

***WADDESDON CHURCH OF
ENGLAND SCHOOL***

PARENT HANDBOOK

2023-2024

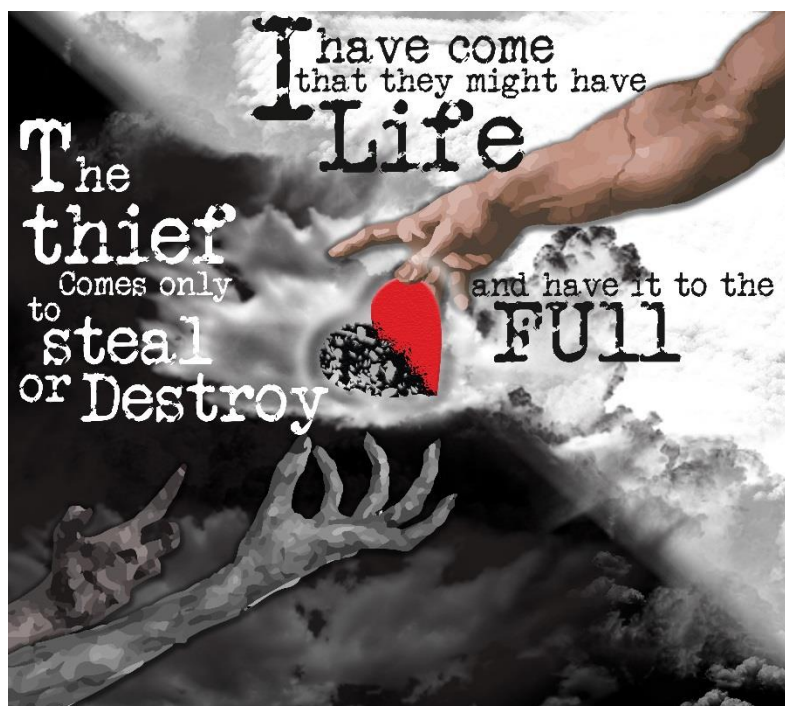
Core values and principles

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

2023-2024

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

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

absence@waddesdonschool.com

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

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 8.00am – 4pm, Tuesday to Thursday 8.00am – 5.00pm, Fridays 8.30am – 3.00pm. 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 2023/2024

Autumn Term 2023

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

Thursday 24th & Friday 25th August
Monday 4th September
Tuesday 5th September
Wednesday 6th September
Thursday 7th September
Wednesday 27th September
Friday 20th October
Monday 30th October
Wednesday 20th December (1pm)

Year 12 Enrolment
Staff Training
Staff Training

Staff Appraisal

Spring Term 2024

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

Thursday 4th January
Friday 5th January
Friday 9th February
Monday 19th February
Thursday 28th March

Staff Training

Summer Term 2024

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

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

Staff Training

Bank Holiday

Staff Training

Autumn Term 2024 (Provisional)

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 22nd & Friday 23rd August
Tuesday 3rd September
Wednesday 4th September
Thursday 5th September
Friday 6th September
Wednesday 25th September
Friday 25th October
Monday 4th November
Friday 20th December (1pm)

Year 12 Enrolment
Staff Training
Staff Training

Staff Appraisal

Spring Term 2024 (Provisional)

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

Monday 6th January
Tuesday 7th January
Friday 14th February
Monday 24th February
Friday 4th April

Staff Training

Summer Term 2024 (Provisional)

School Opens
School Closed
School Closes for Half-Term

Tuesday 22nd April
Wednesday 23rd April
Monday 5th May
Friday 23rd May
Monday 2nd June
Tuesday 3rd June
Wednesday 23rd July (1pm)

Staff Training

Bank Holiday

Staff Training

School Re-Opens
School Closes for Summer

SEPTEMBER		
A (1)	Sept.	
Monday	4 th	Staff Training Day
Tuesday	5 th	Staff Training Day
Wednesday	6 th	School opens for Years 7 & 12 Year 12 Induction Day
Thursday	7 th	School opens for all students
Friday	8 th	
B (2)	Sept.	
Monday	11 th	Year 11 Parents' Information Evening – ambition, belief, commitment: going for personal best
Tuesday	12 th	
Wednesday	13 th	Year 7 Parents' Information Evening - help your child to be a successful learner
Thursday	14 th	
Friday	15 th	
Sunday	17 th	Green Power Castle Combe Circuit Trip
A (3)	Sept.	
Monday	18 th	
Tuesday	19 th	Holy Communion: 8.40 – 9am
Wednesday	20 th	Year 12 Parents/Carers' Information Evening 6pm
Thursday	21 st	
Friday	22 nd	
Saturday	23 rd	
B (4)	Sept.	
Monday	25 th	
Tuesday	26 th	Open Morning, Year 7 Admissions, 9.15-11.00am Open Evening, Year 7 Admissions, 6.00-8.30pm
Wednesday	27 th	Staff Training Day WSA AGM 7pm
Thursday	28 th	Years 9 & 10 Comp. Science to Waddesdon Manor (11.30am-12.45pm)
Friday	29 th	
OCTOBER		
A (5)	Oct.	
Monday	2 nd	Year 7 Team Building Activities Trip x 1 form
Tuesday	3 rd	Year 7 Team Building Activities Trip x 2 forms
Wednesday	4 th	6 th Form Group visit to High Wycombe Recycling Centre
Thursday	5 th	
Friday	6 th	

