

***WADDESDON CHURCH  
OF ENGLAND SCHOOL***

***PARENT  
HANDBOOK***

***2017-2018***

***Waddesdon Church of England School***

***A Place of Learning***

***Vision Statement***

**Waddesdon Church of England School welcomes young people into a safe and secure community where students are encouraged to succeed according to their unique abilities.**

**Standards and expectations are high and learning is developed through a wide range of engaging educational opportunities.**

**Our ethos is rooted and grounded in traditional Christian values which foster dignity and respect for all and compassion and sensitivity towards others. Self-confidence is nurtured through praise, encouragement, acknowledgement of success and celebration of achievement.**

**Our learning culture enables our students to fulfil their potential as responsible and productive citizens, to be keen life-long learners and to be proud to claim that they are a part of the Waddesdon tradition, the 'Waddesdon Way'.**

***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

2017-2018

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

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

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

### THE 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
Breaktime	01.50	-	02.10
Period 5	02.10	-	03.10

Timings are slightly different on a Monday morning to accommodate a form period.

### LUNCHTIME AND BREAKTIME ARRANGEMENTS

Packed lunches may only be eaten in designated areas of the school; students will be informed in assembly. Lunch is from 11.05am to 11.45am. A hot meal with vegetarian option may be purchased for £2.50, and desserts range from 50p – 70p. In addition, hot snacks, sandwiches, baguettes and wraps are available, ranging from £1.70 - £2.20. Termly menus are available on the school website.

Break is from 1.50pm to 2.10pm.

Students must not eat or drink in classrooms, corridors or the library.

Energy drinks are not allowed in school.

## TERM DATES 2017/2018

### **Autumn Term 2017**

	Monday 4 <sup>th</sup> September	Staff Training
	Tuesday 5 <sup>th</sup> September	Staff Training
School Opens for Years 7&12	Wednesday 6 <sup>th</sup> September	
School Starts for all students	Thursday 7 <sup>th</sup> September	
School Closed	Wednesday 20 <sup>th</sup> September	Staff Training
School Closes for Half-Term	Friday 20 <sup>th</sup> October	
School Re-Opens	Monday 30 <sup>th</sup> October	
School Closes for Christmas	Tuesday 19 <sup>th</sup> December (1pm)	

### **Spring Term 2018**

	Wednesday 3 <sup>rd</sup> January	Staff Training
School Opens	Thursday 4 <sup>th</sup> January	
School Closes for Half-Term	Friday 9 <sup>th</sup> February	
School Re-Opens	Monday 19 <sup>th</sup> February	
School Closes for Easter	Thursday 29 <sup>th</sup> March	

### **Summer Term 2018**

	Monday 16 <sup>th</sup> April	Staff Training
School Opens	Tuesday 17 <sup>th</sup> April	
School Closed	Monday 7 <sup>th</sup> May	Bank Holiday
School Closes for Half-Term	Friday 25 <sup>th</sup> May	
School Re-Opens	Monday 4 <sup>th</sup> June	
School Closes for Summer	Tuesday 24 <sup>th</sup> July (1pm)	

## PROVISIONAL DATES 2018/19

### **Autumn Term 2018**

	Wednesday 5 <sup>th</sup> September	Staff Training
	Thursday 6 <sup>th</sup> September	Staff Training
School Opens for Years 7&12	Friday 7 <sup>th</sup> September	
School Starts for all students	Monday 10 <sup>th</sup> September	
School Closed	Wednesday 26 <sup>th</sup> September	Staff Training
School Closes for Half-Term	Friday 19 <sup>th</sup> October	
School Re-Opens	Monday 29 <sup>h</sup> October	
School Closes for Christmas	Wednesday 19 <sup>th</sup> December (1pm)	

### **Spring Term 2019**

	Wednesday 2 <sup>nd</sup> January	Staff Training
School Opens	Thursday 3 <sup>rd</sup> January	
School Closes for Half-Term	Friday 15 <sup>th</sup> February	
School Re-Opens	Monday 25 <sup>th</sup> February	
School Closes for Easter	Friday 5 <sup>th</sup> April	

### **Summer Term 2019**

	Monday 22 <sup>nd</sup> April	Bank Holiday
	Tuesday 23 <sup>rd</sup> April	Staff Training
School Re-Opens	Wednesday 24 <sup>th</sup> April	
School Closed	Monday 6 <sup>th</sup> May	Bank Holiday
School Closes for Half-Term	Friday 24 <sup>th</sup> May	
School Re-Opens	Monday 3 <sup>rd</sup> June	
School Closes for Summer	Wednesday 24 <sup>th</sup> July (1pm)	

## THE SCHOOL DIARY 2017/18

<b>SEPTEMBER</b>		
Friday	1 <sup>st</sup>	Year 12 Enrolment Day 9.00am-1.00pm
<b>A</b>		
Monday	4 <sup>th</sup>	<b>Staff Training Day</b>
Tuesday	5 <sup>th</sup>	<b>Staff Training Day</b>
Wednesday	6 <sup>th</sup>	School opens for Years 7 & 12 Year 12 Induction Day
Thursday	7 <sup>th</sup>	School starts for Years 8, 9,10,11 & 13
Friday	8 <sup>th</sup>	
<b>B</b>		
Monday	11 <sup>th</sup>	Year 12 Photographs (assembly) Community Library 5.30-8.00pm
Tuesday	12 <sup>th</sup>	Year 8 girls HPV 1 <sup>st</sup> dose Year 11 Learning Performance – Study Skills Workshop
Wednesday	13 <sup>th</sup>	Year 7 Parents' Information Evening: Help your child to be a successful learner 7pm ( SJ/HA)
Thursday	14 <sup>th</sup>	Year 12 Parents' Information Evening 7.00-8.00pm
Friday	15 <sup>th</sup>	Year 13 Geography Field Visit, Devon, return 18 <sup>th</sup> September
<b>A</b>		
Monday	18 <sup>th</sup>	Open Day and Evening 9.00-11.00am and 6.00-8.30pm
Tuesday	19 <sup>th</sup>	Open Evening 6.00-8.30pm
Wednesday	20 <sup>th</sup>	<b>Staff Training Day</b>
Thursday	21 <sup>st</sup>	
Friday	22 <sup>nd</sup>	
Saturday	23 <sup>rd</sup>	WSA Dinner and Dance 'Summer Soul Night'
<b>B</b>		
Monday	25 <sup>th</sup>	Community Library 5.30-8.00pm
Tuesday	26 <sup>th</sup>	Year 8 Technology visit to Harry Potter Studios, 8.45am-3.00pm COPE visit to Waterperry Gardens 9.30am-2.30pm
Wednesday	27 <sup>th</sup>	
Thursday	28 <sup>th</sup>	Year 13 Parents' Consultation Evening 3.45-5.30pm and 6.15-8.00pm
Friday	29 <sup>th</sup>	
<b>OCTOBER</b>		
<b>A</b>		
Monday	2 <sup>nd</sup>	Year 7 Team building, Green Park: all week, one form per day, all day Year 11 (11A) Food Non-Exam Assessment all day Community Library 5.30-8.00pm
Tuesday	3 <sup>rd</sup>	Year 12 Graphics visit V&A 'Graphic Gathering' – all day
Wednesday	4 <sup>th</sup>	
Thursday	5 <sup>th</sup>	
Friday	6 <sup>th</sup>	
<b>B</b>		
Monday	9 <sup>th</sup>	Holy Communion - Library Year 11 (11B) Food Non Exam Assessment all day Community Library 5.30-8.00pm
Tuesday	10 <sup>th</sup>	Annual Service of Thanksgiving
Wednesday	11 <sup>th</sup>	Governors' Curriculum/Student Wellbeing Meeting 3.45pm
Thursday	12 <sup>th</sup>	Years 11 & 13 Summer Challenge visit to Hertford College, Oxford
Friday	13 <sup>th</sup>	Year 12 Food visit to The Handmade Cake Company, 11.05am-3.30pm
<b>A</b>		
Monday	16 <sup>th</sup>	Community Library 5.30-8.00pm
Tuesday	17 <sup>th</sup>	Year 13 visit to India, return 24 <sup>th</sup> October

Wednesday	18th	Year 7 Successful Learning Paragraph Challenge 1 (P5)
Thursday	19th	
Friday	20th	Year 10 D of E Bronze Training, Cosgrove 12 noon, return 21st 4pm
<b>SCHOOL CLOSED FOR HALF TERM 21<sup>ST</sup> – 29<sup>TH</sup> OCTOBER INCLUSIVE</b>		
<b>B</b>		
Monday	30 <sup>th</sup>	Community Library 5.30-8.00pm
Tuesday	31 <sup>st</sup>	Year 12 Geography fieldwork visit, South Coast 8.30am-6.00pm
<b>NOVEMBER</b>		
Wednesday	1 <sup>st</sup>	Year 13 Criminology Conference, all day
Thursday	2 <sup>nd</sup>	Mock Exam Information Evening- Hall (MCR/SJ)
Friday	3 <sup>rd</sup>	Year 8 Art visit Pitt Rivers Museum 9.00am-1.00pm (1)
<b>A</b>		
Monday	6 <sup>th</sup>	Year 11 Technology Food Practical Exam(1) P3-P5 Community Library 5.30 – 8.00pm
Tuesday	7 <sup>th</sup>	Year 12 Psychology visit Warwick University, all day Year 13 Senior Maths Challenge GCSE Presentation Evening 7.00pm
Wednesday	8 <sup>th</sup>	Year 7 Successful Learning Paragraph Challenge 2 (P5) Year 11 Human Geography fieldwork visit 8.30am-3.00pm
Thursday	9 <sup>th</sup>	Report # 1 issued – No Assembly Year 11 Technology Food Practical Exam(2) P3-P5
Friday	10 <sup>th</sup>	Year 8 Art visit Pitt Rivers Museum 9.00am-1.00pm (2)
<b>B</b>		
Monday	13 <sup>th</sup>	Community Library 5.30-8.00pm
Tuesday	14 <sup>th</sup>	
Wednesday	15 <sup>th</sup>	Year 7 Form Tutors Consultation Evening – Library (by appointment)
Thursday	16 <sup>th</sup>	
Friday	17 <sup>th</sup>	Year 11 'Maths Inspiration' visit, Winchester, 10.00am-6.00pm Years 12 & 13 Art visit to V&A Museum 'Creative Quarter'
<b>A</b>		
Monday	20 <sup>th</sup>	Inter-Form week Community Library 5.30 – 8.00pm
Tuesday	21 <sup>st</sup>	
Wednesday	22 <sup>nd</sup>	Year 9 'Maths in Action' visit, Warwick Racecourse, 8.30am-4.00pm Cast and crew off timetable for school production
Thursday	23 <sup>rd</sup>	School Production (Cast and crew off timetable)
Friday	24 <sup>th</sup>	School Production
Saturday	25 <sup>th</sup>	School Production
<b>B</b>		
Monday	27 <sup>th</sup>	Year 12 English Lecture 'The Handmaid's Tale', Birmingham, all day Community Library 5.30-8.00pm
Tuesday	28 <sup>th</sup>	Year 12 Safe Drive Stay Alive, Oxford 9.00am-1.30pm
Wednesday	29 <sup>th</sup>	Year 7 History visit, Windsor Castle, all day
Thursday	30 <sup>th</sup>	Year 9 Parents' Consultation Evening 3.45-5.30pm and 6.15-8.00pm
<b>DECEMBER</b>		
Friday	1 <sup>st</sup>	Year 10 visit 'The Good Food Show', Birmingham 8.00am-6.00pm
<b>A</b>		
Monday	4 <sup>th</sup>	Year 11 Mock Exams (two weeks and two days) Holy Communion - Library Community Library 5.30-8.00pm
Tuesday	5 <sup>th</sup>	
Wednesday	6 <sup>th</sup>	
Thursday	7 <sup>th</sup>	Prayer Stations – Library (lunchtime) Years 12 & 13 A Level Biology Live visit, London, all day

