

***WADDESDON CHURCH OF
ENGLAND SCHOOL***

PARENT HANDBOOK

2026-2027

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

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PARENT HANDBOOK 2026-2027

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 2026/2027

Autumn Term 2026

	Thursday 20 th & Friday 21 st August	Year 12 Enrolment
	Tuesday 1 st September	Staff Training
	Wednesday 2 nd September	Staff Training
School Opens for Years 7 & 12	Thursday 3 rd September	
School Opens for all students	Friday 4 th September	
School Closed	Wednesday 23 rd September	Staff Appraisal
School Closes for Half-Term	Friday 23 rd October	
School Re-Opens	Monday 2 nd November	
School Closes for Christmas	Friday 18 th December (1pm)	

Spring Term 2027

	Monday 4 th January	Staff Training
School Opens	Tuesday 5 th January	
School Closes for Half-Term	Friday 12 th February	
School Re-Opens	Monday 22 nd February	
School Closes for Easter	Thursday 25 th March	

Summer Term 2027

	Monday 12 th April	Staff Training
School Opens	Tuesday 13 th April	
School Closed	Monday 3 rd May	Bank Holiday
School Closes for Half-Term	Friday 28 th May	
	Monday 7 th June	Staff Training
School Re-Opens	Tuesday 8 th June	
School Closes for Summer	Wednesday 21 st July (1pm)	

Autumn Term 2027 Provisional

	Thursday 19 th & Friday 21 st August	Year 12 Enrolment
	Thursday 2 nd September	Staff Training
	Friday 3 rd September	Staff Training
School Opens for Years 7 & 12	Monday 6 th September	
School Opens for all students	Tuesday 7 th September	
School Closed	Wednesday 22 nd September	Staff Appraisal
School Closes for Half-Term	Friday 22 nd October	
School Re-Opens	Monday 1 st November	
School Closes for Christmas	Friday 17 th December (1pm)	

Spring Term 2028 Provisional

	Tuesday 4 th January	Staff Training
School Opens	Wednesday 5 th January	
School Closes for Half-Term	Friday 11 th February	
School Re-Opens	Monday 21 st February	
School Closes for Easter	Friday 31 st March	

Summer Term 2028 Provisional

	Monday 17 th April	Easter Monday
	Tuesday 18 th April	Staff Training
School Opens	Wednesday 19 th April	
School Closed	Monday 1 st May	Bank Holiday
School Closes for Half-Term	Friday 26 th May	
	Monday 5 th June	Staff Training
School Re-Opens	Tuesday 6 th June	
School Closes for Summer	Friday 21 st July (1pm)	

THE SCHOOL DIARY 2026/2027

September		
A (1)	Sept.	
Tuesday	1 st	Staff Training Day
Wednesday	2 nd	Staff Training Day
Thursday	3 rd	School opens for Years 7 & 12 Year 12 Induction Day
Friday	4 th	School opens for all students
A (2)	Sept.	
Tuesday	8 th	Year 11 Parents' Information Evening – ambition, belief, commitment: going for personal best 6.00pm
Wednesday	9 th	Governing Body Meeting (Operational and Admissions review) 3.45pm – 5.00pm
Sunday	13 th	Green Power Race
B (3)	Sept.	
Tuesday	15 th	Year 7 Parents' Information Evening - help your child to be a successful learner 6.00 – 6.30pm
Thursday	17 th	Year 12 Parents/Carers' Information Evening – Be You, Belong, Become. 6.00 – 6.30pm
Friday	18 th	DofE Assessed Expedition to Chilterns (returning Saturday 19 th at 4.30pm) WSA AGM (7.00-8.00pm)
A (4)	Sept.	
Tuesday	22 nd	Open Morning, Year 7 Admissions, 9.00-11.00am Open Evening, Year 7 Admissions, 5.30-8.00pm
Wednesday	23 rd	Staff INSET
Thursday	24 th	Year 13 Music Tech trip to The Larks Tongue Studio (P3-5)
Friday	25 th	WSA Parents and Students Quiz Night – 6.00pm to 9.00pm
B (5)	Sept.	
Monday	28 th	Year 13 Snapshot Assessment Week Year 11 Drama students off timetable all day
Tuesday	29 th	Holy Communion: 8.40 – 9am Retreat Day 1 Year 11 Drama Performance to Parents/Carers (6.00pm)
Wednesday	30 th	Retreat Day 2
OCTOBER		
Thursday	1 st	Retreat Day 3
Friday	2 nd	Year 7 Team Building with Wise Up (12.30-3.10pm)
A (6)	Oct.	
Monday	5 th	Year 13 Predicted Grades (confirmed in lessons this week with any updates to Unifrog). Black History Month Screening (4.00-6.00pm)
Tuesday	6 th	15 Students to Homerton College, Cambridge Year 11 Hockey County Tournament, Stowe School
Wednesday	7 th	Year 10 HPQ Session 1 (3.15-4.15pm)
Thursday	8 th	Year 9 Hockey County Tournament, Stowe School Year 11 Drama Evaluation Exam (P4-5)
Friday	9 th	World Mental Health Day (<i>Actual day Saturday 10th</i>)
B (7)	Oct.	
Monday	12 th	Sixth Form Folder Check Week

Tuesday	13 th	Year 9 Art Students to Waddesdon Manor Year 8 Restart a Heart (p3-5)
Wednesday	14 th	Year 11 Computing Trip to Bletchley Park Year 10 HPQ Session 2 (3.15-4.15pm) Governors Personnel & Staff Wellbeing Committee 4.00pm Governors Finance and Property Committee 5.15pm
Thursday	15 th	Deadline for UCAS early entry applications (Oxford/Cambridge/Medicine) Year 10 English Trip to Waddesdon Manor, "Standing with Giants" Project (P4-5)
Friday	16 th	Year 10 Space WEX visit to Westcott
A (8)	Oct.	
Monday	19 th	Charity Week
Tuesday	20 th	Year 11 Report 1 Issued Year 12 Art Discovery Workshop at Waddesdon Manor Year 11 Mock Exam Information Evening- Hall 6.00pm – 6.30pm
Wednesday	21 st	Flu Vaccinations Year 10 HPQ Trip to Waddesdon Manor (2.00-4.20pm)
Thursday	22 nd	Year 13 Geography Field trip to London Docklands
Friday	23 rd	School closes for half term
HALF TERM		
NOVEMBER		
B (9)	Nov.	
Tuesday	3 rd	Year 11 Sixth Form Conference (Hall) (P1) Year 9 Maths trip to Warwick Racecourse
Wednesday	4 th	Year 7 Tutors Evening (3.45pm – 7.30pm)
Thursday	5 th	Year 12 Trip to University of Northampton Uni and Careers Fair
Friday	6 th	Diwali (Festival of Lights) <i>Actual day Sunday 8th</i> Year 8 English Garrick Project Trip to Waddesdon Manor (P4-5)
A (10)	Nov.	
Tuesday	10 th	Year 8 Pitt Rivers Trip Day 1
Wednesday	11 th	Report 1 Issued Remembrance Service – whole school (10.40am-11.05am) Year 11 HPQ Presentations (3.15-4.15pm) Governors Curriculum & Student Wellbeing Committee 4.00pm
Thursday	12 th	Year 8 Pitt Rivers Trip Day 2 Year 10 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
B (11)	Nov.	FOCUS:
Monday	16 th	Show Week – Rehearsals - students and staff off timetable
Tuesday	17 th	Show week – Tech rehearsals – students and staff off timetable
Wednesday	18 th	Show week – Primary School performance (afternoon) – students and staff off timetable Show week – Performance – 7.30pm Governors Audit & Risk Committee 12.00pm
Thursday	19 th	Show week – Performance – 7.30pm
Friday	20 th	Show week – Performance – 7.30pm
Saturday	21 st	Show week – Performances – 2.30pm and 7.30pm
A (12)	Nov.	
Monday	23 rd	Interform Week
Tuesday	24 th	Holy Communion: 8.40am – 9am
Thursday	26 th	Sixth Form Open Evening (6-8pm)

