Year 11

B (20)	Jan.	
Monday	23 <sup>rd</sup>	Food NEA 2
Tuesday	24 <sup>th</sup>	Holy Communion: 8.40 – 9.00am
Wednesday	25 <sup>th</sup>	
Thursday	26 <sup>th</sup>	Year 11 Parents' Consultation Evening (in school) 3.45-5.30pm & 6.15-8.00pm
Friday	27 <sup>th</sup>	Holocaust Memorial Day Year 11 Food NEA 2 (11C students off timetable period 2) Performing Arts visit (Union Chapel) to headline the CoE National Conference
<b>FEBRUARY</b>		
A (21)	Jan/ Feb	
Monday	30 <sup>th</sup>	Food NEA 2 Interform Week
Tuesday	31 <sup>st</sup>	
Wednesday	1 <sup>st</sup>	
Thursday	2 <sup>nd</sup>	Year 9 Science visit to Science Museum (depart 7:45am, return 4.30pm) The Big Gig (Music event – 6pm)
Friday	3 <sup>rd</sup>	Food NEA 2 Year 8 (HPV 1st dose)
B (22)	Feb.	
Monday	6 <sup>th</sup>	Year 9 and 11 IT visit to Top Golf, Watford (depart 9am, return 2pm)
Tuesday	7 <sup>th</sup>	Year 10 Photography Oxford (depart 9am, return 3pm)
Wednesday	8 <sup>th</sup>	Report 2 issued for Year 7, 8, 9, 10, 12 & 13 – No Assembly Year 13 Mock Results Assembly
Thursday	9 <sup>th</sup>	Careers Fair (6-9pm, Hall)
Friday	10 <sup>th</sup>	<b>School closes for half term</b>
<b>HALF-TERM HOLIDAY</b>		
A (23)	Feb.	
Monday	20 <sup>th</sup>	Year 10 Assessment Week
Tuesday	21 <sup>st</sup>	International Day of Languages
Wednesday	22 <sup>nd</sup>	
Thursday	23 <sup>rd</sup>	Year 13 Parents' Consultation Evening (in school) 3.45-5.30pm & 6.15-8.00pm
Friday	24 <sup>th</sup>	
B (24)	Feb/ March	
Monday	27 <sup>th</sup>	
Tuesday	28 <sup>th</sup>	
<b>MARCH</b>		
Wednesday	1 <sup>st</sup>	
Thursday	2 <sup>nd</sup>	World Book Day
Friday	3 <sup>rd</sup>	
A (25)	March	
Monday	6 <sup>th</sup>	Year 10 MFL mock speaking exams week
Tuesday	7 <sup>th</sup>	
Wednesday	8 <sup>th</sup>	Holi (Festival of Colours)

Thursday	9 <sup>th</sup>	Year 12 Parents Consultation Evening (in school) 3.45-5.30pm & 6.15-8.00pm
Friday	10 <sup>th</sup>	
<b>B (26)</b>	<b>March</b>	
Monday	13 <sup>th</sup>	Year 11 Second Mocks
Tuesday	14 <sup>th</sup>	
Wednesday	15 <sup>th</sup>	Year 8 Conference (P1-P3) Year 8 Options Parent Information Evening 6pm
Thursday	16 <sup>th</sup>	Year 9 D of E Navigation Walk (depart 3.30pm, return 5.30pm)
Friday	17 <sup>th</sup>	
<b>A (27)</b>	<b>March</b>	
Monday	20 <sup>th</sup>	
Tuesday	21 <sup>st</sup>	
Wednesday	22 <sup>nd</sup>	
Thursday	23 <sup>rd</sup>	Year 8 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm – <b>virtual</b>
Friday	24 <sup>th</sup>	Year 9 (HPV 2nd dose)
<b>B (28)</b>	<b>March</b>	
Monday	27 <sup>th</sup>	Year 10 Assessment report to parents and students
Tuesday	28 <sup>th</sup>	Year 7 Healthy Heart presentation Year 8 Macbeth (Quantum Theatre) (Hall 9-10.30am)
Wednesday	29 <sup>th</sup>	Deadline Year 8 Options
Thursday	30 <sup>th</sup>	
Friday	31 <sup>st</sup>	<b>School closes for half term</b> Ski visit to Jay Peak departs 2nd April and returns 9th April
<b>EASTER HOLIDAY</b>		
<b>APRIL</b>		
<b>A (29)</b>	<b>April</b>	
Monday	17 <sup>th</sup>	Staff Training Day
Tuesday	18 <sup>th</sup>	Holy Communion: 8.40 – 9am
Wednesday	19 <sup>th</sup>	
Thursday	20 <sup>th</sup>	
Friday	21 <sup>st</sup>	
<b>B (30)</b>	<b>April</b>	
Monday	24 <sup>th</sup>	
Tuesday	25 <sup>th</sup>	
Wednesday	26 <sup>th</sup>	
Thursday	27 <sup>th</sup>	Year 7 Parents' Consultation Evening Virtual: 3.45-5.15pm & 5.45-7.30pm
Friday	28 <sup>th</sup>	
<b>MAY</b>		
<b>A (31)</b>		
Monday	1 <sup>st</sup>	<b>School Closed - Bank holiday</b>
Tuesday	2 <sup>nd</sup>	Year 11 final MFL speaking exams week (2nd - 11th May)
Wednesday	3 <sup>rd</sup>	
Thursday	4 <sup>th</sup>	
Friday	5 <sup>th</sup>	
<b>B (32)</b>	<b>May</b>	
Monday	8 <sup>th</sup>	
Tuesday	9 <sup>th</sup>	

Wednesday	10 <sup>th</sup>	
Thursday	11 <sup>th</sup>	Year 10 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
Friday	12 <sup>th</sup>	Report 3 issued for Year 11 & Year 13
A (33)	May	
Monday	15 <sup>th</sup>	GCSE and A LEVEL Exams begin - TBC
Tuesday	16 <sup>th</sup>	Holy Communion 8.40 – 9am
Wednesday	17 <sup>th</sup>	Year 11 Leavers assembly period 5 (Provisional)
Thursday	18 <sup>th</sup>	Year 13 Leavers day (Provisional)
Friday	19 <sup>th</sup>	Year 12 Geography visit to Skern Lodge (depart 8.30am, return 4.00pm on Sunday 21st May)
B (34)	May	
Monday	22 <sup>nd</sup>	Interform week
Tuesday	23 <sup>rd</sup>	
Wednesday	24 <sup>th</sup>	Year 8 MfL visit to Opal Coast, France (depart 7am, return 9pm on Friday 26th May)
Thursday	25 <sup>th</sup>	
Friday	26 <sup>th</sup>	Year 9 D of E Practice Hike (depart 12 noon, return 7pm) <b>School closes for half term</b>
<b>HALF TERM</b>		
<b>JUNE</b>		
A (35)	June	
Monday	5 <sup>th</sup>	Staff Training Day
Tuesday	6 <sup>th</sup>	
Wednesday	7 <sup>th</sup>	Art/Media/Techology Summer Exhibition (4pm-7pm)
Thursday	8 <sup>th</sup>	
Friday	9 <sup>th</sup>	
B (36)	June	
Monday	12 <sup>th</sup>	Year 9 Assessment Week
Tuesday	13 <sup>th</sup>	Year 10 Geography visit to River Chess group 1(depart 9am, return 2.30pm)
Wednesday	14 <sup>th</sup>	Year 10 Geography visit to River Chess group 2 (depart 9am, return 2.30pm)
Thursday	15 <sup>th</sup>	Year 10 Geography visit to River Chess group 3 (depart 9am, return 2.30pm)
Friday	16 <sup>th</sup>	Year 10 and 12 Food visit to Sorrento (returning Tuesday 20th. Timings TBC)
A (37)	June	
Monday	19 <sup>th</sup>	School Diversity Week, 19th-23 <sup>rd</sup> June Year 9 MFL mock speaking exams week
Tuesday	20 <sup>th</sup>	Holy Communion 8.40 – 9am Year 6 & 8 Maths Trail Pd 1 & 2 (Library)
Wednesday	21 <sup>st</sup>	Provisional date: Year 8 visit to Bletchley Park
Thursday	22 <sup>nd</sup>	(Windrush Day) Year 9 (Td/IPV & MenACWY) Year 12 Life after Waddesdon Evening 6-7.30pm
Friday	23 <sup>rd</sup>	Year 12 A-Level Biology Field Trip – Wales (return Monday 26th) Year 11 Ball (provisional) (Venue/date tbc)
B (38)	June	
Monday	26 <sup>th</sup>	
Tuesday	27 <sup>th</sup>	Foundation Day (1) Prospective Year 12 (provisional depending

		on end of GCSE exams)
Wednesday	28 <sup>th</sup>	Year 12 IT visit to Vertigo VR (depart 9am, return 3pm)
Thursday	29 <sup>th</sup>	Year 12 Work Experience Day 1 Year 8 Camp
Friday	30 <sup>th</sup>	Year 12 Work Experience Day 2 Year 8 Camp Activities Day, including Year 7 visit to Whipsnade Zoo
<b>JULY</b>		
A (39)	July	
Monday	3 <sup>rd</sup>	
Tuesday	4 <sup>th</sup>	Transition Day #1 Year 10 Art and Photography visit to National Portrait Gallery (depart 9am, return 5pm)
Wednesday	5 <sup>th</sup>	Transition Day #2 Year 6 Transition Evening
Thursday	6 <sup>th</sup>	Year 12 Art, Graphics and Photography visit to London Galleries (depart 8am, return 7pm) Years 7 & 8 Fun Maths Roadshow Pd 3-5 (Hall)
Friday	7 <sup>th</sup>	Year 7 Fun Maths Roadshow Pd 1 (Hall)
B (40)	July	
Monday	10 <sup>th</sup>	Year 9 and 10 MFL visit to Paris (depart 7.30am, return 9.30pm on 14th July)
Tuesday	11 <sup>th</sup>	Year 10 Maths, BP Roadshow Pds 1& 2 (Hall)
Wednesday	12 <sup>th</sup>	
Thursday	13 <sup>th</sup>	Report 3 issued Years 7, 8, 9, 10 & 12 WaddFest (5.30/6pm – 9pm)
Friday	14 <sup>th</sup>	Sports Day
A (41)	July	
Monday	17 <sup>th</sup>	
Tuesday	18 <sup>th</sup>	Prize Giving
Wednesday	19 <sup>th</sup>	
Thursday	20 <sup>th</sup>	
Friday	21 <sup>st</sup>	<b>School closes for summer (1pm)</b>
<b>AUGUST</b>		
	TBC	A Level Results Day TBC
	TBC	GCSE Results Day and internal Year 12 Enrolment
Friday	25 <sup>th</sup>	Sixth Form Admissions Committee (8.30am) and external student Year 12 Enrolment

## PROVISIONAL VISITS/ACTIVITIES AT A GLANCE BY YEAR GROUP

All costs are best estimates at time of publication. Other visits may be planned through the year.