Friday	8 <sup>th</sup>	
<b>B</b>		
Monday	11 <sup>th</sup>	Community Library 5.30-8.00pm
Tuesday	12 <sup>th</sup>	Carol Service 7.00pm
Wednesday	13 <sup>th</sup>	Year 7 Successful Learning Paragraph Challenge 3 (P5) Christmas Lunch Years 7, 8 & 9
Thursday	14 <sup>th</sup>	Christmas Lunch Years 10, 11, 12 & 13
Friday	15 <sup>th</sup>	
<b>A</b>		
Monday	18 <sup>th</sup>	Year 7 Quantum Theatre performance 'A Christmas Carol' in school P2 A Level Presentation Evening for former Year 13 students 6-7pm
Tuesday	19 <sup>th</sup>	End of term
<b>SCHOOL CLOSED FOR CHRISTMAS 20<sup>TH</sup> DECEMBER – 3<sup>RD</sup> JANUARY INCLUSIVE</b>		
<b>JANUARY</b>		
<b>A</b>		
Wednesday	3 <sup>rd</sup>	<b>Staff Training day</b>
Thursday	4 <sup>th</sup>	Term starts for students
Friday	5 <sup>th</sup>	
<b>B</b>		
Monday	8 <sup>th</sup>	Community Library 5.30-8.00pm
Tuesday	9 <sup>th</sup>	
Wednesday	10 <sup>th</sup>	Mock Results Day Year 11 (Assembly + P1)
Thursday	11 <sup>th</sup>	Year 11 Art visit London Galleries 8.30am-5.30pm
Friday	12 <sup>th</sup>	
<b>A</b>		
Monday	15 <sup>th</sup>	Sixth Form Mock Exam Week (Years 12 & 13)(Hall) Community Library 5.30-8.00pm
Tuesday	16 <sup>th</sup>	LIBF Exam e-tests P4&5
Wednesday	17 <sup>th</sup>	
Thursday	18 <sup>th</sup>	Year 10 County MUNGA training day – Green Park 9am-3pm
Friday	19 <sup>th</sup>	Year 11 GCSE Science Live visit – Oxford 9.30am-4.00pm
<b>B</b>		
Monday	22 <sup>nd</sup>	LIBF written exam 9am Community Library 5.30-8.00pm
Tuesday	23 <sup>rd</sup>	
Wednesday	24 <sup>th</sup>	Year 11 English visit 'GCSE Poetry Live', Reading, all day
Thursday	25 <sup>th</sup>	Year 9 Science Visit, all day
Friday	26 <sup>th</sup>	Report # 2 issued – No Assembly
<b>A</b>		
Monday	29 <sup>th</sup>	Community Library 5.30-8.00pm
Tuesday	30 <sup>th</sup>	Year 11 Conference P1-P3 Year 9 meningitis/tetanus vaccinations
Wednesday	31 <sup>st</sup>	
<b>FEBRUARY</b>		
Thursday	1 <sup>st</sup>	Year 9 Intermediate Maths Challenge (P1) Hall Year 11 Parents' Consultation Evening 3.45-5.30pm and 6.15-8.00 pm
Friday	2 <sup>nd</sup>	Year 12 Graphics visit V&A – staff and selected students (P4)
<b>B</b>		
Monday	5 <sup>th</sup>	Community Library 5.30-8.00pm
Tuesday	6 <sup>th</sup>	Years 12 & 13 A Level Science Live visit, all day
Wednesday	7 <sup>th</sup>	Sixth Form Mock Results Assembly Year 10 County MUNGA training day – Green Park 9am-3pm



Thursday	8 <sup>th</sup>	Year 12 Geography fieldwork, Oxford 8.30am-3.00pm Careers Fair
Friday	9 <sup>th</sup>	
<b>SCHOOL CLOSED FOR HALF TERM 10<sup>TH</sup> – 18<sup>TH</sup> FEBRUARY INCLUSIVE</b> Ski visit to Spain 11 <sup>th</sup> – 17 <sup>th</sup>		
<b>A</b>		
Monday	19 <sup>th</sup>	Community Library 5.30-8.00pm
Tuesday	20 <sup>th</sup>	Year 10 D of E Bronze Navigation (1) Waddesdon Estate 3.30-5.30pm
Wednesday	21 <sup>st</sup>	Year 10 D of E Bronze Navigation (2) Waddesdon Estate 3.30-5.30pm
Thursday	22 <sup>nd</sup>	Sixth Form Open Evening 6.15 – 8.00pm
Friday	23 <sup>rd</sup>	
<b>B</b>		
Monday	26 <sup>th</sup>	Community Library 5.30-8.00pm
Tuesday	27 <sup>th</sup>	
Wednesday	28 <sup>th</sup>	
<b>MARCH</b>		
Thursday	1 <sup>st</sup>	Year 12 Parents' Consultation Evening 3.45-5.30pm and 6.15-8.00pm
Friday	2 <sup>nd</sup>	
<b>A</b>		
Monday	5 <sup>th</sup>	Community Library 5.30-8.00pm
Tuesday	6 <sup>th</sup>	
Wednesday	7 <sup>th</sup>	
Thursday	8 <sup>th</sup>	Year 8 Conference (P1-P3) Year 8 Options Parents' Information Evening (SDa/SJ)
Friday	9 <sup>th</sup>	
<b>B</b>		
Monday	12 <sup>th</sup>	Community Library 5.30-8.00pm
Tuesday	13 <sup>th</sup>	Year 10 D of E Bronze Orienteering (1) Wendover 3-30-6.30pm
Wednesday	14 <sup>th</sup>	Year 10 D of E Bronze Orienteering (2) Wendover 3-30-6.30pm
Thursday	15 <sup>th</sup>	Year 8 Parents' Consultation Evening 3.45-5.30pm and 6.15-8.00pm
Friday	16 <sup>th</sup>	Year 10 Exams start
<b>A</b>		
Monday	19 <sup>th</sup>	Year 10 Exams Week Community Library 5.30-8.00pm
Tuesday	20 <sup>th</sup>	LIBF Exam e-tests P4&5
Wednesday	21 <sup>st</sup>	Deadline Year 8 Options
Thursday	22 <sup>nd</sup>	
Friday	23 <sup>rd</sup>	Report # 3 issued – No Assembly
<b>B</b>		
Monday	26 <sup>th</sup>	LIBF written exam 9.00am Community Library 5.30-8.00pm
Tuesday	27 <sup>th</sup>	
Wednesday	28 <sup>th</sup>	
Thursday	29 <sup>th</sup>	School Closes for Easter
<b>SCHOOL CLOSED FOR EASTER 30<sup>TH</sup> MARCH – 16<sup>TH</sup> APRIL INCLUSIVE</b> Years 9 & 10 Spanish/Food visit to Seville –12 <sup>th</sup> -15 <sup>th</sup> April		
<b>APRIL</b>		
<b>A</b>		
Monday	16 <sup>th</sup>	<b>Staff Training day</b>
Tuesday	17 <sup>th</sup>	School opens
Wednesday	18 <sup>th</sup>	Year 7 Successful Learning Paragraph Challenge 4 (P5)
Thursday	19 <sup>th</sup>	Year 7 Parents' Consultation Evening 3.45-5.30pm and 6.15-8.00pm
Friday	20 <sup>th</sup>	