B (13)	Dec.	
DECEMBER		
Wednesday	2 nd	Year 11 Written Mock Exams Begin (TBC)
Thursday	3 rd	Year 12/13 Nuclear Physics Trip to National Fusion Lab
Friday	4 th	Year 12 & 13 Psychology Revision Day
A (14)	Dec.	
Monday	7 th	Wednesday Club Christmas Party (selected Year 12 volunteers)
Tuesday	8 th	Carol Service Rehearsal (Year 7 & 8 at Church P4-5) Carol Service (7.00pm)
Wednesday	9 th	Year 12 Computing Students virtual visit to National Museum of Computing. Wednesday Club (last one) Governing Body Meeting (Operational) 4.00pm
B (15)	Dec.	
Wednesday	16 th	Year 11 Last Written Mock Exam Christmas Lunch (11.05am – 11.45am)
Thursday	17 th	Christmas Lunch (11.05am – 11.45am) Informal event for former Year 13s to collect A level certificates (4.00pm - 5.00pm)
Friday	18 th	Year 7 Christmas Carol Performance (9.00-10.10am) Whole School Assembly (Period 3) School closes for Christmas – 1.00pm
CHRISTMAS HOLIDAY		
Friday	25 th	Christmas Day
JANUARY		
A (16)	Jan.	
Monday	4 th	Staff Training Day (INSET)
Thursday	7 th	Year 13 Mock Exams Begin PE Rock Climbing Trip Departs (returning Saturday 9 th January)
B (17)	Jan.	
Monday	11 th	Year 11 Mock Speaking Exams 1/5
Tuesday	12 th	Year 11 Mock Speaking Exams 2/5
Wednesday	13 th	Year 11 Mock Speaking Exams 3/5
Thursday	14 th	Year 11 Mock Speaking Exams 4/5 Governors AGM 9.00am Admissions Committee 10.00am UCAS Deadline (6pm)
Friday	15 th	Year 11 Mock Speaking Exams 5/5
A (18)	Jan.	
Tuesday	19 th	Year 10 Art Trip to Tate Britain
Wednesday	20 th	Year 11 Mock Results Assembly (8.30am - 9.30am) Year 11 Reports Issued to Parents/Carers Governing Body Meeting (Strategy & Training) (Teams) 6.00pm
Thursday	21 st	Year 11 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
Friday	22 nd	Year 11 Poetry Live Trip KS3 Production of Lord of the Flies (6.00pm)
B (19)	Jan.	
Monday	25 th	Year 8 Assessment Week
Tuesday	26 th	GCSE Certificate Presentation Evening (6.30pm – 7.30pm)
Wednesday	27 th	Holocaust Memorial Day

		Year 10 Business Trip to Cadbury World Year 9 TDIPV/MenACQY Immunisations
Thursday	28 th	Year 11 GCSE Geography to Oxford
FEBRUARY		
A (20)	Feb.	
Monday	1 st	Interfaith Week
Wednesday	3 rd	Year 10 Photography Trip to Oxford Governors Personnel and Staff Wellbeing Committee 4.00pm Governors Finance and Property Committee 5.15pm
Thursday	4 th	GCSE Science Live Trip for Year 11 Separate Science Students The Big Gig (Music event) – 6.00pm – 9.00pm
Friday	5 th	Year 12/13 History Trip to Imperial War Museum
B (21)	Feb.	
Monday	8 th	Interform Week Year 9 Trip to Science Museum
Tuesday	9 th	Safer Internet Day Report 2 Issued (Year 7, 9, 10, 12, 13) – no assembly Year 13 Mock Results Assembly Year 11 Art & Poetry Workshop at Waddesdon Manor 1/3 (P4-5)
Wednesday	10 th	Music Performance Assessment Day Holy Communion: 8.40 – 9am (Ash Wednesday service) Governors Curriculum and Student Wellbeing Committee 4.00pm
Thursday	11 th	Year 11 Art & Poetry Workshop at Waddesdon Manor 2/3 (P4-5) Year 13 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
Friday	12 th	Year 11 Art & Poetry Workshop at Waddesdon Manor 3/3 (P4-5) School closes for half term
HALF-TERM		
A (22)	Feb.	
Monday	22 nd	Year 11 Food NEA 2 Practical Week
Wednesday	24 th	Governors Audit & Risk Committee 12.00pm
Thursday	25 th	Year 12 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
MARCH		
B (23)	March	
Monday	1 st	Year 11 Core Mock Exams
Tuesday	2 nd	Year 8 Options Conference (P1-P2) Year 8 Options Parent Information Evening (6-7pm)
Wednesday	3 rd	Year 8 Report 2 Issued
Thursday	4 th	World Book Day
A (24)	March	
Monday	8 th	Year 10 Art/Photography/Graphics Mock Exam Day 1
Tuesday	9 th	Year 10 Art/Photography/Graphics Mock Exam Day 2 Eid al-Fitr; celebration of end of Ramadan (TBC)
Wednesday	10 th	Year 10 Art/Photography/Graphics Mock Exam Day 3
Thursday	11 th	Year 9 DofE Training Expedition to Waddesdon Manor (3.30pm to 5.30pm) Easter Concert (6.00-7.00pm)
Friday	12 th	Year 12 Art/Photography/Graphics Mock Exam Day 1
(B 25)	March	
Monday	15 th	Year 12 Art/Photography/Graphics Mock Exam Day 2
Tuesday	16 th	Holy Communion: 8.40 – 9am Year 8 HPV Immunisations

		Year 12 Art/Photography/Graphics Mock Exam Day 3
Wednesday	17 th	HPQ Presentations (3.30pm) Governing Body Meeting (Operational) 4.00pm
Thursday	18 th	Year 8 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
A (26)	March	
Monday	22 nd	Holi (Festival of Colours)
Tuesday	23 rd	Careers Fair (6.00pm – 9.00pm)
Wednesday	24 th	Year 8 Options Deadline Year 11 and Year 13 Reports Issued Year 12 and 13 Stars in their Eyes (6.30-8.30pm)
Thursday	25 th	Whole School Assembly (running into Period 1) School closes for Easter
Sunday	28 th	Easter Sunday
EASTER HOLIDAY		
APRIL		
B (27)	April	
Monday	12 th	Staff Training Day (INSET)
Tuesday	13 th	Year 7 Assessment Week
Wednesday	14 th	GCSE Art Exam Day 1
Thursday	15 th	GCSE Art Exam Day 2
Friday	16 th	GCSE Graphics Exam Day 1
A (28)	April	
Monday	19 th	GCSE Graphics Exam Day 2
Tuesday	20 th	Governors Curriculum Visit Day GCSE Photography Exam Day 1
Wednesday	21 st	GCSE Photography Exam Day 2
Thursday	22 nd	Year 9 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
B (29)	April	
Monday	26 th	Year 10/12 Exams begin French Speaking Exams Day 1/5 A Level Photography Exam Day 1
Tuesday	27 th	French Speaking Exams Day 2/5 GCSE Art/Photography/Graphics Moderation Day 1 A Level Photography Exam Day 2
Wednesday	28 th	French Speaking Exams Day 3/5 GCSE Art/Photography/Graphics Moderation Day 2 A Level Photography Exam Day 3
Thursday	29 th	French Speaking Exams Day 4/5 A Level Art Exam Day 1
Friday	30 th	French Speaking Exams Day 5/5 A Level Art Exam Day 2
MAY		
A (30)	May	
Monday	3 rd	BANK HOLIDAY
Tuesday	4 th	A Level Art Exam Day 3 A Level Graphics Exam Day 1 Spanish Speaking Exams Day 1/2
Wednesday	5 th	Spanish Speaking Exams Day 2/2 A Level Graphics Exam Day 2 Governing Body Meeting (Strategy& Training) (Teams) 6.00pm