B (6)	Oct.	
Monday	9 th	
Tuesday	10 th	World Mental Health Day
Wednesday	11 th	Year 12 Sports Leaders Reward Benchball
Thursday	12 th	
Friday	13 th	Year 11 and 13 Trip to EGX London (iMedia and IT)
A (7)	Oct.	
Monday	16 th	
Tuesday	17 th	Year 13 Geography Fieldwork trip to Aylesbury
Wednesday	18 th	Annual Service of Praise and Thanksgiving
Thursday	19 th	
Friday	20 th	Year 11 Report 1 Issued School closes for half term
		HALF TERM
B (8)	Oct. / Nov.	
Monday	30 th	Year 10 Mock Exam Week
Tuesday	31 st	
NOVEMBER		
Wednesday	1 st	Year 11 Mock Exam Information Evening- Hall 6.30pm
Thursday	2 nd	Year 8 Aylesbury Mosque (9.10-11.00am) TBC
Friday	3 rd	Year 12/13 Berlin Trip (returning Sunday 5 th November) TBC
A (9)	Nov.	
Monday	6 th	Year 10 MFL Speaking Mocks (all week) Year 13 Biology Live, Birmingham
Tuesday	7 th	Report 1 Issued – no assembly Year 8 Pitt Rivers #1/3 (8.45am-12.30pm)
Wednesday	8 th	Year 8 Pitt Rivers #2/3 (8.45am-12.30pm) Year 12 Sports Leaders “Have fun to be active” Year 7 Tutors Evening (3.45pm – 7.30pm)
Thursday	9 th	Year 8 Pitt Rivers #3/3 (8.45am-12.30pm) Year 11 Pathways Conference (Hall p1-2)
Friday	10 th	Remembrance Service – whole school (10.40am-11.05am) Years 9-11 GCSE rock climbing residential, High Adventure (depart 10am, return 10pm 12 th Nov.) Year 12 trip to Northampton University Fair.
Sunday	12 th	Diwali (Festival of Lights)
B (10)	Nov.	
Monday	13 th	SHOW WEEK
Tuesday	14 th	SHOW WEEK – Rehearsals
Wednesday	15 th	SHOW WEEK – Tech rehearsals

Thursday	16 th	SHOW WEEK – Primary School performance (afternoon)
Friday	17 th	SHOW WEEK
		Show performance matinee and evening time TBC
Saturday	18 th	Year 10 Mock Trial heats, Oxford Crown Court
A (11)	Nov.	
Monday	20 th	Interform Week
Tuesday	21 st	Holy Communion: 8.40–9.00am Years 12 & 13 A Level Physics Live, London (depart & return from Aylesbury station)
Wednesday	22 nd	Year 9 (approx. x30) Warwick Racecourse (8.30am - 3.30pm)
Thursday	23 rd	Years 7-11 inclusive (Flu vaccinations) Year 12 Parents' Consultation Evening (in school) 3.45-5.15pm & 5.45-7.30pm
Friday	24 th	
B (12)	Nov. / Dec.	
Monday	27 th	
Tuesday	28 th	
Wednesday	29 th	
Thursday	30 th	Year 7 History Trip to Warwick Castle Sixth Form Open Evening (6-8pm)
DECEMBER		
Friday	1 st	
A (13)	Dec.	
Monday	4 th	Year 10 Report 1 Issued
Tuesday	5 th	
Wednesday	6 th	Year 11 Mock Exams Begin
Thursday	7 th	Year 10 Parents' Consultation Evening (in school) 3.45-5.15pm & 5.45-7.30pm
Friday	8 th	Hampton Court Palace Trip (Year 12/13 History)
B (14)	Dec.	
Monday	11 th	Year 7 & 8 Carol Service – during the day
Tuesday	12 th	Carol Service 7pm (Waddesdon Church)
Wednesday	13 th	Year 12/13 Chemistry Spectroscopy workshop, Nottingham University Christmas Lunch
Thursday	14 th	Christmas Lunch
Friday	15 th	
A (15)	Dec.	
Monday	18 th	Informal event for former Year 13s to collect A level certificates 4-5pm (restaurant)
Tuesday	19 th	Last day of Year 11 mocks
Wednesday	20 th	School closes for Christmas (1pm)
CHRISTMAS HOLIDAY		
JANUARY 2024		

A (15 cont'd)	Jan.	
Thursday	4 th	Staff Training Day (INSET)
Friday	5 th	
B (16)	Jan.	
Monday	8 th	Ukrainian Christmas
Tuesday	9 th	Year 11 Art students virtual gallery visits (pds.1-3) GCSE Certificate Presentation Evening (6.30pm)
Wednesday	10 th	Year 11 Graphics students virtual gallery visits (pds.1-3)
Thursday	11 th	Year 11 Photography students virtual gallery visits (pds.3-5)
Friday	12 th	Finance exam (part A of units 1/3)
A (17)	Jan.	
Monday	15 th	
Tuesday	16 th	Finance exam (part B of units 1/3)
Wednesday	17 th	Year 12 Sports Leaders – Year 4 Multiskills
Thursday	18 th	Year 11 Human Geography Fieldwork trip to Summertown/Cowley
Friday	19 th	Year 7 Young Enterprise Day in school
B (18)	Jan.	
Monday	22 nd	
Tuesday	23 rd	
Wednesday	24 th	Year 11 Mock Results assembly
Thursday	25 th	Year 11 Parents' Consultation Evening (in school) 3.45-5.15pm & 5.45-7.30pm
Friday	26 th	Holocaust Memorial Day (Actual date Fri 27 th Jan)
A (19)	Jan. / Feb.	
Monday	29 th	
Tuesday	30 th	Holy Communion: 8.40 – 9.00am
Wednesday	31 st	Year 9 (Td/IPV & MenACWY)
FEBRUARY		
Thursday	1 st	Year 9 Science Museum London (7.30am-4.30pm) The Big Gig (Music event – 6pm)
Friday	2 nd	
B (20)	Feb.	
Monday	5 th	Interform Year 8 Assessment Week

