

***WADDESDON CHURCH OF
ENGLAND SCHOOL***

PARENT HANDBOOK

2025-2026

Core values and principles

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

Our ethos is rooted and grounded in the Christian values of **love, compassion, kindness** and **intentional inclusion** which foster **dignity** and **respect** for all. We want students to know that they are **safe, and seen**, at Waddesdon School. **We uphold these same values for our staff**. Being part of the **Waddesdon family** should **enrich** people's lives.

Self-confidence, self-belief and **agency** are nurtured through **positive relationships, encouragement, acknowledgement of success** and **celebration of achievement**. We value **well-being** and **care deeply** about the **individual support** we provide within an organisation which prizes **fairness** and **equity**.

Our **happy** 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', and who are **ready to face the challenges of the modern world**.

Academic and professional standards and expectations are high with a culture which we describe as being '**warm strict**'. Learning is developed through a **broad range of engaging and rich educational opportunities**. We are a **dedicated** and **motivated** community which enables our students, and staff, to **work hard and achieve highly**.

Pursuing **excellent education** means that Waddesdon School does not simply measure success by our **outstanding outcomes**; it is also measured by the **development and character** of our young people.



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

INDEX

Core Values/Student Prayer	2-3
The School Day	5
Contacting the School	5
Office Opening Times	5
Term Dates 2025/26 and Provisional Term Dates 2026/27	6
The School Diary 2025/2026	7-14
Visits at a Glance by Year Group	15-17
Parents' Evenings and Reports	18
Pastoral Care	19
Special Educational Needs Register	19
Entitlement to Free School Meals	20
Lunchtime and Breaktime Arrangements	20
Leadership and Management/School Governors	21
Heads of Year/Form Tutors	22
Attendance	23-24
Safeguarding and Child Protection Policy	24-25
Behaviour Expectations	25-26
Praise Policy	26-27
Homework and Independent Study Policy	28-29
Year 7 Paragraph Books	29-30
Learning Diaries	30
Independent Study Areas	30
After-School Activities	30
Music Tuition	31
Relationship, Sex and Health Education	31-32
Complaints Procedure	32
School Uniform/Games Kit	32-35
Lockers	35
Lost Property	35
Mobile Phone Policy/Smart Watches	35-36
Arrangements for Administration of Medicine to Students	36-37
Transport	37-38
Emergency Procedures	39
School Closure	39
Educational Visits	39-42
Insurance	42
Examination Syllabuses	43-45
School Performance Information	45-46
Current Staff List	47-49

**PARENT HANDBOOK
2025-2026**

This Parent Handbook has been designed to provide you with a wide range of information which we hope you 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 (01296 651382).

If your contact details change i.e. telephone, email or address, please update via the data collection on your Sims App/Account. Alternatively 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

sendco@waddesdonschool.com

Please use this email address for queries regarding SEND

OFFICE OPENING TIMES

During term time: Monday 8.00am – 4pm, Tuesday to Thursday 8.00am – 5.00pm, Fridays 8.00am – 3.30pm. During school holidays: Between 9.00am and 1.00pm.

Urgent messages for students need to be sent, or given, to the School Office before 1.00pm, except in exceptional circumstances.

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

TERM DATES 2025/2026

Autumn Term 2025

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 21st & Friday 22nd August
Wednesday 3rd September
Thursday 4th September
Friday 5th September
Monday 8th September
Wednesday 24th September
Friday 24th October
Monday 3rd November
Friday 19th December (1pm)

Year 12 Enrolment
Staff Training
Staff Training

Staff Appraisal

Spring Term 2026

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

Monday 5th January
Tuesday 6th January
Friday 13th February
Monday 23rd February
Friday 27th March

Staff Training

Summer Term 2026

School Opens
School Closed
School Closes for Half-Term
Monday 1st June
School Re-Opens
School Closes for Summer

Monday 13th April
Tuesday 14th April
Monday 4th May
Friday 22nd May
Staff Training
Tuesday 2nd June
Wednesday 22nd July (1pm)

Staff Training

Bank Holiday

Autumn Term 2026 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 20th & Friday 21st August
Tuesday 1st September
Wednesday 2nd September
Thursday 3rd September
Friday 4th September
Wednesday 23rd September
Friday 23rd October
Monday 2nd November
Friday 18th December (1pm)

Year 12 Enrolment
Staff Training
Staff Training

Staff Appraisal

Spring Term 2027 Provisional

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

Monday 4th January
Tuesday 5th January
Friday 12th February
Monday 22nd February
Thursday 25th March

Staff Training

Summer Term 2027

School Opens
School Closed
School Closes for Half-Term

School Re-Opens
School Closes for Summer

Monday 12th April
Tuesday 13th April
Monday 3rd May
Friday 28th May
Monday 7th June
Tuesday 8th June
Wednesday 21st July (1pm)

Staff Training

Bank Holiday

Staff Training

THE SCHOOL DIARY 2025/2026

SEPTEMBER		
A (1)	Sept.	
Wednesday	3 rd	Staff Training Day
Thursday	4 th	Staff Training Day
Friday	5 th	School opens for Years 7 & 12 Year 12 Induction Day
A (2)	Sept.	
Monday	8 th	School opens for all students
Tuesday	9 th	Year 11 Parents' Information Evening – ambition, belief, commitment: going for personal best 6pm
Wednesday	10 th	
Thursday	11 th	
Friday	12 th	
Saturday	13 th	Greenpower Race
B (3)	Sept.	
Monday	15 th	
Tuesday	16 th	Holy Communion: 8.40am – 9am Year 7 Parents' Information Evening - help your child to be a successful learner 6pm – 6.30pm
Wednesday	17 th	Year 12 Parents/Carers' Information Evening 6pm – 6.30pm WSA AGM (7pm-8pm) (Library)
Thursday	18 th	
Friday	19 th	
A (4)	Sept.	
Monday	22 nd	
Tuesday	23 rd	Open Morning, Year 7 Admissions, 9.00-11.00am Open Evening, Year 7 Admissions, 5.30-8.00pm
Wednesday	24 th	Inset Day
Thursday	25 th	Year 12 Presentation – FEA (8.30 – 9.00am) Female Entrepreneurial Award – JR building, including Purple Plaque for Emma Williamson (alumna) and Year 13. (9.00 – 11.00am)
Friday	26 th	Sixth Form Drama workshop 9-11am
B (5)	Sept.	
Monday	29 th	Year 13 Snapshot Assessment Week Spiritual retreat at St. Michael's Church – Year 10 tbc
Tuesday	30 th	Holy Communion: 8.40 – 9am
OCTOBER		
Wednesday	1 st	Year 7 Team Building with Wise Up (12.30-3.10pm)
Thursday	2 nd	
Friday	3 rd	
A (6)	Oct.	
Monday	6 th	

