

***WADDESDON CHURCH OF
ENGLAND SCHOOL***

PARENT HANDBOOK

2019-2020

Core values and principles

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

Our ethos is rooted and grounded in the Christian values of love, compassion, kindness and inclusion which foster dignity and respect for all. Students tell us that they feel safe at Waddesdon School.

Self-confidence, self-belief and agency are nurtured through praise, encouragement, acknowledgement of success and celebration of achievement.

Our vibrant and positive culture enables our students to fulfil their potential as self-disciplined, responsible and productive citizens who are proud to claim that they are a part of the Waddesdon tradition, the 'Waddesdon Way'.

Standards and expectations are high and learning is developed through a broad range of engaging and rich educational opportunities. We are a dedicated and motivated staff who enable our students to work hard and achieve highly. However, our school cannot simply be measured by our outstanding outcomes alone; it is also measured by the development and character of our young people.

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

2019-2020

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

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

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

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
Break time	01.50	-	02.10
Period 5	02.10	-	03.10

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

CONTACTING THE SCHOOL

office@waddesdonschool.com

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

absence@waddesdonschool.com

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

medical@waddesdonschool.com

**Please use this email address for any medical
forms/queries or to contact the first aid officer**

OFFICE OPENING TIMES

During term time: Monday to Thursday 8.00am - 4.45pm, Fridays 8.30am - 4.00pm. During school holidays: Between 9.00am and 1.00pm. The school is **closed** from Thursday 25th July until Monday 12th August 2019 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.

TERM DATES 2019/2020**Autumn Term 2019**

School Opens for Years 7 & 12
 School Starts for all students
 School Closed
 School Closes for Half-Term
 School Re-Opens
 School Closes for Christmas

Thursday 22nd & Friday 23rd August
 Monday 2nd September
 Tuesday 3rd September
 Wednesday 4th September
 Thursday 5th September
 Wednesday 25th September
 Friday 25th October
 Monday 4th November
 Thursday 19th December (1pm)

Year 12 Enrolment
 Day 9am-1pm
 Staff Training
 Staff Training

Staff Training

Spring Term 2020

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

Monday 6th January
 Tuesday 7th January
 Friday 14th February
 Monday 24th February
 Friday 3rd April

Staff Training

Summer Term 2020

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

Monday 20th April
 Tuesday 21st April
 Friday 8th May
 Friday 22nd May
 Monday 1st June
 Tuesday 2nd June
 Tuesday 21st July (1pm)

Staff Training

Bank Holiday

Staff Training

PROVISIONAL DATES 2020/21**Autumn Term 2020**

School Opens for Years 7 & 12
 School Starts for all students
 School Closed
 School Closes for Half-Term
 School Re-Opens
 School Closes for Christmas

Monday 31st August
 Tuesday 1st September
 Wednesday 2nd September
 Thursday 3rd September
 Friday 4th September
 Wednesday 23rd September
 Friday 23rd October
 Monday 2nd November
 Friday 18th December (1pm)

Bank Holiday
 Staff Training
 Staff Training

Staff Training

Spring Term 2021

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

Monday 4th January
 Tuesday 5th January
 Friday 12th February
 Monday 22nd February
 Thursday 1st April

Staff Training

Summer Term 2021

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

Monday 19th April
 Tuesday 20th April
 Monday 3rd May
 Friday 28th May
 Monday 7th June
 Tuesday 8th June
 Wednesday 21st July (1pm)