<b>B</b>		
Monday	23 <sup>rd</sup>	Inter-Form week Community Library 5.30-8.00pm
Tuesday	24 <sup>th</sup>	LIBF Exam e-tests P4&5
Wednesday	25 <sup>th</sup>	
Thursday	26 <sup>th</sup>	Year 8 Junior Maths Challenge (P1) Hall
Friday	27 <sup>th</sup>	Year 10 County MUNGA Conference day, Green Park 9.00am-5.00pm
<b>A</b>		
Monday	30 <sup>th</sup>	LIBF written exam 9.00am Community Library 5.30-8.00pm
<b>MAY</b>		
Tuesday	1 <sup>st</sup>	Year 8 girls HPV 2 <sup>nd</sup> dose
Wednesday	2 <sup>nd</sup>	
Thursday	3 <sup>rd</sup>	Year 10 Parents' Consultation Evening 3.45-5.30pm and 6.15-8.00pm
Friday	4 <sup>th</sup>	Year 10 D of E Bronze Practice – Calvert 12noon, return 5 <sup>th</sup> May 4pm
<b>B</b>		
Monday	7 <sup>th</sup>	<b>SCHOOL CLOSED – May Day Bank Holiday</b>
Tuesday	8 <sup>th</sup>	
Wednesday	9 <sup>th</sup>	
Thursday	10 <sup>th</sup>	
Friday	11 <sup>th</sup>	
<b>A</b>		
Monday	14 <sup>th</sup>	Year 12 Study Leave begins Exam Period begins Community Library 5.30-8.00pm
Tuesday	15 <sup>th</sup>	
Wednesday	16 <sup>th</sup>	
Thursday	17 <sup>th</sup>	Report # 4 issued to Year 11 & 13 Year 11 Leaving Assembly P5 Hall Year 9 History visit to Berlin, return 20 <sup>th</sup> May
Friday	18 <sup>th</sup>	Year 11 Study Leave begins Year 13 Leavers' Day and Ball (provisional)
<b>B</b>		
Monday	21 <sup>st</sup>	Year 13 Study Leave begins Community Library 5.30-8.00pm
Tuesday	22 <sup>nd</sup>	
Wednesday	23 <sup>rd</sup>	Year 8 French visit to France, return 25 <sup>th</sup> May Year 7 Successful Learning Paragraph Challenge 5 (P5)
Thursday	24 <sup>th</sup>	
Friday	25 <sup>th</sup>	Year 10 Bronze D of E Assessment, return 26 <sup>th</sup> May
<b>SCHOOL CLOSED FOR HALF TERM 26<sup>TH</sup> MAY– 3<sup>RD</sup> JUNE INCLUSIVE</b>		
<b>JUNE</b>		
<b>A</b>		
Monday	4 <sup>th</sup>	Community Library 5.30-8.00pm
Tuesday	5 <sup>th</sup>	
Wednesday	6 <sup>th</sup>	Art and Technology Exhibition 4.00-7.00pm
Thursday	7 <sup>th</sup>	Years 9 & 10 Technology visit to The Design Museum London, all day
Friday	8 <sup>th</sup>	
<b>B</b>		
Monday	11 <sup>th</sup>	Year 12 return from Study Leave (provisional) Year 10 English/History visit to Globe theatre London 8.00am-4.30pm Community Library 5.30-8.00pm
Tuesday	12 <sup>th</sup>	LIBF Exam e-tests P4&5

Wednesday	13 <sup>th</sup>	Year 7 RS visit to St Michael and All Angels Church 10-11.05am and 11.45-12.45pm
Thursday	14 <sup>th</sup>	Year 8 Camp
Friday	15 <sup>th</sup>	Whole School Activities Day Year 7 - Whipsnade Zoo Year 8 - Camp Year 9 – Aerial Extreme Year 10 – Loughborough University Year 12 – University of Reading
<b>A</b>		
Monday	18 <sup>th</sup>	Inter-Form week Community Library 5.30-8.00pm
Tuesday	19 <sup>th</sup>	LIBF written exam 9.00am
Wednesday	20 <sup>th</sup>	Year 8 RS visit to Christchurch Cathedral 8.45am-3.00pm
Thursday	21 <sup>st</sup>	
Friday	22 <sup>nd</sup>	Year 12 Biology Field Visit, North Wales, return 25 <sup>th</sup> June
<b>B</b>		
Monday	25 <sup>th</sup>	Year 9 Exam Week Year 7 Art Workshop, Waddesdon Manor 9.00am-3.00pm Community Library 5.30-8.00pm
Tuesday	26 <sup>th</sup>	
Wednesday	27 <sup>th</sup>	
Thursday	28 <sup>th</sup>	Year 10 Art/Photography visit to London galleries, all day Year 12 'Life After Waddesdon' Evening 7.00-8.30pm
Friday	29 <sup>th</sup>	Years 10 & 12 Spanish visit to Portobello Road, 8-30am-5.30pm Waddfest
<b>JULY</b>		
<b>A</b>		
Monday	2 <sup>nd</sup>	Community Library 5.30-8.00pm
Tuesday	3 <sup>rd</sup>	Year 6 Transition Day and Evening 9.00am-2.30pm and 5.00-8.30pm
Wednesday	4 <sup>th</sup>	Year 6 Transition Day Foundation Day (1) Prospective Year 12
Thursday	5 <sup>th</sup>	Foundation Day (2) Prospective Year 12 Year 12 Art visit to London Degree Shows 9.00am-7.00pm
Friday	6 <sup>th</sup>	Sports Day
<b>B</b>		
Monday	9 <sup>th</sup>	Community Library 5.30-8.00pm
Tuesday	10 <sup>th</sup>	
Wednesday	11 <sup>th</sup>	Prize Giving 7.00pm
Thursday	12 <sup>th</sup>	
Friday	13 <sup>th</sup>	Reserve Sports Day
<b>A</b>		
Monday	16 <sup>th</sup>	Report # 5 issued – No Assembly Years 9 & 10 French visit to Paris, return 20 <sup>th</sup> July Community Library 5.30-8.00pm
Tuesday	17 <sup>th</sup>	
Wednesday	18 <sup>th</sup>	
Thursday	19 <sup>th</sup>	
Friday	20 <sup>th</sup>	
<b>B</b>		
Monday	23 <sup>rd</sup>	
Tuesday	24 <sup>th</sup>	<b>School closes for summer (half day)</b>

## VISITS AT A GLANCE BY YEAR GROUP

YEAR 7			Approx Cost
<b>OCTOBER</b>			
Monday	2nd	Team building at Green Park, one form per day	£35
<b>NOVEMBER</b>			
Wednesday	29 <sup>th</sup>	History visit to Windsor Castle	£18
<b>DECEMBER</b>			
Monday	18 <sup>th</sup>	English performance of 'A Christmas Carol' in school	£ 5
<b>JUNE</b>			
Wednesday	13 <sup>th</sup>	RS visit to St Michael and All Angels Church Waddesdon	nil
Friday	15 <sup>th</sup>	Science visit to Whipsnade Zoo	£18
Monday	25 <sup>th</sup>	Art Workshop Waddesdon Manor	nil

YEAR 8			Approx Cost
<b>SEPTEMBER</b>			
Tuesday	26 <sup>th</sup>	Technology visit to Harry Potter studio	£24
<b>NOVEMBER</b>			
Friday	3 <sup>rd</sup>	Art visit – Pitt Rivers (half year group)	£8
Friday	10 <sup>th</sup>	Art visit – Pitt Rivers (half year group)	£8
<b>FEBRUARY</b>			
	11 <sup>th</sup>	Ski visit – Spain – return 15 <sup>th</sup> February	£1150
<b>MAY</b>			
Wednesday	23 <sup>rd</sup>	Languages visit to Opal Coast – return 25 <sup>th</sup> May	£295
<b>JUNE</b>			
Thursday	14 <sup>th</sup>	Year 8 Camp – return 15 <sup>th</sup> June	£95
Wednesday	20 <sup>th</sup>	RS visit to Christchurch Cathedral, Oxford	£12

YEAR 9			Approx Cost
<b>NOVEMBER</b>			
Wednesday	22 <sup>nd</sup>	Maths in Action Warwick Racecourse	£16
<b>JANUARY</b>			
Thursday	25 <sup>th</sup>	At-Bristol Science Centre	£16
<b>FEBRUARY</b>			
	11 <sup>th</sup>	Ski visit – Spain – return 15 <sup>th</sup> February	£1150
<b>APRIL</b>			
Thursday	12 <sup>th</sup>	Spanish/Food visit to Seville, return 15 <sup>th</sup> April	£659
<b>MAY</b>			
Thursday	17 <sup>th</sup>	History visit to Berlin, return 20 <sup>th</sup> May	£475
<b>JUNE</b>			
Thursday	7 <sup>th</sup>	Years 9 & 10 Technology visit, The Design Museum	£18
Friday	15 <sup>th</sup>	Aerial Extreme	£32
<b>JULY</b>			
Monday	16 <sup>th</sup>	French visit to Paris, return 20 <sup>th</sup> July	£650-£750

<b>YEAR 10</b>			<b>Approx Cost</b>
<b>DECEMBER</b>			
Friday	1 <sup>st</sup>	Technology 'The Good Food Show' Birmingham	£35
<b>FEBRUARY</b>			
	11 <sup>th</sup>	Ski visit to Spain, return 15 <sup>th</sup> February	£1150
<b>APRIL</b>			
Thursday	12 <sup>th</sup>	Spanish/Food visit to Seville, return 15 <sup>th</sup> April	£659
<b>JUNE</b>			
Thursday	7 <sup>th</sup>	Years 9 & 10 Technology visit to The Design Museum	£18
Monday	11 <sup>th</sup>	English/History visit to Globe Theatre London	£32
Friday	15 <sup>th</sup>	Loughborough University Open Day	£18
Thursday	28 <sup>th</sup>	Art/Photography London visit	£15
Friday	29 <sup>th</sup>	Spanish visit to Portobello Road	£15
<b>JULY</b>			
Monday	16 <sup>th</sup>	French visit to Paris, return 20 <sup>th</sup> July	£650-£750

<b>YEAR 11</b>			<b>Approx Cost</b>
<b>OCTOBER</b>			
Thursday	12 <sup>th</sup>	Summer Challenge visit to Hertford College, Oxford	£5
<b>NOVEMBER</b>			
Wednesday	8 <sup>th</sup>	Human Geography fieldwork visit	£15
Friday	17 <sup>th</sup>	'Maths Inspiration' visit to Winchester	£22
<b>JANUARY</b>			
Thursday	11 <sup>th</sup>	Art London Galleries visit	£16
Friday	19 <sup>th</sup>	GCSE Science Live, Oxford	£38
Wednesday	24 <sup>th</sup>	English visit 'GCSE Poetry Live', Reading	£30