Thursday	6 th	A Level Graphics Exam Day 3
Friday	7 th	Year 12 Geography Trip to Skern Lodge (returning Sunday 8.00pm) Year 13 Leavers' Day (P1-3) Year 11 Leavers' Celebration (P4 and P5) Year 13 Leavers' Ball (7.00pm – 11.00pm)
B (31)	May	
Monday	10 th	Physical and Mental Health Awareness Week A Level and GCSE Exams Begin (TBC) Admissions Appeals all day TBC Year 10 MFL Speaking Exams (all week)
Tuesday	11 th	Year 8 Historical Fiction Writing Trip to Waddesdon Manor Admissions Appeals all day TBC
Wednesday	12 th	Admissions Appeals all day TBC
Thursday	13 th	ECT and Trainees Meeting - 3.30-4.30pm
A (32)	May	
Monday	17 th	Year 12 History Trip to Hampton Court Palace
Tuesday	18 th	Holy Communion: 8.40 – 9am Small Feeder School morning
Wednesday	19 th	Year 7 Church Visit
Thursday	20 th	Beacon Group Visit to Somerville College
Friday	21 st	Year 9 DofE Training Expedition (departing 12.15pm, returning Saturday 22 nd May, 4.30pm)
B (33)	May	
Monday	24 th	ITAG Week Interform Week
Tuesday	25 th	Year 8 Options Confirmation to Students
Thursday	27 th	Year 8 Opal Coast Trip Departs (Returns Saturday 29 th May)
Friday	28 th	School closes for half term
HALF TERM		
JUNE		
A (34)	June	
Monday	7 th	Staff Training Day (INSET/WaddEd)
Tuesday	8 th	Year 9 Assessment Week Year 12 History students to Waddesdon Archives
Wednesday	9 th	Art/Media/Technology Summer Exhibition (4pm-7pm) Governors Curriculum & Student Wellbeing Committee 4.00pm
Thursday	10 th	Year 7 Parents' Consultation Evening (in school) 3.45-5.15pm & 5.45-7.30pm
Friday	11 th	Year 10 Geography Trip to River Chess 1/4
B (35)	June	
Monday	14 th	Year 9 MFL Speaking Exams (all week) Year 10 Geography Trip to River Chess 2/4
Tuesday	15 th	Year 10 Geography Trip to River Chess 3/4
Wednesday	16 th	Governors Personnel & Staff Wellbeing Committee 4.00pm Governors Finance & Property Committee 5.15pm Year 12 Life After Waddesdon Evening (6.00-7.30pm)
Thursday	17 th	Biology A level Students to Whipsnade Zoo
Friday	18 th	Last GCSE Exam (Physics) TBC Year 11 Prom (7-10pm) TBC
A (36)	June	

Monday	21 st	School Diversity Week Year 10 Geography Trip to River Chess 4/4 Year 7 & 8 Fun Maths Roadshow (all day in Hall)
Tuesday	22 nd	Windrush Day Year 10 BP Maths Roadshow (P2-3 in Hall) Last A Level Exam (TBC)
Wednesday	23 rd	Exam Contingency Day New Year 12 Foundation Day EPQ Presentations (3.30pm, Auditorium)
Thursday	24 th	Cultural Heritage Dress Year 10 MUNGA Conference (Hall)
Friday	25 th	Year 9 DofE Assessed Expedition (departs 12.15pm, returns Saturday 26 th June, 4.30pm)
B (37)	June	
Tuesday	29 th	Holy Communion: 8.40 – 9am
Wednesday	30 th	Governors Audit & Risk Committee 12.00pm
JULY		
Thursday	1 st	Year 12 Work Experience (Day 1) Year 8 Camp, Longridge, Marlow (return Friday 2 nd)
Friday	2 nd	Year 12 Work Experience (Day 2) Activities Day • Year 7 trip to Whipsnade Zoo • Year 9 trip to Willen Lake • Year 10 TBC
Saturday	3 rd	Year 9/10 Trip to Paris Departs (returning Wednesday 7 th July) Summer Concert at Waddesdon Manor
A (38)	July	
Monday	5 th	Transition Day for vulnerable students
Tuesday	6 th	Transition Day #1
Wednesday	7 th	Transition Day #2 Yr 6 Transition Evening – 6.00pm – 7.00pm
Thursday	8 th	Prize Giving (Periods 3&4)
Friday	9 th	District Athletics (TBC)
B (39)	July	
Monday	12 th	Year 7 Rewards Trip to Ashmolean Museum
Wednesday	14 th	Governing Body Meeting (Operational) 4.00pm
Thursday	15 th	WaddFest (5.30/6pm – 9pm)
Friday	16 th	Sports Day
A (40)	July	
Monday	19 th	Year 3 Report Issued (Year 7-10 and 12) – No Assembly PE Sports Awards Evening (3.30-5.00pm)
Tuesday	20 th	Reserve Sports Day
Wednesday	21 st	Whole School Assembly (Period 3) School closes for summer (1pm)
AUGUST		
Thursday	12 th	A Level Results Day
Thursday	19 th	GCSE Results Day and Internal Year 12 Enrolment
Friday	20 th	Governors' Sixth Form Admissions Committee (Teams) 8.00am External Year 12 Enrolment

PROPOSED AND PROVISIONAL VISITS/ACTIVITIES BY YEAR GROUP

We aim to run a variety of trips, visits and events across the school year for all students to enrich and enhance students' learning and experiences of their curriculum.

This tables below contain a list of those which incur a cost to parents/carers, to help plan through the year. Please note that all costs are **best estimates** at time of publication.

Some of these events are not available to all students in the year group, for example due to curriculum and subject choices, so please keep an eye out for letters home. There may also be additional events/visits may be planned through the year.

