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Warminster School

Senior School Information for Parents **2019 - 2020**

This Handbook is intended as a first point of reference for all parents of pupils at Warminster School. It sets out the School's core principles, aims and values as well as its rules, policies, guidelines and procedures. It should be read in conjunction with the information contained on the school website and, for convenience, web links are given to key policies and procedures.

Huw Jones
Deputy Head
September 2019

The Warminster School ethos

Statement of Intent

'The Warminster education aims to encourage each boy and girl to fulfil their academic potential and to promote intellectual curiosity and a love of learning. In addition, the School provides a secure and supportive pastoral environment, with an emphasis on character, values, leadership and service. The School believes in an all-round education and offers a wide range of co-curricular opportunities and experiences; it fosters a culture of enthusiasm, optimism and participation. A Warminster education prepares the pupils for life beyond school, at university and in the world of work. We are a community in which each pupil is valued and nurtured on the basis of who they are, whatever their year group, gender, natural gifts or background. It is a preparation for life.'

The School aims to:

- provide a first class education
- promote academic excellence, intellectual curiosity and a love of learning
- provide a caring pastoral environment in which each and every pupil is nurtured
- create informed, confident, enthusiastic, well-rounded and independent young people
- instil a sense of service and pride in one's school
- foster individual and collective responsibility
- develop leaders and team players who are at ease with themselves and others
- foster an appreciation of culture, music, drama and art
- encourage involvement in exercise and sport as an aid to both physical and mental wellbeing
- provide co-curricular opportunities for all, both indoors and outdoors, to help develop character, initiative and enterprise
- uphold the place of Christian worship within the community while promoting tolerance
- promote awareness of current affairs in preparation for life in the world beyond Warminster
- generate a sense of international and global awareness
- provide excellent careers and educational guidance to all pupils.
- prepare pupils for progression into university and the world of work beyond
- encourage pupils to play an active role in shaping the future of their school

A-Z

ABSENCES AND LATE ARRIVAL

The School adheres closely to the terms of the Education Act 1996, under which it is unlawful for a child of compulsory school age to miss school for any reason other than illness without the specific permission of the Headmaster or his appointed representative (e.g. the Deputy Head). Therefore, parents who permit unauthorised absence are committing an offence under the Act.

The School has high expectations on pupil attendance and takes a strong line in relation to absence. Parents are expected not to take their children out of school during term time, unless for illness or other valid reasons such as medical appointments, driving tests or university visits. Ad hoc pupil absence is highly disruptive to the effective teaching of schemes of work and creates a significant burden on teachers who inevitably have to provide support to enable the pupil to catch up missed work. 'Leave of absence' will only be granted in exceptional circumstances and any such requests must be made, in writing and well in advance, normally by the parent with whom the child resides to the Deputy Headmaster, Mr Huw Jones. The decision as to what constitutes 'exceptional' circumstances rests solely with the Headmaster.

Absence for university visits is permitted but needs to be limited. It is important that pupils do not miss an excessive number of days to visit numerous universities. Three Open Day visits per term during the working week would be the maximum expected, unless a pupil is called for interview. Dr Horler-Underwood will authorise these visits. Only in exceptional circumstances will a pupil be allowed to miss a Saturday sports fixture for a university visit. These must be requested at least two weeks in advance.

In the case of illness, parents are required to inform the Attendance Administrator, Mrs Kennett, on 01985 210165 by 9.00am. Any planned absence during the school term for the sort of reason listed above should be agreed with the pupil's Tutor in advance.

The School does not permit pupils to leave school early at either half-term or the end-of-term, when the day already ends earlier than normal at 4.00 pm to enable pupils to catch trains and flights. Any departure before 4.00 pm must be with the approval of the Headmaster, Deputy Head or Assistant Head Boarding & Pastoral. Leaving times for permitted early absence and late return must be agreed in consultation with the House Matron and with due consideration for the impact on House staff. The earliest departure time is 7.30 am and the latest time for return is 10.00 pm. If a flight is booked which would require the pupil to leave or return outside these times arrangements must be made for the pupil to be with a guardian overnight. Further details are provided by the Housemasters/mistresses prior to the first exeat of the term.

Pupils are expected to make up the academic work they have missed as a result of any absences and, provided the absence is approved, will be assisted by their teachers in this regard. If an absence is prolonged, tutors will liaise with parents over provision of appropriate work to be done at home. On return to school, a note from parents/guardians confirming the absence must be given to the pupil's tutor.

It is expected that day pupils not involved in school activities will have left the site by 5.30pm. Pupils are expected to return directly home. If a pupil cannot leave the school site, he/she should report to School Reception and then be assigned to a House. If day pupils are remaining on site after school they are to report to a designated Boarding House and follow the routines of that House, including attending evening meals and prep times.

Contact – absences@warminsterschool.org.uk

ACADEMIC MONITORING

Pupils experience a system of formal and informal monitoring of academic performance. Teachers can report incidents, good or bad, on a lesson by lesson basis using the School's information monitoring system. Homework and classwork are regularly assessed by teachers, and pupils receive formal grades for engagement and attainment four times a year in Grade Cards or Full Reports. These assessments are published to parents through Firefly. Parents receive an email notifying them when reports are available to view. See also 'Reports'.