Tuesday	7 th	Spiritual retreat at St. Michael's Church – Year 10 Year 12/13 students to Waddesdon Manor for launch of Articulation Discovery Project
Wednesday	8 th	Spiritual retreat at St. Michael's Church – Year 10
Thursday	9 th	Black History Month theatre screening (3.30pm – 6.00pm)
Friday	10 th	World Mental Health Day
B (7)	Oct.	
Monday	13 th	Year 13 Geography Fieldtrip to London (Docklands and Brick Lane)
Tuesday	14 th	
Wednesday	15 th	Annual Service of Praise and Thanksgiving (Two Services: 8.30am - 9.10am; 9.20am - 10am)
Thursday	16 th	Year 8 "Restart a Heart Day" (P3-5)
Friday	17 th	
Saturday	18 th	
A (8)	Oct.	
Monday	20 th	Charity Week Diwali (Festival of Lights)
Tuesday	21 st	Year 7 Art Trip to Waddesdon Manor
Wednesday	22 nd	
Thursday	23 rd	Year 11 Report 1 Issued Mock Exam Information Evening- Hall 6.30pm – 7.00pm
Friday	24 th	Year 11/13 Computing/IT trip to EGX, Excel London School closes for half term
HALF TERM		
NOVEMBER		
B (9)	Nov.	
Monday	3 rd	
Tuesday	4 th	Year 9 Maths Roadshow at Warwick Racecourse
Wednesday	5 th	Waddesdon Litter Pick Year 11 Sixth Form Conference (Hall) (Assembly and P1) Year 7 Tutors Evening (3.45pm – 7.30pm)
Thursday	6 th	Year 12 Trip to Nottingham University & Apprenticeships Fair (all day) GCSE PE Rock Climbing Trip Departs (returns Saturday 8 th November)
Friday	7 th	
A (10)	Nov.	
Monday	10 th	
Tuesday	11 th	Remembrance Service – whole school (10.40am-11.05am)
Wednesday	12 th	Report 1 Issued – no assembly HPQ Presentations
Thursday	13 th	Year 8 Pitt Rivers (1/3) Year 10 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
Friday	14 th	Year 8 Pitt Rivers (2/3)
B (11)	Nov.	

Monday	17 th	SHOW WEEK
Tuesday	18 th	SHOW WEEK – Rehearsals Year 8 Pitt Rivers (3/3)
Wednesday	19 th	SHOW WEEK – Tech rehearsals
Thursday	20 th	SHOW WEEK – Primary School performance (afternoon)
Friday	21 st	SHOW WEEK
Saturday	22 nd	Show performance matinee and evening time TBC
A (12)	Nov.	
Monday	24 th	Interform Week
Tuesday	25 th	Holy Communion: 8.40 – 9am A Level Physics Live
Wednesday	26 th	Year 8 RS trip to Aylesbury Mosque
Thursday	27 th	Sixth Form Open Evening (6-8pm)
Friday	28 th	
DECEMBER		
B (13)	Dec.	
Monday	1 st	
Tuesday	2 nd	
Wednesday	3 rd	Year 11 Mock Exams Begin (TBC) Year 13 Chemistry trip to Nottingham University for Spectroscopy Workshop
Thursday	4 th	
Friday	5 th	
A (14)	Dec.	
Monday	8 th	
Tuesday	9 th	Year 7 & 8 Carol Service – during the day Carol Service 7.00pm – 8.00pm (Waddesdon Church)
Wednesday	10 th	
Thursday	11 th	Years 7 to 11, Flu Vaccinations (Hall)
Friday	12 th	Year 7 Performance of A Christmas Carol (9am to 10am)
B (15)	Dec.	
Monday	15 th	
Tuesday	16 th	
Wednesday	17 th	Christmas Lunch (11.05am – 11.45am) Year 11 Last Mock Exam (Maths)
Thursday	18 th	Christmas Lunch (11.05am – 11.45am) Informal event for former Year 13s to collect A level certificates (4.00pm - 5.00pm)
Friday	19 th	School closes for Christmas – 1.00pm
CHRISTMAS HOLIDAY		
JANUARY		
A (16)	Jan.	
Monday	5 th	Inset Day
Tuesday	6 th	
Wednesday	7 th	Year 11 Virtual Gallery Visit (1/3)

Thursday	8 th	Year 13 Mock Exams begin Year 11 Virtual Gallery Visit (2/3) Year 9, HPTdIPV/MenACWY Vaccinations (Library)
Friday	9 th	Year 11 Virtual Gallery Visit (3/3)
B (17)	Jan.	
Monday	12 th	
Tuesday	13 th	
Wednesday	14 th	Year 10 Art Trip to Tate Britain
Thursday	15 th	
Friday	16 th	
A (18)	Jan.	
Monday	19 th	
Tuesday	20 th	GCSE Certificate Presentation Evening (6.30pm – 7.30pm)
Wednesday	21 st	Year 11 Mock Results Assembly (8.30am - 9.30am) Year 11 Report 2 Issued
Thursday	22 nd	Year 11 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
Friday	23 rd	Year 11 Geography trip to Oxford
B (19)	Jan.	
Monday	26 th	Year 8 STEM Day
Tuesday	27 th	Holocaust Memorial Day
Wednesday	28 th	Year 10 Business trip to Cadbury's World
Thursday	29 th	Year 8 visit to Somerville College
Friday	30 th	Year 11 Separate Science trip to Science Live
FEBRUARY		
A (20)	Feb.	
Monday	2 nd	Interfaith Week Year 8 Assessment Week Year 9 Trip to Science Museum
Tuesday	3 rd	
Wednesday	4 th	Year 10 Photography Trip to Oxford
Thursday	5 th	The Big Gig (Music event) – 6.00pm – 9.00pm
Friday	6 th	Year 12/13 History trip to Imperial War Museum
B (21)	Feb.	
Monday	9 th	Interform Week Year 8 Drama workshop (Voices of the Holocaust) 9am-11am
Tuesday	10 th	Safer Internet Day Holy Communion: 8.40 – 9am
Wednesday	11 th	Report 2 Issued (Year 7, 9, 10, 12, 13) – no assembly Year 13 Mock Results Assembly
Thursday	12 th	Duke of Edinburgh Training afternoon (P4 and P5) Year 13 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
Friday	13 th	School closes for half term
HALF TERM		
A (22)	Feb.	