YEAR 7

OCTOBER 2026			
Friday	2 nd	Team building activities in school	£24
DECEMBER 2026			
Friday	18 th	Quantum Theatre performance of "A Christmas Carol" in school	£15
MAY 2027			
Wednesday	19 th	RS visit to St Michael and All Angels Church, Waddesdon	Nil
JULY 2027			
Friday	2 nd	Activities Day visit to Whipsnade Zoo	£34
Monday	12 th	Rewards visit to Ashmolean Museum, Oxford	£24

YEAR 8

NOVEMBER 2026			
Friday	6 th	English Garrick Project Trip to Waddesdon Manor	£0-10
Tuesday	10 th	Art: Pitt Rivers Museum (Group 1)	£18
Thursday	12 th	Art: Pitt Rivers Museum (Group 2)	
MAY 2027			
Wednesday	11 th	Historical Fiction Writing visit to Waddesdon Manor	£0-10
Thursday	20 th	Beacon Group visit to Somerville College, Oxford	£30
Thursday	27 th	French Visit to Opal Coast (return 29 th)	£599
JULY 2027			
Thursday	1 st	Year 8 Camp, Marlow (return 2 nd)	£192

YEAR 9

OCTOBER 2026			
Tuesday	13 th	Art Students to Waddesdon Manor	£0-10
NOVEMBER 2026			
Tuesday	3 rd	Maths visit to Warwick Racecourse	£39
JANUARY 2027			
Thursday	7 th	PE Rock Climbing Trip (returning Saturday 9 th January)	£310
FEBRUARY 2027			
Monday	8 th	Science visit to the Science Museum, London	£42
MARCH 2027			
Thursday	11 th	DofE Training Expedition to Waddesdon Manor	As Advised
MAY 2027			
Friday	21 th	DofE Training Expedition (returning 22 nd)	As Advised
JUNE 2027			
Friday	25 th	DofE Assessed Expedition (returns 26 th)	As Advised

JULY 2027			
Friday	2 nd	Activities Day trip to Willen Lake	£54
Saturday	3 rd	French visit to Paris (return 7 th)	£1,080

YEAR 10

SEPTEMBER 2026			
Friday	18 th	DofE Assessed Expedition to Chilterns (returns 19 th)	As Advised
OCTOBER 2026			
Thursday	15 th	English trip to Waddesdon Manor, “Standing with Giants” project	£0-10
Friday	16 th	Space WEX visit to Westcott	£0-20
Wednesday	21 st	HPQ Trip to Waddesdon Manor	£0-10
JANUARY 2027			
Thursday	7 th	PE Rock Climbing Trip (returning Saturday 9 th January)	£310
Tuesday	19 th	Art visit to Tate Britain	£46
Wednesday	27 th	Business Studies visit to Cadbury World	£48
FEBRUARY 2027			
Wednesday	3 rd	Photography walking tour of Oxford City Centre	£34
JUNE 2027			
Friday	11 th	River Chess Fieldwork, Chesham (Group 1)	£24
Monday	14 th	River Chess Fieldwork, Chesham (Group 2)	
Tuesday	15 th	River Chess Fieldwork, Chesham (Group 3)	
Monday	21 st	River Chess Fieldwork, Chesham (Group 4)	
JULY 2027			
Friday	3 rd	Activities Day	£36
Saturday	3 rd	French visit to Paris (return 7 th)	£1.080

YEAR 11

OCTOBER 2026			
Wednesday	14 th	Computing trip to Bletchley Park	£50
JANUARY 2027			
Thursday	7 th	PE Rock Climbing Trip (returning Saturday 9 th January)	£310
Friday	22 nd	Poetry Live Trip	£38
Thursday	28 th	GCSE Human Geography Fieldwork, Oxford	£24
FEBRUARY 2027			
Thursday	4 th	GCSE Science Live! Oxford (separate Science students)	£36
Tuesday	9 th	Art & Poetry Workshop at Waddesdon Manor (Day 1)	£0-10
Thursday	11 th	Art & Poetry Workshop at Waddesdon Manor (Day 2)	
Friday	12 th	Art & Poetry Workshop at Waddesdon Manor (Day 3)	
JUNE 2027			
Friday	18 th	Leavers’ Ball	£50

YEAR 12

OCTOBER 2026			
Tuesday	20 th	Art Discovery Project at Waddesdon Manor	£0-10
NOVEMBER 2026			
Thursday	5 th	University & Apprenticeship Fair, Northampton University	£18
DECEMBER 2026			
Thursday	3 rd	Nuclear Physics Trip to National Fusion Lab	£30
Friday	4 th	Psychology Revision Day	Nil
Wednesday	9 th	Computing virtual visit to National Museum of Computing	£0-20
FEBRUARY 2027			
Friday	5 th	History trip to Imperial War Museum	£62
MAY 2027			
Friday	7 th	Geography Fieldwork, Skern Lodge, Devon (return 9 th)	£456
Monday	17 th	History visit to Hampton Court Palace	£64
JUNE 2027			
Thursday	8 th	History visit to Waddesdon archives	£0-10
Thursday	17 th	Biology Field Trip to Whipsnade Zoo	£48

YEAR 13

SEPTEMBER 2026			
Thursday	24 th	Music Tech trip to The Larks Tongue Studio	£40
OCTOBER 2026			
Tuesday	22 nd	Geography visit to Docklands and Brick Lane	£34
DECEMBER 2026			
Friday	4 th	Psychology Revision Day	Nil
FEBRUARY 2027			
Friday	5 th	History trip to Imperial War Museum	£62
MAY 2027			
Friday	7 th	Leavers' Ball	£70

PARENTS' EVENINGS

Tuesday	8 th	September	Year 11 Parents' Information Evening	6.00pm
Tuesday	15 th	September	Year 7 Parents' Information Evening	6.00pm
Thursday	17 th	September	Year 12 Parents' Information Evening	6.00pm
Tuesday	20 th	October	Year 11 Mock Exam Information Evening	6:00pm
Wednesday	4 th	November	Year 7 Parents' Consultation Evening with Form Tutor and Head of Year	By appointment
Thursday	12 th	November	Year 10 Parents' Consultation Evening	3.45 -5.15pm 5:45 -7.30pm
Thursday	21 st	January	Year 11 Parents' Consultation Evening	3.45 -5.15pm 5:45 -7.30pm
Thursday	11 th	February	Year 13 Parents' Consultation Evening	3.45-5.15pm 5:45 -7:30pm
Thursday	25 th	February	Year 12 Parents' Consultation Evening	3.45 -5.15pm 5:45 -7:30pm
Tuesday	2 nd	March	Year 8 Options Parents' Information Evening	6.00pm
Thursday	18 th	March	Year 8 Parents' Consultation Evening	3.45 -5.15pm 5:45 -7:30pm
Thursday	22 nd	April	Year 9 Parents' Consultation Evening	3.45-5.15pm 5:45 -7:30pm
Thursday	10 th	June	Year 7 Parents' Consultation Evening	3.45-5.15pm 5:45 -7:30pm
Wednesday	16 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 year groups. 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). Miss Ogden is Head of Year 8, Mr Dipple is Head of Year 9, Mr Maciejewski is Head of Year 10, Mrs Clark is Head of Year 11, and, other than Mr Israr, the Heads of Year progress with their year group through the school to Year 11. Miss McIver (Assistant Headteacher) is Head of Sixth Form, Miss Popat is Head of Year 12 and Miss Aldridge is Head of Year 13.

Parents are reminded that if they have concerns about any aspect of their child's education at Waddesdon, they are encouraged to contact the school. Depending on the nature of the issue, parents may wish to speak to the Form Tutor, Head of Year, Mr Sturla (Assistant Head, Pastoral and Safeguarding), 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 any regular medication requirements. There can be times when adolescence is worrying and challenging for students and their families. Support is available through community organisations, and information 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 a range of agencies that can support students.

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 SEN passport', which outlines their individual needs and sets specific, outcome for the coming academic year. These passports 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. The DfE have recently announced changes to eligibility, which may affect you.

What is changing in September 2026?

Two Tiers of free school meal:

1. Targeted FSM
 - For lower-income households (on Universal Credit with under £7,400 earnings)
 - Includes extra support (pupil premium funding)
2. Expanded FSM
 - For all other families on Universal Credit
 - Still provides free meals, but without additional funding

Protected Eligibility is Ending:

- **Everyone must reapply**
- It does not transfer from primary to secondary school

Who needs to apply?