Heads of Schools, (Lower School, Middle School and Sixth Form) routinely analyse grades after each reporting session and note performance standards.

If, at any point, a pupil appears to be underperforming in any respect a number of sanctions can be applied.

Detentions: may be given, depending on the nature of the misdemeanour (full details of all detentions are outlined in the Behaviour, Rewards Sanctions and Discipline Policy). These are usually lunchtime detentions. For persistent failure to produce work, or if a large backlog of work has built up, the pupil will be expected to attend a Senior School Detention (Friday evening 5 – 6 pm) or a Deputy Head's Detention (Saturday morning). Evening and weekend detentions will be arranged with the pupil's parent at least 48 hours in advance.

Monitoring card (Red Book): this is a lesson by lesson monitoring and grading procedure which enables both monitoring and encouragement for a pupil who is underperforming. It is generally seen by their tutor each morning, but this can extend to the Head of School or Deputy Head, depending on the circumstances.

Green Book: this is similar to Red Book but is used by a pupil who wants to monitor their own performance to improve their work ethic.

ADVERSE WEATHER (SNOW DAYS)

The School remains open throughout adverse weather but day pupils and staff may be unable to get to school if there is significant snow or flooding. The School contracts Beeline Coach Services to provide the majority of day pupil transport and if they consider it unsafe to travel they notify school shortly after 6am and bus services are cancelled. The School will declare a Snow Day and send out an email and update on Twitter shortly after 6.30am. All teachers are required to provide a programme of work for their subject. This is posted on Firefly as soon as is practical and pupils are expected to complete this work at home if they are unable to get to school. Pupils in school, including boarders and day pupils who can walk in, are supervised in classrooms and will complete the same programme of work as those at home. Pupils are required to complete all work and prep set during these days.

ALCOHOL

The School's policy on alcohol takes account of our commitment to protecting the health and welfare of all members of the community and our obligation to support and uphold the law of the land.

On some school occasions, and under the supervision of members of staff, alcohol may be served to senior pupils, but only with the agreement of the Headmaster or the Deputy Headmaster and only within the laws of the land.

Under no circumstances should any pupil bring alcohol into the School; nor should alcohol ever be consumed in school except under the conditions detailed above. A pupil who is found

drinking alcohol while under school discipline, or who is found to be in possession of alcohol while under school discipline, is likely to face suspension.

ACTIVITIES

WEEKDAYS

These may take place every day of the week during lunchtimes or after school. Activities include Warminster Singers, Concert Band, play rehearsals and sports practices. A programme is published in the School Calendar.

FRIDAY AFTERNOONS

On Friday afternoons from 4.00pm until 5.00pm an activity programme is in operation. All pupils from Y7 to the Upper Sixth inclusive must take part in one of the activities on offer.

ASSEMBLIES AND OTHER CHURCH SERVICES

Warminster School has a Christian foundation and all pupils and teachers are expected to participate in our acts of community worship. Assemblies in the Minster Church most commonly include a hymn and a prayer; once a week they also include a bible reading. Pupils and staff of other faiths are required to attend and behave respectfully without actively contributing. The School has a full-time Chaplain, the Revd Becky Ayers-Harris, who visits the boarding houses regularly and is available for individual pupils at all times. She also prepares pupils for Confirmation each year. Regular Assemblies are held on Monday and Friday as follows:

Monday - in The Minster Church. The Headmaster will usually address the School as part of this Assembly.

Friday - in The Minster Church. The Chaplain, another member of staff or a pupil/group of pupils will address the School.

Additional assemblies and services will be held in Boniface Chapel in year groups during the Green Zone (between 4 and 5pm).

Additional services are held to commemorate Remembrance Day in November and the School's Commemoration Service is held on Speech Day.

At the end of each term there is an End of Term Service in the Minster Church. The timing of the service is in the calendar. Attendance is compulsory for all pupils. Many parents also attend these services, particularly at Christmas and Easter.

BOARDING

There are five boarding houses at Warminster School:

Ivy House - Girls – Prep and Years 7 - 9

Old Vicarage - Junior Boys – Prep and Years 7 - 9

St Denys House - Senior Boys - Years 10 – Upper Sixth

St Boniface House - Senior Boys - Years 10 – Upper Sixth

Stratton House - Senior Girls - Years 10 – Upper Sixth

Each of the houses is run by a Housemaster/mistress, Assistant Housemaster/mistress, matron and non-resident House Tutors. The boarding houses have a very comprehensive handbook for parents. Please refer to the Boarding House Handbooks for more information about boarding.

Contact – sshanks@warminsterschool.org.uk Assistant Head Pastoral Care and Boarding

BOOKS

Textbooks are issued to pupils by individual departments. Occasionally books are re-charged to parents if a) the pupil will need to make annotations to the text for their own personal use or b) the textbook is not returned or is returned in a poor condition. New Year 7 parents are provided with a recommended reading list at the Information Evening.

BOUNDS

Pupils have 'Out of Bounds' areas clearly explained at the start of term. Pupils must remain on School campus at all times (except Sixth Form as explained below).

The Sixth Form are allowed into Warminster town every lunch time from 12.25-13.40. They must eat lunch before going into town; likewise, they are not to bring any takeaway food back to school.

Sixth Form Boarders are allowed into Warminster town each evening between 17.00 and 18.00. They must go to supper immediately on their return and they are not allowed to purchase takeaway food to bring back to school, nor are they to eat food whilst walking back to school.