YEAR 12			Approx Cost
<b>OCTOBER</b>			
Tuesday	3 <sup>rd</sup>	V&A Museum 'Graphic Gathering'	£25
Friday	13 <sup>th</sup>	Food Tech visit to The Handmade Cake Company	£5
Tuesday	31 <sup>st</sup>	Geography coastal fieldwork visit	£20
<b>NOVEMBER</b>			
Tuesday	7 <sup>th</sup>	Psychology visit – Warwick University	£37
Friday	17 <sup>th</sup>	Art visit to V&A Museum	£23
Monday	27 <sup>th</sup>	Lecture 'The Handmaid's Tale' – Birmingham	£40
Tuesday	28 <sup>th</sup>	Safe Drive Stay Alive – Oxford	nil
<b>DECEMBER</b>			
Thursday	7 <sup>th</sup>	A Level Biology Live visit – London	£40
<b>JANUARY</b>			
Tuesday	6 <sup>th</sup>	A Level 'Science Live' visit	£40
<b>FEBRUARY</b>			
Thursday	8 <sup>th</sup>	Geography Urban regeneration fieldwork visit, Oxford	£15
<b>JUNE</b>			
Friday	15 <sup>th</sup>	University of Reading Open Day	£12
Friday	22 <sup>nd</sup>	Biology Field Visit, North Wales, return 25 <sup>th</sup> June	£360
Friday	29 <sup>th</sup>	Spanish visit to Portobello Road, London	£15
<b>JULY</b>			
Thursday	5 <sup>th</sup>	Art visit to London Degree Shows	£18

YEAR 13			Approx Cost
<b>SEPTEMBER</b>			
	15 <sup>th</sup>	Geography Field Visit, Devon, return 18 <sup>th</sup> Sep	£275
<b>OCTOBER</b>			
Thursday	12 <sup>th</sup>	Summer Challenge, Hertford College, Oxford	£5
Tuesday	17 <sup>th</sup>	India visit, return 24 <sup>th</sup> October	£1280
<b>NOVEMBER</b>			
Wednesday	1 <sup>st</sup>	Psychology Criminology Conference	£40
Friday	17 <sup>th</sup>	Art Visit to V&A Museum	£23
<b>DECEMBER</b>			
Thursday	7 <sup>th</sup>	A Level Biology Live Visit – London	£40
<b>FEBRUARY</b>			
Tuesday	6 <sup>th</sup>	A Level 'Science Live' Visit	£40

## PARENTS' EVENINGS

Thursday	28 <sup>th</sup>	September	Year 13 Parents' Consultation Evening	3.45-5.30pm 6.15-8.00pm
Wednesday	15 <sup>th</sup>	November	Year 7 Parents' Consultation Evening with Form Tutor and Head of Year	By appointment 3.30pm
Thursday	30 <sup>th</sup>	November	Year 9 Parents' Consultation Evening	3.45-5.30pm 6.15-8.00pm
Thursday	1 <sup>st</sup>	February	Year 11 Parents' Consultation Evening	3.45-5.30pm 6.15-8.00pm
Thursday	1 <sup>st</sup>	March	Year 12 Parents' Consultation Evening	3.45-5.30pm 6.15-8.00pm
Thursday	15 <sup>th</sup>	March	Year 8 Parents' Consultation Evening	3.45-5.30pm 6.15-8.00pm
Thursday	19 <sup>th</sup>	April	Year 7 Parents' Consultation Evening	3.45-5.30pm 6.15-8.00pm
Thursday	3 <sup>rd</sup>	May	Year 10 Parents' Consultation Evening	3.45-5.30pm 6.15-8.00pm

Four reports will be issued at approximately half-termly intervals over the course of the academic year.

Key features of the report:

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

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

In the event that you are unable to see one of your son/daughter's teachers by the end of either of the sessions (5.30pm or 8.00pm) and, as a way to avoid sitting in a long queue, we would ask that you write your son/daughter's name and the teacher you wish to see on the sheet on the table at the front entrance and they will contact you.

A bell will ring at 5.15pm and 7.45pm to make both parents and staff aware that only 15 minutes remain of the respective sessions.

## STUDENT WELFARE

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

The pastoral system is organised into 'Years'. Mrs Allen is responsible for Year 7 and she liaises with our feeder primary schools. Mr Dakin is Head of Year 8, Mr Maciejewski is Head of Year 9, Mrs Clark is Head of Year 10, Mrs Carr-Ruby is Head of Year 11, and other than Mrs Allen the Heads of Year progress with their year group through the school to Year 11. Miss McIver (Assistant Headteacher) is Head of the Sixth Form, Miss Aldridge is Head of Year 12 and Miss Coulter is Head of Year 13.

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

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

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

## ENTITLEMENT TO FREE SCHOOL MEALS

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

**Income Support (IS)**

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

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

**Income-related employment and support allowance**

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

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

**Universal Credit**

**Child Tax Credit** except if you meet ANY of the following criteria:

- i) entitled to working tax credit (regardless of income)*
- ii) have an annual income in excess of £16,190 (as at April 2017)*

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

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

If you would like to apply, please use the application form at the back of this document and return to the school, marked for the attention of Mrs Hammond. All applications will be strictly confidential.



## **SPECIAL EDUCATIONAL NEEDS REGISTER**

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

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

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

## **OFFICE OPENING TIMES**

During term time: Monday to Thursday 8.30am - 4.45pm, Fridays 8.30am - 4.00pm. During school holidays: Between 9.00am and 1.00pm. The school is **closed** from Monday 24<sup>th</sup> July until Monday 7<sup>th</sup> August 2017 inclusive.

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

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

## LEADERSHIP AND MANAGEMENT

Headteacher	Mr M Abbott
Deputy Headteacher	Mr S Jones
Director of Finance & Administration	Mrs V Homewood
Assistant Headteacher	Mrs R Branton
Assistant Headteacher,	Miss A McIver
Assistant Headteacher	Mr J Sturla

## SCHOOL GOVERNORS

### **Oxford Diocesan Board appointed:**

Mr D Brazier  
Mr A Dee-Crowne  
Mr A Howard  
Ms K Leonard  
Mr P McSweeney  
Revd D Meakin  
Mr G Parker  
Mrs J Plotkin  
Mr R W Stevens  
Mr C Taylor

### **Co-opted:**

Mrs J Judson

### **Parent Governors:**

Mr M Bale  
Mr J Ball  
Mrs C Anderson Sato  
Mrs S Snelson

### **Staff Governors:**

Ms A Coulter  
Mrs S Davis  
Mrs D Fulton

### **Clerk to the Governors:**

Mrs N Logan

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

## HEADS OF YEAR

Year 7	Mrs H Allen
Year 8	Mr S Dakin
Year 9	Mr J Maciejewski
Year 10	Mrs V Clark
Year 11	Mrs M Carr-Ruby
Year 12	Miss N Aldridge
Year 13	Miss A Coulter

## FORM TEACHERS

### Year 7

7YA	Mr Amir
7MJB	Mr Barrett
7MD	Mr Dipple
7HJ	Miss Jauregui
7SWF	Miss Wildfield

### Year 8

8RP	Miss Cullen
8JDA	Mr Dangana
8SEV	Mrs Evans
8SK	Mr Kennedy
8LO	Miss Osborne

### Year 9

9ABA	Mr Anouar
9SB	Miss Barnett
9MCH	Miss Chapple
9HDR	Miss Drought
9JG	Mr Grace

### Year 10

10CD	Mr Dowrick
10SE	Mrs Enevoldsen
10JP	Miss Payne
10KT	Miss Turner
10SW	Mrs Watts

### Year 11

11MB	Mr Berrett
11JB	Mrs Booker
11SC	Miss Caswell
11TN	Mr Nkoane
11JS	Mr Sampson

### Sixth Form

12/13MC	Dr Corcoran	12/13LL	Mrs Lenander
12/13 SD	Mrs Davis	12/13 SPA	Mrs Patchett
12/13 HF	Miss Fitzgerald	12/13 PT	Mr Tilley
12/13CG	Mrs Good	12/13 DWE	Dr West
12/13 EH/TMB	Mrs Hoyle/Mrs McKenzie	12/13 RW	Ms Whittaker

## ATTENDANCE

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

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

### FAMILY HOLIDAYS AND EXTENDED TRIPS DURING TERM TIME

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

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

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

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

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

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

Holidays taken for the following reasons are not authorised:

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

The school is also experiencing an increasing number of requests for "odd" days off. These, unless in exceptional circumstances similar to those above, will also be unauthorised.

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

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

A copy of the full Attendance Policy is available to view on the school's website: [www.waddesdonschool.com](http://www.waddesdonschool.com). Alternatively, a hard copy can be provided on request to the school.

## **SCHOOL ATTENDANCE AND THE LAW**

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

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

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

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

- Ensuring that the school is notified of any absence by telephone and that this is confirmed in writing when your son/daughter returns
- Informing the school immediately if your child is unwell or unable to attend for any reason
- Encouraging your child to arrive on time and prepared for learning
- Supporting the use of school detentions as a punishment for truancy and lateness, by ensuring your child attends.

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

## **EDUCATION WELFARE SERVICE**

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

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

## **SAFEGUARDING AND CHILD PROTECTION POLICY**

Governors have agreed a Child Protection Policy which is modelled on that provided by Buckinghamshire Local Authority. A full copy of the policy is available on request or can be found on the school website: [www.waddesdonschool.com](http://www.waddesdonschool.com)

The policy aims to support the development of children in ways that will foster security, confidence and resilience. It aims to provide an environment in which children and young

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

The designated members of the Leadership Team with responsibility for child protection are Mr Sturla, with Miss McIver. The named governor appointed to monitor all child protection procedures and practices within school is Mr Stevens. These individuals receive regular briefing and training as do other staff and also governors.

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

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

## **BEHAVIOUR POLICY**

### **1. INTRODUCTION**

Waddesdon is highly regarded in the community and recognises the value of its good relationships, exemplified by the courtesy extended to visitors, the businesslike atmosphere in the classroom and the general environment within the school.

Christian standards and values are implicit in the school's Vision Statement outlined below. It is essential that there is a commitment on the part of all students, parents, staff and governors to uphold these standards and values in practice. All individuals involved in the life of the school are therefore expected to agree to treat each other with respect, courtesy and consideration at all times.

Good behaviour is essential to sustain the orderly environment necessary for effective teaching and learning.