- Anyone on universal credit (for Expanded FSM)
- Universal Credit - with an annual net earned income of no more than £7,400 (For Targeted FSM)
- Income Support (IS)
- Income-based Job Seeker's Allowance (IBJSA)
- an 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
- the guaranteed element of the State Pension Credit

How do I apply?

Follow the instructions on: <https://apply.cloudforedu.org.uk/ofsm/sims>

If you do not have access to the internet, or need support in completing these forms please email office@waddesdonschool.com FAO Anna Ewart.

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, salads (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.)

Sixth Form Students have access to 'The Sixth' our new café, selling a range of hot & cold drinks and snacks. Bank payment cards can be accepted at 'The Sixth' in addition to payment via ParentPay.

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 and any form of NUTS are not allowed in school.

SCHOOL GOVERNORS

Principal	Matthew Abbott (Headteacher)
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Oxford Diocesan Board/PCC appointed:	Mr S Box Mrs R Dawson Miss C Gorman Mr M Horton Mrs S Horton Mr A Howard (Chair) Mr C Scutt Revd. C Wainman
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Co-opted:	Mrs J Judson Mrs N Logan
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Parent Governors:	Mrs A Deans Mrs C Duggan Dr I Groves
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Staff Governors:

Associate Governor:	Mr S Terry Mr B Eales Mrs M Haseldine
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Governance Professional:	Mrs N Ready
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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	Miss Ogden
Year 9	Mr M Dipple
Year 10	Mr J Maciejewski
Year 11	Mrs V Clark
Year 12	Miss A Popat
Year 13	Miss N Aldridge

FORM TUTORS

Year 7

7JDA	Mr J Dangana
7SK	Mr S Kennedy
7SR/SW	Miss S Raqib/Mrs S Watts
7KW/RHA	Mrs K Worland/Mrs R Harris
7DHA	Ms D Harrison

Year 8

8CAR/ROL	Mr C Arblaster/Miss R Olaleye
8JCO/HD	Mrs J Cook/Mrs H Duggan
8BJU/ADI	Mr B Judson/Mr A Dimond
8DMC	Mr D McGregor
8TN	Mr T Nkoane

Year 9

9RLA	Mr R Lawrence
9SB/VB	Mrs S Brockwell/Mrs V Baker
9ADE	Mr A De La Guardia Garcia
9EHA/VHU	Mrs E Harris/ Mrs V Hull
9AR/ALA	Miss A Ridgeway/Mrs A Lambourne

Year 10

10SC/JWY	Miss S Caswell/Mr J Wynn
10RR/ROL	Mrs R Raynor/Miss R Olaleye
10CSP	Miss C Spittles
10FPA	Mrs F Parker
10KT	Miss K Turner

Year 11

11MJB/VHU	Mr M Barrett/Mrs V Hull
11SEV/ADI	Mrs S Evans/Mr A Dimond
11TMC	Mr T McKenzie
11JSM/SW	Mrs J Smaldon/Mrs S Watts
11JTA	Mr J Taberer

Sixth Form

Year 12

12KA	Miss K Adams
12CEL	Mrs C Elworthy
12HF/ADI	Miss H Fitzgerald/Mr A Dimond
12AGE/JRB	Mrs A George/Mrs J Bull
12PI	Mr P Iveson
12MKH/LH	Mrs M Khan/Ms L Haggerty

Year 13

13JPE	Mr J Petty
13JCL	Miss J Clarke
13ELA/LH	Mrs E Laird/Ms L Hagge
13ELI	Ms E Livesey
13ETA/GHA	Mrs E Talbot/Mrs G Hay
13SDS	Ms S D'Souza

ATTENDANCE

By law, all children of compulsory school age (5–16) must receive full-time education. Parents have a legal responsibility to ensure regular attendance. If attendance becomes a concern, parents will be contacted by the school and may also be contacted by the Local Authority through the County Attendance Team.

Schools are open for 195 days each year, leaving 170 days for leisure and family activities. Missing an average of one day per week results in the loss of approximately two years of education between Reception and Year 11. Research also shows that students who miss an average of half a day per week during secondary school are likely to achieve a full GCSE grade lower than their peers.

Family Holidays and Extended Trips During Term Time

There is no automatic entitlement in law to take holidays during term time.

Taking holidays during term time affects a child's education in the same way as any other absence. Leave of absence may only be granted in exceptional circumstances, and the Headteacher determines how many days, if any, may be authorised.

If holiday leave is taken without prior approval, it may be considered detrimental to the good order and discipline of the school and may be referred to the County Attendance Team.

Parents should remember that any financial savings from taking a holiday during term time are outweighed by the potential cost to their child's education and future opportunities.

Government guidance indicates that holiday leave may be considered in two exceptional circumstances:

- For service personnel or other employees who cannot take holidays outside term time, provided the absence causes minimal disruption to education.
- When a family needs to spend time together during or after a crisis, or to attend a close family wedding.

Leave will not usually be authorised for reasons such as cheaper flights, preferred accommodation availability, poor holiday weather during school breaks, or because the trip overlaps with the beginning or end of term.

The school is also receiving an increasing number of requests for occasional days off. These will generally be unauthorised unless exceptional circumstances apply. The school will authorise absence for religious observance, provided notification is given in advance via email to absence@waddesdonschool.com.

Governors expect parents to value and support their child's education by avoiding absence except where absolutely necessary.

A copy of the full Attendance Policy is available on the school website (www.waddesdonschool.com) or can be provided upon request.

At Waddesdon School, attendance and punctuality are given a high priority. The school seeks to identify patterns of non-attendance promptly, inform parents of unauthorised absences, and work closely with the Education Welfare Service, Police and Police Community Support Officers to address truancy. The school also works with families and external agencies to recognise and overcome barriers affecting attendance.

Parents can support the school by notifying absences via absence@waddesdonschool.com, informing the school immediately when a child is ill or unable to attend, following NHS guidance on illness and

school attendance, encouraging punctuality and preparedness for learning, and supporting the use of detentions where appropriate for truancy or lateness.

If there are concerns affecting a child's attendance, parents are encouraged to contact the school's Attendance Officer.

County Attendance Team

In cases of persistent non-attendance, the school works closely with the County Attendance Team to remove barriers preventing students from accessing education.

Under current regulations, the Education Welfare Service may issue Penalty Notices for unauthorised absences. Notices can be issued to each parent or carer for each child concerned. Repeat unauthorised absences may lead to prosecution through the courts.

SAFEGUARDING AND CHILD PROTECTION POLICY

Governors have adopted a Child Protection Policy based on the Buckinghamshire Child Protection Framework Policy for Schools 2025. A full copy is available on request and can also be found on the school website.

The policy supports the development of children by fostering security, confidence and resilience. It aims to provide an environment in which children feel safe, secure, valued, respected and confident in seeking help when needed. The policy emphasises the responsibility of all staff to identify and report safeguarding concerns and outlines procedures for monitoring and supporting children who may be at risk of harm.

The designated safeguarding lead is Mr Sturla he is supported by Rachel Branton, Rachel Adams, Georgia Hay, Salema Choudhury and Elletia McCann. The governor responsible for monitoring safeguarding procedures is Mr Groves. These individuals receive regular training and updates, as do all staff and governors.