### YEAR 7

OCTOBER			
Monday	3 <sup>rd</sup>	Team building: Willen Lake (two forms)	£55
Wednesday	5 <sup>th</sup>	Team building: Willen Lake (two forms)	£55
Friday	7 <sup>th</sup>	Team building: Willen Lake (one form)	£55
Tuesday	18 <sup>th</sup>	Art: Tring Museum (half year group)	£12
Thursday	20 <sup>th</sup>	Art: Tring Museum (half year group)	£12
DECEMBER			
Thursday	1 <sup>st</sup>	History: Warwick Castle	£28
Tuesday	13 <sup>th</sup>	Quantum Theatre: A Christmas Carol (in school)	£8
JUNE			
Friday	30 <sup>th</sup>	Activities Day: Whipsnade Zoo	£20

### YEAR 8

SEPTEMBER			
Sunday	11 <sup>th</sup>	GreenPower car race, Castle Combe (heat)	-
Sunday	18 <sup>th</sup>	GreenPower car race, Dunsfold Park (heat)	-
NOVEMBER			
Monday	7 <sup>th</sup>	Art: Pitt Rivers Museum (Group 1)	£14
Wednesday	9 <sup>th</sup>	Art: Pitt Rivers Museum (Group 2)	£14
Thursday	10 <sup>th</sup>	Art: Pitt Rivers Museum (Group 3)	£14
MARCH			
Tuesday	28 <sup>th</sup>	Quantum Theatre: Macbeth (in school)	£10
APRIL			
Sunday	2 <sup>nd</sup>	Ski Trip, Jay Peak, USA (returning 9 <sup>th</sup> )	£1895
MAY			
Wednesday	24 <sup>th</sup>	French Visit to Opal Coast (return 26 <sup>th</sup> May)	£400
JUNE			
Wednesday	21 <sup>st</sup>	Bletchley Park History visit	£25
Thursday	29 <sup>th</sup>	Year 8 Camp, Marlow (return 30 <sup>th</sup> )	£125

## YEAR 9

SEPTEMBER			
Tuesday	20 <sup>th</sup>	Photography: Waddesdon Manor	-
OCTOBER			
Friday	14 <sup>th</sup>	D of E Bronze Training Expedition, Cosgrove (return 15 <sup>th</sup> )	£50
NOVEMBER			
Friday	11 <sup>th</sup>	GCSE PE Rock Climbing Residential (return 13 <sup>th</sup> )	£230
Wednesday	16 <sup>th</sup>	Maths in Action: Warwick Racecourse	£25
FEBRUARY			
Thursday	2 <sup>nd</sup>	Science Museum, London	£28
Monday	6 <sup>th</sup>	ICT: Top Golf, Watford	£25
MARCH			
Thursday	16 <sup>th</sup>	D of E Navigation walk, Waddesdon Manor	£5
APRIL			
Sunday	2 <sup>nd</sup>	Ski Trip, Jay Peak, USA (returning 9 <sup>th</sup> )	£1895
MAY			
Friday	26 <sup>th</sup>	D of E Day Hike, Ludgershall	£30
JUNE			
Friday	30 <sup>th</sup>	Activities Day: Willen Lake, Milton Keynes	TBC
JULY			
Friday	7 <sup>th</sup>	D of E Assessment Expedition, Chilterns (return 8 <sup>th</sup> )	£50
Monday	10 <sup>th</sup>	French visit to Paris (returning 14 <sup>th</sup> )	£750

## YEAR 10

OCTOBER			
Friday	11 <sup>th</sup>	GCSE PE Rock Climbing Residential (return 13 <sup>th</sup> )	£230
Tuesday	11 <sup>th</sup>	ICT: Vertigo VR and Campbell Park, Milton Keynes	£50
FEBRUARY			
Tuesday	7 <sup>th</sup>	Location Photography, Oxford	£15
APRIL			
Sunday	2 <sup>nd</sup>	Ski Trip, Jay Peak, USA (returning 9 <sup>th</sup> )	£1895
MAY			
Friday	12 <sup>th</sup>	History visit to Berlin (returning 15 <sup>th</sup> )	£650
JUNE			
Tuesday	13 <sup>th</sup>	River Chess Fieldwork, Chesham (Group 1)	£16
Wednesday	14 <sup>th</sup>	River Chess Fieldwork, Chesham (Group 2)	£16
Thursday	15 <sup>th</sup>	River Chess Fieldwork, Chesham (Group 3)	£16
Friday	16 <sup>th</sup>	Food & Nutrition: Sorrento, Italy (returning 20 <sup>th</sup> )	£850
Friday	30 <sup>th</sup>	Activities Day: WiseUp Teambuilding (on school site)	£18
JULY			
Tuesday	4 <sup>th</sup>	Art & Photography: Royal Academy, Nat Portrait Gallery	£28
Monday	10 <sup>th</sup>	French visit to Paris (returning 14 <sup>th</sup> )	£750

## YEAR 11

SEPTEMBER			
Friday	23 <sup>rd</sup>	ICT: EGx London	£35
NOVEMBER			
Friday	11 <sup>th</sup>	GCSE PE Rock Climbing Residential (return 13 <sup>th</sup> )	£230
JANUARY			
Tue	17 <sup>th</sup>	Art/Photography: London galleries; South Bank	£28
Wednesday	18 <sup>th</sup>	GCSE Human Geography Fieldwork, Oxford	£15
FEBRUARY			
Monday	6 <sup>th</sup>	ICT: Top Golf, Watford	£25

## YEAR 12

OCTOBER			
Monday	10 <sup>th</sup>	Food & Nutrition: Tom Kerridge restaurants, Marlow	£35
DECEMBER			
Friday	9 <sup>th</sup>	History visit to Berlin (returning 11 <sup>th</sup> )	TBA
APRIL			
Sunday	2 <sup>nd</sup>	Ski Trip, Jay Peak, USA (returning 9 <sup>th</sup> )	£1895
MAY			
Friday	19 <sup>th</sup>	Geography Field Trip, Devon (returning Sunday 21 <sup>st</sup> )	£350
JUNE			
Friday	16 <sup>th</sup>	Food & Nutrition: Sorrento, Italy (returning 20 <sup>th</sup> )	£850
Friday	23 <sup>rd</sup>	Biology Field Trip (returning 26 <sup>th</sup> )	£400
Wednesday	28 <sup>th</sup>	ICT: Vertigo VR and Campbell Park, Milton Keynes	£50
Friday	30 <sup>th</sup>	Activities Day (TBC)	TBC
JULY			
Thursday	6 <sup>th</sup>	Art/Graphics/Photography: London Galleries	£30

## YEAR 13

SEPTEMBER			
Friday	23 <sup>rd</sup>	ICT: EGx London	£35
NOVEMBER			
Wednesday	30 <sup>th</sup>	Safe Drive Stay Alive road safety road show, Oxford	-
DECEMBER			
Friday	9 <sup>th</sup>	History visit to Berlin (returning 11 <sup>th</sup> )	TBC



## PARENTS' EVENINGS

Wednesday	14th	September	Year 7 Parents' Information Evening	6.00pm
Wednesday	21st	September	Year 12 Parents' Information Evening	6.00pm
Wednesday	9th	November	Year 11 Mock Exam Information Evening	6:30pm
Wednesday	23rd	November	Year 7 Parents' Consultation Evening with Form Tutor and Head of Year	By appointment
Thursday	24th	November	Sixth Form Open Evening	6:00-8:00pm
Thursday	12th	January	Year 9 Virtual Parents' Consultation Evening	3.45-5.15pm 5:45 -7:30pm
Thursday	26th	January	Year 11 Parents' Consultation Evening	3.45-5.30pm 6:15pm-8pm
Thursday	23rd	February	Year 13 Parents' Consultation Evening	3:45-5:30pm 6:15-8pm
Wednesday	15 <sup>th</sup>	March	Year 8 Options Parents' Information Evening	6.00pm
Thursday	9th	March	Year 12 Parents' Consultation Evening	3.45-5.30pm 6:15-8pm
Thursday	23rd	March	Year 8 Virtual Parents' Consultation Evening	3.45-5.15pm 5:45-7:30pm
Thursday	27th	April	Year 7 Virtual Parents' Consultation Evening	3.45-5.15pm 5.45-7.30pm
Thursday	11th	May	Year 10 Virtual Parents' Consultation Evening	3.45-5.15pm 5:45-7.30pm
Thursday	15th	June	Life after Waddesdon Evening	6:00-7:30pm

**The Year 7, 11 & Sixth Form Information Evenings, Tutor evening, Year 11, Year 12 and Year 13 Parents' Consultation Evenings will be held in school.** All other Parents' Consultation Evenings will be on-line. Appointments can be booked in advance for all parents evening whether in person or virtual.

## REPORTS

Three reports will be issued over the course of the academic year.

Key features of the report:

- Clear identification of progress in all key stages and targets for each subject
- Use of colour coding system to allow at-a-glance evaluation of students' progress towards their targets
- Inclusion of 'working-at' grades or Levels at two points in the year to identify current attainment
- Use of Attitude to Learning score to monitor students' overall approach to their studies
- Written comments from Form Tutor to provide personal insight into each student's learning
- Yearly comment from a member of the School Leadership Team or the Head of Year (Years 11 and 13)

*(Parents who require duplicate information regarding their son/daughter's progress to be sent to a second address should notify the school in writing)*

## PASTORAL CARE

Mr Sturla leads the team dealing with pastoral care. On admission to the school in Year 7, students are divided into tutor groups. We try to ensure that the same Form Tutor remains with the group from Year 7 to Year 11. Form Tutors are responsible for the welfare and well-being of the students in their tutor group.