Staff Training

Bank Holiday

Staff Training

THE SCHOOL DIARY 2019/2020

AUGUST		
Thursday	22 nd	Year 12 Enrolment (Internal students)
Friday	23 rd	Year 12 Enrolment (New External Students)
SEPTEMBER		
A		
Monday	2 nd	Staff Training Day
Tuesday	3 rd	Staff Training Day
Wednesday	4 th	School opens for Years 7 & 12 Year 12 Induction Day Year 13 Resit Exams (line ups at 8.30am and 12 noon)
Thursday	5 th	School opens for Years 8-11 & 13
Friday	6 th	
B		
Monday	9 th	Community Library 3.30-6.00pm
Tuesday	10 th	
Wednesday	11 th	Year 7 Parents' Information Evening - help your child to be a successful learner 6pm (SJ/HA)
Thursday	12 th	Year 8 "Harry Potter" Technology Visit Year 12 Photographs (assembly)
Friday	13 th	Roald Dahl Day
A		
Monday	16 th	River Chess Physical Geography Field Work (11D) – 9am-3pm
Tuesday	17 th	Year 11 Learning Performance – Study Skills Workshop Career Visit to Waterperry Gardens Years 9-10 CoPE Students (9.30–2.30)
Wednesday	18 th	River Chess Physical Geography Field Work (11A) – 9am-3pm
Thursday	19 th	Year 12 Parents' Information Evening 6.00-7.00pm
Friday	20 th	Year 13 Geography visit Skern Lodge. Return Monday, 23 rd September (3pm)
B		
Monday	23 rd	
Tuesday	24 th	Open Morning – Tours 9am and 9.30am, presentation by Headteacher 10.40am. Open Evening – tours 6pm, 6.30pm and 7.15pm, presentations by Headteacher 6pm and 8pm
Wednesday	25 th	Staff Training Day
Thursday	26 th	
Friday	27 th	
A		
Monday	30 th	Year 7 Green Park – Team building (one class)
OCTOBER		
Tuesday	1 st	Holy Communion: 8.40 – 9am Year 7 Green Park – Team building (one class)
Wednesday	2 nd	Year 7 Green Park – Team building (one class)
Thursday	3 rd	Year 7 Green Park – Team building (one class) WSA Meeting 7-9pm (Hall)
Friday	4 th	Year 7 Green Park – Team building (one class)
B		
Monday	7 th	Whole School Photo Community Library 3.30-6.00pm
Tuesday	8 th	Annual Service of Praise and Thanksgiving
Wednesday	9 th	

Thursday	10 th	World Mental Health Day Year 7 Art Trip (half year group) to Tring Museum (P1-3) Buckinghamshire MIND coffee morning (9.30am – 10.30am) for parents and carers (with some Sixth Form mediators)
Friday	11 th	GCSE Rock Climbing Practical until Sunday 13 th October
A		
Monday	14 th	
Tuesday	15 th	Year 12 UK University and Apprenticeships Fair visit – University of Northampton Year 9 Photography visit to Waddesdon Manor (P3-5)
Wednesday	16 th	Alter Ego production of “County Lines” 2.10-3.10 (Years 9/10)
Thursday	17 th	Year 7 Art Trip (half year group) to Tring Museum (P1-3)
Friday	18 th	DoE Training Expedition (Cosgrove) until Saturday 19 th October
B		
Monday	21 st	21 st (9pm) – 28 th October Global Leadership visit to India (Year 13)
Tuesday	22 nd	
Wednesday	23 rd	
Thursday	24 th	
Friday	25 th	School closes for half-term
HALF TERM		
NOVEMBER		
A		
Monday	4 th	Community Library 3.30-6.00pm
Tuesday	5 th	
Wednesday	6 th	Year 12 & 13 visit to London Institute of Banking and Finance and Bank of England (8am – 3pm) GCSE Presentation Evening 7.00pm
Thursday	7 th	Mock Exam Information Evening- Hall 6.30pm (JM/SJ) Year 8 Art Trip (P1-3) – Group 1 Year 13 - Senior Maths Challenge (Hall P1)
Friday	8 th	Year 9 Maths in Action (Warwick Racecourse) 8.30am-4pm Year 8 Art Trip (P1-3) – Group 2
Sunday	10 th	Waddesdon Village Remembrance Service at War Memorial
B		
Monday	11 th	Inter-form week (Girls – hockey; Boys – rugby)
Tuesday	12 th	Report # 1 issued – No Assembly Year 11/12 Maths Inspiration Lectures (Birmingham University)
Wednesday	13 th	A Level RS/Philosophy Conference (8.45am – 3.10pm) Year 7 Form Tutors Consultation Evening – Library (by appointment)
Thursday	14 th	Year 11 Post-16 Options Conference (P1-3)
Friday	15 th	Year 13 English visit to ‘Frankenstein’ (12pm – 7pm)
A		
Monday	18 th	Year 12 Assessment Week (classroom-based)
Tuesday	19 th	Criminology Student Conference (71 Year 13 Sociology and Psychology students) Scholastic Book Fair until 29 th November
Wednesday	20 th	Cast & Crew off timetable for school production
Thursday	21 st	School Production (Cast & Crew off timetable) + Christmas Fair
Friday	22 nd	School Production + Christmas Fair
Saturday	23 rd	School Production + Christmas Fair