Visitors and site users are expected to comply with the school's safeguarding procedures. Recruitment processes include rigorous suitability checks, including DBS clearance.

The school also maintains supporting policies relating to whistleblowing, staff conduct, health and safety, and the management of 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:

- Positive behaviour in Class
- High quality work in lesson
- Excellent homework
- Demonstrating the Waddesdon Way
- Form tutor Recognition
- Positive contribution in lesson

Waddesdon Awards – celebrating sustained effort and achievement

Key Stage 3

Form Tutor Waddesdon Points Award: Bronze 25 Waddesdon Points

Head of Year Waddesdon Points Award: Silver 50 Waddesdon Points

Leadership Team Waddesdon Points Award: Gold 75 Waddesdon points

Headteacher Waddesdon School Achievement Honours: Platinum 100 Waddesdon Points

Governors Waddesdon School Achievement Honours: Diamond 150 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 LEARNING POLICY

At Waddesdon CofE School, we recognise homework as a vital component of the learning process that supports and extends classroom teaching, fosters independent learning, and helps students develop essential skills for lifelong learning. Drawing on extensive research, including meta-analyses by Cooper et al. (2006) and Hattie (2009), we understand that homework, when purposeful and well-designed, positively impacts student achievement, particularly at the secondary level.

Our approach to homework prioritises quality over quantity, ensuring tasks are meaningful, relevant, and aligned with the curriculum. Students are typically a similar amount over a fortnight and we are committed to providing timely and constructive feedback, either written or verbal, recognising that this enhances the effectiveness of homework and supports student progress.

In line with our school’s vision of “Life in all its Fullness” (John 10:10), we ensure all students have equitable access to homework tasks and resources, include students with SEND or eligible for Pupil Premium funding.

It is our commitment to enhancing student engagement, achievement, and wellbeing by embedding homework as an integral part of our curriculum.

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.

Where students find themselves without formally set tasks to reach this amount, they should use the following resources:

- Spellzone (Year 7 and Year 8)
- Reading books (Year 7 and 8 should all have a book from their library lessons)

- Sparx Maths (Years 7-10)
- Sparx Science (Years 8, 10 & 11)

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

Home and Parent's/Carer's Role in Supporting the Students

- To provide a quiet place at home for the student to complete their homework
- To establish positive homework routines and habits
- To encourage regular reading for pleasure
- To provide encouragement and support to children when they require it, especially with research and open-ended tasks
- To be actively involved in the homework of their child/children, in particular when hearing and discussing reading
- To encourage children and praise them when homework is completed satisfactorily
- To check that quality and presentation is of an acceptable standard
- To support children with homework, but not to do it for them
- To monitor the SIMS App for Waddesdon Points and behaviour logs related to homework
- 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 (ClassCharts) so that students and parents can understand what is required
- Opportunities to complete homework at school are offered through Homework Club and the ICT facilities during the school day and after school
- Where homework is not completed by the student, the school will ensure this is done through the sanctions policy (and Period 6)

Summary of sanctions

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

YEAR 7 AND 8 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 Year 7, with a further 3-4 set during the course of Year 8. 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 Enrichment 2, and provides a space to complete homework and independent tasks as needed, including access to computers and laptops as needed.

AFTER-SCHOOL ACTIVITIES

Students may remain on site after school provided they have parental permission. Before attending any after-school activity, they must have a clear understanding of how they will travel home. Students should only remain after school when supervised by an adult.

All students must be registered while remaining on site after school. Club leaders will register participants, while students studying in the Library must register at the Thorp Office. Registers are also maintained for PE fixtures and training sessions.

Except in special circumstances such as sports fixtures, productions or educational visits, activities should finish by 4.30pm, with students leaving the site by 5.00pm.

While waiting for transport, students may remain in the Library, on the paved area outside the Thorp Building, or at the school gate if directed by a parent. During poor weather or darkness, the Library is the preferred location. Students should not wait in the main reception area.

If a student has not been collected by 4.50pm, they should contact their parents to clarify arrangements and report the outcome to the Finance Office. Any student still on site at 5.00pm must go to the Library, where the duty member of the Leadership Management Team will be informed.

The school gates open at 6.15am and close at 8.35am. They reopen at 3.10pm and close again 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, tuba, 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, Rock Band, Chamber Choir, Choir, 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).

Most importantly, we encourage parents to abide by the principles agreed by ParentKind, Ofsted and the DfE, that open communication is better than conflict. Their full guidance is available [here](#). The following advice helps avoid escalation, should you have a complaint.

How complaints go wrong

Tensions can run high when you're concerned about your child, but some approaches make matters worse.

- Using social media**
Sharing your complaint on social media can be harmful to those involved and will not lead to a quicker resolution.
- Building a crowd**
Other parents may share your views, but your complaint should be specific to you and your child.
- Targeting people**
Making it personal to individual school staff members can take things too far, keep it to challenging school policy.
- Behaving aggressively**
Abusive and aggressive behaviour will never be tolerated by a school and can lead to consequences for you.
- Only use AI with caution**
AI doesn't always get it right when citing laws and can make a complaint more complex than necessary.
- Lacking partnership**
Having a good relationship with your school is important and it benefits all to move on after complaints are resolved.

There are three stages at Waddesdon for handling every complaint, which are as follows:

Stage 1 – Informal

If you have any concerns, you should raise it directly with a member of staff. If you are not satisfied at this stage, it may be appropriate for a Senior Leader, such as the Head of Year, Subject Leader or member of the Leadership Team to try to help you resolve it informally. If the complaint is about the Headteacher, please contact the Chair of Governors at the school.

Stage 2 - Formal

If an issue is not resolved at Stage 1, you can request an escalation to Stage 2 using the form in the Complaints Policy. Your concern will be investigated and the outcome reported to you in writing, usually by the Headteacher.

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.

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.

Wearing school uniform helps all students, no matter their background, to feel a part of the Waddesdon community, ensuring equality and equity for all. Our uniform is both smart and practical, preparing students for working life beyond the school gates and instilling a sense of pride. By taking responsibility for upholding the school's uniform expectations, including sportswear, all students develop necessary habits and feel aligned to the values of the school.

Years 7-11

All branded and non-branded items of school uniform and sportswear can be order online from our school supplier, [Stevensons](#). Non-branded items can also be purchased at other outlets, but please check the policy carefully to ensure that they comply. We do not want any parents/carers to be financially disadvantaged by purchasing items which are not part of our agreed school [policy](#).

Parents/carers of students who are eligible for pupil premium funding can receive financial support to help with the cost of school uniform. Should you require this, please contact office@waddesdonschool.com, FAO Mrs Anna Ewart.

We value the support of parents/carers in ensuring that their son/daughter attends school wearing the correct uniform, including wearing it both to and from school. We also ask that they do not adapt or adjust it in any way, for example, by modifying the school skirt by shortening the hemline.

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

UNIFORM and PE KIT YEARS 7-11

Compulsory Uniform Items:

- **Black blazer with school badge** embroidered onto the breast pocket*. *These should be always worn around the school site, unless told otherwise in warmer weather.*
- **School Tie**
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.
- Plain **black trousers** (not with patch pockets) **OR** Plain black monogrammed school skirt*
Lycra trousers, flared trousers or any alternative styles are not permitted
- **White shirt** which will tuck in and is designed to take a tie
- **Plain black shoes** and able to be polished.
Shoes must have backs to them. No trainers or boots, and no heels higher than two inches. Please do not wear stiletto-heeled shoes, as they damage floors and carpets.