### **2. GENERAL EXPECTATIONS**

This section highlights the general expectations of students, parents and school. In the next section the focus is specifically on expectations in the classroom

#### **The expectations of the school are to:**

- Respect each student as an individual
- Provide a safe school environment
- Provide a full, balanced and appropriate curriculum
- Educate each student to fulfil his/her potential
- Set regular and relevant homework and ensure that it is marked
- Provide information about student progress and offer regular meetings with parents
- Welcome opportunities for dialogue with parents in accordance with the school's established programme of pastoral care
- Address student and parental concerns and/or questions, on an individual basis, or via the School Council
- Ensure that students are prepared and entered for appropriate examinations, provided that they have satisfactorily completed the course

**Our expectations of parents are to:**

- Encourage a positive attitude to school and a high standard of behaviour, in accordance with school policy
- Ensure your son/daughter attends school regularly and punctually, with appropriate clothing and equipment
- Have due regard for the Home-School Agreement, particularly concerning attendance and not taking holidays during term time
- Ensure that the school is notified of any absence by telephone and that this is confirmed in writing, when your son/daughter returns
- Ensure that suitable facilities are made available at home for your son/daughter to complete homework. Also, to monitor homework by signing the homework diary every week
- Attend consultation meetings, arranged by the school, to monitor student progress, attitude and behaviour
- Keep the school informed about any concerns or issues that might affect your son/daughter's performance and/or behaviour at school.

**The expectations of students are to:**

- Work to fulfil their potential
- Complete and submit homework and other assignments on time
- Be polite and co-operative at all times
- Dress smartly and in accordance with the school's requirements
- Attend school punctually and regularly
- Treat all facilities and equipment carefully and with respect
- Move about the school in an orderly and quiet manner
- Treat fellow students with care, dignity and respect
- Behave in accordance with the school behaviour policy both in and out of school
- Conduct themselves with modesty and decorum. Close bodily contact between students is unacceptable i.e. the 'daylight rule' which is regularly explained in school assembly.
- **Appreciate that the laws of the land apply in school which means that drugs, weapons and alcohol are strictly forbidden.**
- Not to bring chewing gum and bubble gum into school
- While we encourage students to leave their mobile phones at home, students may bring them to school, so long as they are switched off and in their bags before they enter the school site at the start of the day and remain there unless they are needed for an emergency and they have the express permission of a member of staff
- Students may switch on and use their mobile phones after Period 5 has finished and they have left the building in which their lesson during Period 5 took place
- While we encourage students to leave smart watches at home, students may bring them to school, so long as they are only used as a watch
- If students are caught using their smart watches to read or send messages we will confiscate them in line with our current mobile phone policy, which includes a two day period of confiscation for the first offence

**NB: It is the responsibility of parents and students to ensure mobile phones are properly insured. The school accepts no responsibility whatsoever for theft, loss or damage.**

**Students who ignore this policy, use or have a mobile phone out of their bag during school hours will have it confiscated.**

### **3. CLASSROOM EXPECTATIONS:**

#### **In the classroom students will be expected to:**

- Enter the classroom as directed and in an orderly way
- Sit down, remove coats, place bags on floor, have relevant books (exercise, text, homework, learning diaries and other equipment) to hand
- Be silent and facing the teacher, when he/she is speaking
- Understand that no teaching or learning can take place until these conditions have been met
- Accept responsibility for their own learning
- Leave the classroom in an orderly manner, as directed by their teacher
- Meet deadlines for the submission of work
- Be silent and listen when other students or staff are speaking
- Not chew or eat in class

#### **And students should expect:**

- A register to be taken at the beginning of each lesson
- The learning objectives to be explained at the beginning of each lesson
- Targets to be set for each lesson
- Effective teaching
- Homework to be set, as appropriate
- Work to be regularly marked, in accordance with school policy.

### **4. RECOGNISING AND VALUING GOOD BEHAVIOUR**

#### **The school will acknowledge good behaviour, attitude, success and progress by:**

- Spoken praise
- Written commendation
- Merit marks
- Acknowledgement in class and/or assembly
- Awards at Prize Giving
- Letter home
- Comments on reports
- Visit to senior member of staff for praise
- Additional privileges

### **5. SANCTIONS FOR UNACCEPTABLE BEHAVIOUR, LACK OF HOMEWORK OR POOR ATTITUDE**

#### **The school will use some or all of the following sanctions in response to unacceptable behaviour or poor attitude:**

- Spoken rebuke
- Loss of privilege or free time (lunchtime or after-school detention/LMT homework detention)
- Placement 'on SIMs report'
- Letter home
- Discussion between parents, student and members of staff
- Period 6 – After school homework sessions
- Withdrawal from normal lessons
- Reprimand from a senior member of staff
- Attendance at school during holiday time
- Temporary or permanent exclusion (see further explanation later in this policy)



## **6. COMPLAINTS**

Students who feel that they have not been properly treated should report their complaint to the appropriate person (form tutor, pastoral head, prefect, parent or other adult), if they are unable to resolve the complaint themselves. External agencies, e.g. the Education Welfare Service, Psychological Service, Health Service, Parent Partnership, Police, Social Services and Careers' Service can be helpful in further supporting students and parents, if this is required.

## **7. APPLYING SCHOOL RULES**

A high standard of self-discipline is expected of all students, both in and out of school. Good discipline provides a secure basis for the happiness of the whole school and inculcates a good attitude to work. Students need to be aware that the school will take action to discipline any student whose behaviour does not fall within the standards accepted at Waddesdon.

Students' behaviour outside school, on school business – for example, on school excursions, away sports fixtures, or work experience placements – is subject to the school's behaviour policy. Bad behaviour in these circumstances will be dealt with, as if it had happened in school.

For behaviour outside school, but not on school business, the Headteacher may discipline a student if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole.

Unacceptable student behaviour in the immediate vicinity of the school, or on a journey to or from school will be subject to sanction, which could include exclusion.

There is a written set of general arrangements with which students are familiarised by their form tutors and which is published in the Parent Handbook and re-issued to parents each summer. These cover school routine, matters outlined above, uniform, homework and guidance to students about conduct. All are matters of common sense and ensure that the school functions in an orderly manner.

## **8. INVOKING SANCTIONS**

### **8.1 GENERAL POOR BEHAVIOUR**

Punishment is generally not unduly harsh. Whenever teaching staff use sanctions, they are designed to support the child and ensure that poor behaviour is not condoned. Teaching staff may use a number of sanctions (as listed above). Poor behavior can lead to a lunchtime detention. Three lunchtime detentions in one term automatically lead to an after-school detention. Also, teachers formally record if homework is not handed in. Regular failure to submit homework will result in the school contacting home, and where necessary use of Period 6 to support completion of homework.

After-school detention is used for serious problems or persistent offenders. If a student is to be placed in after-school detention, parents are notified, usually by telephone. Detentions are usually held between 3.30pm and 4.30pm.

Period 6 – After school homework sessions are run on Mondays, Wednesdays and Fridays until 4.30pm.

On some occasions a 'School Report' may be used, particularly if it is necessary to monitor a student's behaviour or quality of work. This procedure involves students being briefly assessed at the end of each lesson. Parents will be asked to review the resulting document each evening.

### **8.2 SERIOUS BREACHES OF THE SCHOOL'S BEHAVIOUR POLICY**

Serious breaches of the school's behaviour policy, or where allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school, can lead to exclusion. Exclusion can be for a fixed number of days (up to a maximum of 45 school days in year).

During the first five days of any exclusion work will be set and the student will be required to be kept at home and not be in a public place. From the sixth day onwards of the exclusion the school will make alternative arrangements for education which may entail attending another establishment to receive education.

Sometimes, **exclusion can be permanent.**

In exceptional circumstances it might be necessary for the Headteacher to convert a fixed period exclusion into a permanent exclusion. The reasons for this will be made clear to parents and this is allowed within the Secretary of State's guidance. Only the Headteacher or, in his absence, the Deputy Headteacher acting with his authority, can exclude a student from school. Before deciding to exclude, the Headteacher is informed by the school's policies, advice from the Local Authority and Government policy on such issues.

## **9. PERMANENT EXCLUSION**

### **9.1 GENERAL INFORMATION**

A decision to exclude a child permanently is a serious one. It will usually be the final step in a process for dealing with disciplinary offences, following a wide range of other strategies, which have been tried without success. It is an acknowledgement by the school that it has exhausted all available strategies for dealing with the child and should normally be used as a last resort.

However there will be exceptional circumstances where it is appropriate to permanently exclude a child for a first or 'one off' offence. Government guidance gives the following behaviour as examples of where such decisions might be taken:

- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Possessing or supplying an illegal drug
- Possession or supply of alcohol
- Carrying an offensive weapon (see note 9.2)
- Sharing of highly inappropriate, sexualized images ('sexting')

These instances are not exhaustive, but indicate the severity of such offences and the fact that such behaviour can affect the discipline and well-being of the school community. In cases where the Headteacher has permanently excluded a student for:

- one of the above offences; or
- persistent and defiant misbehaviour including bullying (which includes racist and homophobic bullying),
- possession, and/or use of an illegal drug on school premises

The Secretary of State for Education would not normally expect the Governors' Discipline Committee or an Independent Appeal Panel, to reinstate a student.

### **9.2. CARRYING AN OFFENSIVE WEAPON**

It is a criminal act for students to bring a knife or other offensive weapon into school and such behaviour would normally result in permanent exclusion, even for a first or one off offence. Similarly, we would consider permanent exclusion for serious violence, possessing or consuming illegal drugs or alcohol, persistent serious disruption of teaching, sexting (see para 9.4) persistent bullying and serious racial abuse or racially motivated bullying.

Although the law does not classify carrying a pen knife with a blade of less than three inches as carrying an offensive weapon, for the purposes of this policy Governors will regard a

student carrying any knife, including a pen knife with a blade of less than three inches, as carrying an offensive weapon when deciding to take a decision to permanently exclude.

Parents will need to be aware that any student excluded for carrying a knife will be expected to attend a Weapon Awareness Training prior to attending alternative educational provision.

### **9.2.1 POWER TO SEARCH**

School Staff have the legal power to search a student with consent as part of their authority to discipline but where a school has reasonable grounds for suspecting that a student has a knife or other weapon they have the power to search without consent.