The Year 11 Boarders are allowed to go into Warminster town each evening between 17.00 and 18.00. They must check out of the House office and be changed out of school uniform prior to leaving school. Year 10 Boarders are allowed to go into town on a Tuesday and Thursday evening from 17.00-18.00. When pupils go into Warminster they should not be dressed in School uniform and they should go in groups of at least three.

No Boarders may leave the school site after 18.00 during week days. The only exception to this are the House prefects who are allowed, with permission, to go to get takeaway food after prep time.

Pubs: Pubs and betting shops are completely 'out of bounds'. The only exception to this is that the Upper Sixth Boarders and those over 18 may go to a designated pub on a Saturday night with permission from House Staff.

As per the Bounds Map, the 'New Pitches' and Byne Paddock are out of bounds unless being used for a specified activity. Boniface pitch and the Astro turf may be placed out of bounds if it is necessary to maintain the pitch surface. The Astro turf is not to be used for Hockey practice unless this is supervised by a member of staff.

BULLYING

The school does not tolerate any form of bullying. The school has an Anti-Bullying Policy and a procedure to be followed in all incidents of bullying. Please refer to the Anti-Bullying Policy on the school website along with other key school Pastoral Policies.

Contact – hjones@warminsterschool.org.uk

CABARET EVENING

A musical event, held in the Spring term, under the direction of the Director of Music. A superb evening of entertainment provided by many of the talented pupils with a few guest appearances from staff! An evening to suit all musical tastes.

CALENDAR

All pupils are issued with a school calendar each term, highlighting all the important school events and information. The calendar for the coming term is sent home at the beginning of term, if possible. A full version is published on the website and the most up-to-date version is available through the Parent Portal. The most up-to-date version of sports fixtures is available on www.warminsterschoolsport.org.uk

CAREERS EDUCATION AND GUIDANCE

Careers Education and Guidance forms part of the Life Skills programme and is delivered by the tutors under the guidance of the Head of Future Pathways.

In Year 8 pupils are asked to look at what skills they possess, to identify their strength and areas for growth.

In Year 9 we use KUDOS which is a career matching programme. They will complete an interest questionnaire and begin initial research into career choices. This is in preparation for the choice of GCSE subjects made during Year 9.

In Year 10 Careers Education and Guidance continues as part of the Life Skills programme. During the year, pupils will be encouraged to pursue their research and build up their personal profiles on the Kudos website. Pupils will be taught the basic skills involved in producing a CV and a letter of application.

In Year 11 at the start of the autumn term, pupils complete the COA Preview programme. This is a psychometric assessment which is administered by the Cambridge Occupational Analysts (COA). Pupils complete an online psychometric assessment which has been developed using the latest thinking in psychometrics. The assessments measure abilities, aptitudes and interests as well as evaluating personality traits which can influence decision making. This type of profiling also serves as good experience and preparation, as many university and career recruitment processes use the same type of profiling.

The pupil will receive an individual booklet plus an electronic version of their profile report. This report includes career suggestions, advice on suitable subject choices for A level or the IB, as well as an insight into what underpins the pupil's personal profile. This is followed by a one to one interview with an impartial COA career guidance professional to discuss the outcomes of the psychometric profile and identify the pupil's next steps. The online profile report is available to the pupil and parents and we would encourage pupils to continue working on their Careers Investigation Analysis sheets to help them confirm the career area which they are most suited to.

After a one-off payment the pupils are able to access help and advice through COA until the pupil is 23.

Lower Sixth Form: During the first term in the Lower Sixth, pupils are encouraged, through the tutorial programme, to continue building up their personal profiles. They have the opportunity to take part in the Centigrade scheme which provides them with advice on which university course they are most suited to and exactly which universities to consider. Pupils complete the Centigrade questionnaire and receive a comprehensive report based on this, giving targeted information on higher education courses relevant to their interests and aptitudes.

Through a comprehensive lecture programme pupils are given the opportunity to consider options other than immediately moving on to university; for example, a range of speakers provide sound advice with regards to taking Gap years, The Year in Industry course is presented and advice on Apprenticeships is given.

During March/April all pupils are taken to the UCAS Convention at Bristol UWE. This provides pupils with the chance to meet admissions tutors from all the different universities and for them to refine their research into which career area they are interested in and which route is the best for them to take. Prior to the Convention pupils work with their tutors on a preparation booklet to ensure the best use of their time during the event.

In June all pupils attend the Annual Higher Education Afternoon, to which parents are invited. This is a carousel of lectures in preparation for the next stage in the pupil's education. A number of admission tutors give lectures on: 'How to create a good personal statement' and on 'Finance'. Alumni are invited back to share their recent experiences of university, Gap years or the world of work. All pupils are also taken through the UCAS entry process and begin their live application.

Upper Sixth: The focus, alongside 1:1 support from the tutors, is on the completion of all UCAS forms as early as possible during the autumn term.

The Careers library is available to pupils at all times and is fully stocked with a range of Careers guidance resources. The Head of Future Pathways is always available to discuss individual queries, while further guidance is offered through the Life Skills programme by tutors.

Liaison Officers from the Army, Navy and RAF contact the School on a regular basis and will conduct seminars for interested pupils.