Optional Uniform Items

- Plain **black V-neck jumper** may be worn with the blazer in cold weather. (Cardigans are not acceptable).
- Discreet **black belt**

Compulsory PE Kit Items:

- School Polo shirt*
- School Rugby shirt* (Boys only)
- Plain black, loose-fitting sports shorts (*cycling, compression, or lycra shorts may only be worn underneath*) or plain black skort
- Plain black rugby shorts (Boys only)
- Plain black games socks
- Shinpads
- Gumshield
- Football boots (no blades)
- Outdoor trainers (astro, grass and tennis courts)
- Indoor trainers (non-marking sole)

Optional Items:

- School Hooded Sweatshirt*. A plain black hooded sweatshirt is also allowed.
- Plain black tracksuit trousers, with no visible branding or logo. Tracksuit trousers with school logo are available from our supplier, if preferred.
- Plain black sports appropriate leggings, with no visible branding or logo

* Only available from school supplier, [Stevensons](#)

OUTDOOR CLOTHING

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

JEWELLERY

No earrings, only a maximum of 2 discreet plain studs per ear, only in the ear lobe.

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 we advise that ears should not be pierced during term-time as they need to be removed for PE.

No bracelets, necklaces or rings are to be worn.

MAKE UP, NAILS, PIERCINGS and HAIR

Facial and tongue piercings, acrylic and/or painted nails are not permitted.

Only subtle use of make-up is permissible.

Extreme hairstyles, including sculptured haircuts and features such as razored eyebrows, and obviously dyed hair are not allowed.

Facial hair can be grown, if you wish, so long as it is kept neat and tidy.

Tattoos are strictly forbidden.

HALO CODE

As a school, we support the Halo Code. This means that we champion the right of staff and students to embrace all Afro-hairstyles. Students may also wear a plain black durag.

RELIGIOUS CLOTHING:

We allow students to wear clothes specified by religious observance.

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.

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

Full details and information for Year 7-13 rules and regulations can be found in the policy on the [school website](#).

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

Students are responsible for looking after their belongings and ensuring that all items are clearly named. Lost property is retained for a limited period before being disposed of if unclaimed.

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 once they have left the school site. The updated [DfE guidelines](#) effectively mean that schools are now completely mobile phone free.

If students are caught using their mobile phones, or wearing a smart watch, without the express permission of a member of staff, they will be confiscated, 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.

The other exemption relates to those students who need to have a smart phone in order help manage a medical condition, such as diabetes. A list of these students is held by the Medical Team and is approved on the basis of clear medical advice.

Staff will advise whether smart phones are permitted for any school visits. For the most part, they will not be necessary, but there may be exceptions for longer foreign visits when student will be told when and how they can use their phones.

SMART WATCH POLICY

Students may not wear a smart watch as this enables them to use the features that have been banned by the DfE. It would not be fair to other students to have this exemption.

If students wear smart watches, they will be confiscated in line with our current mobile phone policy, which includes a two day period of confiscation for the first offence.

We aim to encourage students to develop healthy, social interactions by pursuing these approaches.

A government study has found that young people who gave up social media benefited from better sleep, less stress, improved focus, and spent more time with friends and family. The study involved more than 300 families who tried three types of restrictions: an overnight curfew, full removal of social media apps, and a 15-minute daily limit per app. The government cites the findings as providing further evidence to support the ban on social media for under-16s which was announced last month. More information [here](#).

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.

Inhalers and Auto Adrenaline Injectors

While the school does have spare inhalers for students who have asthma, these are emergency back-ups and can only be administered to students whose parents have completed and returned a school asthma card. Students who have been prescribed inhalers for asthma should always have their own inhaler with them in school.

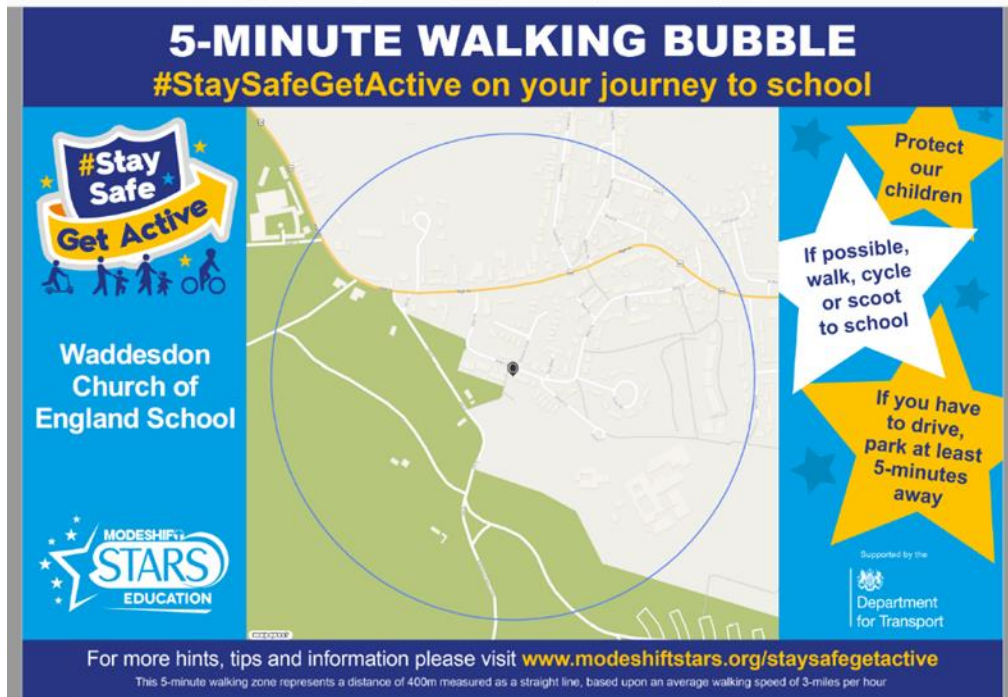
In order to be compliant with the new statutory guidance on managing anaphylaxis in schools, all students who have been prescribed an auto adrenaline injector (AAI) must have this with them in school. The school also requires that parents provide a spare which will be kept securely in school.

Students who have been identified as requiring an inhaler and/or AAI will have these checked regularly in school, and parents contacted if they have not been brought in. Students will not be allowed offsite on school visits if they have not got their inhaler/AAI with them.

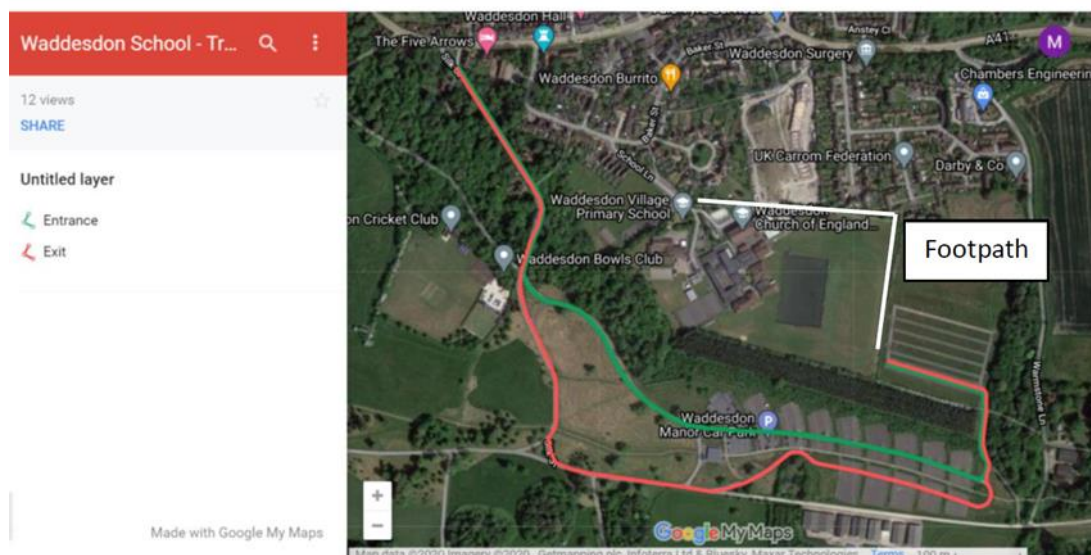
TRANSPORT & JOURNEYS TO AND FROM SCHOOL

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 25-26'. Further procedures which reflect good practice have also been agreed with the school's Governing Body and a full copy of the 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, or only for students studying a particular subject.