Monday	23 rd	
Tuesday	24 th	
Wednesday	25 th	
Thursday	26 th	Year 12 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
Friday	27 th	
MARCH		
B (23)	March	
Monday	2 nd	Year 11 Core Mock Exams
Tuesday	3 rd	
Wednesday	4 th	Holi (Festival of Colours)
Thursday	5 th	World Book Day
Friday	6 th	
A (24)	March	
Monday	9 th	
Tuesday	10 th	
Wednesday	11 th	Year 8 Report 2 Issued
Thursday	12 th	Year 8 Options Conference (P1-P2) Duke of Edinburgh Navigation Walk (3.30pm to 5.30pm) Year 8 Options Parent Information Evening 6.00pm – 7.00pm
Friday	13 th	
(B 25)	March	
Monday	16 th	
Tuesday	17 th	Holy Communion: 8.40 – 9am
Wednesday	18 th	
Thursday	19 th	Year 8 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
Friday	20 th	Eid al-Fitr; celebration of end of Ramadan
A (26)	March	
Monday	23 rd	
Tuesday	24 th	
Wednesday	25 th	Year 8 Options Deadline Careers Fair (6pm – 9pm)
Thursday	26 th	Year 11 and Year 13 Reports Issued Year 12 and 13 Stars in their Eyes (7pm – 9pm)
Friday	27 th	School closes for Easter
EASTER HOLIDAY		
APRIL		
B (27)	April	
Monday	13 th	Inset Day
Tuesday	14 th	Year 7 Assessment Week
Wednesday	15 th	GCSE Art Exam Day 1
Thursday	16 th	GCSE Art Exam Day 2
Friday	17 th	GCSE Graphics Exam Day 1
A (28)	April	
Monday	20 th	GCSE Graphics Exam Day 2
Tuesday	21 st	GCSE Photography Exam Day 1

Wednesday	22 nd	GCSE Photography Exam Day 2
Thursday	23 rd	Year 9 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
Friday	24 th	A Level Graphics Exam Day 1
B (29)	April/May	
Monday	27 th	A Level Graphics Exam Day 2
Tuesday	28 th	A Level Graphics Exam Day 3 GCSE Art/Photography/Graphics Moderation Day 1 Year 10/12 Exams begin
Wednesday	29 th	A Level Art Exam Day 1 GCSE Art/Photography/Graphics Moderation Day 2
Thursday	30 th	A Level Art Exam Day 2
MAY		
Friday	1 st	A Level Art Exam Day 3
A (30)	May	
Monday	4 th	BANK HOLIDAY
Tuesday	5 th	A Level Photography Exam Day 1
Wednesday	6 th	A Level Photography Exam Day 2
Thursday	7 th	A Level Photography Exam Day 3 Year 11 Celebration Assembly (P4&5) (provisional)
Friday	8 th	Year 13 Leavers' Day Year 13 Leavers' Ball (7.00p–11.00pm) GCSE Exams Begin (TBC) Year 12 Geography trip to Skern Lodge (returning Sunday 10 th May)
B (31)	May	
Monday	11 th	Physical and Mental Health Awareness Week A Level Exams Begin (TBC)
Tuesday	12 th	A Level Art/Graphics/Photography Moderation Day 1 Year 7 Church Visit
Wednesday	13 th	A Level Art/Graphics/Photography Moderation Day 2 Year 8 Historical Fiction Writing trip to Waddesdon Manor
Thursday	14 th	Year 12 History trip to Hampton Court Palace
Friday	15 th	Calvert Duke of Edinburgh Training Expedition (12.00pm to 4.30pm)
A (32)	May	
Monday	18 th	Year 7 Appeals Day 1 (TBC)
Tuesday	19 th	Year 7 Appeals Day 2 (TBC) Holy Communion: 8.40 – 9am Small Feeder School morning
Wednesday	20 th	Year 8 French trip to Opal Coast (returns 22 nd May)
Thursday	21 st	
Friday	22 nd	School closes for half term
HALF TERM		
JUNE		

B (33)	June	
Monday	1 st	INSET DAY
Tuesday	2 nd	Year 9 Assessment Week
Wednesday	3 rd	Art/Media/Technology Summer Exhibition (4pm-7pm)
Thursday	4 th	Year 7 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
Friday	5 th	
A (34)	June	
Monday	8 th	Interform Week
Tuesday	9 th	
Wednesday	10 th	
Thursday	11 th	Year 12 Psychology trip to Freud's house
Friday	12 th	Year 10 Geography Field trip to River Chess (1/4)
B (35)	June	
Monday	15 th	Year 8, HPV Vaccinations (Library) Last GCSE Exam (TBC) Year 10 Geography Field trip to River Chess (2/4))
Tuesday	16 th	Year 10 Geography Field trip to River Chess (3/4)
Wednesday	17 th	Year 10 Geography Field trip to River Chess (4/4)
Thursday	18 th	Year 9/10 Spanish trip to Granada (returning 21 st June) Year 12 Life after Waddesdon Evening 6-7.30pm Year 11 Prom (7-10pm)
Friday	19 th	Year 10 Maths BP Roadshow in the Hall (P1 and P2)
A (36)	June	
Monday	22 nd	Windrush Day School Diversity Week
Tuesday	23 rd	Holy Communion: 8.40 – 9am Year 12 Biology trip to Whipsnade Zoo
Wednesday	24 th	Exam Contingency Day New Year 12 Foundation Day
Thursday	25 th	Cultural Heritage Dress Year 10 MUNGA Conference (Hall) EPQ Presentations: 3.45 – 4.30pm
Friday	26 th	DofE Assessed Expedition to Chilterns (returning Saturday 27 th at 4.30pm)
B (37)	June/July	
Monday	29 th	
Tuesday	30 th	Transition Day #1
JULY		
Wednesday	1 st	Transition Day #2 Yr 6 Transition Evening – 6pm – 7pm
Thursday	2 nd	Year 8 Camp, Longridge, Marlow (return Friday 4 th) Year 12 Work Experience (Day 1)

Friday	3 rd	Year 12 Work Experience (Day 2) Activities Day
A (38)	July	
Monday	6 th	Year 7/8 Fun Maths Roadshow (Hall)
Tuesday	7 th	Year 7 Rewards Trip to Ashmolean Museum
Wednesday	8 th	
Thursday	9 th	WaddFest (5.30/6pm – 9pm)
Friday	10 th	Sports Day
B (39)	July	
Monday	13 th	Year 9/10 Paris Trip (returning Friday 17 th July)
Tuesday	14 th	
Wednesday	15 th	
Thursday	16 th	Prize Giving (periods 3&4)
Friday	17 th	Reserve Sports Day Costa Rica Expedition Departs (exact dates TBC)
A (40)	July	
Monday	20 th	Year 3 Report Issued (Year 7-10 and 12) – No Assembly Waddesdon Walk
Tuesday	21 st	
Wednesday	22 nd	School closes for summer (1pm)
AUGUST		
Thursday	13 th	A Level Results Day
Thursday	20 th	GCSE Results Day and Internal Year 12 Enrolment
Friday	21 st	External Year 12 Enrolment