Guidance begins as early as possible in their School career for those considering Oxbridge entrance.

There is a Biennial Careers Fair for all pupils and parents to attend in June. Old Verluicians and current parents are invited to attend to help give advice and guidance on specific career areas, along with the Armed Forces and career areas requested by the pupils.

COMPLAINTS

Please refer to the School's Complaints Policy.

COMPUTERS

The main school computer suites are in the Robert Hope building. There are also IT Centres in the Design Technology department, Weymouth House and in the Library. The school's computers are networked, and a very stringent internet firewall is in place. The Sixth Form Annex has a computer suite for Upper Sixth use only. All persons using the School's network are required to sign an Acceptable Use Policy.

COMBINED CADET FORCE (CCF)

The CCF is open to all pupils from Y8 upwards. The CCF has an establishment of Officers including the Officer Commanding. The CCF operates on Monday and Friday afternoons.

The aim of the CCF is to provide a disciplined organisation within the school and to help pupils develop their confidence, develop leadership techniques, learn new skills, and, most importantly, have fun. Pupils may join the CCF in Year 8 but do not become full members of the cadets until they enter Year 9. Pupils will be expected to stay for a minimum of 12 months and thereafter

are free to leave. Training is organised and run by members of staff and senior pupils and is supported by the Regular Army. All uniform and equipment used is provided by the Army, except for boots. Frequent trips are organised which can involve such activities as canoeing, climbing, learning how to live and survive under the stars, reading maps, shooting and many more. Occasionally trips abroad are available – each year cadets may be eligible to travel to Canada on an exchange programme! They can even gain some extra GCSEs.

Contact – agarner@warminsterschool.org.uk

COMMUNICATION WITH PARENTS

The School's Reception is open from 8.30 am to 5.30 pm weekdays during term time and from 9.00 am to 5.00 pm through the holidays, except for Public Holidays and weekends. General enquiries and messages for teachers or pupils can be left with the Receptionist. However, for issues relating to pupils, the first point of contact should be the Tutor of the pupil. This communication should be by email unless it is extremely urgent. Please bear in mind some teachers have a full programme of classes and cannot respond instantly. The target is for teachers to respond within 24 hours. Phone numbers for senior members of staff are printed on the Calendar but all senior staff can be reached via the switchboard - 01985 210100. Teachers do not have phones in their classrooms, so email communication is preferred.

The School uses iSAMS mail to alert parents to any changes in the proposed Calendar, to publish new events and to remind parents about forthcoming events. Information is not sent by post.

Information about sporting fixtures and all sports results are available through www.warminsterschoolsport.org.uk

DISCIPLINE

The school has a Behaviour, Rewards, Sanctions and Discipline Policy and an additional Expulsion Policy which are available on the School website. It is expected that staff will take responsibility for discipline in the first instance. Problems regarding repeated misbehaviour in a particular lesson, or failure to hand in prep are recorded on the School's data system and automatically reported to the relevant Head of Department. Heads of School, Tutors and House Staff are kept fully informed and if necessary appropriate sanctions are applied. Persistent bad behaviour or failure to meet prep or coursework deadlines will be reported to the Deputy Head Academic. Poor behaviour outside lessons will be referred to tutors in the first instance, informing the relevant Heads of School. Persistent poor behaviour will be referred to the Deputy Headmaster.

DRUGS

We are committed to providing a community which fully supports the health and welfare of all pupils. We recognise the wide availability of illegal drugs and the need to educate our pupils to make sensible decisions. Our Life Skills programme endeavours to provide a comprehensive programme of drugs education, which informs, provides opportunity for discussion and explains the School's policy on drug use.

Parents also have an important role to play and thus we request that you share with the School's pastoral staff or the School Counsellor any worries regarding use of drugs.

Any pupil at Warminster School must, however, understand that, if he/she is involved with drugs, he/she should expect to be dealt with severely. Irrespective of whether the involvement is during term time or over the holidays, in or away from school, it is viewed as a major breach of school discipline and will be dealt with accordingly. Any pupil found to be buying, selling, possessing or using drugs is likely to face expulsion from the School and may, indeed, face criminal investigation.

As with all disciplinary issues, the particular circumstances will be taken into consideration and advice will be sought from pastoral and medical staff before a final decision is made.

EXAMINATIONS

End of Year exams for Years 7, 8, 9 are held in lesson times around half-term in Summer Term.

End of Year exams for Year 10 are held in the Sports Hall, usually before half-term in Summer Term. Year 11 pupils take mock exams in December and public examinations in May and June.

Sixth Form exams vary according to the programme that pupils are studying. All Lower Sixth pupils will have progress tests in the week immediately after the October half term and then end of year exams in the Summer Term. Upper Sixth pupils will have mock exams in January and final exams beginning in May.

Early in the Autumn Term Year 7 pupils and all pupils new to Years 8 and 9 undertake MidYIS assessments. Year 10 pupils undertake YELLIS assessments; Lower Sixth pupils undertake ALIS assessments. These assessments contribute to the monitoring and target setting of pupils.

FINANCIAL MATTERS

For details concerning School fees please refer to the *Schedule of Fees* published in the '[Admissions](#)' section of the School website, or information may be obtained from the Finance Department via fees@warminsterschool.org.uk.