The pastoral system is organised into 'Years'. Miss Hoe is responsible for Year 7 and she liaises with our feeder primary schools, supported by Miss Connell (Assistant SENDCo) and Miss Piosek (Transition Officer). Miss Turner is Head of Year 8, Mr Dipple is Head of Year 9, Mr Maciejewski is Head of Year 10, Mrs Clarke is Head of Year 11, and other than Miss Hoe the Heads of Year progress with their year group through the school to Year 11. Miss McIver (Assistant Headteacher) is Head of the Sixth Form, Mrs McKenzie-Boyle is Head of Year 12 and Miss Aldridge is Head of Year 13.

Parents are reminded that if they have any concerns about any aspects of their son/daughter's education at Waddesdon, they are encouraged to contact the school to discuss them. Depending upon the severity or confidentiality of the issue, parents might speak to the Form Tutor, Head of Year, Mr Sturla (Assistant Head, Pastoral), Miss McIver (Assistant Head, Sixth Form) or Mr Abbott (Headteacher). Parents are asked to make an appointment before visiting the school.

It is important that the school is kept informed of specific health conditions and/or the need for regular medication. There can be times when the process of adolescence is worrying and painful for students, parents and families. Support is available in the community and information about such organisations can be obtained from the school. Naturally, the school will do all it can to help in such circumstances.

The school has access to a trained school counsellor, who offers a confidential service to students. For further details, please contact Mr Sturla. The school also has a designated Careers Adviser who has access to a number of different agencies who can support students with pastoral issues.

## SPECIAL EDUCATIONAL NEEDS REGISTER

Many students experience problems at some stage during their education. This may vary from an extended period of absence due to illness, to a specific learning difficulty. Those with SEND are initially identified through conversations with parents, information received from previous schools and the assessment of all students in their first term at the school. Placing a child on the register allows appropriate help or interventions to be sought.

The school maintains a register of those with SEND. Students on the SEND register will have a 'student plan' outlining the difficulties experienced by the individual and setting specific learning related targets. The 'plan' is child centred and as such is developed through open communication with the student.

The Enrichment Department is staffed by teachers, a higher-level teaching assistant for literacy and learning support assistants who run a variety of programmes aimed at supporting individual and group needs.

## ENTITLEMENT TO FREE SCHOOL MEALS

The school is able to provide a meal free of charge to any student whose **parents** are in receipt of:

**Income Support (IS)**

**Income-based (not contribution-based) Job Seeker's Allowance (IBJSA)**

*Children who receive IS or IBJSA in their own right are also entitled to receive free school meals.*

The guaranteed element of the **State Pension Credit**.

**Income-related employment and support allowance**

**Support under Part VI of the Immigration and Asylum Act 1999**

**Universal Credit** with an annual net earned income of no more than £7,400

**Child Tax Credit** (with no Working Tax Credit) with an annual income of no more than £16,190

Where they are entitled to Child Tax Credit and also Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school meals.

Please note that FSM entitlement cannot be used to purchase drinks. Water is provided from water coolers free of charge, and a variety of water bottles are available from the school shop.

**No other benefits are relevant for a claim.**

If you would like to apply, please download the application form from the website and return to the school, marked for the attention of Mrs Hammond. All applications will be strictly confidential.

## NORMAL LUNCHTIME AND BREAKTIME ARRANGEMENTS

The school's in-house catering brigade serve a range of Breakfast, Lunch, Street Food and snack options to students. The Restaurant is open for breakfast from 7:45 a.m. until registration, serving a daily variety of porridge, savoury and sweet breakfast items, healthier choice options, fruit pots and smoothies. Lunch is served daily at 11:05 a.m. until 11:45 a.m. where students are encouraged to enjoy a healthy balanced, nutritious and tasty hot main meal including vegetarian and/or vegan options (for £2.90) with a dessert of the day available (80p). Alternatively students can purchase daily street food options, baguettes, sandwiches (ranging from £1.90 - £2.50), snacks, fruit and drinks. A daily range of savoury and sweet healthy options will be available for purchase at second break (1:50 p.m. until 2:10 p.m.)

The school uses a cashless catering system via ParentPay, operated in the restaurant through a Waddesdon Restaurant Payment Card. Termly menus and allergen information are available on the school website.

Packed lunches may only be eaten in designated areas of the school; students will be informed in assembly.

Students must not eat or drink in classrooms, corridors or the library and under no circumstances in the science lab areas.

Energy drinks are not allowed in school.

### **LEADERSHIP AND MANAGEMENT (Autumn Term)**

Headteacher	Mr M Abbott
Deputy Headteacher	Appointment scheduled for Jan, 2023
Business Manager	Miss J Nicholas
Assistant Headteacher (T&L)	Mrs R Branton
Assistant Headteacher (Head of Sixth Form)	Ms A McIver
Assistant Headteacher (Pastoral)	Mr J Sturla
Acting Assistant Headteacher (Curriculum)	Mrs Ewart (Temporary until Jan, 2023)
Associate Member of the LMT (Data & Reports)	Dr West (Temporary until Jan, 2023)
Associate Member of the LMT (Behaviour)	Mr Maciejewski (Temporary until Jan, 2023)

### **SCHOOL GOVERNORS**

<b>Principal</b>	Matthew Abbott (Headteacher)
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**Oxford Diocesan Board appointed:**

Mr S Box  
Mr B Eales  
Mr A Howard (Chair)  
Mr G Parker  
Mr M Rogers  
Mrs S Snelson  
Mr R W Stevens  
Revd. C Wainman

**Co-opted:**

Mrs R Dawson  
Mrs J Judson

**Parent Governors:**

Mr J Ball  
Mr I Groves  
Mrs S Horton  
Mr S Starsmore

**Staff Governors:**

Mrs J Lamb  
Mr D Purchase  
Mrs S Watts

**Clerk to the Governors:**

Mrs N Logan

The Chair of Governors and other members of the Governing Body can be contacted at the school address.

## HEADS OF YEAR

Year 7	Miss E Hoe
Year 8	Miss K Turner
Year 9	Mr M Dipple
Year 10	Mr J Maciejewski
Year 11	Mrs V Clark
Year 12	Mrs T McKenzie-Boyle
Year 13	Miss N Aldridge

## FORM TEACHERS

### Year 7

7MJB	Mr M Barrett
7HJ	Miss H Jauregui
7TMc	Tom McKenzie
7JSn	Mrs J Smaldon
7TS	Mrs T Smith

### Year 8

8JDA	Mr J Dangana
8SEV	Mrs S Evans
8SK	Mr S Kennedy
8ONi	Mr O Nilan
8LO	Mrs L Osborne-Lewis

### Year 9

9CAR	Mr C Arblaster
9SB	Miss S Brockwell
9JCO	Mrs J Cook
9ANP	Miss A Popat
9TN	Mr T Nkoane

### Year 10

10FTu	Mrs F Tubb
10CD	Mr C Dowrick
10MI	Mr M Israr
10KWi	Mr K Williams
10EHa	Miss E Harris

### Year 11

11JB	Mrs J Booker
11SC	Miss S Caswell
11RR	Mrs R Raynor
11BJU	Mr B Judson
11CSP	Miss C Spittles

### Sixth Form

12KA	Miss K Adams	13YA	Mr Y Amir
12CEL	Ms C Elworthy	13SD	Mrs S Davis
12HF	Miss H Fitzgerald	13ELa	Mrs E Laird
12AGE	Mrs A George	13Eta	Mrs E Talbot
12PI	Mr P Iveson	13PT	Mr P Tilley
12NMc	Mr N McKain	13RW	Miss R Whittaker

## ATTENDANCE

By law, all children of compulsory school age (5 to 16) must receive full-time education. Along with this is the legal responsibility for making sure that children attend regularly. If they do not, parents will be contacted by the school and may even be contacted by the Local Authority via the County Attendance Team.

Schools are open for 195 days per year, leaving 170 other days for leisure time. If a child is absent for an average of one day per week they will miss TWO YEARS of education between Reception and Year 11. If a student misses an average of one HALF day per week in their secondary education, they are likely to achieve a full grade lower in their GCSEs than other students.

### FAMILY HOLIDAYS AND EXTENDED TRIPS DURING TERM TIME

There is **no** automatic entitlement in law to time off in school time to go on holiday.

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Leave of absence may not be granted unless there are **exceptional circumstances**, in which case the Headteacher determines the number of school days that a child may be away from school.

If holiday leave is taken without the school's prior approval, this may be viewed as undermining the good order and discipline of the school and could be referred to the County Attendance Team.

Parents should remember that any savings they think they may make by taking a holiday in school time are offset by the cost to their child's education and their future earning potential.

Guidance states that schools may agree "holiday leave" in two exceptional circumstances, namely:

1. For service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education.
2. When a family needs to spend time together to support each other during or after a crisis (or a CLOSE family wedding).

Holidays taken for the following reasons are not authorised:

- Availability of cheap flights
- Availability of the desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with beginning or end of term.

The school is also experiencing an increasing number of requests for "odd" days off. These, unless in exceptional circumstances similar to those above, will also be unauthorised. The school will authorise a day for a religious observance, however, you must inform the school prior to the event by email to [absence@waddesdonschool.com](mailto:absence@waddesdonschool.com).

It is our wish that parents have complete clarity in understanding our situation and the reasons for refusing the majority of the requests that we receive.

Please note that Governors expect parents to value their child's education and to support school policy unequivocally and, therefore, to avoid taking their child out of school for all but absolutely essential reasons.

A copy of the full Attendance Policy is available to view on the school's website: [www.waddesdonschool.com](http://www.waddesdonschool.com).

Alternatively, a hard copy can be provided on request to the school.

## **SCHOOL ATTENDANCE AND THE LAW**

By law (Education Act 1996) parents are responsible for making sure that children of compulsory school age (5 to 16 years) receive a suitable full-time education. Failure to attend school on a regular full-time basis may result in legal action being taken against parents.

At Waddesdon School we give good attendance and punctuality a high priority and students registered with us are required to attend school regularly, be punctual at all times and attend lessons. To ensure the maximum possible attendance and punctuality of every student we will:

- Identify promptly patterns of non-attendance and inform parents immediately of any unauthorised absence
- Reduce truancy by working in close partnership with the Education Welfare Service, Police and Police Community Support Officers, to identify areas where students are known to truant and operate truancy sweeps to return these students to school
- Recognise the external factors which impact on student attendance, and work in partnership with parents and the Education Welfare Service to address difficulties.

We hope that you will support our efforts to improve the achievement and learning of your child by:

- Ensuring that the school is notified of any absence by email:  
[absence@waddesdonschool.com](mailto:absence@waddesdonschool.com)
- Informing the school immediately if your child is unwell or unable to attend for any reason
- Encouraging your child to arrive on time and prepared for learning
- Supporting the use of school detentions as a punishment for truancy and lateness, by ensuring your child attends.