PROPOSED AND PROVISIONAL VISITS/ACTIVITIES BY YEAR GROUP

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

YEAR 7

OCTOBER 2025			
Wednesday	1 st	Team building activities in school	£20
Tuesday	21 st	Art visit to Waddesdon Manor	TBA
DECEMBER 2025			
Friday	12 th	Quantum Theatre performance of "A Christmas Carol" in school	£12
MAY 2026			
Tuesday	12 th	RS visit to St Michael and All Angels Church, Waddesdon	Nil
JULY 2026			
Friday	3 rd	Activities Day visit to Whipsnade Zoo	£28
Tuesday	7 th	Rewards visit to Ashmolean Museum, Oxford	£20

YEAR 8

SEPTEMBER 2025			
Saturday	13 th	GreenPower Project: Dunsfold Park Race Circuit	£20
NOVEMBER 2025			
Thursday	13 th	Art: Pitt Rivers Museum (Group 1)	£15
Friday	14 th	Art: Pitt Rivers Museum (Group 2)	£15
Tuesday	18 th	Art: Pitt Rivers Museum (Group 3)	£15
Wednesday	26 th	RS Visit to Aylesbury Mosque	£10
JANUARY 2026			
Thursday	29 th	Beacon Group visit to Somerville College, Oxford	£25
MAY 2026			
Wednesday	13 th	Historical Fiction Writing visit to Waddesdon Manor	TBA
Wednesday	20 th	French Visit to Opal Coast (return 22 nd)	£499
JULY 2026			
Thursday	2 nd	Year 8 Camp, Marlow (return 3 rd)	£160

YEAR 9

SEPTEMBER 2025			
Saturday	13 th	GreenPower Project: Dunsfold Park Race Circuit	£20
NOVEMBER 2025			
Tuesday	4 th	Set 2 Maths visit to Warwick Racecourse	£32
FEBRUARY 2026			
Monday	2 nd	Science visit to the Science Museum, London	£35
MARCH 2026			
Thursday	12 th	Bronze DofE Navigation Walk, Waddesdon Estate	Nil
MAY 2026			
Friday	15 th	Bronze DofE Practice Expedition Calvert (return 16 th)	£75
JUNE 2026			
Thursday	18 th	Spanish visit to Granada (return 21 st)	£780
Friday	26 th	Bronze DofE Assessed Expedition, Chilterns (return 27 th)	£75
JULY 2026			
Friday	3 rd	Activities Day	£45
Monday	13 th	French visit to Paris (return 17 th)	£900

YEAR 10

SEPTEMBER 2025			
Saturday	13 th	GreenPower Project: Dunsfold Park Race Circuit	£20
NOVEMBER 2025			
Thursday	6 th	GCSE PE Rock Climbing Residential (return 8 th)	£260
JANUARY 2026			
Wednesday	14 th	Art visit to Tate Britain/Turner Prize	£38
Wednesday	28 th	Business Studies visit to Cadbury World	£40
FEBRUARY 2026			
Wednesday	4 th	Photography walking tour of Oxford City Centre	£28
JUNE 2026			
Friday	12 th	River Chess Fieldwork, Chesham (Group 1)	£20
Monday	15 th	River Chess Fieldwork, Chesham (Group 2)	£20
Tuesday	16 th	River Chess Fieldwork, Chesham (Group 3)	£20
Wednesday	17 th	River Chess Fieldwork, Chesham (Group 4)	£20
Thursday	18 th	Spanish visit to Granada (return 21 st)	£780
JULY 2026			
Friday	3 rd	Activities Day	£30
Monday	13 th	French visit to Paris (return 17 th)	£900

YEAR 11

OCTOBER 2025			
Friday	24 th	Computing visit to EGX, London	£60
NOVEMBER 2025			
Thursday	6 th	GCSE PE Rock Climbing Residential (return 8 th)	£260
JANUARY 2026			
Wednesday	7 th	Virtual Gallery Visit (in school) – Group 1	£5
Thursday	8 th	Virtual Gallery Visit (in school) – Group 2	£5
Friday	9 th	Virtual Gallery Visit (in school) – Group 3	£5
Friday	23 rd	GCSE Human Geography Fieldwork, Oxford	£20
Friday	30 th	GCSE Science Live! Oxford (separate Science students)	£30
JUNE 2026			
Thursday	18 th	Leavers' Ball	TBA

YEAR 12

SEPTEMBER 2025			
Saturday	13 th	GreenPower Project: Dunsfold Park Race Circuit	£20
OCTOBER 2025			
Tuesday	7 th	Art visit to Waddesdon Manor – ARTiculation Discovery Project	TBA
NOVEMBER 2025			
Thursday	6 th	University & Apprenticeship Fair, Northampton University	£15
Tuesday	25 th	A Level Physics Live, London	£55
FEBRUARY 2026			
Friday	6 th	History visit to the Imperial War Museum	TBA
MAY 2026			
Friday	8 th	Geography Fieldwork, Skern Lodge, Devon (return 10 th)	£380
Thursday	14 th	History visit to Hampton Court Palace	TBA
JUNE 2026			
Thursday	11 th	Psychology visit to Freud's House and Tomb of Karl Marx	TBA
Tuesday	23 rd	Biology Field Trip to Whipsnade Zoo	£40

YEAR 13

OCTOBER 2025			
Tuesday	7 th	Art visit to Waddesdon Manor – ARTiculation Discovery Project	TBA
Monday	13 th	Geography visit to Docklands and Brick Lane	TBA
Friday	24 th	Computing visit to EGX, London	£60
NOVEMBER 2025			
Tuesday	25 th	A Level Physics Live, London	TBA
DECEMBER 2025			
Wednesday	3 rd	Chemistry Spectroscopy Workshop, Nottingham University	£30
FEBRUARY 2026			
Friday	6 th	History visit to the Imperial War Museum	TBA
MAY 2026			
Friday	8 th	Leavers' Ball	£58

PARENTS' EVENINGS

Tuesday	9 th	September	Year 11 Parents' Information Evening	6.00pm
Tuesday	16 th	September	Year 7 Parents' Information Evening	6.00pm
Wednesday	17 th	September	Year 12 Parents' Information Evening	6.00pm
Thursday	23 rd	October	Year 11 Mock Exam Information Evening	6:30pm
Wednesday	5 th	November	Year 7 Parents' Consultation Evening with Form Tutor and Head of Year	By appointment
Thursday	13 th	November	Year 10 Parents' Consultation Evening	3.45 -5.15pm 5:45 -7.30pm
Thursday	22 nd	January	Year 11 Parents' Consultation Evening	3.45 -5.15pm 5:45 -7.30pm
Thursday	12 th	February	Year 13 Parents' Consultation Evening	3.45-5.15pm 5:45 -7:30pm
Thursday	26 th	February	Year 12 Parents' Consultation Evening	3.45 -5.15pm 5:45 -7:30pm
Thursday	12 th	March	Year 8 Options Parents' Information Evening	6.00pm
Thursday	19 th	March	Year 8 Parents' Consultation Evening	3.45 -5.15pm 5:45 -7:30pm
Thursday	23 rd	April	Year 9 Parents' Consultation Evening	3.45-5.15pm 5:45 -7:30pm
Thursday	4 th	June	Year 7 Parents' Consultation Evening	3.45-5.15pm 5:45 -7:30pm
Thursday	18 th	June	Year 12 Life after Waddesdon Evening	6:00-7:30pm