FIREFLY (VIRTUAL LEARNING ENVIRONMENT)

The Firefly Parent Portal is a secure on-line system available to parents and guardians of all current pupils which allows them to access information relating to their son or daughter's timetable, reports and wider education. All parents will be sent instructions in logging in for the first time. The URL for our Firefly site is <https://warminsterschool.fireflycloud.net>

If you have a problem accessing the Firefly site please contact Lisa Cook, the School Administrator: isams.support@warminsterschool.org.uk.

INDUCTION FOR PUPILS

All new pupils joining the Senior School follow an Induction Programme in their first few days which is led by the Heads of Schools and the Assistant Head Boarding & Pastoral Care.

INSURANCE

Personal Accident Insurance

The School covers all pupils at no extra charge for personal accidents, including damage to, or loss of, teeth. Please contact the Finance Department for further information.

School Fees Refund Scheme

This scheme enables reimbursement of fees if a pupil has been absent because of illness for a continuous period of at least five days for day pupils and eight days for boarders, including weekends. The premium is calculated as a percentage of the fees; 1.5% for day and 1% for boarders. Although the premium is applied termly to the fee bill, participation in the scheme is on an annual basis and therefore once a parent accepts the scheme it is not possible to terminate this agreement until the academic year-end.

Personal Effects Insurance

This scheme provides cover in respect of loss, theft or damage to a pupil's personal property. The premium of £10 is applied termly and may be terminated at the end of any school term

School Fees Trust Scheme

This is a scheme that specifically covers school fees in the event of a parental death or critical illness. It is offered at the start of a pupil's education at Warminster School. If the parent takes up the offer, they become the direct client of the School Fees Group and the school does not have any further involvement.

LEARNING SUPPORT

The school accepts pupils with a limited range of Specific Learning Difficulties. They are integrated with mainstream pupils in all subjects except Modern Languages. Pupils with Specific Learning Difficulties may be withdrawn from Modern Languages to receive specialist support from the Learning Support Department which is housed in Weymouth House. All pupils with Specific Learning Difficulties have an Individual Education Plan (IEP). Some pupils are further supported by Learning Support Assistants in class.

LIBRARY

The Malcolm Green Library is adjacent to the Science Department. It contains an extensive array of novels, textbooks and extension material in books and online. The Librarian is Mrs Claire Field.

LIFE SKILLS

Life Skills (formerly known as PSHE) is taught to each pupil (Years 7-11) for one period a fortnight. This covers numerous pastoral or welfare issues including smoking, drugs, sex education etc. Pupils undertake Life Skills within their tutor groups, with the course content delivered by a dedicated team of Life Skills teachers, the School Nursing Sister and outside agencies. The Sixth Form Life Skills curriculum is delivered through a series of talks and lectures, co-ordinated by the Head of Sixth Form.

Contact – srossiter@warminsterschool.org.uk

LOCKERS

Each pupil in the Lower and Middle Schools has two padlocked lockers. One is in his / her Tutor room for academic materials and the other is in the Sports Hall for sports equipment. Sixth Form pupils may request a locker to store their valuables. Pupils are expected to use their own padlocks.

MEDICAL CENTRE

All pupils requiring medical treatment of any kind must be sent during the school day to Mrs Samantha Jones, the School Nursing Sister, or in the absence of the School Nurse to Mrs Cambridge-King in the Prep School or the relevant Matron.

All boarding pupils are registered with a GP at The Avenue Surgery, 14-16 The Avenue, Warminster, BA12 9AA. Telephone number 01985 224600.

Each parent or guardian is required to submit to the School Nurse, a Medical History Questionnaire for their children. These are confidential documents.

Each boarding house has a Matron. All Matrons hold a current First Aid certificate.

MEALS

The school provides food for all pupils during the school day whether they are boarders or day pupils. All meals are served in the school Dining Hall where vegetarian and salad choices are available at both lunch and supper. Pupils can have soup at morning break in the cold months, and milkshakes in the warm months.

During lunchtimes, pupils are seated in rotation depending on their year group.

Boarders also receive breakfast and evening meals and tea at the weekends. Where a meal is missed as a result of a trip, sports fixture or activity, a packed meal will be provided.

Pupils are expected to provide their own snack if they want additional food during morning break.

MOBILE PHONES

Pupils in Years 7 and 8 are not to bring mobile phones into school, unless they travel by bus and require the phone for communication purposes. Mobile phones are not to be used in lessons unless express permission is given by the teacher so that they may be used for internet access. They may be used in tutor bases, but no pupil should be using their phone whilst moving around the campus, on the pavement by the road or when using the crossing. Pupils who are found using their phones outside buildings must expect to have them confiscated and they will not be returned until 5pm.

MUSIC

Music lessons are taught to Years 7-9 and are provided as an option at GCSE and AS/A2 level. The school offers a wide range of one-to-one music lessons covering a variety of instruments, including voice. Details have been provided in the joining pack. Lessons are held during the school day; however, the timings of the lessons are rotated so that your child does not miss the same academic lesson each week.

Payment for these one-to-one music lessons is placed on the school account.

NOTICES/ANNOUNCEMENTS AT REGISTRATION

Pupils organising a project or activity occasionally need notices given out to the school. Where possible notices should be given to Mrs Kennett who will publish them on the iSAMS system. If pupils have lost important items they should alert their Tutor who will arrange for a notice to be put on iSAMS.