If you have any concerns regarding your child's current attendance and are aware of circumstances that may be impacting on their attendance, please contact Mr Sturla at school to discuss the issues.

## **COUNTY ATTENDANCE TEAM**

In the event of persistent non-attendance, the school works closely with the County Attendance Team to remove any barriers which may be preventing a student from fully accessing the education to which he/she is entitled.

As required in the amendments to the 2007 Regulations, the Education Welfare Service can issue Penalty Notices for any unauthorised absence. Penalty notices can be issued to each parent/carer concerned and for each child's absence. These notices will require parents to pay a set fine within a given number of days. If unauthorised leave is repeated, the County Attendance Team may summons each parent to court.

## SAFEGUARDING AND CHILD PROTECTION POLICY

Governors have agreed a Child Protection Policy which is modelled on that provided by “The key for school leaders” approved by Forbes Solicitors. A full copy of the policy is available on request or can be found on the school website: [www.waddesdonschool.com](http://www.waddesdonschool.com)

The policy aims to support the development of children in ways that will foster security, confidence, and resilience. It aims to provide an environment in which children and young people feel safe and secure, valued, and respected and feel confident and know how to approach adults if they are in difficulties. The policy aims to raise the awareness of all staff about the need to safeguard children and it emphasises their responsibility for identifying and reporting possible cases of abuse. The school has in place a systematic means of monitoring children known or thought to be at risk of harm and this involves engaging with other agencies responsible for safeguarding children as well.

The designated members of the Leadership Team with responsibility for child protection are Mr Sturla and Mrs Branton, they are supported by two further DSLs in Gemma Wiseman and Elletia McCann. The named governor appointed to monitor all child protection procedures and practices within school is Mr Starsmore, his deputy is Mr Groves. These individuals receive regular briefing and training as do other staff and governors.

Site users and visitors are expected to comply with the school’s Child Protection Policy. The school’s selection and recruitment policy involves checks on staff suitability, including DBS checks.

Waddesdon School has also put in place the following policies to support the management of child protection issues: Whistleblowing, Staff Code of Conduct (including physical restraint), Health and Safety, and procedures for handling any allegations against staff.

## BEHAVIOUR POLICY

This policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline **how students are expected to behave**
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management
- Outline our system of **sanctions**

### 2. Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting student with medical conditions at school](#)
- It is also based on the [special educational needs and disability \(SEND\) code of practice](#).



In addition, this policy is based on:

- Schedule 1 of the Education (Independent School Standards) Regulations 2014; paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- DfE guidance explaining that academies should publish their behaviour policy and anti-bullying strategy online

Please find the policy by clicking on this link - <https://www.waddesdonschool.com/wp-content/uploads/2021/11/Behaviour-Policy-10-21-.pdf>

## **PRAISE POLICY**

Individuals flourish when they feel valued and motivated. For praise to be meaningful, it needs to have authenticity and not be undervalued or dismissed by the community. As individuals, we are motivated by varying influences. To support students to feel valued and able to live full lives, the praise they receive needs to reflect their changing motivations, especially as they go through the school years.

### **1. Introduction:**

In keeping with the values of Dignity and Respect, praise at Waddesdon is a key aspect of motivating and celebrating student effort, attitude, progress, and achievement. The school seeks to use authentic praise and reward as a way of developing an individual's self-motivation, so they become 'seekers of success' and not 'failure avoiders.' As a consequence, at Waddesdon, we celebrate when students can flourish both academically and in the personal qualities they demonstrate. Motivation is key, and we strive to enable students at Waddesdon to be intrinsically motivated to do well and feel praise is meaningful and authentic. Extrinsic motivation via prizes and gifts is part of the policy; however, is not at the heart of how we instil self-motivation in our students.

### **2. Aims:**

- To understand that students are motivated by different things and in different ways, and therefore require different intrinsic and extrinsic motivation
- To use a range of authentic praise approaches across the school as a means by which to develop intrinsic motivation
- To recognize the use and impact of extrinsic motivation & rewards on some individuals and at certain times of the year.

### **3. Rationale:**

Authentic praise links into intrinsic motivation, agency and how human behaviour responds to the following questions:

-Can you do it?

-Will it work?

-Is it worth it- What are the consequences, where is the choice, who benefits?

- CONSEQUENCES: What will happen if you succeed? (Good consequences make you feel in control)
- CHOICE: A belief that you have a sense of autonomy and choice over what you do will make you feel more self-motivated. 'When you perceive choice, you perceive motivation... be

mindful of the choices you have' COMMUNITY: It is critical to have social support, as a sense of connection will make you feel motivated and happier.

Feedback from both staff and students at Waddesdon demonstrates that a high level of INTRINSIC MOTIVATION exists with the student body as students are highly self-motivated by the following:

- A feeling of value and worth
- Public examination results
- Student Reports/References
- Destinations after Waddesdon
- Increased self-belief and motivation from own successes

However, motivation can also be affected by EXTRINSIC MOTIVATION. As a result, the following practices are alongside the development of self-belief.

- Students receive small prizes from members of staff when they demonstrate certain attributes e.g., attendance, work shared with Headteacher, high AtL scores, most progress in reports, significant contribution made to the school, ambassadors to the school
- Various Department systems e.g., MFL raffle tickets leading to prizes
- Sixth form systems e.g., Golden Tickets

Authentic Praise Strategies used at Waddesdon to encourage motivation in students include:

To support both intrinsic and extrinsic motivation a range of Authentic praise strategies used include;

- Spoken praise from teacher to student
- Subject praise postcards home
- Acknowledgement in class and/or assembly
- Top 10 students for AtL in all year groups at each reporting point
- Class/Year/Team recognition via assemblies & Waddesdon Voice
- Awards at Prize Giving
- LSA Superhero Award cards (Year 7&8)
- Contact with home e.g., letter, phone call, email
- Comments on reports
- Visit to a senior member of staff for praise
- Additional privileges, e.g., '6th Form Golden Ticket' and 'Heard a Wispa...'
- Praise Events, e.g. 'Praise' Breakfasts for Year 11 and 10 students

#### 4.1 When to give an Achievement point

Teachers issue Waddesdon points to students when:

- Students have made significant contribution and/or progress in a lesson
- Students have shown a considerable level of effort over a series of lessons OR on a specific piece of work/project/event.
- Students' behaviour and actions have championed the 'Waddesdon way' e.g., as an ambassador to the school, supporting others, delivering an assembly, or acting in a way which expresses social courage

To ensure Waddesdon points reflect expected standards, points are awarded when students demonstrate they have done more than just meet the expectations we have of a Waddesdon Student. They are not used to bribe, but to reward genuine achievements.

In some departments, systems exist to support the awarding of Waddesdon points over time e.g., three subject merits/stickers/ stamps = one Waddesdon Point. Departments will share with students the process they choose to apply.

Points are issued and recorded via SIMS, with totals being collated at each report point.

#### 4.2 Waddesdon Awards – celebrating sustained effort and achievement

Key Stage 3, Y9 and 10 Students receive the following awards:

Form Tutor Waddesdon Points Award: 10 Waddesdon Points

Letter sent to parents from tutor, and Students get certificate via Form Tutor

Head of Year Waddesdon Points Award: 20 Waddesdon Points

Letter sent to parents from Head of Year, and Students are given certificate via Head of Year

Headteacher Waddesdon School Achievement Honours: 30+ Waddesdon Points

Letter sent to parents from Headteacher, and Students are given certificate via Headteacher.

#### Key Stage 4

Students in Year 10 and 11 receive invitations to a breakfast event organized by the Headteacher every half term based on the number of Waddesdon Points achieved relative to the year group.

#### Key Stage 5

Students are awarded golden tickets at each report point to acknowledge a strong attitude to learning and resulting progress. Year 13 students who demonstrate excellent motivation and independence in their studies are awarded additional home study time. The 'Heard a Wispa...!' scheme allows for individual recognition between reporting points.

Our Year 12 Employability Award recognises the development of skills and super-curricular involvement. The appointment of our Prefect, Senior Prefect and Heads of School recognises students who are our lead role-models and who demonstrate leadership skills.

#### Social Courage

In addition, students are encouraged to be socially courageous and can pick up the following badges for outstanding contributions to the school community:

Social Courage: contribution to the school community to combat injustice, intolerance or bullying (Head of Year)

White/Gold Pin: sustained contributions to the school community (recommended by Head of Year), including calling out racism, sexism or other forms of prejudice and discrimination; standing up for what is right when others don't (Assistant Headteachers and Deputy Headteacher)

Black/Gold Pin: effective leadership of an area of the school promoting and achieving improved social courage: e.g. anti-racism, anti-sexism, environmentalism; providing education for others and advice to the teachers to improve our environment. (Headteacher)

#### Outstanding Work – Headteacher's Commendation (Key Stage 3-5)

Students who complete or achieve outstanding work are regularly and routinely sent by their teachers to the Headteacher to receive a Headteacher's Commendation.

## HOMEWORK AND INDEPENDENT STUDY POLICY

Waddesdon values the work students do both in school and at home. Homework is seen as one of the principal ways in which student achievement can be raised. The benefits of doing homework must be instilled at an early age in all students, so that independent home study becomes routine. As we move towards end of year examinations in all subjects, this is more crucial than ever. The school uses an online tool to set this work and to support homework. Further guidance on how parents and students are able to access the platform will be provided when they start at the school.

### The aim of the school:

- enable students to understand that **independent learning** and **purposeful practice** are vital to achieving success;
- give every student the opportunity to fulfil their potential;
- instil in all students the importance of life-long learning;
- provide training for students in planning and organising time;
- promote a responsibility for learning within each student.

### Frequency of Homework

As a general rule, students should expect to undertake the following amounts of work at home:

- Years 7+8 – 60 minutes per night on average (20 mins per subject)
- Year 9 – 60-90 minutes per night on average (30 mins per subject)
- Years 10+11 – 7-10 hours per week on average
- Years 12+13 – a minimum of five hours per subject, per week.”