Tuesday	6 th	Year 10 Photography Oxford (8.45am-3.10pm)
Wednesday	7 th	Report 2 Issued (Year 7, 9, 10, 12, 13) – no assembly Year 13 Mock Results Assembly
Thursday	8 th	Year 11 (x 27) Oxford Science Live (9am-5pm) Year 13 Parents' Consultation Evening (in school) 3.45-5.15pm & 5.45-7.30pm
Friday	9 th	School closes for half term
HALF - TERM		
A (21)	Feb.	
Monday	19 th	Year 10 MFL Speaking Mock (all week)
Tuesday	20 th	
Wednesday	21 st	International Day of Languages
Thursday	22 nd	Careers Fair (6.00pm – 9.00pm)
Friday	23 rd	
B (22)	Feb/ March	
Monday	26 th	Year 11 Food NEA 2 Practicals (9am-1pm) until 1 st March
Tuesday	27 th	
Wednesday	28 th	
Thursday	29 th	Year 9 Parents' Consultation Evening (in school) 3.45-5.15pm & 5.45-7.30pm
MARCH		
Friday	1 st	
A (23)	March	
Monday	4 th	Year 11 Mock Exams Year 12 Food Practical Exam
Tuesday	5 th	
Wednesday	6 th	Safer Internet Day
Thursday	7 th	World Book Day
Friday	8 th	Ramadan begins (for 29/30 days depending on moon sighting) Year 12 Food Practical Exam
B (24)	March	
Monday	11 th	Ramadan begins (or 12 th March - TBC)
Tuesday	12 th	
Wednesday	13 th	Year 8 Report 2 Issued

		Year 12 Sports Leaders – Year 5/6 Girls Football
Thursday	14 th	Year 8 Options Conference (P1-P2) Year 8 Options Parent Information Evening 6pm DofE Navigation walk Period 4 and 5 - Year 9
Friday	15 th	Finance exam (part A resit of units 1/3)
A (25)	March	
Monday	18 th	
Tuesday	19 th	Finance exam (part B resit of units 1/3)
Wednesday	20 th	
Thursday	21 st	Year 8 Parents' Consultation Evening (in school) 3.45-5.15pm & 5.45-7.30pm
Friday	22 nd	
B (26)	March	
Monday	25 th	Holi (Festival of colours)
Tuesday	26 th	
Wednesday	27 th	Year 8 Options Deadline Whole school photograph TBC Years 12,13 Stars in their Eyes (6pm-8pm)
Thursday	28 th	Year 11 and Year 13 Reports Issued School closes for Easter
		Easter Day (Sunday 31 st March)
		Eid al-Fitr (celebration of end of Ramadan) 9 th /10 th April (In holidays)
E A S T E R H O L I D A Y		
A P R I L		
A (27)	April	
Monday	15 th	Staff Training Day (INSET)
Tuesday	16 th	
Wednesday	17 th	
Thursday	18 th	
Friday	19 th	Year 12 Geography Skern Lodge (depart 9am, return 21 st April 8pm)
B (28)	April	
Monday	22 nd	Year 8 (HPV single dose)
Tuesday	23 rd	Holy Communion: 8.40 – 9am
Wednesday	24 th	
Thursday	25 th	

Friday	26 th	Finance exam (part A of units 2/4)
A (29)	April/May	
Monday	29 th	Year 12 Predicted Grade Exams begin Finance exam (part B of units 2/4)
Tuesday	30 th	Year 11 final MFL Speaking exams until Friday 10 th May
MAY		
Wednesday	1 st	Year 13 Food exams (8 hours across the next week TBC) Year 12 Sports Leaders – Quadkids Athletics
Thursday	2 nd	Year 8 (HPV 1 st dose)
Friday	3 rd	
B (30)	May	
Monday	6 th	School Closed - Bank Holiday
Tuesday	7 th	
Wednesday	8 th	Year 8 Bletchley Park Trip
Thursday	9 th	GCSEs begin Year 7 Parents' Consultation Evening (in school) 3.45-5.15pm & 5.45-7.30pm
Friday	10 th	Year 13 Leavers Day and Ball (provisional) Year 11 Leavers Assembly
A (31)	May	
Monday	13 th	Mental Health Awareness Week A Levels begin
Tuesday	14 th	Holy Communion 8.40 – 9am
Wednesday	15 th	
Thursday	16 th	Yr 7, St Michael & All Angels, Waddesdon (10am-11am & 11.45am-12.45pm)
Friday	17 th	Year 9 Bronze DofE Expedition Calvert (to 18 th May, 4.30pm)
B (32)	May	
Monday	20 th	Interform week Year 9 Assessment Week
Tuesday	21 st	
Wednesday	22 nd	Year 8 Opal Coast (depart 6am, return 24 th , 9pm)
Thursday	23 rd	
Friday	24 th	School closes for half term
HALF TERM		

JUNE		
A (33)	June	
Monday	3 rd	Staff Training Day (INSET)
Tuesday	4 th	Year 9 MFL Speaking Mocks (all week)
Wednesday	5 th	Year 10 Physical Geography trip to River Chess Day 1 (Dates flexible) Art/Media/Technology Summer Exhibition (4pm-7pm)
Thursday	6 th	Year 10 Physical Geography trip to River Chess Day 2 (Dates flexible) Art Exhibition opens for classes from other subjects to view during lessons
Friday	7 th	Art Exhibition opens for classes from other subjects to view during lessons
B (34)	June	
Monday	10 th	
Tuesday	11 th	
Wednesday	12 th	
Thursday	13 th	
Friday	14 th	Finance exam (part A resit of units 2/4)
A (35)	June	
Monday	17 th	Eid al Adhr (Eid of Abraham's sacrifice) 17 th - 19 th Year 9 RS trip to St Albans
Tuesday	18 th	Holy Communion 8.40 – 9am Year 7 Rewards Trip TBC Finance exam (part B resit of units 2/4)
Wednesday	19 th	Year 12 Vertigo VR & Campbell Park (9am-2.30pm)
Thursday	20 th	Year 12 Life after Waddesdon Evening 6-7.30pm Year 9/10/12 Food trip to Sorrento (until Monday 24 th June) TBC
Friday	21 st	Windrush Day (actual day 24 th June) Year 12 Biology field trip, Whipsnade Zoo (8.30am-5.30pm) Year 11 Ball (Venue TBC)
B (36)	June	
Monday	24 th	School Diversity Week
Tuesday	25 th	Year 10 MUNGA Conference (Hall)
Wednesday	26 th	New Year 12 Foundation Day
Thursday	27 th	Year 12 Sports Leaders Transition Games