OPEN MORNING

Every year the Senior School holds an Open Morning on a Saturday morning in the Autumn Term and a Saturday morning in the Summer Term. This is an opportunity for prospective and current parents and guardians to view the school, and to see pupils participating in a number of activities. Many of the activities are interactive and encourage participation from the spectators.

Open Morning runs from 9.30am – 1.00pm. Buses collect from usual points 1 hour later than usual in the morning and leave school for the return run at 1.00pm.

It is expected that all pupils attend Open Morning, unless permission has been given by Mr Sully, Deputy Head (Academic), not to attend.

Open Mornings this academic year will be on Saturday 5 October 2019 and Saturday 25 April 2020.

OPTION EVENINGS

Information Evenings are provided for parents and guardians of pupils who are about to make choices regarding future curriculum options. This applies to pupils in Year 9, Year 11 and the Lower Sixth.

PARENTS' EVENINGS

Parents' Evenings are held in the Autumn and Spring Terms. They are generally organised by year cohort. Parents of all new pupils are invited to speak to teachers and tutors at the end of the first half term of the new academic year.

Parents' Evenings are held on various days in the week but will always include some Fridays to coincide with either a quiet weekend, half-term or end of term. This enables parents of boarders to make contact with members of academic staff. Guardians of overseas pupils are also welcome at these events.

Pupils in all years are welcome to attend with their parents, if their parents wish this. Parents are asked not to bring younger children with them to Parents' Evenings as there are no facilities provided for them.

Sixth Form Open Evening, Thomas Arnold Hall at 6.30pm Wednesday 9 October, 2019
New Pupils Parents' Evening in the Sports Hall, 4 – 6pm Friday 18 October, 2019
GCSE Parents' Information Evening in St Boniface Hall at 6.30pm Wednesday 6 November, 2019

PARKING

Parking for visitors and parents is provided outside Weymouth House. All visitors are asked to report to Reception in Boniface House.

The school operates a one-way traffic flow system for the safety of the pupils. This starts at the Boniface House entry, with the exit next at Furneaux House.

Parking is limited at busy periods of the day, but parents are asked not to park on marked walkways, in 'no parking' zones or in the disabled parking bays.

Sixth Form pupils are only allowed to bring their cars onto the campus if they have received written permission from the Head of 6th Form.

PHOTOGRAPHS

Each September the school arranges for a photographer to take individual photographs of all pupils in Years 7, 10 and Lower Sixth. Pupils will therefore have several photographs taken during their school career. Family groups can be taken on request.

Every two years a whole school photograph is taken and is available for purchase by pupils.

PRODUCTIONS

School productions, directed by the Music and Drama Departments, occur regularly throughout the year. There is a major production each year for both the Senior and Lower Schools. Rehearsals for these take place during and after the school day and also at the weekends. It is important that these rehearsals take priority as missing cast members severely disrupt the progress of the production.

Contact – rjackson@warminsterschool.org.uk

PUPILS' USE OF CARS

If a pupil has passed his/her Driving Test and wishes to drive to School please note the following:

Bringing a car to School is a privilege and not a right, and the privilege may be revoked by the Headmaster.

The parents of the pupil wishing to bring a car into School must write to the Head of Sixth Form (tunderwood@warminsterschool.org.uk) requesting permission.

Permission will only be given as stated below –

The car may only be used for travel between home and School.

Subject to the availability of parking spaces for pupils (and this is not guaranteed), the car is parked out of the way by Stratton House or at a location as directed by the School.

The driver of the car will not carry other pupils in his/her car at any time.

However, in order to qualify the last condition, and in order to maintain consistency and flexibility as far as it is deemed by the School as reasonable and safe to do, the following is also in order - a pupil may transport another pupil in his/her car only on journeys to and from School at the start and end of the School day respectively, and only where the consent of the parent(s) of both the driver and the intended passenger(s) has been given in writing to the School.

When permission has been granted by the Head of Sixth Form, Mrs Kennett (Attendance Administrator) will then provide the pupil with a permit, to be displayed in the front window of their car.

Mrs Kennett keeps a record of all pupils who have been granted this permission.

RECHARGES

“Recharge” is the term commonly known for placing a purchase or item of expenditure on the school bill. This could be anything from a ticket for a drama production to payment for a school trip. A parent or guardian’s signature is required for all recharges over £10. A recharge will not be added to your account until a signature - electronic or conventional - has been received.

Parents are also recharged for some consumables used in DT or Art projects. Parents of boarders are asked to sign a generic permission letter to cover the cost of trips and activities up to £35.

REPORTS

Reporting to parents/guardians on the progress of a child’s education is of primary importance. Parents will therefore receive a summary of their child’s performance via a Grade Card twice a year which simply provides a grade for engagement and attainment with a short comment provided by academic staff where appropriate. Twice each year a more formal report is written where each member of staff will summarise a child’s performance for that term. A tutor comment appears on both the Grade Cards and end of term reports. These reports are all accessed through our Firefly site and an email advising of their publication will be sent out.

REWARDS

Rewards for pupils who have demonstrated a high level of effort or attainment within their academic subjects are an important and integral part of the education process. To this extent members of staff may award “Academic Commendations” to pupils, with each Merit counting towards points for their House. House Points may also be awarded in other aspects of school

life, including sports and activities. Exceptional performance in academic work, music, drama and sport can also be rewarded by the presentation of a House Standard and Colours badges.