### Students’ Role

- To understand the value of independent learning skills and the link to achievement and the ‘Attitude to Learning’ grade on reports
- To manage their time to ensure home learning tasks are completed
- To tackle tasks promptly and with a positive attitude
- To take pride in presentation and content, acknowledging the high personal standard expected
- To be organised so that necessary books and equipment are not left at school
- To take responsibility for handing in the completed work on the agreed day

### Communication with Home and Parent’s/Carer’s Role in Supporting the Students

- To provide a quiet place at home for the student to complete their homework
- To establish positive homework routines and habits
- To encourage regular reading for pleasure
- To provide encouragement and support to children when they require it, especially with research and open-ended tasks
- To be actively involved in the homework of their child/children, in particular when hearing and discussing reading
- To encourage children and praise them when homework is completed satisfactorily
- To check that quality and presentation is of an acceptable standard
- To support children with homework, but not to do it for them
- To contact the school with any concerns at the earliest opportunity

## **School support for students**

Students are offered support in a number of ways:

- Homework is communicated clearly via the school on-line homework platform so that students and parents can understand what is required
- Opportunities to complete homework at school are offered through Homework Club and the ICT facilities during the school day and after school
- Where homework is not completed by the student, the school will ensure this is done through the sanctions policy (and Period 6)

## **Summary of sanctions**

- First offence - no homework or incomplete = 'Verbal Warning' to be entered by member of staff on SIMS
- Second offence – no homework or incomplete = department break/lunchtime detention
- Persistent failure to complete homework within one curriculum area = Referral to Subject Leader/Head of Year with potential after school catch up
- Persistent failure to complete homework across the curriculum over a two week period (x3 pieces not handed in or incomplete) = entry to Period 6 after school catch up sessions
- NB: in the Sixth Form, the Stage Review process is used, which may be found in the Sixth Form Parents' Information Booklet given at Year 12 Information Evening every September.

Extenuating circumstances should be made known to the school in writing so that, if necessary, special considerations can be taken into account. In some cases the Examinations Board will be informed. Typically, failure to complete NEAs will be followed by an after-school detention with catch-up opportunities, a letter home and then withdrawal from the subject.

## **YEAR 7 PARAGRAPH BOOKS**

At the start of Year 7, students are given a small exercise book, labelled 'Paragraph Book'. The Paragraph Book is part of the Waddesdon School Writing Policy. Paragraph writing is an important literacy skill. It is a foundation block supporting all essay writing and is the required response for many examination questions.

Year 7 students review the principles of good paragraph writing in English and CP lessons. Five 'Paragraph Challenges', each with a different focus, are set throughout the year. All teachers of Year 7 CP support students with their Challenges and will often plan the work with the class, paying particular attention to structure and effective use of linking words and phrases. Students then complete their paragraphs as homework in their Paragraph Books; Waddesdon Points are awarded for effort and achievement in each Challenge.

The books are monitored by CP Teachers, Form Tutors and the Head of Year. At the end of Year 7 the Paragraph Books are collected and Certificates of Achievement are awarded for good work throughout the year.

## **LEARNING DIARIES**

All students are given an A4 Learning Diary. The Learning Diary is seen as an alternative to a rough book; it is not a disposable notebook. Students use the Learning Diary for a wide range of learning activities. They may use it for note-taking, for recording details of research, for mind-maps, comments from group discussions, diagrams, tests, controlled-conditions writing and reviews of learning.

## **INDEPENDENT STUDY AREAS**

The Library, Enrichment and ICT rooms are normally open to staff and students between the hours of 8.30am and 4.30pm (4.00pm on Fridays) during term-time. The Librarian will assist students with their research. The Library keeps a strong teenage fiction stock, as well as an extensive reference and non-fiction collection. A full complement of technology, computers, internet access and video presenters are available in the ICT suites. Enrichment is also a positive environment where students can work independently or with support after school.

## **AFTER-SCHOOL ACTIVITIES**

- Students may remain behind after school provided that they have parental permission to do so.
- Before attending any after school “clubs”, students MUST have a clear understanding of how they are to get home.
- Students should only remain behind after school if supervised by an adult.
- ALL students MUST be registered after school. Clubs will send their register to the Thorp Office.
- There will also be registers for the various PE fixtures/training (these will be returned to the Thorp Office as soon as students have signed in).
- Except in special circumstances e.g. sports fixtures/training, productions, visits etc., all activities should finish by 4.30pm, resulting in students being off site by 5.00pm at the latest.
- Whilst waiting for transport home, students may wait on the paved area outside the Thorp Building, in the Library, or at the school gate if advised to do so by a parent. However, in inclement and dark conditions, the Library should be the preferred option. Students should not wait in the main visitor reception.
- If a student has not been collected by 4.50pm, they should telephone their parents for advice and clarification of transport arrangements. They must tell the Finance Office of the outcome of this telephone conversation.
- Should any student remain on site (including waiting at the school gate) at 5.00pm, they must go to the Library, where the duty LMT member will be made aware of the situation and of the number of students involved.

## **MUSIC TUITION**

Music tuition is available to students on a wide variety of instruments, including voice, drum kit, electric guitar, bass guitar, acoustic guitar, classical guitar, piano, keyboard, saxophone, clarinet, flute, trumpet, trombone, French horn, baritone horn, violin, viola, cello, and double bass.

We are fortunate to have a strong working relationship with XYZ Music Academy and Bucks Music Trust (BMT), as well as several independent peripatetic teachers. Lessons take place during the school day on a rotating timetable so that students do not miss the same curriculum subject each week.

If you want to sign your child up for instrumental/vocal lessons then please email Mr Ben Judson, our Subject Leader for Performing Arts, to express your interest before the end of August and he will guide you towards the most appropriate teacher. ([bjudson@waddesdonschool.com](mailto:bjudson@waddesdonschool.com)) Places are awarded on a first come, first served basis.

Extra-curricular activities include a Funk Band, Samba Band, Junior and Senior Choirs, Worship Band, Chamber Orchestra and various other musical groups for both popular and classical music. There are also a number of opportunities to perform at events and assemblies throughout the year.

### **Non-Examination Assessments (Coursework)**

Completion of Non-Examination Assessments remains an essential part of some qualifications. It is important that examination guidelines, including strict rules regarding plagiarism, are followed to the letter.

Failure to meet NEA deadlines may result in a student being withdrawn from an examination.

### **RELATIONSHIP, SEX AND HEALTH EDUCATION**

It is the policy of the Governing Body of Waddesdon Church of England School that Relationship, Sex and Health education forms part of a wider programme of health education, which is taught within the Personal, Social and Health Education programme. Aspects of sexual development and behaviour are taught in the context of a moral framework with an emphasis on strong and mutually supportive relationships and with regard to the values of family life. The need for self-restraint, dignity and respect for others in line with the 2010 Equalities Act and the school's Equality and Diversity Policy is emphasised to both sexes and students are taught the emotional, moral and physical risks of promiscuous behaviour.

The benefits of planned parenthood within a stable married relationship are discussed as an integral part of the course, whilst ensuring no child feels stigmatised based on their home circumstances.

All maintained secondary schools are required to provide relationship, sex & health education (including information about HIV/AIDS and other sexually transmitted diseases) to all students. Only the biological aspects of sex education are taught as part of National Curriculum Science. Parents have the right to withdraw their children, up until three school terms before their child turns 16, from any teaching of sex education with the exception of National Curriculum Science. Governors believe that relationship, sex & health education is important for all students and would expect parents to discuss any concerns with the school before seeking to exercise their right to withdraw a child.

Teaching resources are available for parents to view on request to the PSHE Coordinator who can also provide more information about the specific content of the programme. In addition opportunities will be provided for parents to see these materials at open evenings on request.

The Relationship and Sex Education Policy is available from the school on request, or can be accessed on the school website. The new DfE Statutory Guidance from September 2020 has been included in the updated policy. See attached guidance for parents:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/812594/RSE\\_secondary\\_schools\\_guide\\_for\\_parents.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/812594/RSE_secondary_schools_guide_for_parents.pdf)

### **SIXTH FORM**

While Sixth Form is an integral part of the school community, we hold a Year 12 Parents' Information Evening each year in early September. At this event, we give parents additional information about how the Sixth Form operates and this is e-mailed home for families who are unable to attend.

## COMPLAINTS PROCEDURE

The Governing Body of Waddesdon Church of England School has established a complaints procedure to deal as quickly as possible with any concerns or worries that parents may have (including complaints about the curriculum). There are three stages for handling every complaint, which are as follows:

### **Stage 1**

If you have any concerns, you should raise it directly with a member of staff. If the matter is not resolved, raise it with the Headteacher. If the complaint is about the Headteacher, please contact the Chair of Governors at the school.

### **Stage 2**

If an issue is not resolved by the Headteacher, please write to the Chair of Governors, at the school, care of the Clerk to the Governing Body (clerk@waddesdonschool.com). Your concern will be investigated and the outcome reported to you in writing.

### **Stage 3**

If you are still unhappy, you may write to the Clerk of the Governing Body at the school and request that the Governors investigate your complaint. A small panel from the Governing Body will look into the matter and you will be involved. The panel will decide whether or not to uphold your complaint. Any decision is binding on the Headteacher and Chair of Governors.

### **Finally**

If you remain dissatisfied about a curriculum issue you can take your concerns to the Director for Children's Services at Buckinghamshire Council. Non-curricular and religious education matters can be raised with the Diocesan Director of Education. The Secretary of State for Education and Employment, Sanctuary Buildings, Great Smith Street, Westminster, London SW1 3BT, may also adjudicate on complaints raised by parents.

## SCHOOL UNIFORM

**We place great emphasis on the appearance of our students and uniform is an integral part of the custom and character of the school.**

In Years 7-11 blazers and skirts from the school supplier 'Stevensons' are compulsory.

### **UNIFORM YEARS 7-11**

- BOYS:** Plain black trousers (not with patch pockets, please)  
White shirt which will tuck in and is designed to take a tie  
Black blazer with school badge already embroidered onto the breast pocket  
School tie  
Discreet black belt  
Plain black shoes (not 'trainer' style shoes with Velcro)  
A plain black V-neck jumper may be worn with the blazer in cold weather. (Cardigans are not acceptable).
- GIRLS:** Plain black school skirt with logo, or plain full length trousers (not with patch pockets, please)  
White shirt which will tuck in and is designed to take a tie  
Black blazer with school badge already embroidered onto the breast pocket  
School tie  
Discreet black belt  
Plain black shoes (not 'trainer' style shoes with Velcro)  
A plain black V-neck jumper may be worn with the blazer in cold weather (cardigans are not acceptable).