REPORTS

Three reports will be issued over the course of the academic year. They provide the following information:

- Colour coding system to allow an at-a-glance evaluation of students' progress towards targets
- 'Working-at' examination grades, or mastery levels, at two points in the year to identify current attainment
- Attitude to Learning score to monitor students' overall approach to their studies
- Written comments from the Form Tutor to provide personal insight into each student's learning

PASTORAL CARE

Mr Sturla, Assistant Headteacher and Designated Safeguarding Lead, leads the Pastoral Care team. 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'. Mr Israr is responsible for Year 7, and liaises with our feeder primary schools, supported by Miss Connell (Assistant SENDCo) and Miss Piosek (Transition Officer). Mr Dipple is Head of Year 8, Mr Maciejewski is Head of Year 9, Mrs Clark is Head of Year 10, Mr Nilan is Head of Year 11, and other than Mr Israr, the Heads of Year will 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 Miss Popat 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), Mr Cahill (Deputy Headteacher) or Mr Abbott (Headteacher). **Parents are asked to make an appointment before visiting the school to avoid a wasted journey.**

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 two trained school counsellors, who offer a confidential service to students. For further details, please contact Mr Sturla. The school also has a designated Careers Adviser, Miss Bridges, who has access to several different agencies who can support students with pastoral issues.

SPECIAL EDUCATIONAL NEEDS REGISTER

Many students experience challenges at some stage during their education. These may range from extended absences due to illness to specific learning difficulties. In line with the SEND Code of Practice (2015), a child or young person is considered to have special educational needs (SEN) if they have a learning difficulty or disability that calls for special educational provision to be made for them. This includes situations where a child:

- Has a significantly greater difficulty in learning than the majority of others of the same age; or
- Has a disability which prevents or hinders them from making use of educational facilities generally provided for others of the same age in mainstream schools or post-16 institutions

Students with SEND are initially identified through conversations with parents, information from previous schools, and assessments conducted during their first term at the school. Placing a child on the SEND register ensures that appropriate support and interventions can be implemented.

The school maintains a register of students identified with SEND. Each student on the register has a 'student plan', which outlines their individual needs and sets specific, measurable learning targets. These plans are child-centred, developed collaboratively.

How to apply for Free School Meals

All academies, free schools and maintained schools in Buckinghamshire have a duty to provide free school meals to eligible children that attend school full time.

Check if your child is eligible

Your child is entitled to free school meals if you receive:

- Universal Credit - with an annual net earned income of no more than £7,400
- Income Support (IS)
- Income-based Job Seeker's Allowance (IBJSA)
- Income-related employment and support allowance (ESA)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed element of the State Pension Credit

If you receive Child Tax Credit and Working Tax Credit

If you are entitled to Child Tax Credit and also Working Tax Credit, you'll be eligible for free school meals:

- during the 4-week period immediately after your employment ceases
- after you start to work fewer than 16 hours per week

How to apply

If you would like to apply, please do so by completing the application form on the website below: (copy and paste if Link does not open). <https://apply.cloudforedu.org.uk/ofsm/sims>

NORMAL LUNCHTIME AND BREAKTIME ARRANGEMENTS

The school's in-house catering team 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 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 £3.60) with a dessert of the day available (£1.05). Alternatively, students can purchase daily street food options, baguettes, sandwiches (ranging from £2.60 - £3.15), 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 are 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.

SCHOOL GOVERNORS

Principal Matthew Abbott (Headteacher)

Oxford Diocesan Board/PCC appointed:
Mr S Box
Mrs R Dawson
Mr B Eales
Mr M Horton
Mrs S Horton
Mr A Howard (Chair)
Dr A Pye
Revd. C Wainman

Co-opted:
Mrs J Judson
Mrs N Logan

Parent Governors:
Mrs A Deans
Mrs C Duggan
Dr I Groves
Mr S Starsmore

Staff Governors:
Mrs E Piosek
Mr D Purchase

Associate Governor: Mr S Terry

Governance Professional: Mrs N Ready

The Chair of Governors and other members of the Governing Body can be contacted at the school address or by emailing the Governance Professional at clerk@waddesdonschool.com.

HEADS OF YEAR

Year 7	Mr M Israr
Year 8	Mr M Dipple
Year 9	Mr J Maciejewski
Year 10	Mrs V Clark
Year 11	Mr O Nilan
Year 12	Miss N Aldridge (Acting Head of Year 12 Ms E Livesey)
Year 13	Miss A Popat

FORM TEACHERS

Year 7

7CAR/ROL	Mr C Arblaster/Miss R Olaleye
7JCO/HD	Mrs J Cook/Mrs H Duggan
7BJU/ADI	Mr B Judson/Mr A Dimond
7DMC	Mr D McGregor
7TN	Mr T Nkoane

Year 8

8JBR	Mr J Bray
8SB/VB	Mrs S Brockwell/Mrs V Baker
8ADE	Mr A De La Guardia Garcia
8EHA/VHU	Mrs E Harris/ Mrs V Hull
8AR/ALA	Miss A Ridgeway/Mrs A Lambourne

Year 9

9JWY/SC	Mr J Wynn/Miss S Caswell
9RR/ROL	Mrs R Raynor/Miss R Olaleye
9CSP	Miss C Spittles
9FTU	Miss F Tubb
9KT	Miss K Turner

Year 10

10MJB	Mr M Barrett
10RST	Ms R Stamatina
10TMC	Mr T McKenzie
10JSM/SW	Mrs J Smaldon/Mrs S Watts
10JTA	Mr J Taberer

Year 11

11JDA	Mr J Dangana
11SEV/ADI	Mrs S Evans/Mr A Dimond
11SK	Mr S Kennedy
11IOG	Miss I Ogden
11SR/SW	Miss S Raqib/Mrs S Watts

Sixth Form

12JPE	Mr J Petty	13KA	Miss K Adams
12JCL	Miss J Clarke	13CEL	Mrs C Elworthy
12ELA/LH	Mrs E Laird/Ms L Haggerty	13HF/ADI	Miss H Fitzgerald/Mr A Dimond
12ELI/LH	Mrs E Tilley/Ms L Haggerty	13AGE/JRB	Mrs A George/Mrs J Bull
12ETA/GHA	Mrs E Talbot/Mrs G Hay	13PI	Mr P Iveson
12SDS	Ms S D'Souza	13MKH	Mrs M Khan

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, research clearly shows 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 like 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
- Following the government guidelines advising when students should be kept off school and when they shouldn't if they are unwell:
<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>
- 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 one 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, secure,

valued, respected and confident about 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 three further DSLs in Rachel Adams, Georgia Hay 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 rigorous 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, Health and Safety, and procedures for handling any allegations against staff.