As well as Academic Commendations, Year 11 pupils may be rewarded with 'Oscars' (Commendation certificates) for demonstrating high levels of effort or dedication.

Teachers frequently send exemplary work to the Headmaster who may send a letter of congratulation to the pupil concerned.

SCHOOL COUNSELLOR

All pupils and staff have confidential access to an independent counsellor. Contact details can be found in the Calendar, and is displayed in all Houses.

The School meets the cost of each 60 minute session up to a maximum of six per pupil in any one academic year. If the counsellor feels that further sessions are required then the parents would be consulted with regards to payment. If there are exceptional circumstances (e.g. the pupil does not wish his or her parents to know about the counselling) then the counsellor will make a case to the Deputy Head for further sessions to be funded by the School.

Pupils have a right to seek counselling without informing their tutor, Housemaster/Housemistress or parents; equally the School Counsellor is not obliged to inform anyone that she is counselling a pupil. In practice, however, it can be very beneficial to the pupil, and helpful for the Housemaster/Housemistress/parents and Counsellor, if there is some communication between them over pupils being counselled. This will never happen without the pupil's agreement. (See Confidentiality policy).

SPEECH DAY

Speech Day is held on the final Saturday before the Summer Half-Term. It provides the school with an opportunity to reward the pupils for their academic or extra-curricular performance, or for commitment and determination towards their subjects or chosen activities.

The day commences with a Church Service in the Minster followed by tea and coffee on School House lawn, after which the speeches are made and prizes are presented in the Sports Hall.

It is expected that all pupils, whether receiving a prize or not, attend Speech Day. Buses collect from usual points 1 hour later than usual in the morning BUT THERE IS NO RETURN TRIP.

Speech Day this academic year will be on Saturday 23 May 2020.

SPORTS FIXTURES

Each year group will have regular fixtures throughout the course of the year. All the fixtures are detailed in the school calendar and regularly updated, including dates, venues and start times, on www.warminsterschoolsport.org.uk which can be accessed through our website. Please note that the school calendar does not include start times – this information is only available on the schoolsports website. Most fixtures occur on a Saturday, with some mid-week fixtures.

It is expected that all pupils should make themselves available for sports fixtures. If a pupil is unavailable at any time due to exceptional circumstances (such as a family wedding), the Director of Sport should be notified in writing, by the pupil's parent/guardian at least two weeks prior to the event/unavailability. Only in exceptional circumstances will pupils be granted permission to miss school matches.

Contact – trwatts@warminsterschool.org.uk

SPORTS DAY

Sports Day in May/June is the culmination of a busy Summer Term athletics schedule for the P.E. Department. The venue is Cold Harbour playing fields and parents and guardians are particularly welcome.

It is expected that all pupils, whether competing or not, will attend Sports Day.

STUDY LEAVE

Pupils taking external exams are allowed time out of school to prepare. Details of the arrangements for each session are explained to parents at the appropriate time.

SUNDAY CHAPEL

Sunday Chapel is a service for the Boarding community. All Boarders are expected to attend unless they are on Exeat. The Upper Sixth of each of the senior Houses may be excused in rotation if there is insufficient space. The service starts at 5.30pm and finishes at 6pm. The service is organised and run by the school Chaplain. Each week a House will be on Chapel Duty; a group of pupils will help Mrs Ayers-Harris organise the service and set up the Chapel. The services are based on Anglican lines but are inclusive of all denominations and faiths. Pupil involvement in what is included is strongly encouraged. Mrs Ayers-Harris aims to set up a 'Chapel Group' each year who will have a strong involvement in the nature of the services.

TOBACCO

The School considers that the smoking of cigarettes, including e-cigarettes, is inappropriate in a school context. The School has a responsibility to protect the health and welfare of all in the community and holds the view that any pupil who smokes while under school discipline is contravening school rules.

The school has a clear Smoking policy which will be enforced if a pupil is found smoking, who has clearly been smoking or who is found in possession of tobacco or related products. Any pupil found in the presence of smokers can expect to be treated in the same way as those found smoking.

TRIPS

During the course of the year your child may have the opportunity to participate in various educational visits. For your child to go on such trips, the school must have received permission from the parent or guardian. Prior to any trip you will receive an email specifying the details of the trip and containing a permission slip that should be signed and returned to the Tutor or the member of staff involved. Payment for these educational visits is recharged to the school account, details of which will also be in the email.

TUTORS

The school takes great pride in its tutoring of all pupils. There are 3-5 classes in Years 7-11, dependent on the size of the cohort. To provide continuity, Tutors often remain with their tutees for two or more years, although this is not always possible.

Mrs Jukes is Head of Lower School (Years 7 and 8). Ms Davies is Head of Middle School and Mr Phillips is Deputy Head of Middle School (Years 9, 10 and 11), and Dr Horler-Underwood is Head of Sixth Form, with Mrs Nurdin as his Deputy. Mrs Shanks is responsible for the pastoral wellbeing of pupils throughout the school.

Tutors are responsible for the academic and pastoral care of their individual tutees and, as such, your child's Tutor is generally the first line of communication for most pastoral issues.