At all times staff will follow the guidance provided by the Department for Education (DfE) in determining what constitutes reasonable suspicion, consent searching and without consent searching and the practical aspects of carrying out such searches. A copy of the guidance, "Searching, screening and confiscation: Advice for headteachers, school staff and governing bodies. February 2014" can be found on the DfE website by following the link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/279245/searching\\_screening\\_confiscation\\_advice\\_feb14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279245/searching_screening_confiscation_advice_feb14.pdf)

### **9.2.2 USE OF REASONABLE FORCE**

At all times staff will follow the guidance provided by the Department for Education (DfE) Advice for headteachers, staff and governing bodies July 2013.

All members of school staff have a legal power to use reasonable force. This power applies to any member of staff at the school. It can also apply to people whom the headteacher has temporarily put in charge of students such as unpaid volunteers or parents accompanying students on a school organised visit.

Reasonable force can be used to prevent students from hurting themselves or others, from damaging property, or from causing disorder.

In a school, force is used for two main purposes – to control students or to restrain them. The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

This can range from guiding a student to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.

'Reasonable in the circumstances' means using no more force than is needed.

Control means either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of a classroom.

Restraint means to hold back physically or to bring a student under control. It is typically used in more extreme circumstances, for example when two students are fighting and refuse to separate without physical intervention

The following list from the DfE guidance is not exhaustive but provides some examples of situations where reasonable force can be used.

Schools can use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a student behaving in a way that disrupts a school event or a school trip or visit;

- prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a student from attacking a member of staff or another student, or to stop a fight in the playground; and
- restrain a student at risk of harming themselves through physical outbursts.

Reasonable adjustments should be made for disabled children and children with special educational needs (SEN).

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/355362/use\\_of\\_reasonable\\_force.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/355362/use_of_reasonable_force.pdf)

### 9.2.3 NOTIFYING THE POLICE

If any offensive weapon is found (this will include any illegal knife found) the school will immediately notify the police who may then choose to come to the school to question the student. Police will also be involved in circumstances where carrying out a search by staff may pose a threat to their health and safety or the health and safety of other staff or students.

### 9.3 DRUGS AND ALCOHOL

Waddesdon School takes very seriously its responsibilities to ensure the school is a safe and secure environment for all students and therefore takes a very strict line in relation to all offences relating to drugs and alcohol. **Parents and students will need to be aware that the policy at Waddesdon School is that all cases involving the following will lead to permanent exclusion:**

- **dealing, i.e. the supply, exchange or receipt of drugs or alcohol, or**
- **the use of illegal drugs or consumption of alcohol, or**
- **possession of illegal drugs or alcohol, or**
- **the misuse of prescription drugs, non-prescription drugs or volatile substances**

**NB: Misuse includes smelling, sniffing and/or inhaling.**

**Volatile substances are those substances that emit a gas or vapour and include butane and propane, aerosol propellants, glues, solvents, petrol and ‘poppers’ e.g. amyl nitrate and can be inhaled. This includes e-cigarettes.**

Drugs related incidents include illegal drugs and/or misuse of prescription, non-prescription drugs or volatile substances as outlined above. It should be noted that aerosol deodorants are not permitted in school and are covered by this rule. No drug or volatile substance should be brought onto the school premises without the school's knowledge and approval. This approval must be sought from the Headteacher or School Medical Officer (in the case of medication), and will only be given following a written request from a parent.

Students will need to be aware that volatile substance abuse (VSA), the deliberate sniffing/smelling/ inhalation of volatile substances such as lighter fuel, glue, aerosols or ‘poppers’ (e.g. amyl nitrate) is responsible for more deaths in young people aged 10-16 in England and Wales than illegal drugs.

Drugs and alcohol incidents will include being in possession of, consuming or making available the substances listed above to other students on site and also on the way to or from school or in other respects within the school's jurisdiction. The only exception to this will be in relation to alcohol where an exception may be made in cases where the student or students in questions is/are (a) over the age of 18 and (b) legally, reasonably and responsibly consuming alcohol on the way home from school.

The policy is intended to protect the students of the school from the dangers of an illicit drug or alcohol culture.

The school will provide and promote access to specialist advice for students with drug or alcohol problems and referral, where appropriate, to other agencies. The school, in co-operation with the WSA, will undertake to offer periodic drug and alcohol education sessions for parents.

Students, staff and parents have a duty to inform senior staff if they suspect that drugs or alcohol are present or are being used at school, or within the school's jurisdiction. Students and parents must realise that only limited confidentiality can be offered in discussions relating to the usage of substances which could be regarded as injurious to health or illegal. Students taking, or under the influence of substances on school premises, will be given medical assistance, as appropriate. Staff have a duty to ensure the protection of other students and the fabric of the school. Where incidents occur, or where there is a reasonable suspicion of such incidents, the parents will be informed as soon as possible.

#### **9.4 Sharing of highly inappropriate, sexualized images ('sexting')**

'Sexting' is the exchange of self-generated sexually explicit images or video clips, via social networking sites over the internet. When such material is shared with others without the consent of the subject, it causes extreme embarrassment, humiliation and distress and constitutes an extreme form of bullying. Once an image or video clip is on the internet, it can be freely copied by anybody. This could include people who have a sexual interest in children. The Child exploitation and Online Protection Agency (CEOP) report that thousands of 'self-taken' images are appearing on paedophile chat sites and forums.

Children who are 'sexting' may actually be committing criminal offences. The police advise (<http://www.westmercia.police.uk/internet-safety/sexting/>) that if a teenager were to have in their possession an indecent image of another minor, they would technically be in possession of an indecent image of a child, which is an offence under the Protection of Children Act 1978 and the Criminal Justice Act 1988. In addition, CEOP advise that "It is illegal to take, possess or share 'indecent images' of anyone under 18 even if you're the person in the picture." ([http://www.thinkuknow.co.uk/14\\_plus/Need-advice/Sex-and-the-law/](http://www.thinkuknow.co.uk/14_plus/Need-advice/Sex-and-the-law/)) If someone is prosecuted for these offences, they may be placed on the sex offenders' register, potentially for some considerable time, in addition to receiving other very serious sanctions as part of our criminal justice system.

We take the safety and security of our students very seriously indeed and work with parents, the Police, child support agencies and our students themselves when incidents involving our students and sexting occur. We do not tolerate the sharing of such images and video clips. **All cases where students have shared with others highly inappropriate sexualized images or video clips of students on roll at this school, causing distress and humiliation, will lead to permanent exclusion from school, even for a first or a 'one-off' offence.**

## **10. BULLYING**

**This should be read in conjunction with the Anti-Bullying Policy.**

Bullying is contrary to the ethos of Waddesdon School. Such behaviour is antisocial, unpleasant and potentially damaging to any student's academic progress and to their emotional and physical wellbeing. **Bullying occurs when someone feels hurt, threatened or frightened by others.** It can be physical and/or verbal in nature and it can be either deliberate or unintentional, on the part of the bully. The effect on the victim is always the same: painful and distressing. Bullying can be pushing or hitting, damage to property, denying access to property, teasing, threatening, name-calling, spiteful looks or words, exclusion from the group or deliberate provocation on the grounds of sexist, racist or

homophobic discrimination. We also include cyber-bullying in our definition. This list is not exhaustive but gives a flavour of the many manifestations of bullying.

Bullying behaviour, and the consequences of bullying, are explored in Citizenship and Religious Education (CP) lessons. All students receive these.

Waddesdon School adopts a three-stage approach to dealing with bullying. See the Anti-Bullying Policy.

Whenever reported or detected, the school will investigate cases of bullying thoroughly and will put in place strategies to ensure that it stops. When bullying continues, despite the best endeavours of the school, disciplinary action **will** be taken against the bully.

## **11. UNDERSTANDING THIS POLICY**

The Behaviour Policy is included in the School Directory which is re-issued every year and posted to parents during the summer holiday break.

Students are regularly reminded of the policy in CP lessons and in assemblies throughout the school year so that all students have a very clear understanding of the expectations of the school and the circumstances in which sanctions, including the serious sanction of exclusion, will be invoked.

Whilst recognising its responsibilities towards each individual student, the Headteacher and Governing Body are mindful that the school equally has a duty of care and responsibility for the protection of all students enrolled at the school

## **HOMEWORK AND INDEPENDENT STUDY POLICY**

Waddesdon values the work students do both in school and at home. Homework is seen as one of the principal ways in which student achievement can be raised. The benefits of doing homework must be instilled at an early age in all students, so that independent home study becomes routine. As we move towards end of year examinations in all subjects, this is more crucial than ever.

### **The 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 & 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.”

The homework timetable for Years 7+8 is set by the school; departments are asked to ensure that they set at least one homework per week for their subject in the other years. We set longer homework over a period of time, giving the students enough to complete it.

### **Students' Role**

- To understand the value of independent learning skills and the link to achievement and the 'Attitude to Learning' grade on reports

- To manage their time to ensure home learning tasks are completed
- To tackle tasks promptly and with a positive attitude
- To take pride in presentation and content, acknowledging the high personal standard expected
- To be organised so that necessary books and equipment are not left at school
- To take responsibility for handing in the completed work on the agreed day

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

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

### **School support for students**

Students are offered support in a number of ways:

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

### **Summary of sanctions**

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

## **COURSEWORK/CONTROLLED ASSESSMENT**

Completion of coursework, remains an essential part of some GCSE qualifications, and rigorous and prompt completion of these tasks is essential. It is important that examination guidelines, including strict rules regarding plagiarism, are followed to the letter.

Failure to meet coursework or controlled assessment deadlines may result in a student being withdrawn from an examination. Extenuating circumstances should be made known to the school in writing so that, if necessary, special considerations can be taken into account. In some cases the Examinations Board will be informed. Typically, failure to complete controlled assessment will be followed by an after-school detention with catch-up opportunities, a letter home and then withdrawal from the subject.

### **YEAR 7 PARAGRAPH BOOKS**

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

Year 7 students review the principles of paragraph writing in English lessons. The students are then set review paragraphs from all their subjects and are asked to copy them into their Paragraph Book. This activity helps students to practise their handwriting and gives time for them to learn what they have been taught. All teachers of Year 7 students support them with paragraph writing and will often plan the paragraphs with the class and set the task for homework.

Paragraphs are written into the Paragraph Book every half term. The books are monitored by the Form Tutors and the Head of Year. At the end of Year 7 the Paragraph Books are collected and Certificates of Achievement are awarded for good work throughout the year.