Friday	28 th	Cultural Heritage Dress Junior District Athletics (Year 7 and 8) Year 9 DofE Assessed Expedition, Wendover (to 29 th July)
JULY		
A (37)	July	
Monday	1 st	Transition Day for some students Year 12 Art, Graphics and Photography London Galleries Visit TBC
Tuesday	2 nd	Transition Day #1 Senior District Athletics (Year 9 and 10)
Wednesday	3 rd	Transition Day #2 Yr 6 Transition Evening
Thursday	4 th	Year 8 Camp, Longridge (return Friday 5 th) Year 12 Work Experience (Day 1)
Friday	5 th	Year 12 Work Experience (Day 2) Activities Day <ul style="list-style-type: none"> • Year 7 visit to Whipsnade Zoo (8.45am-4.00pm) • Year 9 visit to Willen Lake • Year 10 on-site team building activities
B (38)	July	
Monday	8 th	Years 9 &10 Paris (depart 7.30am, return 12/7, 9.15pm)
Tuesday	9 th	Year 6 and 8 Maths Trail p1-2 in the library
Wednesday	10 th	Waddesdon Primary (Year 5) visit to Science Dept
Thursday	11 th	Year 10 Maths BP Roadshow – P4&5 in the Hall WaddFest (5.30/6pm – 9pm)
Friday	12 th	Sports Day
A (39)	July	
Monday	15 th	Year 3 Report Issued (Year 7-10 and 12) – No Assembly Waddesdon Walk Years 11,12,13 World Challenge, Tanzania (depart am, return pm 6 th August)
Tuesday	16 th	Year 10 Art, London Galleries (8.45am-5.30pm)
Wednesday	17 th	Year 7 and 8 Fun Maths Roadshow – P1-5 in the Hall
Thursday	18 th	Prize Giving (periods 3&4)
Friday	19 th	Reserve Sports Day
B (40)	July	
Monday	22 nd	
Tuesday	23 rd	School closes for summer (1pm)
AUGUST		

Thursday	15 th	A Level Results Day (TBC)
Thursday	22 nd	GCSE Results Day and internal Yr12 enrolment (TBC)
Friday	23 rd	Governors' Sixth Form Admissions Committee (8.30am)

PROPOSED AND PROVISIONAL VISITS/ACTIVITIES BY YEAR GROUP

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

YEAR 7

OCTOBER 2023			
Monday	2 nd	Team building activities (in school)	£60
Tuesday	3 rd	Team building activities Wendover Woods	
DECEMBER 2023			
Thursday	30 th	History visit to Warwick Castle	£30
JANUARY 2024			
Friday	19 th	Young Enterprise Activity Day	-
MAY 2024			
Thursday	16 th	RS visit to St Michael and All Angels Church, Waddesdon	-
JUNE 2024			
Tuesday	18 th	Reward visit (provisional)	TBC
JULY 2024			
Friday	5 th	Activities Day visit to Whipsnade Zoo	£20
APRIL 2025			
Sunday	6 th	Ski trip to Jay Peak, Vermont, USA (return 13 th)	£2295

YEAR 8

SEPTEMBER 2023			
Sunday	17 th	GreenPower car race, Castle Combe (heat)	TBA
NOVEMBER 2023			
Thursday	2 nd	RS Visit to Aylesbury Mosque (provisional)	£10
Monday	7 th	Art: Pitt Rivers Museum (Group 1)	£10
Wednesday	8 th	Art: Pitt Rivers Museum (Group 2)	£10
Thursday	9 th	Art: Pitt Rivers Museum (Group 3)	£10
MAY 2024			
Wednesday	8 th	History visit to Bletchley Park	£25
Wednesday	22 nd	French Visit to Opal Coast (return 24 th May)	£400
APRIL 2025			
Sunday	6 th	Ski trip to Jay Peak, Vermont, USA (return 13 th)	£2295
JULY 2024			
Thursday	4 th	Year 8 Camp, Marlow (return 5 th)	£110

YEAR 9

SEPTEMBER 2023			
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Sunday	17 th	GreenPower car race, Castle Combe (heat)	TBA
Thursday	28 th	Computer Studies AR visit to Waddesdon Manor	-
NOVEMBER 2023			
Friday	10 th	GCSE PE Rock Climbing Residential (return 12 th)	£250
Wednesday	22 nd	Maths in Action: Warwick Racecourse (Maths Set 2)	£25
FEBRUARY 2024			
Thursday	1 st	Science Museum, London	£30
MARCH 2024			
Thursday	14 th	D of E Navigation walk, Waddesdon Manor	-

YEAR 9 (cont'd)

MAY 2024			
Friday	17 th	D of E Bronze Expedition, Calvert	£75
JUNE 2024			
Monday	17 th	RS visit to St Albans Abbey	£20
Thursday	20 th	Food & Nutrition visit to Sorrento (return 23 rd) (provisional)	£850
Friday	28 th	D of E Assessed Expedition, Wendover (return 29 th)	£75
JULY 2024			
Monday	8 th	French visit to Paris (returning 12 th)	£780
APRIL 2025			
Sunday	6 th	Ski trip to Jay Peak, Vermont, USA (return 13 th)	£2295

YEAR 10

SEPTEMBER 2023			
Thursday	28 th	Computer Studies AR visit to Waddesdon Manor	-
NOVEMBER 2023			
Friday	10 th	GCSE PE Rock Climbing Residential (return 12 th)	£250
FEBRUARY 2024			
Tuesday	6 th	Location Photography, Oxford	£30
JUNE 2024			
Wednesday	5 th	River Chess Fieldwork, Chesham (Group 1)	£18
Thursday	6 th	River Chess Fieldwork, Chesham (Group 2)	£18
Thursday	20 th	Food & Nutrition visit to Sorrento (return 23 rd) (provisional)	£850
JULY 2024			
Friday	5 th	Activities Day: WiseUp Teambuilding (on school site)	£20
Monday	8 th	French visit to Paris (return 12 th)	£780
Tuesday	16 th	Art visit to London galleries	£45