BEHAVIOUR EXPECTATIONS

Students at Waddesdon learn and apply our core values of dignity and respect. We believe that young people learn best when they are calm and focused. To support students with learning how to behave and what is expected of them, staff will hold high expectations consistently across all areas of the school.

The Behaviour 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

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/>

ALLOCATION OF SANCTIONS

Student infringements of the behaviour policy will be logged on the schools internal monitoring system (SIMS) along with a comment. This feeds into a centralised detention system:

- Three logs for poor behaviour over a week leads to three, 20-minute lunchtime detentions (T2)
- Four logs in a week leads to a week of 20-minute lunchtime detentions

Behaviour logs can include, but are not limited to:

- Inadequate work in lessons
- Unacceptable behaviour in lessons
- Unacceptable behaviour outside of lessons
- Incomplete or missing PE kit
- Lack of essential equipment or resources
- Uniform concerns
- Use of mobile phone
- Use of derogatory language
- Chewing gum
- Damage to property

Some behaviour logs are visible on the SIMS Parent app. The app will also enable parents/carers to see when their son/daughter has been given a Waddesdon Point (see Praise Policy below).

Teachers may also allocate their own sanction. If a student is persistently disruptive in a subject area, there will be subject specific sanctions alongside contact with home.

Students who arrive late to school or lessons three times in a week will receive an afterschool detention the following Friday. The school will contact parents to arrange this sanction.

All students are expected to adhere to the school's behaviour policy and sanctions will be applied with the expectations set out within this policy. Where it is identified that a student is regularly subject to sanctions and has a SEND diagnosis, the school will put in place early intervention with a focus on reasonable adjustments needed to support the child and address any unmet needs. Adjustments will not normally be made to the school's behaviour procedures, but in relation to the support we provide for the student. This could include allowing movement breaks in lessons, considered adjustment of seating plans, increased take up time or increased LSA support, among other options.

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.' Consequently, 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

- Class/Year/Team recognition via assemblies & Waddesdon Voice
- Awards at Prize Giving
- Contact with home e.g., letter, phone call, email
- 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
- Second break snack vouchers for those with the most Waddesdon Points in the previous 2 weeks
- Waddesdon Awards for Waddesdon Points

Teachers issue Waddesdon points to students when:

- Behaviour in Class
- Work in Class
- Homework
- Showing the Waddesdon Way
- Form Tutor Recognition

Waddesdon Awards – celebrating sustained effort and achievement

Key Stage 3

Form Tutor Waddesdon Points Award: Bronze 20 Waddesdon Points

Head of Year Waddesdon Points Award: Silver 40 Waddesdon Points

Leadership Team Waddesdon Points Award: Gold 60 Waddesdon points

Headteacher Waddesdon School Achievement Honours: Platinum 80+ Waddesdon Points

Key Stage 4

Students in Year 10 and 11 receive invitations to a breakfast event 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.

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 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. 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.”

For Years 7-11, this will either be time taken to complete tasks set by the subject teacher. Each subject has a homework ‘Entitlement’ that outlines to teachers, the nature and frequency of homework for specific subjects. However, if this has already been completed, it should also be used to complete extra literacy and numeracy work. This can be done simply through reading (a range of books are available in our school library) or completing extra tasks on Sparx Maths and Spellzone.

In Years 12-13 the time should be taken to consolidate notes, review lessons materials or engage with wider learning.

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 Parents/Carers’ 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 3.20 pm to 4.20 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.

Parents/carers will be notified by the SIMS App when their son/daughter has been logged for a missed or incomplete homework.

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 for supporting all essay writing and is the required response for many examination questions.

Year 7 and 8 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 and 8 CP support students with their Challenges and may 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, as well as the school literacy coordinator, Ms Vignoles.

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.

Homework Club is open to all students after school on Monday to Thursday. It runs from 3.20 to 4.20 and is supervised by a member of the Enrichment Team. It takes place in R11, one of the IT suites, and provides a space to complete homework and independent tasks as needed.

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 school 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, ukulele, 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 an Orchestra, Funk Band, Jazz Band, Samba Band, Choirs, Worship Band 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 DfE Statutory Guidance is 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

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.

School uniform and sportswear can be ordered online at www.stevensons.co.uk

UNIFORM YEARS 7-11

BOYS: Plain black trousers (not with patch pockets)
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)

An optional 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)**
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)
An optional plain black **V-neck** jumper may be worn with the blazer in cold weather
(cardigans are not acceptable).

Students can wear a black headscarf and a black kameez, with appropriate collars for a school tie, as well as other agreed religious cultural symbols.

(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, via the on-line school shop.

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. 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 as they will need to be removed for PE)

** We ask that parents do not modify the school skirt by shortening the hemline. In school, skirts must be worn correctly. Skirts should sit on the waist and should not be rolled up or tied up in any way.

There is no compulsory outdoor dress, but 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.

Sportswear for Games Lessons

- Hooded sweatshirt (optional, available only through school supplier)
- Rugby jersey (available only through school supplier)
- Rugby shorts (available only through school supplier)
- Polo shirt (available only through school supplier)
- Plain black shorts (an optional skirt is also allowed and available through our school supplier)
- Plain black games socks
- Shinpads
- Gumshield
- Totally black tracksuit trousers (optional)
- Totally black sports appropriate leggings (no logo/no visible small logo) (optional)
- Football boots
- Outdoor trainers (astro, grass and tennis courts) and indoor trainers (non-marking sole)

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

As a school we support the *Halo Code*. This means that we champion the right of staff and students to embrace all Afro-hairstyles; braids should be in natural hair colour. Students may also wear a plain, black durag.

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.

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. To facilitate this, we expect that girls wear the black monogrammed school skirt (from Stevensons). No other skirts are allowed.

Blazers should be always worn around the school site, unless told otherwise in warmer weather.

There is no compulsory outdoor dress, but 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 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).

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).

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

LOCKERS

Year 7 students are offered the use of a locker for a period of 4 years. The key must be returned at the end of Year 10, or sooner if it is no longer required. Students in other years may hire a locker for one year at a time and the key must be returned at the end of that year. A refundable key deposit is payable for all lockers.

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 need QR codes to travel on school buses, a different sanction will be imposed. Students will follow a 5 day confiscation during the school day. Each morning the student will need to hand their mobile into reception and collect at 3.10pm.

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 the student 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, aspirin and antihistamine medications are not stocked in school. These can be given outside of school hours.