Tutors for the Academic Year 2019-2020:

Year 7

Mrs A Garner	7ACG	agarner@warminsterschool.org.uk
Mr J Evans	7JRE	jevans@warminsterschool.org.uk
Miss J Benn	7JLB	jbenn@warminsterschool.org.uk

Year 8

Mr S Rossiter	8SPR	srossiter@warminsterschool.org.uk
Mrs H Hallett	8HCH	hhallett@warminsterschool.org.uk
Mrs S Hopkins	8SRH	shopkins@warminsterschool.org.uk
Mr R Mears	8RWM	rmears@warminsterschool.org.uk

Middle School (Y9, 10 and 11)

Mr J Bonnell	9/10/11JRB	jbonnell@warminsterschool.org.uk
Mrs S Parrack	9/10/11SRP	sparrack@warminsterschool.org.uk
Mrs E Sustekova	9/10/11ES	esustekova@warminsterschool.org.uk
Mr A Jacob	9/10/11APJ	ajacob@warminsterschool.org.uk
Mr T Oxenham	9/10/11TRO	toxenham@warminsterschool.org.uk
Mrs K Maclaren	9/10/11KM	kmaclaren@warminsterschool.org.uk
Mr A Moxham	9/10/11AWM	amoxham@warminsterschool.org.uk
Mr B Sustek	9/10/11BS	bsustek@warminsterschool.org.uk
Miss V Spadaccino	9/10/11VFS	vspadaccino@warminsterschool.org.uk
Mr D Crinion	9/10/11DC	dcrinion@warminsterschool.org.uk
Mr S Trutch	9/10/11SRT	strutch@warminsterschool.org.uk
Mrs K Langdown	9/10/11KRL	klangdown@warminsterschool.org.uk
Mr M Dixon	9/10/11MJD	mdixon@warminsterschool.org.uk
Mr S Levy-Andersson	9/10/11SLA	slevy-andersson@warminsterschool.org.uk
Miss L Clarke	9/10/11LEC	lclarke@warminsterschool.org.uk

Sixth Form

Miss A Croot	12/13ARC	acroot@warminsterschool.org.uk
Mr J Robertson	12/13JAR	jrobertson@warminsterschool.org.uk
Mr H Carr	12/13HSC	hcarr@warminsterschool.org.uk
Mrs G Walmsley	12/13GGW	gwalmsley@warminsterschool.org.uk
Mrs F Rodriguez	12/13FR	frdriguez@warminsterschool.org.uk
Mr G Williams	12/13GDW	gwilliams@warminsterschool.org.uk
Dr D Hankey	12/13DRH	dhankey@warminsterschool.org.uk
Mr A Hill	12/13AGH	ahill@warminsterschool.org.uk

UNIFORM

Please refer to the school's Uniform List.

UNIVERSITY VISITS

Please see 'Attendance'.

VALUABLES

Pupils are strongly advised not to bring valuables into school, but if they do so they must ensure the valuables are secured in their lockers. The school does not accept responsibility for valuables.

WELL-BEING AND HEALTH OF PUPILS

Warminster, like other schools, has a legal and moral obligation to promote good health in its pupils so that the children are physically, mentally, emotionally and sexually healthy, and have healthy lifestyles.

The School is well aware that pupils today lead busy lives with commitments outside as well as inside school. Nevertheless, as a school, we are obviously concerned to ensure that the pressures and demands placed on our pupils do not become excessive or unhealthy.

Of course there are demands that the School places on pupils, be they academic, co-curricular or social. Warminster School prides itself on its pastoral care (i.e. the well-being of every pupil) and one of the responsibilities of your child's housemaster/mistress and tutor is to keep an eye on these pressures and to try to 'deconflict' them if they become unreasonable. Different pupils respond in different ways to pressure and expectations and so there is no 'one size fits all' solution and therefore it is important that each pupil is treated as an individual. Equally it is important that pupils have some relaxation time in order to give them a chance to recuperate.

In order to assist the boys and girls achieve this, the School recommends that pupils in all years, whether day or boarding, should:

Have eight hours sleep every night.

Always eat a substantial breakfast.

Eat three nutritious, balanced meals every day.

Not have access to the internet/TV/mobile phones after 10 p.m.

Not have unlimited access to games consoles and computer games.

Not be over-committed with outside activities during the week.

Have carefully controlled and limited access to alcohol (e.g. at parties age appropriate).

Think very carefully about taking on a part-time job while still at school and perhaps discuss it with their housemaster/mistress/tutor.

As a school we try to make it clear to pupils that we are not trying to ban them from any of these activities but rather encourage a balanced and disciplined daily and weekly routine that offers reasonable time for recreation and relaxation but not at the expense of their health and well-being.

The School does its best to educate its pupils with regards to these welfare matters and also with issues such as time management and organization, however given the importance of the partnership between staff, parents and pupils in helping the boys and girls to succeed we would greatly appreciate the continued support and help of parents.

WSPA

The WSPA is the organisation of Warminster School parents in both the Prep and Senior Schools. The function of the WSPA is to organise social and fundraising events, the profits from which serve to benefit pupils throughout the whole School. The WSPA organises a number of social events, most notably the Ball for parents and staff usually held on the last Saturday of the Summer Term. Notification of all WSPA events is circulated by email by the WSPA Committee.