***(Skirts and blazers are available only through the school supplier)***

**TIES:**               **YEARS 7, 8, 9 & 10:** Green/black/silver with school motif

**YEAR 11:** Plain green with school motif

*Both ties are available from the school.*

As a safety precaution, necessary when moving around the school, shoes must have backs to them, no training shoes, and no boots, and no heels higher than two inches. Please do not wear stiletto-heeled shoes, as they damage floors and carpets.

Students have a responsibility to dress smartly and sensibly. The school's dress code is constantly monitored during the course of the year. Thus parents must be satisfied that any garments purchased for school conform to the uniform that has been negotiated and agreed.

As a school we support the Halo Code. This means that we champion the right of staff and students to embrace all Afro-hairstyles. Extreme hairstyles, including sculptured haircuts, and obviously dyed hair, features such as razored eyebrows, any facial and tongue piercing, jewellery, acrylic and/or painted nails are not permitted. Please remember: NO earrings, only discreet plain studs; two studs per ear (ear lobe only) is the maximum allowed. (To allow time for healing, we advise that ears should not be pierced during term-time). No earring type is permitted to be worn in PE lessons. Only subtle use of make-up is permissible. Facial hair can be grown, if you wish, so long as it is kept neat and tidy. Tattoos are strictly forbidden.

Girls' skirts should be business-like and in line with the practicalities of everyday life. In order to facilitate this, we expect that girls wear the black monogrammed school skirt (from Stevensons). No other skirts are allowed. We ask that parents do not modify the skirt by shortening the hemline. In school, skirts must be worn correctly. Skirts should sit on the waist and should not be rolled or tied up in any way. Our expectation is that students not only wear school uniform but look smart when they are doing so. Blazers should be worn at all times around the school site.

There is no compulsory outdoor dress. Coats and jackets should be smart. Denim jackets, tracksuit tops and jackets with large logos and hoods are not acceptable. Outdoor dress, including scarves, should not be worn inside the school building.

**NOTE:** Full school uniform should be worn both to and from school.

## **SCHOOL PE KIT**

**BOYS:** Hooded sweatshirt (optional), rugby jersey, rugby shorts, polo shirt (available only through school supplier). Black shadow-stripe shorts (no cycling shorts), plain black games socks, shin pads, gum shield, football boots (no blades), outdoor trainers (astro, grass and tennis courts), indoor trainers (non-marking sole) and a named towel.

**GIRLS:** Hooded sweatshirt and polo shirt (available only through school supplier). Black shadowstripe shorts (no cycling shorts), plain black games socks, shin pads, gum shield, totally black tracksuit trousers\*, football boots (no blades), outdoor trainers (astro, grass and tennis courts), indoor trainers (non-marking sole) and a named towel. \*Tracksuit trousers with school logo are available from our supplier, if preferred.

School uniform and sportswear can be ordered online at [www.stevensons.co.uk](http://www.stevensons.co.uk)

## **SIXTH FORM: BUSINESS DRESS**

As a member of the Waddesdon Sixth Form, you are expected to maintain a high standard of personal presentation by observing the Sixth Form Dress Code. For young men, this means wearing a suit with a shirt and tie. For young women, this means wearing a suit jacket, with a smart dress, trousers or skirt. Skirts and dresses must be an appropriate length and style for school as deemed by the Head of Sixth Form. Young men may grow facial hair as long as it is kept neatly trimmed and students who have a nose piercing may wear a small, plain silver or gold stud.

For clarity, the following are not allowed: jeans; leggings; jeggings; trainers or trainer-like footwear; denim or leather skirts; strappy dresses or tops; long-sleeved or short-sleeved T-shirts; sweatshirts; hoodies. Hair must be a natural colour.

There are clear guidelines for summer business wear which are communicated to parents every year before Easter

## **GAMES KIT**

**All clothing/equipment should be clearly marked with the student's name.**

**School PE kit may be ordered online at [www.stevensons.co.uk](http://www.stevensons.co.uk)**

School's Health and Safety requirements dictate that no sleeper-type earrings/studs (often used after initial piercing) are permitted to be worn in PE lessons and hence our advice that ears should not be pierced during term-time.

### **BOYS:**

Hooded sweatshirt (optional), rugby jersey, rugby shorts, polo shirt (available only through school supplier). Black shadow-stripe shorts, plain black games socks, shin pads, gum shield, football boots (no blades), outdoor trainers (astro, grass and tennis courts), indoor trainers (non-marking sole) and a named towel.

### **GIRLS:**

Hooded sweatshirt and polo shirt (available only through school supplier). Black shadow-stripe shorts, plain black games socks, shin pads, gum shield, totally black tracksuit trousers\*, football boots (no blades), outdoor trainers (astro, grass and tennis courts), indoor trainers (non-marking sole) and a named towel.

\*Tracksuit trousers with school logo are available from our supplier, if preferred.

## **LOCKERS**

Lockers are available for hire via the school. A small deposit is required and returned when the key is handed in at the end of the hire period.

## **LOST PROPERTY**

It is the students' responsibility to keep their belongings with them and to ensure that they are named. Any lost property will be kept for a short period of time and then disposed of.

## **MOBILE PHONE POLICY/SMART WATCHES**

A summary of the policy is as follows:

- While we encourage students to leave their mobile phones at home, students may bring them to school, so long as they are switched off, and in their bags, before they enter the school site at the start of the day and remain there unless they are needed for an emergency and they have the express permission of a member of staff
- Students may switch on and use their mobile phones after Period 5 has finished and they have left the building in which their lesson during Period 5 took place
- If students are caught using their mobile phones in school without the express permission of a member of staff, we will confiscate them, in line with our current policy, which includes a two day period of confiscation for the first offence
- If students choose to bring their mobile phones to school, they do so at their own risk. Students who are concerned about the security of their phone on site should either choose to leave it at home or to hand it in to the main reception for safe keeping. It is for students and their parents to decide whether or not to insure their phone for loss, damage or theft

Sixth Form students may continue to bring their phones into school and may use them in Sixth Form areas only. They should not be seen in other areas of the school.

We would be very grateful for the full support of parents in this matter.

### **SMART WATCH POLICY**

- While we encourage students to leave smart watches at home, students may bring them to school, so long as they are only used as a watch
- If students are caught using their smart watches to read or send messages we will confiscate them in line with our current mobile phone policy, which includes a two day period of confiscation for the first offence

## **ARRANGEMENTS FOR ADMINISTRATION OF MEDICINE TO STUDENTS**

The school follows the Code of Practice guidelines for supporting students with medical needs, produced in co-operation with the Education Department's medical advisers and in accordance with the advice of the DfE.

When a parent requests that school personnel should administer or supervise the administration of a medicine prescribed by a doctor then they are required to ensure the following:

- **A letter and signed request form (available from the school)**
- **Medication must be provided in the container prescribed by the doctor, fully labelled to indicate the name of the patient, dose and frequency of administration and the name, address and telephone number of the doctor who prescribed it**
- **Controlled Drugs are always handed to the Medical Officer by a parent/carer and not sent with students**
- **For students whose statements of special educational needs require on-going administration of medication, a revised form should be obtained as part of the annual review procedure**

- **All medication must be handed to the Medical Officer for safe storage**

## **NON-PRESCRIPTION MEDICINES**

Many such medicines (e.g. cough mixture, homeopathic treatments) may not need to be given in school hours. If your son/daughter is given a dose just before they come to school, then it will normally be possible to wait until they go home before the next dose is administered.

Pain-killers will not be given to students before 12.30 as this gives a clear 4 hours if the student has had some before school. Paracetamol is allowed to be given but not Ibuprofen or Aspirin.

Sixth Form students are permitted to carry Pain-killers on their persons with consent from parents. Students should only bring to school sufficient quantities of any medicines that will/may be required for that day i.e. two paracetamol tablets, not the whole packet. This will ensure that pupils cannot accidentally take inappropriate quantities within a limited time period. Students should keep their medication securely on their person at all times. Students must also strictly not share medicines amongst any other students.

If a student suffers regularly from acute pain such as migraine, parents should authorise the supply of appropriate pain-killers for their son/daughter's use, with written instructions on the schools administering medication form, about when the medication should be taken (other than paracetamol these must be prescribed by a Doctor). A member of the first-aid staff is required to supervise the student taking the medication.

Parents' attention should be drawn to the paragraph on the Parental Consent Forms for school visits regarding paracetamol:

If students require paracetamol on a school visit, staff will only administer this if parents have read and confirmed on the Parental Consent Form that their child has had paracetamol administered in the past without adverse effect.

All medication for school visits must be handed to the Medical Officer prior to the visit for safe storage, complete with the necessary paperwork.

## **TRANSPORT**

The vast majority of students travel to school by bus. At Waddesdon we place a great deal of emphasis on safety and expect our students to act in a sensible and disciplined way on their journeys to and from school. Any students travelling by bicycle should inform the school office.

Due to there being a limited number of parking spaces available in the school, Year 13 students need to observe the following procedure before bringing a vehicle onto the school premises:

- Complete the Car Parking Permit Form (available from the Sixth Form office) which must be signed by a parent/guardian and countersigned by the Head of Sixth Form
- Students must inform the office if they change their vehicle and a revised permit will be issued
- Students are expected to drive with all due care and attention on the school premises and around the village. Failure to do so may result in permission to park in the school being withdrawn
- Students should obtain parents' permission before travelling in a car being driven by another student.

## BUS PASSES

In the case of loss, application for a replacement bus pass should be made in writing to Client Transport, County Hall, Aylesbury HP20 1YZ. A five-day Emergency User Ticket can be issued by the Finance Office at school in the meantime.

## SCHOOL BUSES AND COACHES

Coaches are sometimes delayed by inclement weather. Decisions on how long to wait for a bus are a matter of sensible discretion, but certainly half an hour is not unreasonable. Staying at home is not an option. **Please also see the note about attendance in the Behaviour Policy.** Enquiries about buses are best made to the appropriate company.

R & S transport	0845 605 7058
Motts Travel	01296 398300
Red Rose & Red Line	01296 747926
TWK	01296 630402
Vale Travel	01296 484348
Heyfordian	01869 241500

In the event of exceptionally bad weather, as Waddesdon is a rural school serving many isolated villages, if buses are unable to travel safely then they will not run, in which case students are advised to remain at home. As far as transport safety is concerned, this is a matter for the Police and the bus companies, from whom the school takes advice.