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

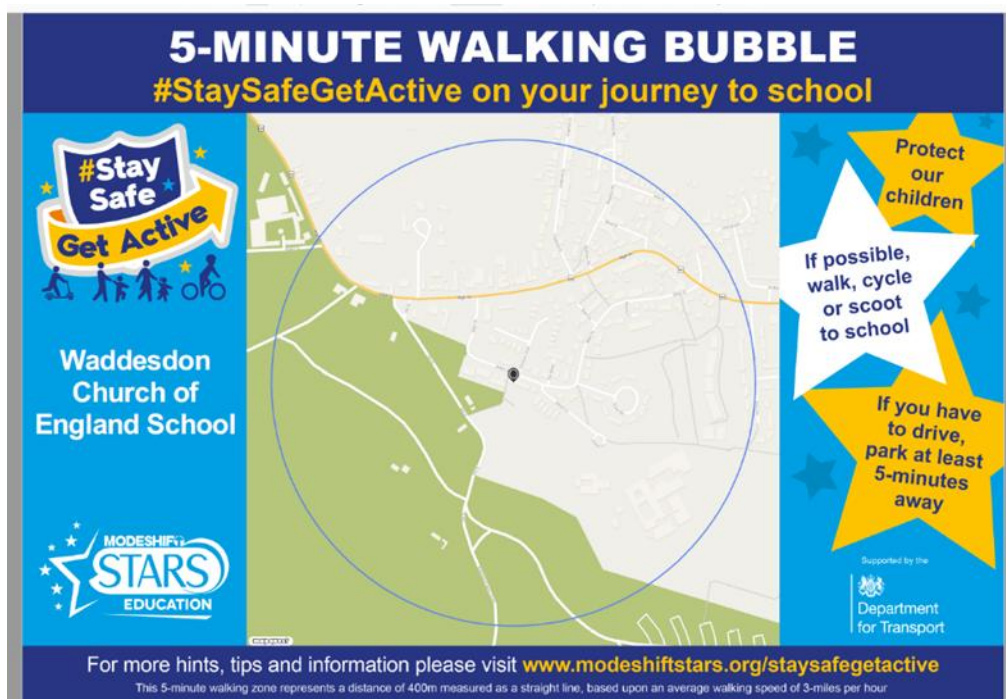
Paracetamol will be provided by the school on residential trips only (ie not on day trips/visits). If students require paracetamol during a residential school trip, staff will only administer this if parents have read and confirmed on the Parental Consent Form for School Visits that their child has had paracetamol administered in the past without adverse effect. If the staff are concerned in any way about the student, they will always seek medical advice.

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

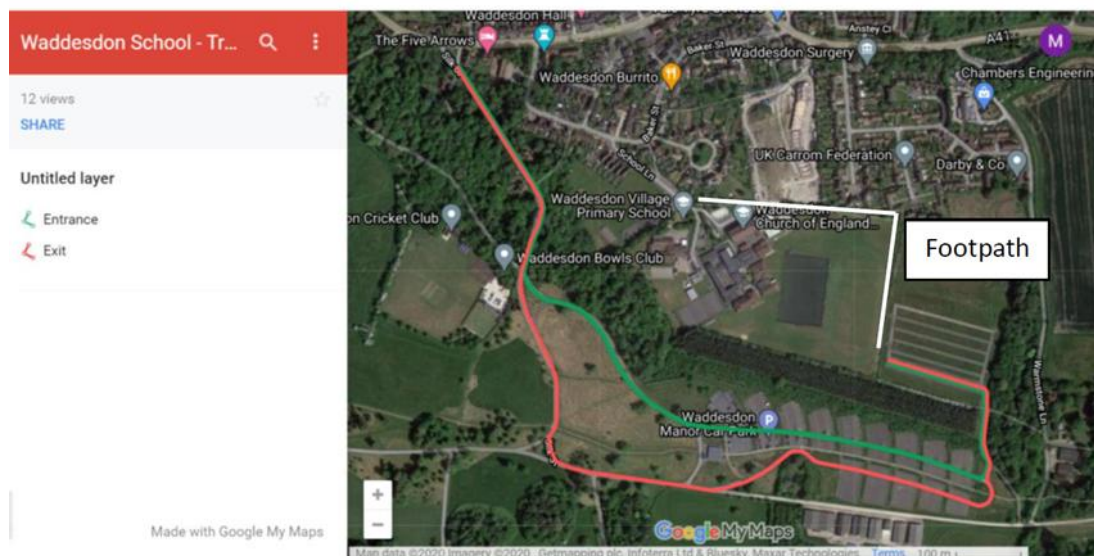
TRANSPORT & JOURNEYS TO AND FROM SCHOOL

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/2024/05/Travel-Plan-Policy-updated-May-2024.pdf> outlines useful information relating to our Park-and-Stride programme and Walking Bubble.



Parents are strongly encouraged to use the Manor overflow car park, use the walking bubble, or lift share.



Due to there being a limited number of parking spaces available in the school, there are currently no spaces for Year 13 students to park on the school site. However, if they adhere to the following, they will have access to the Manor overflow car park and all the advantages that offers:

- 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
- Inform the office if they change their vehicle so that a revised permit can be issued
- Drive with all due care and attention on the school premises and around the village.
- 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.

Motts Travel	01296 398300
Red Rose Travel	01296 747926
Red Line	01296 426786
Vale Travel	01296 484348

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

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

EMERGENCY PROCEDURES

Parents:

If any emergency occurs during the day, please telephone the school. The telephones are manned from 8am until 4pm on Monday, 8am until 5pm Tuesday to Thursday and 8am until 3.30pm 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 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.

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.

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 2024/5. 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 within Waddesdon
- 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 is issued on the PE Instagram page and in the PE department every week.

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 2025/26

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)	OCR	J836
Languages: French (9-1)	AQA	8652
Languages: Spanish (9-1)	AQA	8692
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
Music Technology	EDEXCEL	9MTO
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
AAQ Level 3 Extended Certificate BTEC National in Computing	EDEXCEL	

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 Applied Science	OCR	H051
Level 3 Extended Certificate in Applied Science	OCR	H151
Level 3 Cambridge Technical Introductory Diploma in IT	OCR	05840

GCSE RESULTS

Examination results over recent years have been consistently outstanding, with progress being significantly above average over the past 5 years. The Progress 8 score for the year group in 2024 was 0.51, which is considered to be “well above average”.

The 5-year trends at Key Stage 4 may be seen in the table below. 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.

	2024	2023	2022	2019	2018
5 GCSEs 9 – 4	80%	86%	92%	88%	92%
5 GCSEs 9 – 5	60%	69%	73%	73%	84%
5 GCSEs 9 – 4 including English and Maths	81%	80%	80%	80%	84%
5 GCSEs 9 – 5 including English and Maths	57%	56%	60%	55%	53%
5 GCSEs 9 – 1	96%	96%	100%	100%	99%
Grades 9 – 7	20%	25%	26%	31%	35%
Grades 9 – 4	80%	83%	87%	84%	91%

A LEVEL RESULTS

Analysis of our students' progress in relation to schools across the country is expressed as an Alps grade 3, 'excellent' and in at least the top 25% of schools nationally.