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 full school 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 2026/27

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
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 strong, with progress being significantly above average over the past 5 years. The Progress 8 score for the year group in 2024, the most recent year in which progress was recorded, was 0.51, which is considered to be “well above average”.

The recent trend of results at Key Stage 4 may be seen in the table below:

	2025	2024	2023	2022
5 GCSEs 9 – 4	83%	80%	86%	92%
5 GCSEs 9 – 5	58%	60%	69%	73%
5 GCSEs 9 – 4 including English and Maths	80%	81%	80%	80%
5 GCSEs 9 – 5 including English and Maths	46%	57%	56%	60%
5 GCSEs 9 – 1	100%	96%	96%	100%
Grades 9 – 7	19%	20%	25%	26%
Grades 9 – 4	79%	80%	83%	87%

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.

	2025	2024	2023	2022
% Pass Rate	99.8	97.7	97.3	99.8
% A* grades	4.8	5.8	5.2	10.2
% A*A grades	20.2	16.8	18.9	29.1
% A*AB grades	54.5	40.4	47.4	58.4
% A*ABC grades	81.6	74.4	73.5	85.2

To maintain and improve standards, Waddesdon operates a comprehensive self-evaluation programme and professional development programme for all staff, regular lesson visits, book looks 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 13/Second in Languages
Colin Arblaster	Teacher Physics
Janice Atack	Science Technician
Shola Bademosi	HR Manager
Valerie Baker	Teacher Languages
Matthew Barrett	Teacher - Subject Leader Geography
Linda Bird	Lead School Counsellor
Jessica Booker	Subject Leader for Business & Economics/Timetabler
Rachel Branton	Assistant Headteacher/SEND/CO/T&L CPD/History
Bonita Bridges	Careers Adviser/Citizenship and PSHE Co-ordinator
Sarah Brockwell	Teacher Science
Michelle Brown	Specialist SEMH Learning Support Assistant
Jennifer Bull	Teacher Sociology
Adina-Cristina Burcea	Cleaner
Julie Butcher	School Office Administrator
Charlie Cahill	Deputy Headteacher
Sarah Caswell	Teacher – Subject Leader for English (Secondment)
Suzanne Chapman	Creative Technician
Salema Choudhury	Enrichment Supervisor & Student Safeguarding & Welfare Officer
Vanessa Clark	Head of Year 11/Second in English (Secondment)
Jade Clarke	Teacher Chemistry/Second in Science
Kirsty Connell	Teacher Chemistry/Assistant SENDCO
Jo Cook	Teacher PE
Ocean Cooke	Learning Support Assistant
John Dangana	Teacher Religious Studies
Catherine Dean	Cleaner
Mark Dean	Cleaner
Nicole Dell	Head Chef
Andrew Dimond	Teacher Music
Matthew Dipple	Head of Year 9/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
Andrew Finney	Caretaker
Helen Fitzgerald	Teacher - Subject Leader Languages
Sarah Flynn	Learning Support Assistant
Laura Forrester	Learning Support Assistant
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
Rachel Harris	Teacher History
Denise Harrison	Teacher Chemistry
Georgia Hay	Sixth Form Student Support & Administration Officer
Andrea Herbay	Learning Support Assistant
Rachel Hitch	Receptionist
Samson Hodoh	Caretaker
Ella Hopkins	Science Technician
Michael Horton	Exams Assistant
Michelle Hughes	Teacher - Subject Leader Mathematics
Vicki Hull	Teacher Science & Geography/EPQ & Advanced Learner Lead
Jody Hyde	First Aid Officer
Mohammad Israr	Head of Year 7/ Teacher Religious Studies
Peter Iveson	Teacher - Subject Leader Design Technology
Leah Johnson	Assistant Chef
Ben Judson	Teacher - Subject Leader Performing Arts (Music Specialism)
Scott Kennedy	Teacher - Subject Leader Physical Education
Muryum Khan	Teacher – Subject Leader Religious Studies
William Kitchen	Learning Support Assistant Trainee
Emma Laird	Teacher - Second in Science
Abigail Lambourne	Teacher – Physical Education
Roland Lawrence	Teacher English
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 10/Teacher Physical Education
Ian Macleod	Caretaker
Avnish Majethia	Teacher Computer Science & IT
Nicola Makepeace	Learning Support Assistant
Georgia Manners-Jones	Learning Support Intern
Katherine March	Cover Supervisor
Clare Masters	Cover Supervisor
Casey May	Learning Support Assistant Trainee
Devi Maybanks	School Counsellor
Elletia McCann	SEN Student Safeguarding & Enrichment Officer
Drew McGregor	Teacher History
Annalies McIver	Assistant Headteacher & Head of Sixth Form/ History
Tom McKenzie	Teacher Maths
Aouatif Mernissi	Catering Assistant
Khalil Mernissi	Cleaner
Julie Nicholas	Business Manager
Thabo Nkoane	Teacher - Second in Maths
Imogen Ogden	Head of Year 8/Teacher - second in English
Rebecca Olaleye	Teacher Drama
Heidi Osborn	Learning Support Assistant
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
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
Niamh Richardson	Learning Support Assistant Trainee
Sarah Richardson	Food Technology Technician
Alice Ridgway	Teacher Science/Second in Science
Natasha Roe	Finance Officer
Millie-Grace Rogers	Learning Support Assistant Intern
Alishba Sajid	Learning Support Assistant
Jeremy Sampson	Teacher Science
Upasana Sharma	Learning Support Assistant
Graham Silversides	IT Network Manager
Joanne Smaldon	Teacher - Second in PE
Carolyn Smith	Finance Assistant
Lorraine Snell	Learning Support Assistant
Sandie Solak	Learning Support Assistant
Cheryl Spittles	Teacher - Subject Leader Computer Science & IT
Laura Staiano	Librarian
James Sturla	Assistant Headteacher – Designated Safeguarding
	Lead/Pastoral/PE
Jack Taberer	Teacher PE
Emma Talbot	Teacher Geography/ Professional Tutor
Charlotte Taylor	Specialist Communication and Interaction Learning Support
	Assistant
Mark Taylor	Caretaker
Heather Thomas	Examination & Data Manager
Francesca Tubb	Teacher - Second in Science
Kate Turner	Subject Leader Drama
Rebecca Vignoles	Higher Level Teaching Assistant (HLTA) – Literacy
Raquel Villegas	Cognition & Learning Specialist Learning Support Assistant
Sheila Watts	Teacher - Subject Leader Food Technology
Alan Weaver	DT Technician
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