**School Lane and its approach roads are very congested after school. Parents are strongly advised to keep their cars well away, dropping or picking up passengers at some distance from the school. All traffic, except buses, is prohibited from School Lane between the hours of 1500 and 1530 and there will be no entrance or exit from school during this period.**

## EMERGENCY PROCEDURES

### Parents:

If any emergency occurs during the day, please telephone the school. The telephones are manned from 8.30am until 4.00pm Monday to Thursday and 8.30am until 4.30pm on a Friday, during term time.

## SCHOOL CLOSURE

- (a) There may be occasions, usually because of severe weather conditions, when it is necessary to close the school. When this happens the following radio stations will broadcast messages:

**Parents should first check the school website [www.waddesdonschool.com](http://www.waddesdonschool.com) which will be regularly updated.**

	<u>Frequency</u>
Fox FM Radio	102.6 FM or 97.4 FM
Chiltern Radio	97.6 FM or 828 AM
Horizon Radio	103.3 FM/VHF
Mix 96	96.2 FM
Three Counties Radio	630 Medium wave or 103.8 FM

It may be that some students arrive at school when it has been closed. Every care will be taken to see that they are returned home quickly and safely.

- (b) Sometimes it is necessary to close the school early, again usually because of a sudden deterioration in the prevailing weather. Before taking such a decision, the Local Education Authority and the Police are consulted.

In such circumstances, regretfully, it will not be possible to inform parents individually by telephone of the decision. It is absolutely essential, therefore, that all students have easy access to a place of safety if they return home early. Please discuss this with your son or daughter so that you come to a suitable arrangement.

## **EDUCATIONAL VISITS**

Through the Governing Body, Waddesdon Church of England School has formally adopted the Buckinghamshire 'Requirements and guidance for off-site visits and related activities' linking to National Guidance and Evolve 2020/21. Further procedures which reflect good practice have also been agreed with the school's Governing Body and a full copy of the County Policy and Procedures is available on the school website.

### **Aims and Purpose of Educational Visits**

Waddesdon Church of England School is fully committed to the benefits of learning beyond the statutory school day and away from the school premises.

Each year the school arranges a number of activities which take place off the school site and/or out of school hours. These expeditions are valuable and support the wider aims of the school's educational programme. The typical range of activities is outlined below. The school requires parental consent for students to take part in these activities and some ventures require that specific entry criteria are met.

The school's Governing Body has given its approval for the following types of activities to be organised in support of the educational aims of the school:

- Local visits: Waddesdon Manor, The Waddesdon Parish Church, various local businesses
- Day visits for particular year groups: theatre visits, field study visits, theme parks
- Residential visits
- Overseas visits
- Adventure outdoor pursuits: skiing, Duke of Edinburgh Award Scheme

All visits are designed and organised around educational objectives and enhance and enrich learning or pastoral needs. The school operates an open access policy for students but some visits may be organised for a specific year group only.

Students are informed of visits via a number of communication channels which operate in school. In all cases parents are informed of visits by letter directed from Subject Leaders, Form Tutors or club or society organisers. Initial announcements are often made through school assemblies, year group gatherings, form registers, school noticeboards or informally through club organisers. Students should stay tuned to these announcements – as many opportunities are on offer throughout the school year!

A letter to parents informing them of details concerning a school visit forms part of the approval procedure adopted from the Local Authority Visits Policy. The letter will outline the purpose of the visit, the type of activity, the level of staffing, the cost, if any, including voluntary contributions, and emergency telephone contacts (for visits that fall wholly or partly outside school office hours). However, a letter will not be sent to parents for after-school sports fixtures; instead, a fixture/practice schedule will be issued at the start of term.

### **Approval Procedure and Consent**

An Educational Visits Co-ordinator (EVC) has been nominated by the Headteacher and approved by the Governing Body.

Before a visit is advertised to parents the Headteacher and the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the students. All payments for the visit will be made through the school's accounts.

For out of hours clubs, school teams and local visits, parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Any cancellations will be notified by letter or telephone.

For any visit lasting a day or more, parents will be asked to give consent for their son/daughter to take part.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all foreign residential visits, parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary or organisation of the visit.

The school has separate policies for 'Charging and Remissions' and 'Diversity' which apply to all educational visits.

### **Staffing**

The school recognises the key role played by accompanying staff in ensuring the highest standards of learning, safety and introduction of educational challenges on a school visit.

Teachers and support staff are trained to develop their abilities in organising and managing students' learning in a variety of environments. The selection of staff for educational visits is a key priority in the initial approval of any proposed visit.

Where it is appropriate, the school will ensure that Disclosure and Barring Service (DBS) screening is available for volunteer adults assisting with educational activities and visits.

The school does not support additional people accompanying educational visits who are not students at the school or part of the agreed staff complement. This may result in family members being prevented from accompanying visits if the Governing Body is not satisfied that there is an educational benefit for the students.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include allocating time or finances available to conduct an exploratory visit if necessary, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the Leader and EVC might work in partnership to undertake planning and risk

assessments.

### **The Expectations of Students and Parents**

The school has a clear code of conduct for school visits based on the school's Behaviour Policy. Acceptance of the school's Behaviour Policy is a prerequisite for parents and forms part of the initial booking conditions. We must be confident that parents accept the parameters laid down by the school policy; students may be withdrawn prior to and during a school visit should their conduct breach the codes laid down by the school policy. Some students may be excluded temporarily from school should their behaviour warrant this action; in such a case, full reimbursement of the cost of a visit would be made where possible. However, where the third party contractors (e.g. travel companies) are involved, this exclusion may mean the loss of all or part of any monies previously paid. By electing to join an educational visit, students are indicating that they will abide by the expectations set out by the Visit Organiser/Leader.

If a student fails to meet the school Code of Conduct during the visit then the student will be sent home. The care of the rest of the group will be considered to be equally important as the safe return of the excluded student. Any costs incurred for the visit, e.g. theatre tickets, transport, etc., may not be reimbursed. Parents will be required to collect their child from the school, transport terminus or from the visit centre, depending on the supervisory cover available. In some circumstances the parent of the excluded student must take responsibility for the safe return of that student.

Whilst children are under their supervision, staff have a legal responsibility or 'Duty of Care' to ensure no harm (physical or psychological) comes to those under their care. It is for this reason that it is not possible to drop off any student en route while returning from a trip, no matter what the circumstances. The finishing point of a trip will be back on school premises and at the time indicated by the letter or by the communication route detailed above. Parents are required to collect their children from the school premises and at the designated time.

### **Emergency Procedures**

The school will appoint two members of the Leadership and Management Team as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury, or events that might attract media attention. The number of the school mobile phone will be shared with parents.

The Group Leader will leave full details of all students and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next of kin, as appropriate.

- The school has a Grave Emergency Procedure, of which any Group Leader will be aware.
- All incidents and accidents occurring on a visit will be reported back through the school systems.
- The school will have emergency funding available to support the Group Leader in an emergency.

### **INSURANCE**

The school's journey insurance and onsite cover policy provides for official school visits approved by the Governing Body. **The policy provides for compensation in the event of accidental bodily injury; medical and other expenses (for journeys outside the UK); loss or theft of personal property and money; cancellation or curtailment; personal liability. Full details are available on request from the school Finance Office.**



### GCSE EXAMINATION SYLLABUSES 2022/23

Subject	Board	Specification Code
Art & Design (9-1)	OCR	J170
Art & Design: Graphic Communication (9-1)	OCR	J172
Art & Design: Photography (9-1)	OCR	J173
Business Studies (9-1)	EDEXCEL	1BSO
Computer Science (9-1)	OCR	J277
Creative Media Level 1-2 Award Certificate	OCR	J817
Design & Technology: Product Design (9-1)	AQA	8552
Design & Technology: Food Preparation & Nutrition (9-1)	AQA	8585
Drama (9-1)	WJEC EDUQAS	C690QS
English Language (9-1)	AQA	8700
English Literature (9-1)	AQA	8702
Geography (9-1)	AQA	8035
History (9-1)	AQA	8145
ICT (9-1)	TBC	TBC
Languages: French (9-1)	AQA	8658
Languages: Spanish (9-1)	AQA	8698
Mathematics A (Linear)	EDEXCEL	1MA1
Music – Technical Award in Music Technology (Level 2)	NCFE	
Physical Education (9-1)	AQA	8582
Religious Studies (9-1) A Specification	AQA	8062
Science: Combined Award – Trilogy (9-1)	AQA	8464
Science Separate Award: Biology (9-1)	AQA	8461
Science Separate Award: Chemistry (9-1)	AQA	8462
Science Separate Award: Physics (9-1)	AQA	8463

## GCE AS & A LEVEL EXAMINATION SYLLABUSES

Subject	Board	Specification Code
Art & Design: Art, Craft & Design	OCR	H600
Art & Design: Graphic Communication	OCR	H602
Art & Design: Photography	OCR	H603
Business	EDEXCEL	9BS0
Design & Technology: Product Design	AQA	7552
Drama & Theatre Studies	EDEXCEL	9DR0
Economics	EDEXCEL	9EC0
English Literature	EDEXCEL	9ET0
Geography	AQA	7037
History 1C & 2R	AQA	7042
Languages: French	AQA	7652
Languages: Spanish	AQA	7692
Mathematics	EDEXCEL	9AMO
Further Mathematics	EDEXCEL	9FMO
Media Studies	AQA	7572
Physical Education	AQA	7582
Psychology	AQA	7182
Religious Studies	AQA	7062
Science – Biology	AQA	7402
Science – Chemistry	AQA	7405
Science – Physics	AQA	7408
Sociology	AQA	7192

## BTEC

Subject	Board	Specification Code
National Level 3 Extended Certificate in Music	EDEXCEL	BLMP1

## THE LONDON INSTITUTE OF BANKING & FINANCE

Subject	Board	Specification Code
LIBF Certificate in Financial Studies (CeFS)	LIBF	CFS3
LIBF Diploma in Financial Studies (DeFS)	LIBF	DFS3

### EXTENDED PROJECT QUALIFICATION

Subject	Board	Specification Code
Extended Project Qualification – Level 3	AQA / City & Guilds	7993

### LEVEL 3 CERTIFICATE / DIPLOMA – NEW

Subject	Board	Specification Code
Level 3 Certificate in Food Science & Nutrition	WJEC	4563QC
Level 3 Diploma in Food Science & Nutrition	WJEC	4563QD
Level 3 Certificate in Applied Science	AQA	1776
Level 3 Extended Certificate in Applied Science	AQA	1777
Level 3 Cambridge Technical Introductory Diploma in IT	OCR	05840

### GCSE RESULTS

Examination results for the past five years have been consistently outstanding, with 80% achieving the equivalent of 5A\*-C in English and Maths and three other subjects. Due to the difference in calculations in 2020 and 2021, we do not include these figures in the table below, but they can be found by accessing the exam information page on our website.