YEAR 11

OCTOBER 2023			
Friday	13 th	Computer Studies visit to EGx, London	£40
NOVEMBER 2023			
Friday	10 th	GCSE PE Rock Climbing Residential (return 12 th)	£250
JANUARY 2024			
Tuesday	9 th	Art: Virtual Gallery Visit (in school)	£5
Wednesday	10 th	Graphics: Virtual Gallery Visit (in school)	£5
Thursday	11 th	Photography: Virtual Gallery Visit (in school)	£5
Thursday	18 th	GCSE Human Geography Fieldwork, Oxford	£18

FEBRUARY 2024			
Thursday	8 th	GCSE Science Live, Oxford	£30
JUNE 2024			
Friday	21 st	Leavers' Ball	£40
JULY 2024			
Monday	15 th	World Challenge Tanzania (return 6 th Aug) (applications closed)	£5195
APRIL 2025			
Sunday	6 th	Ski trip to Jay Peak, Vermont, USA (return 13 th)	£2295

YEAR 12

SEPTEMBER 2023			
Sunday	17 th	GreenPower car race, Castle Combe (heat)	TBA
Tuesday	26 th	Royal Drawing School, Waddesdon Manor	-
NOVEMBER 2023			
Friday	3 rd	History visit to Berlin (return 5 th Nov) (provisional)	TBC
Friday	10 th	Northampton University Fair	£15
Tuesday	21 st	A Level Physics Live, London	£48
DECEMBER 2023			
Friday	8 th	History visit to Hampton Court Palace	£30
APRIL 2024			
Friday	19 th	Geography Fieldwork, Skern Lodge, Devon	£300
JUNE 2024			
Wednesday	19 th	ICT: Vertigo VR and Campbell Park, Milton Keynes	£50
Thursday	20 th	Food & Nutrition visit to Sorrento (return 23 rd) (provisional)	£850
Friday	21 st	Biology Field Trip to Whipsnade Zoo	£40
JULY 2024			
Monday	1 st	Art/Graphics/Photography visit to London galleries	£45
Monday	15 th	World Challenge Tanzania (return 6 th Aug) (applications closed)	£5195

YEAR 13

SEPTEMBER 2023			
Tuesday	26 th	Royal Drawing School, Waddesdon Manor	Nil
OCTOBER 2023			
Wednesday	4 th	Eco Group visit to High Wycombe Recycling Centre	Nil
Friday	13 th	Computer Studies visit to EGx, London	£40
Tuesday	17 th	A Level Geography Fieldwork, Aylesbury	£10
NOVEMBER 2023			
Friday	3 rd	History visit to Berlin (return 5 th Nov) (provisional)	TBC
Monday	6 th	A Level Biology Live, Birmingham	£35
Tuesday	21 st	A Level Physics Live, London	£48
DECEMBER 2023			
Friday	8 th	History visit to Hampton Court Palace	£30
Wednesday	13 th	Chemistry Spectroscopy workshop, Nottingham University	TBA
MAY 2024			
Friday	10 th	Leavers' Ball (provisional)	£40
JULY 2024			
Monday	15 th	World Challenge Tanzania (return 6 th Aug) (applications closed)	£5195

PARENTS' EVENINGS

Monday	11th	September	Year 11 Parents' Information Evening	6.00pm
Wednesday	13th	September	Year 7 Parents' Information Evening	6.00pm
Wednesday	20th	September	Year 12 Parents' Information Evening	6.00pm
Wednesday	1st	November	Year 11 Mock Exam Information Evening	6:30pm
Wednesday	8th	November	Year 7 Parents' Consultation Evening with Form Tutor and Head of Year	By appointment
Thursday	23rd	November	Year 12 Parents' Consultation Evening	3.45 -5.15pm 5:45 -7:30pm
Thursday	7th	December	Year 10 Parents' Consultation Evening	3.45 -5.15pm 5:45 -7.30pm
Thursday	25th	January	Year 11 Parents' Consultation Evening	3.45 -5.15pm 5:45 -7.30pm
Thursday	8th	February	Year 13 Parents' Consultation Evening	3.45-5.15pm 5:45 -7:30pm
Thursday	29th	February	Year 9 Parents' Consultation Evening	3.45-5.15pm 5:45 -7:30pm
Thursday	14th	March	Year 8 Options Parents' Information Evening	6.00pm
Thursday	21st	March	Year 8 Parents' Consultation Evening	3.45 -5.15pm 5:45 -7:30pm
Thursday	9th	May	Year 7 Parents' Consultation Evening	3.45-5.15pm 5.45 -7.30pm
Thursday	20th	June	Year 12 Life after Waddesdon Evening	6:00-7:30pm

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 Popat is responsible for Year 7 and she liaises with our feeder primary schools, supported by Miss Connell (Assistant SENDCo) and Miss Piosek (Transition Officer). Mrs Clark is Head of Year 8, Mr Nilan is Head of Year 9, Mr Dipple is Head of Year 10, Mr Maciejewski is Head of Year 11, and other than Miss Popat 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, Miss Aldridge is Head of Year 12 and Mrs McKenzie-Boyle 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 £3.10) with a dessert of the day available (90p). Alternatively, students can purchase daily street food options, baguettes, sandwiches (ranging from £2.20 - £2.75), 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 biometric thumb reading or existing 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

Headteacher	Mr M Abbott
Deputy Headteacher	Mr C Cahill
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
Assistant Headteacher Personal Development & inclusion	Mrs Ewart
Behaviour Lead	Mr Maciejewski

SCHOOL GOVERNORS

Principal	Matthew Abbott (Headteacher)
Oxford Diocesan Board appointed:	Mr S Box Mrs R Dawson Mr B Eales Mr A Howard (Chair) Mr G Parker Dr A Pye Revd. C Wainman
Co-opted:	Mrs J Judson
Parent Governors:	Mr J Ball Dr I Groves Mrs S Horton Mr S Starsmore
Staff Governors:	Mrs E Piosek 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 A Popat
Year 8	Mrs V Clark
Year 9	Mr O Nilan
Year 10	Mr M Dipple
Year 11	Mr J Maciejewski
Year 12	Miss N Aldridge
Year 13	Mrs T McKenzie