	2024	2023	2022	2019	2018
% Pass Rate	97.7	97.3	99.8	99.4	99.7
% A* grades	5.8	5.2	10.2	2.1	8.4
% A*A grades	16.8	18.9	29.1	11.2	27.6
% A*AB grades	40.4	47.4	58.4	44.0	58.2
% A*ABC grades	74.4	73.5	85.2	76.1	86.1

To maintain and improve standards, Waddesdon 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 2025

Matthew Abbott	Headteacher
Nicola Ackerlay	Attendance Officer & Exams Access Co-ordinator
Kirsten Adams	Teacher - Subject Leader for Art, Design & Photography
Rachel Adams	Student Safeguarding & Welfare Officer
Nicola Aldridge	Head of Year 12/Second in Languages
Colin Arblaster	Teacher Physics
Janice Attack	Science Technician
Sarah Baker	Science Technician
Valerie Baker	Teacher Languages
Matthew Barrett	Teacher - Subject Leader Geography
Linda Bird	Lead School Counsellor
Jessica Booker	Subject Leader for Business & Economics/Timetabler
Tracey Bradford	Learning Support Assistant
Rachel Branton	Assistant Headteacher/SEND/CO/T&L CPD/History
Joseph Bray	Teacher English
Bonita Bridges	Careers Adviser/Citizenship and PSHE Co-ordinator
Sarah Brockwell	Teacher Science
Michelle Brown	Specialist SEMH Learning Support Assistant
Vikki Brown	Specialist Cognition and Learning Learning Support Assistant
Jennifer Bull	Teacher Sociology
Adina-Cristina Burcea	Cleaner
Charlie Cahill	Deputy Headteacher
Kevin Carr	Teacher Chemistry
Sarah Caswell	Teacher – Subject Leader for English (Secondment)
Suzanne Chapman	Creative Technician
Nimisha Chotai	Learning Support Assistant
Salema Choudhury	Enrichment Supervisor
Vanessa Clark	Head of Year 10/Second in English (Secondment)
Jade Clarke	Teacher Chemistry
Kirsty Connell	Teacher Chemistry/Assistant SEND/CO
Jo Cook	Teacher PE
Ocean Cooke	Learning Support Assistant
John Dangana	Teacher Religious Studies
Catherine Dean	Cleaner
Mark Dean	Cleaner
Nicole Dell	Assistant Chef
Andrew Dimond	Teacher Music
Matthew Dipple	Head of Year 8/Teacher Mathematics
Sarah D’Souza	Teacher Business Studies
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
Sydni Ferguson	Learning Support Assistant
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
Alberto de la Guardia Garcia*	Teacher Spanish & Psychology
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
Andrea Herbay	Learning Support Assistant
Christine Hiscock	Catering Assistant
Rachel Hitch	Receptionist
Samson Hodoh	Caretaker
Jody Hyde	First Aid Officer
Michelle Hughes	Teacher - Subject Leader Mathematics
Vicki Hull	Teacher Science & Geography/EPQ & Advanced Learner Lead
Mohammad Israr	Head of Year 7/ Teacher Religious Studies
Peter Iveson	Teacher - Subject Leader Design Technology
Ben Judson	Teacher - Subject Leader Performing Arts (Music Specialism)
Scott Kennedy	Teacher - Subject Leader Physical Education
Muryum Khan	Teacher – Subject Leader Religious Studies
Emma Laird	Teacher - Second in Science
Anthony Lamb	Restaurant & Kitchen Manager/Head Chef
Abigail Lambourne	Teacher – Physical Education
Clare Leach	School Nurse
Emma Livesey	Teacher English & Acting Head of Year 12
Wai Kuen (Claudi) Lo	Cover Supervisor
Rebecca Long	Sixth Form Administrator & Study Centre Supervisor
Janek Maciejewski	Whole School Behaviour Lead/Head of Year 9/Teacher Physical Education
Ian Macleod	Caretaker
Avnish Majethia	Teacher Computer Science & IT
Nicola Makepeace	Learning Support Assistant
Katherine March	Cover Supervisor
Clare Masters	Cover Supervisor
Devi Maybanks	School Counsellor
Elletia McCann	SEN Student Safeguarding & Enrichment Officer
Drew McGregor	Teacher History
Annalies Mclver	Assistant Headteacher & Head of Sixth Form/ History
Neil McKain	Teacher - Subject Leader Religious Studies
Tom McKenzie	Teacher Maths
Katherine McSweeney	Student Monitoring Administrator
Aouatif Mernissi	Catering Assistant
Khalil Mernissi	Cleaner
Julie Nicholas	Business Manager
Oliver Nilan	Head of Year 11/Second in Science
Thabo Nkoane	Teacher - Second in Maths
Imogen Ogden	Teacher - second in English
Rebecca Olaleye	Teacher Drama
Maria Paduroiu	Cleaner
Robert Panek	Cleaner
Lisa Payne	Learning Support Assistant

Alistair Peck	Reprographics & Internal Media Manager
James Petty	Teacher of ICT and Computing
Emily Piosek	Learning Support Assistant/Enrichment & Transition Officer
Anika Popat	Head of Year 12/Teacher Maths
Duncan Purchase	IT Manager
Safiya Raqib	Teacher Business Studies
Rebecca Raynor	Teacher Art/Subject Leader Textiles
Nicola Ready	Office Manager/Governance Professional
Jenny Richards	Specialist Nurture Learning Support Assistant
Sarah Richardson	Food Technology Technician
Alice Ridgway	Teacher Science
Natasha Roe	Finance Officer
Alishba Sajid	Learning Support Assistant
Jeremy Sampson	Teacher Science
Bagya Shanmugam	Higher Level Teaching Assistant (HLTA) – Numeracy
Upasana Sharma	Learning Support Assistant
Joanne Smaldon	Teacher - Second in PE
Lorraine Snell	Learning Support Assistant
Sandie Solak	Learning Support Assistant
Cheryl Spittles	Teacher - Subject Leader Computer Science & IT
Laura Staiano	Librarian
Ramona Stamatin	Teacher of Science
James Sturla	Assistant Headteacher – Designated Safeguarding Lead/Pastoral/PE
Jack Taberer	Teacher PE
Emma Talbot	Teacher Geography/ Professional Tutor
Charlotte Taylor	Specialist Communication and Interaction Learning Support Assistant
Heather Thomas	Examination & Data Manager
Eleanor Tilley	Teacher of MFL
Francesca Tubb	Teacher - Second in Science
Kate Turner	Subject Leader Drama
Rebecca Vignoles	Higher Level Teaching Assistant (HLTA) – Literacy
Ramya Vijendran	Trainee Learning Support Assistant
Raquel Villegas	Learning Support Assistant
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
Polly Willmot	Headteacher's PA
Kelly Worland	Cover Manager/Supervisor
Josh Wynn	Teacher Maths
Alessio Zucchi	Learning Support Assistant