The Progress 8 score for the year group in 2019 was 0.78 which puts the school at 155 out of all schools nationally for progress (top 5%).

The 5 year trends at Key Stage 4 may be seen in the following table\*:

	2019	2018	2017	2016	2015
5 A*-C (9 – 4)	88%	92%	91%	90%	84%
5 A*-C (9 – 5)	73%	84%	87%		
5 A*-C including English and Maths (9 – 4)	80%	84%	86%	78%	77%

5 A*-C including English and Maths (9 – 5)	55%	53%	62%		
5 A*-G (9 – 1)	100%	99%	100%	100%	99%
A*-A (9 – 7)	31%	35%	25%	27%	27%
A*- B (9 – 6)	50%	52%	54%	59%	56%

## A LEVEL RESULTS

Analysis of our students' performance in relation to schools across the country is expressed as a Score at grade 4, 'Very Good' and a three-year Score at grade 2, 'Outstanding'.

	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
% Pass Rate	99.4	99.7	99.4	99.5	99.1
% A* grades	2.1	8.4	7.8	4.6	2.9
% A*A grades	11.2	27.6	24.8	19.7	11.7
% A*AB grades	44.0	58.2	55.8	54.6	42.7
% A*ABC grades	76.1	86.1	82.2	85.4	77.7

To maintain and improve standards the Academy operates a comprehensive self-evaluation programme, regular lesson observations, scrutiny of work and an extensive system of monitoring and evaluation. It also examines the views of students through Student Voice and receives feedback from parents through its regular parental surveys.

## STAFF LIST FOR SEPTEMBER 2022 (as of 19th July, 2022)

Matthew Abbott	Headteacher
Nicola Ackerlay	Receptionist
Kirsten Adams	Teacher Art
Nicola Aldridge	Head of Year 13/Languages
Yousaf Amir	Teacher Technology
Colin Arblaster	Teacher Physics
Amy Armstrong	Librarian (shared role with Laura Staiano)
Janice Attack	Science Technician
Sarah Baker	Science Technician
Valerie Baker	Teacher Languages
Heather Bambury	Teacher Food Technology
Sarah Brockwell	Teacher Biology/Pupil Premium Champion
Matthew Barrett	Teacher - Subject Leader Geography
Laurain Bienvenot	Languages Assistant
Linda Bird	Lead School Counsellor
Jessica Booker	Teacher Business Studies/LMT Timetable Link
Tracey Bradford	Learning Support Assistant
Rachel Branton	Assistant Headteacher/T&L CPD/History
Alison Breith	Learning Support Assistant
Bonita Bridges	Careers Adviser/Citizenship and PSHE Co-ordinator
Susan Brookhouse	Speech & Language Specialist Learning Support Assistant
David Broomhead	Site Manager
Michelle Brown	Learning Support Assistant
Jennifer Bull	Teacher of Sociology
Kevin Carr	Teacher Chemistry/Timetable
Melinda Carr-Ruby	Teacher Music
Sarah Caswell	Teacher – Second in English/D of E
Fiona Champness	Teacher - SENCO
Suzanne Chapman	Creative Technician
Salema Choudhury	Learning Support Assistant
Samuel Clancy	Learning Support Assistant
Vanessa Clark	Head of Year 11/Teacher English
Kirsty Connell	Teacher Chemistry/Assistant SENDCO
Jo Cook	Teacher PE
Lorraine Cooper	Finance Officer
Rebecca Cox	Learning Support Assistant
Susan Cross	Learning Support Assistant
Yasmin Cunningham	Cover Supervisor
John Dangana	Teacher Religious Studies
Paul Dangerfield	Caretaker
Sarah Davis	Teacher – Subject Leader Art
Catherine Dean	Cleaner
Mark Dean	Cleaner

Matthew Dipple	Head of Year 8/Teacher Mathematics
Christopher Dowrick	Teacher Mathematics/EVC Co-Ordinator/Maths Nurture
Helen Drought	Teacher - Subject Leader History
Hannah Duggan	Teacher Physical Education
Alford (Charlie) Ellis	Cleaner
Claire Elworthy	Teacher Art
Sharon Evans	Teacher - Second in Art
Anna Ewart	Teacher - Subject Leader Science
Tim Ewart	Senior Science Technician
Helen Fitzgerald	Teacher - Subject Leader Languages
Alexia George	Teacher – Subject Leader Psychology & Sociology
Emily Gray	Learning Support Assistant
Lauren Haggerty	Teacher English/Subject Leader Media Studies
Michaela Hammond	Finance Officer/HR Officer
Eve Harris	Teacher - Geography
Georgia Hay	Sixth Form Administrator & Student Support Officer
Christine Hiscock	Catering Assistant
Ellen Hoe	Head of Year 7/Acting Head of History/EPQ & More Able Co-ordinator
Michelle Hughes	Teacher - Subject Leader Mathematics
Vicki Hull	Teacher Science
Mohammad Israr	Teacher Religious Studies
Peter Iveson	Teacher - Subject Leader Design Technology
Elaine James	Learning Support Assistant
Helen Jauregui	Teacher - Second in English
Selina Jenner	Learning Support Assistant
Ben Judson	Teacher - Subject Leader Performing Arts
Scott Kennedy	Teacher - Subject Leader Physical Education
Emma Laird	Teacher - Second in Science
Anthony Lamb	Restaurant & Kitchen Manager/Head Chef
Jill Lamb	Learning Support Assistant
Clare Leach	School Nurse
Johnathan Lee	Teacher – Subject Leader English
Wai Kuen Lo	Learning Support Assistant
Nicola Logan	Clerk to Governors
Rebecca Long	Sixth Form Administrator & Study Centre Supervisor
Janek Maciejewski	Head of Year 9 Teacher Physical Education
Ian Macleod	Caretaker
Avnish Majethia	Teacher - Subject Leader ICT
Nicola Makepeace	Learning Support Assistant
Katherine March	Learning Support Assistant
Gavin Marshall	Caretaker
Elletia McCann	SEN Student Safeguarding and Enrichment Officer
Annalies McIver	Assistant Headteacher /Head of Sixth Form/ History
Neil McKain	Teacher - Subject Leader Religious Studies

Tamsin McKenzie	Head of Year 12/Teacher of Psychology
Tom McKenzie-Boyle	Teacher Maths
Katherine McSweeney	Student Monitoring Administrator
Aouatif Mernissi	Catering Assistant
Khalil Mernissi	Cleaner
Harley Moore	Learning Support Assistant Trainee
Angela Morgan	Headteacher's PA
Julie Nicholas	Business Manager
Oliver Nilan	Teacher - Science
Thabo Nkoane	Teacher - Second in Maths
Lauren Osborne-Lewis	Teacher - Drama
Nicola Page	Learning Support Assistant
Robert Panek	Cleaner
Alistair Peck	Reprographics Manager
Emily Piosek	Learning Support Assistant/Enrichment & Transition Officer
Anne Poole	Learning Cover Supervisor
Anika Popat	Teacher Maths
Duncan Purchase	ICT Systems Manager
Chelsey Quarterman	Teacher Science
Safiya Raqib	Teacher Business Studies
Hannah Rayner	Teacher English
Rebecca Raynor	Teacher Art/Subject Leader Textiles
Nicola Ready	Office Manager
Jenny Richards	Learning Support Assistant
Sarah Richardson	Food Technology Technician
Alice Ridgway	Teacher Science
Jeremy Sampson	Teacher Science
Rory Scrivener	ICT Technician
Joanne Smaldon	Teacher – Second in PE
Sarah Smith	Enrichment Assistant
Tracey Smith	Teacher Maths
Lorraine Snell	Learning Support Assistant
Cheryl Spittles	Teacher – Subject Leader Computer Science & IT
Laura Staiano	Librarian (shared role with Amy Armstrong)
James Sturla	Assistant Headteacher – Designated Safeguarding Lead/Pastoral/PE
Emma Talbot	Teacher Geography
Heather Taylor	Teacher History
Heather Thomas	Data Manager/Examination Officer
Paul Tilley	Teacher - Subject Leader Business Studies/Economics
Francesca Tubb	Teacher Science
Kate Turner	Head of Year 8/ Teacher -Second in Performing Arts
Rebecca Vignoles	Higher Level Teaching Assistant (HLTA)
Raquel Villegas	Learning Support Assistant
Neringa Virksaite	Cover Supervisor

Lucy Watson	Learning Support Assistant Trainee
Sheila Watts	Teacher – Subject Leader Food Technology
Alan Weaver	DT Technician
Daniel West	Teacher Physics/Data Manager
Helen Weston	Catering Supervisor
Gemma Wiseman	Student Safeguarding & Welfare Officer
Ruth Whittaker	Teacher PE
Kacey Williams	Teacher Languages
Gemma Wiseman	Student Safeguarding & Welfare Officer
Kelly Worland	Cover Manager



## WADDESdon CHURCH OF ENGLAND SCHOOL

### Application for Leave of Absence for Exceptional Circumstances

Please note: 'Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances'.

*Parents who do take their children on holiday during term time without prior authorisation by the school may be fined under Section 23 of the Anti-Social Behaviour Act*

I request permission from Waddesdon School's Governing Body for my child to be granted Leave of Absence for the dates and reasons given below.

Student's name: \_\_\_\_\_

Form: \_\_\_\_\_

(Please note, a separate form must be completed for each child in the family)

#### Proposed dates of absence:

From: \_\_\_\_\_

To: \_\_\_\_\_

#### Please give details and reasons for the proposed absence:

(continue overleaf if necessary)

The completed form should be submitted to the Headteacher not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the form tutor before submission.

The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused, any absence for the above period will be recorded at the end of the school year as unauthorised absence.

Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods. In any case, your school will not normally agree to your child missing more than ten school days for family holidays in any one school year.

***Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.***

Signature of Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

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**LEAVE OF ABSENCE REQUEST – RESPONSE FORM**

Leave of absence from: \_\_\_\_\_ to: \_\_\_\_\_ For (Pupil's name) \_\_\_\_\_

Thank you for your request for leave of absence. Unfortunately this has been refused because:

**OR:** This absence request has been authorised



**Signed:** \_\_\_\_\_

**Reason for absence – continuation:**