FORM TEACHERS

Year 7

7SC	Miss S Caswell
7CSP	Miss C Spittles
7RR	Mrs R Raynor
7FTU	Mrs F Tubb
7KT	Miss K Turner

Year 8

8JTA	Mr J Taberer
8MJB	Mr M Barrett
8ELH	Miss E Hoe
8TMC	Mr T McKenzie
8JSM	Mrs J Smaldon

Year 9

9JDA	Mr J Dangana
9IOG	Miss I Ogden
9SK	Mr S Kennedy
9LO	Mrs L Osborne-Lewis
9SEV	Mrs S Evans

Year 10

10CAR	Mr C Arblaster
10JCO	Mrs J Cook
10BJU	Mr B Judson
10DMC	Mr D McGregor
10TN	Mr T Nkoane

Year 11

11CD	Mr C Dowrick
11EHA	Miss E Harris
11MI	Mr M Israr
11AR	Miss A Ridgway
11KWI	Mr K Williams

Sixth Form

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

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.

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.

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

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
- 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 our attendance officer 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

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 Tamsin McKenzie 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/policies/>

PRAISE POLICY

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.

Authentic Praise Strategies used at Waddesdon to encourage motivation in students 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

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.

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, especially if their actions address injustice, intolerance or bullying.

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 Award(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 Award.

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."

Each subject has a homework 'Entitlement' that outlines to teachers, the nature and frequency of homework for specific subjects.

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 x 4 Period 6 after school catch up sessions. If students hit the threshold again in the same academic year, the number of sessions increases (from 4 to 8, to 12 sessions). Period 6 sessions run from 3.10 pm to 4.25 pm on Mondays, Wednesdays and Thursdays, and are supervised by members of the School Leadership team
- 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 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.

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 register the students, however students staying in the Library must register at 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.
- The electronic gates open at 6.15am and close at 8.35am and then open again at 3.10pm and close at 3.45pm

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) 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

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 and able to be polished (not 'trainer' style shoes)
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 and able to be polished (not 'trainer' style shoes)
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 tracksuit trousers* (optional) 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 (optional).

GIRLS: Hooded sweatshirt and polo shirt (available only through school supplier). Black shadow stripe shorts (no cycling shorts or 'nikepro' equivalent), totally black tracksuit trousers*, plain black sports leggings can be worn as an alternative to tracksuit bottoms, 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 (optional).

*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

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

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 pupils with medical conditions at school' produced by the Department for Education, Gov.UK.

Medicines will only be administered at school when it would be detrimental to the student's health or school attendance not to do so. No student under 16 will be given prescription or non-prescription medicines without written parent consent (except in exceptional circumstances).

PRESCRIPTION MEDICINES

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

- **They have completed and signed a Parental Agreement form for school to administer medicine.**
- **School can only accept medication that is in date and provided in the original container as dispensed by the pharmacist with the label detailing the name of the student, dosage, storage, frequency of administration and expiry date. The exception to this is insulin.**
- **Controlled Drugs are subject to additional monitoring checks and must always be handed to the Medical Officer by a parent/carer and not sent into school 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 and appropriate storage.**
- **Where clinically possible, medicines should be administered outside school hours.**

NON-PRESCRIPTION MEDICINES

Many medicines can be taken outside of 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.

Paracetamol is stocked in school for those students with written parental consent. It will not be given to students before 12.30pm as this gives a clear 4 hours in case the student has had some before school, and not after 1pm to allow 4 hours before returning home to allow safe dose frequency. Ibuprofen or aspirin is not given unless prescribed by a doctor.

Sixth Form students are permitted to carry a small amount of pain-killer medication on their person with consent from parents. Students should only bring to school a sufficient quantity for that day i.e. 2 paracetamol tablets, not the whole packet. This will ensure that pupils cannot accidentally take unsafe quantities. Students should always keep their medication securely on their person. Students must not share medicines with other students under any circumstances as it could be detrimental to the health of another student to do so.

MEDICATION ON SCHOOL VISITS/TRIPS

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

All medication for school visits must be labelled correctly as detailed above and handed to the Medical Officer prior to the visit for safe storage, complete with the necessary paperwork.

TRANSPORT & JOURNEYS TO AND FROM SCHOOL

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.

Our travel plan <https://www.waddesdonschool.com/wp-content/uploads/2023/06/Travel-Plan-Policy-Jun-23.pdf> outlines useful information relating to our Park and Stride programme and Walking Bubble. Parents are encouraged to lift share if they have to pick up or drop off their child near the school.

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

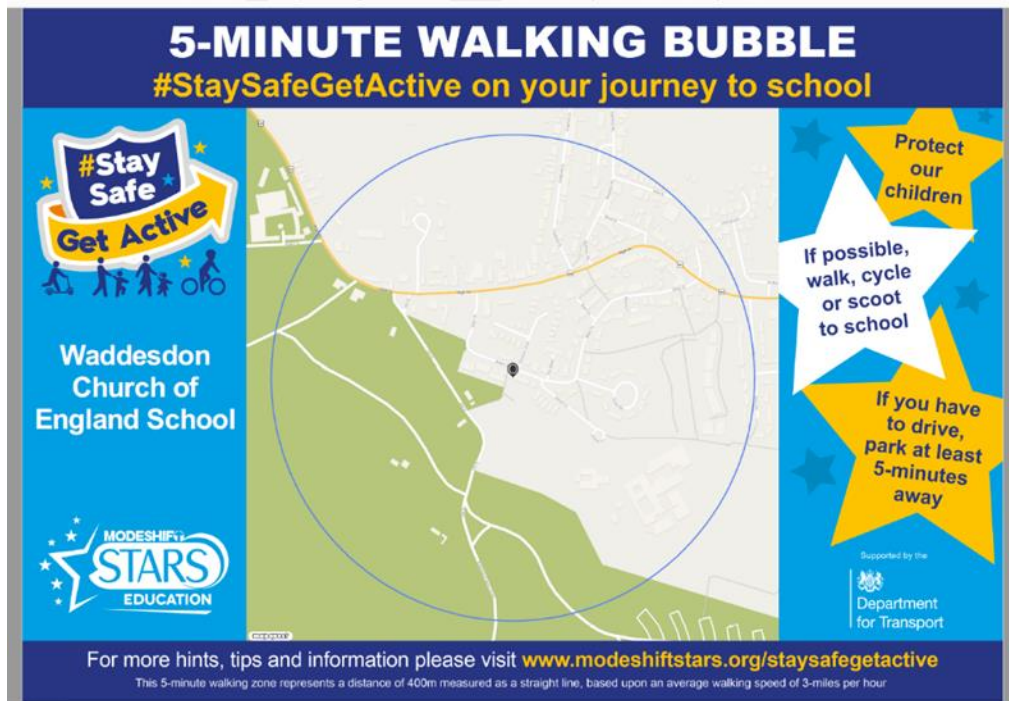
Coaches are sometimes delayed by inclement weather. Decisions on how long to wait for a bus are a matter of sensible discretion, but certainly half an hour is not unreasonable. Staying at home is not an option. **Please also see the note about attendance in the Behaviour Policy.** Enquiries about buses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