### **LEARNING DIARIES**

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

### **INDEPENDENT STUDY AREAS**

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

### **AFTER-SCHOOL ACTIVITIES**

- Students may remain behind after school provided that they have parental permission to do so.
- Before attending any after school "clubs", students MUST have a clear understanding of how they are to get home.
- Students should only remain behind after school if supervised by an adult.
- ALL students MUST be registered after school. Clubs will send their register to the Thorp Office.



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

### **MUSIC TUITION**

Music tuition is available to students in a wide variety of instruments. There is a school orchestra, choir and various other musical groups for both popular and classical music.

### **SEX EDUCATION**

It is the policy of the Governing Body of Waddesdon Church of England School that sex 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 sex 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 from any teaching of sex education with the exception of National Curriculum Science. Governors believe that sex 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 Sex Education Policy is available from the school on request, or can be accessed on the school website.

## COMPLAINTS PROCEDURE

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

### **Stage 1**

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

### **Stage 2**

If an issue is not resolved by the Headteacher, please write to the Chairman of Governors, at the school. Your concern will be investigated and the outcome reported to you in writing.

### **Stage 3**

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

### **Finally**

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

## SCHOOL UNIFORM

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

In Years 7, 8, 9 & 10 blazers and skirts from the school supplier 'Stevensons' are compulsory. Year 11 still maintain the privilege of wearing a smart black business suit.

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

### UNIFORM YEARS 7, 8, 9 & 10

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

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

### YEAR 11 ONLY

Either sex may wear a plain black business-like suit (not pin-striped) instead of a school blazer and trousers. Year 11 school tie.

**TIES:**           **YEARS 7, 8, 9 & 10:** Green/black/silver with school motif  
                          **YEAR 11:** Plain green with school motif

*Both ties are available from the school.*

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

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

Extreme hairstyles, including sculptured haircuts, and obviously dyed hair, features such as razored eyebrows, any facial and tongue piercing, jewellery and nail varnish are not permitted. Please remember: NO earrings, only discreet plain studs; one stud per ear (ear lobe only) is the maximum allowed. (To allow time for healing, we advise that ears should not be pierced during term-time). Only subtle use of make-up is permissible. Boys should be clean-shaven. Tattoos are strictly forbidden.

Girls' skirts **should preserve modesty** and be in line with the practicalities of everyday

school life. We therefore request that skirts be **no shorter** than the “width of a closed palm” above the knee. Students will be advised if their skirts are thought to be too short. Our expectation is that students not only wear school uniform but look smart when they are doing so. Blazers should be worn at all times around the school site.

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

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

### **SIXTH FORM: IMAGE IS IMPORTANT**

First impressions are the ones which most influence people’s opinions about an individual. If that impression is not good, it is often impossible to correct. At Waddesdon we believe that image is important, which is why we expect Sixth Form students to set the standards for the rest of the school. As a member of the Waddesdon Sixth Form, you will be 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 girls, this means wearing a trouser suit, suit skirt and jacket, or a smart dress and jacket, with a shirt or plain top. Skirts and dresses must be an appropriate length and design for school as deemed by the Head of Sixth Form. Excessive jewellery and facial piercings are not allowed. Young men must not grow facial hair, unless for religious observance.

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

### **GAMES KIT**

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

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

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

#### **BOYS:**

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

#### **GIRLS:**

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

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

## LOCKERS

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

## LOST PROPERTY

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

## MOBILE PHONE POLICY/SMART WATCHES

We have recently reviewed our Mobile Phone Policy for students in Years 7 to 11, taking into account the changing nature of the community's expectations around mobile phone usage. Currently, students may not bring mobile phones onto the school site unless they hand them in for safe keeping by staff in the main reception. However, this has become increasingly impractical. In addition, increasing numbers of parents have indicated that they would like their children to bring their mobile phone to school to aid communication.

On the other hand, schools which allow their students to use their phones in school report an increase in incidents of bullying and theft and a consequent loss of time to teaching and learning as a result. Recent research carried out by the London School of Economics indicates that students who attend mobile-free schools benefit by the equivalent of an extra hour's teaching per week (<http://www.theguardian.com/education/2015/may/15/mobile-phone-bans-improve-school-exam-rseults-research-shows>).

Taking these and other factors into consideration, we have modified our policy, which I summarise as follows:

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

There will be no change to our mobile phone policy for the Sixth Form: 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 have explained to students the modification to our Year 7-11 policy. We would be very grateful for the full support of parents in this matter.

## SMART WATCH POLICY

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

## ARRANGEMENTS FOR ADMINISTRATION OF MEDICINE TO STUDENTS

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

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

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

## NON-PRESCRIPTION MEDICINES

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

Students sometimes ask for pain-killers (analgesics) at school, including aspirin and paracetamol. **School staff are not allowed to administer non-prescribed medication to students.** They may not know whether the student has taken a previous dose, or whether the medication may react with other medication being taken.

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

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

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

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

## TRANSPORT

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

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

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

## BUS PASSES

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

## SCHOOL BUSES AND COACHES

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

R & S transport	07832 227825
Motts Travel	01296 398300
Red Rose	01296 747926
TWK	01296 630402

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

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

## EMERGENCY PROCEDURES

### Parents:

If any emergency occurs during the day, please telephone the school. The telephones are manned from 8.30am until 4.45pm Monday to Thursday and 8.30am until 4.00pm on a Friday, during term time.

## SCHOOL CLOSURE

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

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

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

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

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

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

## EDUCATIONAL VISITS

Through the Governing Body, Waddesdon Church of England School has formally adopted the Buckinghamshire 'Requirements and guidance for off-site visits and related activities' linking to National Guidance and Evolve 2016/17. Further procedures which reflect good practice have also been agreed with the school's Governing Body and a full copy of the County Policy and Procedures is available on the school website.

### Aims and Purpose of Educational Visits

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

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



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

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

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

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

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

### **Approval Procedure and Consent**

An Educational Visits Co-ordinator (EVC) has been nominated by the Headteacher and approved by the Governing Body. A Governor has also been nominated, to have oversight of Visits. The Curriculum and Student Wellbeing Committee, is charged with consideration and approval of educational visits and other offsite activities.

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

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

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

For any visit lasting a day or more, parents will be asked to sign a letter which consents to their son/daughter taking part. The school has a standard letter for this purpose.

As part of the parents' consent they will be fully informed of the activities and arrangements

for the visit. For all 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.

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 2017/18

Subject	Board	Specification Code
Art & Design (9-1)	AQA	8201
Art & Design: Graphic Communication (9-1)	AQA	8203
Art & Design: Photography (9-1)	AQA	8206
Business Studies	EDEXCEL	2BS01
Business Studies (9-1)- NEW Year 9s	EDEXCEL	1BSO
Computer Science (9-1) – NEW Year 9s	OCR	J276
Design & Technology: Engineering – Year 11	AQA	4850
Design & Technology: Engineering – Year 11	AQA	4850
Design & Technology: Product Design and Textiles (9-1) Years 9 & 10	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
Languages: French (9-1)	AQA	8658
Languages: Spanish (9-1)	AQA	8698
Mathematics A (Linear)	EDEXCEL	1MA1
Music (9-1)	OCR	J536
Physical Education (9-1)	AQA	8582
Religious Studies (9-1) A Specification	AQA	8062
Science: Combined Award – Synergy (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

## CAMBRIDGE NATIONAL

Subject	Board	Specification Code
Level 2 Cambridge National Certificate in ICT	OCR	J810

## Functional Skills

Subject	Board	Specification Code
Level 1/2 Functional Skills in ICT	EDEXCEL	

## GCE AS & A LEVEL EXAMINATION SYLLABUSES

Subject	Board	Specification Code			
		AS	A2	AS	A Level
Art & Design: Art, Craft & Design	OCR	-	-	H200	H600
Art & Design: Graphic Communication	OCR	-	-	H202	H602
Art & Design: Photography	OCR	-	-	H203	H603
Business	EDEXCEL	-	-	8BS0	9BS0
Communication and Culture	AQA	-	2625	-	-
Design & Technology: Engineering (Applied)	EDEXCEL	-	9371	-	-
Design & Technology: Product Design (3-D Design)	AQA	-	2551	-	-
Design & Technology: Product Design	AQA	-	-	7551	7552
Design & Technology: Product Design – Textiles	AQA	-	2562	-	-
Design & Technology: Product Design – Textiles NEW	AQA	-	-	7561	7562
Drama & Theatre Studies	EDEXCEL	-	-	8DR0	9DR0
Economics	EDEXCEL	-	-	8EC0	9EC0
English Literature	EDEXCEL	-	-	8ET0	9ET0
Geography	AQA	-	-	7036	7037
Health & Social Care	AQA	-	2820	-	-
History 1C & 2R	AQA	-	-	7041	7042
Languages: French	AQA	-	-	7651	7652
Languages: Spanish	AQA	-	-	7691	7692
Mathematics	EDEXCEL	-	9371	-	-
Further Mathematics	EDEXCEL	-	9372	-	-

Mathematics	EDEXCEL	-	-	8AM0	-
Further Mathematics	EDEXCEL	-	-	8FM0	-
Media Studies	AQA	-	-	7571	-
Physical Education	AQA	-	-	7581	7582
Psychology	AQA	-	-	7181	7182
Religious Studies	AQA	-	-	7061	-
Science – Biology	AQA	-	-	7401	7402
Science – Chemistry	AQA	-	-	7404	7405
Science – Physics	AQA	-	-	7407	7408
Sociology	AQA	-	-	7191	-

### BTEC

Subject	Board	Specification Code
Level 3 Certificate in Music	EDEXCEL	-
Level 3 Subsidiary Diploma in Music	EDEXCEL	-
Level 3 Diploma in Music	EDEXCEL	-

### THE LONDON INSTITUTE OF BANKING & FINANCE (Formerly IFS University College)

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

### EXTENDED PROJECT QUALIFICATION

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

### LEVEL 3 CERTIFICATE / DIPLOMA – NEW

Subject	Board	Specification Code
Level 3 Certificate in Food Science & Nutrition	WJEC	-
Level 3 Diploma in Food Science & Nutrition	WJEC	-
Level 3 Certificate in Applied Science	AQA	TVQ01028

## GCSE RESULTS

In 2016 100% of students gained 5 A\*-G grades, 90% gained 5 or more A\*-C grades, with 79% achieving the benchmark 5 A\*-C grades including English and Maths. These results reflect the hard work of students and their teachers and support staff and the active support of parents and families

	2016	2015	2014	2013	2012
5 A*-C	90%	84%	90%	92%	92%
<b>5 A*-C including English and Maths</b>	<b>78%</b>	<b>77%</b>	<b>76%</b>	<b>74%</b>	<b>70%</b>
Valued Added Score	1033 Sig+*	1024 Sig+	1040 Sig+	1023 Sig+	1017 Sig+
5 A*-C including English, Maths and Science	73%	73%	69%	67%	64%
5 A*-G	100%	99.3%	100%	100%	99.8%
Average points per entry	45.6(B)	45.1 (B)	45.7 (B)	43.5 (B-)	44.2 (B-)
A*/A	27%	27%	26%	22%	23%
A*- B	59%	56%	57%	53%	52%

\*Sig+ means in the top 25% of schools nationally for progress

## A LEVEL RESULTS

In 2016 the 99.5% pass rate was a school record, with students achieving 20% **above** national expectations for progress. 55% of grades were A\*-B and nearly 9 out of 10 grades were C or above. The A Level Performance System (ALPS) analysis of our students' performance in relation to schools across the country is expressed as a T Score grade 2, 'Outstanding', for 2015-16, with a 3-year T Score of 3, 'Excellent'.