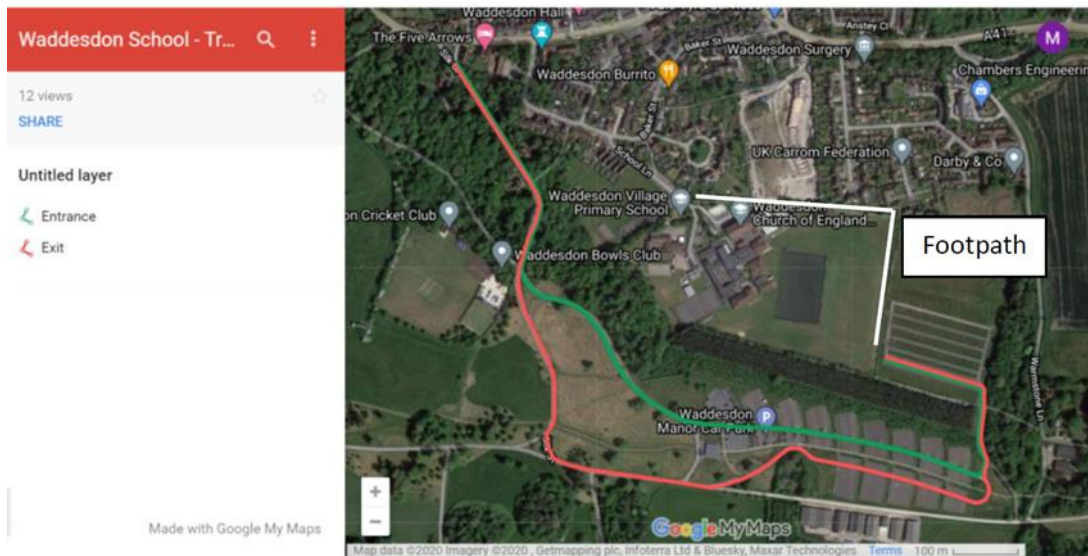
In the event of exceptionally bad weather, as Waddesdon is a rural school serving many isolated villages, if buses are unable to travel safely then they will not run, in which case students are advised to remain at home. As far as transport safety is concerned, this is a matter for the Police and the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

Walking Bubble



Park and Stride



EMERGENCY PROCEDURES

Parents:

If any emergency occurs during the day, please telephone the school. The telephones are manned from 8am until 4pm on Monday, 8am until 5pm Tuesday to Thursday and 8am until 3pm on a Friday, during term time.

SCHOOL CLOSURE

- There may be occasions, usually because of severe weather conditions, when it is necessary to close the school. When this happens a message is displayed on the school website and on the Buckinghamshire school closure website.

Parents should first check the school website www.waddesdonschool.com which will be regularly updated.

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.

- 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	EDEXCEL	9GEO
History 1C & 2R	AQA	7042
Languages: French	AQA	7652
Languages: Spanish	AQA	7692
Mathematics	EDEXCEL	9MA0
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 (DipFS)	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*:

	2022	2019	2018	2017	2016	2015
5 GCSE's 9 – 4 (<i>or equivalent</i>)	92%	88%	92%	91%	90%	84%
5 GCSE's 9 – 5 (<i>or equivalent</i>)	73%	73%	84%	87%		
5 GCSE's 9 – 4 (<i>or equivalent</i>)	80%	80%	84%	86%	78%	77%

5 GCSE's 9 – 5 (<i>or equivalent</i>)	60%	55%	53%	62%		
5 GCSE's 9 – 1 (<i>or equivalent</i>)	100%	100%	99%	100%	100 %	99%
Grades 9 – 7 (<i>or equivalent</i>)	26%	31%	35%	25%	27%	27%
Grades 9 – 6 (<i>or equivalent</i>)	48%	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'.

	2022	2019	2018	2017	2016	2015
% Pass Rate	99.8	99.4	99.7	99.4	99.5	99.1
% A* grades	10.2	2.1	8.4	7.8	4.6	2.9
% A*A grades	29.1	11.2	27.6	24.8	19.7	11.7
% A*AB grades	58.4	44.0	58.2	55.8	54.6	42.7
% A*ABC grades	85.2	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 2023 (as of 20th July, 2023)