A2	2016	2015	2014	2013	2012
% Pass Rate	99.5	99.1	98.4	99.0	98.4
%A* grades	4.6	2.9	5.3	6.0	9.0
%A*A grades	19.7	11.7	23.7	20.0	23.0
% A*AB grades	54.6	42.7	53.9	52.2	52.0
% A*ABC grades	85.4	77.7	75.3	77.2	78.0

## GCSE RESULTS BY SUBJECT 2016

Qualification Name	A*-A %	A*-C %	A*-G %	Avg Grade
Art	27	97	100	B
Art Graphics	47	100	100	A-
Art Photography	32	100	100	B+
Biology	71	100	100	A
Business	16	80	100	C
Chemistry	54	100	100	A-
Dance	0	75	100	C+
Drama	13	63	100	C
Engineering	5	57	100	C-
English Language	18	85	100	B-
English Literature	20	88	99	B-
Food Technology	56	89	100	B+
French	38	88	100	B
Geography	27	96	100	B
History	20	77	100	C+
ICT	53	96	100	B+
Maths Applications	19	80	100	C+
Maths Methods	22	78	100	B-
Music	33	87	100	B-
PE	21	94	100	B-
Physics	64	100	100	A
Product Design	11	100	100	B
Religious Studies	45	83	100	B
Science Core	8	68	100	C
Science Additional	10	70	100	C
Science (overall incl. B/C/P)	24	77	100	C+
Spanish	30	90	100	B
Textiles	67	100	100	



### A LEVEL RESULTS BY SUBJECT 2016

Qualification Name	A*-B%	A*-C%	A*-E %	Student Count
A2 Art & Design	64	100	100	11
A2 Art Graphics	100	100	100	7
A2 Art Photography	67	100	100	9
A2 Biology	60	87	100	15
A2 Business Double	50	90	100	10
A2 Business Single	56	82	100	50
A2 Chemistry	60	80	100	5
A2 Comms	56	89	100	18
A2 Drama	31	85	100	13
A2 Economics	60	100	100	15
A2 Engineering	55	73	100	11
A2 English Literature	44	83	100	23
A2 French	0	0	100	2
A2 Geography	68	96	100	25
A2 Health & Social Care	44	100	100	9
A2 History	67	89	100	18
A2 ICT	60	90	100	10
A2 Maths	54	69	100	13
A2 Maths Further	100	100	100	1
A2 Physical Education	40	60	100	10
A2 Physics	50	63	88	8
A2 Product Design	40	100	100	5
A2 Psychology	56	96	100	25
A2 Religious Studies	33	76	95	21
A2 Spanish	40	60	100	5
A2 Textiles	75	75	100	4
BTEC Music Sub. Diploma	67	67	100	3
BTEC Music Diploma	50	63	100	4
EPQ	60	90	100	10
IFS L3 Cert	100	100	100	5
A2 General Studies	75	100	100	8

## CURRENT STAFF LIST

Matthew Abbott	Headteacher
Nicola Aldridge	Head of Year 12/Languages
Hazel Allen	Head of Year 7/Mathematics
Yousaf Amir	Technology
Sophie Anderson	Cover Supervisor
Abdel Anouar	Mathematics
Amy Armstrong	Librarian
Janice Atack	Science Technician
Sarah Baker	Science Technician
Valerie Baker	Languages
Susan Band	Science
Sarah Barnett	Biology
Matthew Barrett	Subject Leader Geography
Robert Baxter	Caretaker
Marc Berrett	Subject Leader Art
Tina Bloomfield	Learning Support Assistant
Jessica Booker	Business Studies
Ian Boulter	Engineering
Tracey Bradford	Learning Support Assistant
Rachel Branton	Assistant Headteacher/T&L CPD
Alison Breith	Learning Support Assistant
Susan Brookhouse	Learning Support Assistant
David Broomhead	Site Manager
Samantha Burch	Learning Support Assistant
Jenny Carr	Student Monitoring Administrator
Kevin Carr	Chemistry/Timetable
Melinda Carr-Ruby	Head of Year 11/Subject Leader Music
Bonita Carter	Careers Advisor/Citizenship and PSHE Co-ordinator
Sarah Caswell	English/D of E
Meghan Chapple	Student Achievement Manager PE
Vanessa Clark	Head of Year 10/English
Kirsty Connell	Chemistry/Assistant SENDCO
Lorraine Cooper	Finance Officer
Maura Corcoran	Subject Leader RS
Ann Coulter	Head of Year 13/Languages
Rebecca Cox	Learning Support Assistant
Peter Cross	Caretaker
Susan Cross	Learning Support Assistant
Alannah Cullen	Subject Leader Psychology/Sociology
Samuel Dakin	Religious Studies
John Dangana	Religious Studies
Sarah Davis	Student Achievement Manager Art
Lorraine Day	Science Technician
Matthew Dipple	Mathematics
Christopher Dowrick	Mathematics/EVC Co-Ordinator
Helen Drought	History/English

Charmaine Duffett	Learning Support Assistant
Hannah Duggan	Physical Education
Tripta Eady	Cover Supervisor
Lorraine East	Receptionist/Administrator
Susan Enevoldsen	Geography
Sharon Evans	Art
Anna Ewart	Subject Leader Science
Helen Fitzgerald	Subject Leader Languages
Di Fulton	HLTA Literacy
Tricia Garey	Enrichment Administrator
Anne Golder	Art Technician
Cheryl Good	Student Achievement Manager English
James Grace	ICT
Lauren Haggerty	English/Subject Leader Communications/Media Studies
Michaela Hammond	Finance Officer/Cover Manager
Caroline Hicks	First Aid Officer/Student Monitoring Administrator
Christine Hiscock	Catering Assistant
Elizabeth Hobbs	Learning Support Assistant
Val Homewood	Director of Finance & Administration
Claire Howitt	Learning Support Assistant
Elizabeth Hoyle	Student Achievement Manager Science
Abigail Hubbucks	Senior Science Technician
Michelle Hughes	Subject Leader Mathematics
Karen Ireland	Assistant Catering Manager
Helen Jauregui	English
Samuel Jones	Deputy Headteacher Behaviour
Christopher Kellett	ICT Technician
Scott Kennedy	Subject Leader Physical Education
Jill Lamb	Learning Support Assistant
Laura Lenander	Art/ Professional Tutor
Nicola Logan	Enrichment & Transition Officer/Website Editor
Janek Maciejewski	Head of Year 9/ Physical Education
Avnish Majethia	Subject Leader ICT
Nicola Makepeace	Learning Support Assistant
Annalies McIver	Assistant Headteacher / Head of Sixth Form / History
Tamsin McKenzie	Psychology
Katherine McSweeney	Student Monitoring Administrator
Aouatif Mernissi	Catering Assistant
Amanda Miller	Catering Assistant
Angela Morgan	Headteacher's PA
Fiona Morris	Subject Leader English
Thabo Nkoane	Student Achievement Manager Maths
Lauren Osborne	Drama
Sylvia Patchett	Subject Leader Technology/Textiles
Jack Paviour	Reprographics Manager/Graphic Designer
Jenny Payne	Subject Leader History
Karen Plater	Learning Support Assistant
Toni Powis	PE/Cover

Duncan Purchase	ICT Systems Manager
Rebecca Raynor	Art
Nicola Ready	Office Manager
Jenny Richards	Learning Support Assistant
Sarah Richardson	Food Technology Technican
Chelsey Rose	Science
Jeremy Sampson	Science
Rory Scrivener	ICT Technician
Karen Sexton	Examination Officer
Tracey Smith	Maths
Pirunthuvy Sriselvarajah	Learning Support Assistant
Nicola Strachan	Food Technology
James Sturla	Assistant Headteacher Pastoral/SEND/CO
Heather Thomas	Data Manager/Exam Administrator
Paul Tilley	Subject Leader Business Studies/Economics
Kate Turner	Subject Leader Drama
Sara Turner	School Counsellor
Rebecca Vignoles	HLTA
Sarah Waller	Restaurant Manager/Chef
Sheila Watts	Student Achievement Manager Technology / Food
Daniel West	Physics / Data Manager
Ruth Whittaker	Physical Education/COPE
Samantha Wildfield	Physics
Kelly Worland	Cover Supervisor
Tracey Wylde	Learning Support Assistant

WADDESDON CHURCH OF ENGLAND SCHOOL

**Application for Leave of Absence for Exceptional Circumstances**

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

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

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

**Student's name:** \_\_\_\_\_ **Form:** \_\_\_\_\_

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

**Proposed dates of absence:**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

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

(continue overleaf if necessary)

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

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

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

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

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

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

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

✂-----

**LEAVE OF ABSENCE REQUEST – RESPONSE FORM**

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

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

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

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

**Reason for absence – continuation:**