Matthew Abbott	Headteacher
Nicola Ackerlay	Attendance Officer & Exams Access Co-ordinator
Kirsten Adams	Teacher Art
Rachel Adams	Student Safeguarding & Welfare Officer
Nicola Aldridge	Head of Year 12/Languages
Yousaf Amir	Teacher Technology
Colin Arblaster	Teacher Physics
Janice Attack	Science Technician
Sarah Baker	Science Technician
Valerie Baker	Teacher Languages
Heather Bambury	Teacher Food Technology
Matthew Barrett	Teacher - Subject Leader Geography
Linda Bird	Lead School Counsellor
Jessica Booker	Teacher Business Studies/Timetabler
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
Sarah Brockwell	Teacher of Science (on Maternity Leave)
Michelle Brown	Learning Support Assistant
Vikki Brown	Learning Support Assistant
Jennifer Bull	Teacher - Sociology
Charlie Cahill	Deputy Headteacher
Kevin Carr	Teacher Chemistry
Sarah Caswell	Teacher - Second in English/D of E
Fiona Champness	Teacher - SENDCo
Suzanne Chapman	Creative Technician
Salema Choudhury	Enrichment Supervisor
Vanessa Clark	Head of Year 8/Teacher English
Jade Clarke	Teacher Chemistry
Grace Collins	Learning Support Assistant
Kirsty Connell	Teacher Chemistry/Assistant SENDCO
Jo Cook	Teacher PE
Ocean Cooke	Trainee Learning Support Assistant
Lorraine Cooper	Finance Officer
Rebecca Cox	Learning Support Assistant
Susan Cross	Learning Support Assistant
John Dangana	Teacher Religious Studies
Sarah Davis	Teacher - Subject Leader Art
Catherine Dean	Cleaner
Mark Dean	Cleaner
Nicole Dell	Assistant Chef
Andrew Dimond	Teacher Music
Matthew Dipple	Head of Year 10/Teacher Mathematics
Christopher Dowrick	Teacher Mathematics/EVC Co-Ordinator/Maths Nurture
Hannah Duggan	Teacher Physical Education
Alford (Charlie) Ellis	Cleaner
Claire Elworthy	Teacher Art
Sharon Evans	Teacher - Second in Art
Anna Ewart	Assistant Headteacher Personal Development and Inclusion/Science

Tim Ewart	Senior Science Technician
Julie Fell	Examinations & Data Officer
Andrew Finney	Caretaker
Helen Fitzgerald	Teacher - Subject Leader Languages
Alina Fowler	Learning Support Assistant
Alexia George	Teacher - Subject Leader Psychology & Sociology
Emily Gray	Learning Support Assistant
Martin Green	IT Technician
Matt Greenwood	Site & Facilities Manager
Lauren Haggerty	Teacher English/Subject Leader Media Studies
Michaela Hammond	Finance & HR Officer
Eve Harris	Teacher Geography
Georgia Hay	Sixth Form Student Support & Administration Officer (on maternity leave)
Andrea Herbay	Learning Support Assistant
Christine Hiscock	Catering Assistant
Ellen Hoe	Teacher – Subject Leader History
Michelle Hughes	Teacher - Subject Leader Mathematics
Vicki Hull	Teacher Science/EPQ & Advanced Learner Lead
Mohammad Israr	Teacher Religious Studies
Peter Iveson	Teacher - Subject Leader Design Technology
Clifford James	Cleaner
Elaine James	Learning Support Assistant
Ben Judson	Teacher - Subject Leader Performing Arts (Music Specialism)
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
Jonathan Lee	Teacher - Subject Leader English
Simon Le Nivet	Foreign Languages Assistant
Wai Kuen (Claudi) Lo	Cover Supervisor
Nicola Logan	Clerk to Governors
Rebecca Long	Sixth Form Administrator & Study Centre Supervisor
Janek Maciejewski	Whole School Behaviour Lead/Head of Year 11/Teacher Physical Education
Ian Macleod	Caretaker
Avnish Majethia	Teacher of Computer Science & IT
Nicola Makepeace	Learning Support Assistant
Katherine March	Cover Supervisor
Gavin Marshall	Caretaker
Devi Maybanks	School Counsellor
Elletia McCann	SEN Student Safeguarding and Enrichment Officer
Drew McGregor	Teacher History
Annalies McIver	Assistant Headteacher & Head of Sixth Form/ History
Neil McKain	Teacher - Subject Leader Religious Studies
Tamsin McKenzie	Head of Year 13/Teacher Psychology
Tom McKenzie	Teacher Maths
Katherine McSweeney	Student Monitoring Administrator
Talia Mead	Trainee Learning Support Assistant
Aouatif Mernissi	Catering Assistant
Khalil Mernissi	Cleaner
Angela Morgan	Headteacher's PA
Julie Nicholas	Business Manager

Oliver Nilan	Head of Year 9/Second in Science
Thabo Nkoane	Teacher - Second in Maths
Imogen Ogden	Teacher English
Lauren Osborne-Lewis	Teacher Drama
Nicola Page	Learning Support Assistant
Robert Panek	Cleaner
Leah Paterson	Trainee Learning Support Assistant
Lisa Payne	Learning Support Assistant
Alistair Peck	Reprographics & Internal Media Manager
Emily Piosek	Learning Support Assistant/Enrichment & Transition Officer
Ann Poole	Learning Cover Supervisor
Anika Popat	Head of Year 7/Teacher Maths
Duncan Purchase	Network 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
Alishba Sajid	Trainee Learning Support Assistant
Jeremy Sampson	Teacher Science
Bagya Shanmugam	Higher Level Teaching Assistant (HLTA) - Numeracy
Joanne Smaldon	Teacher - Second in PE
Lorraine Snell	Learning Support Assistant
Cheryl Spittles	Teacher - Subject Leader Computer Science & IT
Laura Staiano	Librarian
James Sturla	Assistant Headteacher – Designated Safeguarding Lead/Pastoral/PE
Jack Taberer	Teacher PE
Emma Talbot	Teacher Geography
Charlotte Taylor	Learning Support Assistant
Heather Thomas	Examination & Data Manager
Paul Tilley	Teacher - Subject Leader Business Studies/Economics
Francesca Tubb	Teacher Science
Kate Turner	Subject Leader Drama
Rebecca Vignoles	Higher Level Teaching Assistant (HLTA) - Literacy
Raquel Villegas	Learning Support Assistant
Neringa Virksaite	Cover Supervisor
Sheila Watts	Teacher - Subject Leader Food Technology
Alan Weaver	DT Technician
Kara Werner	Learning Support Assistant
Daniel West	Subject Leader Science/Data Manager
Helen Weston	Catering Supervisor
Ruth Whittaker	Teacher PE
Kasey Williams	Teacher Languages
Kelly Worland	Sixth Form Student Support & Administration Officer (mat leave cover) & Cover Manager