B		
Monday	25 th	
Tuesday	26 th	Year 13 Safe Drive Stay Alive (P1-3)
Wednesday	27 th	Holy Communion: 8.40 – 9.00am
Thursday	28 th	Sixth Form Open Evening (6.00–8.00pm)
Friday	29 th	Year 12 English visit to 'Handmaid's Tale' lectures (9.00am-5.30pm)
DECEMBER		
A		
Monday	2 nd	Community Library 3.30-6.00pm Year 11 Mock Exams (two weeks and two days)
Tuesday	3 rd	Year 12 & 13 A Level Physics Live (8.30am–5.00pm)
Wednesday	4 th	Year 7 Castle visit – Warwick (all day)
Thursday	5 th	Year 9 Parents' Consultation Evening (3.45-5.15pm & 5.45-7.30pm)
Friday	6 th	
B		
Monday	9 th	
Tuesday	10 th	
Wednesday	11 th	Christmas Lunch Years 7,8 & 9
Thursday	12 th	Christmas Lunch Years 10,11,12 & 13
Friday	13 th	Performance of 'A Christmas Carol' for Year 7 in school Visit of Instituto Cervantes Canada Blanch to school and Waddesdon Manor
A		
Monday	16 th	Year 7 & 8 Carol Service – during the day
Tuesday	17 th	Christmas Carol Service – 7pm
Wednesday	18 th	A level Presentation Evening (6.00-7.00pm)
Thursday	19 th	School Closes for Christmas 1pm
JANUARY		
B		
Monday	6 th	Staff Training Day
Tuesday	7 th	Term starts for students Year 11 MFL mock speaking exams (until 10 th January)
Wednesday	8 th	
Thursday	9 th	
Friday	10 th	
A		
Monday	13 th	Community Library 3.30-6.00pm Year 13 Mock Exam Week (Hall) LIBF Finance Exam Part A (IT rooms) Year 12:P3 Yea r13:P4 LIBF Finance Exam Part B Year 12 & Year 13 (9.00am)
Tuesday	14 th	
Wednesday	15 th	Year 11 Art – London Galleries
Thursday	16 th	
Friday	17 th	Year 11 Geography field visit – 10am – 3pm
B		
Monday	20 th	
Tuesday	21 st	MUNGA Conference Day – all day (Hall)
Wednesday	22 nd	
Thursday	23 rd	Poetry Live, Reading (Year 11) – 8.30am to 4.30pm
Friday	24 th	Mock Results Day Year 11 (Assembly) Report # 2 issued – Year 11

A		
Monday	27 th	<i>(Holocaust Memorial Day)</i>
Tuesday	28 th	Holy Communion: 8.40 – 9.00am
Wednesday	29 th	
Thursday	30 th	Year 11 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
Friday	31 st	Year 8 (year group) History visit - Bletchley Park
FEBRUARY		
B		
Monday	3 rd	Inter-form Week (Girls: netball; Boys: football) Community Library 3.30-6.00pm
Tuesday	4 th	
Wednesday	5 th	Careers Fair
Thursday	6 th	Year 9 London Science Museum visit
Friday	7 th	
A		
Monday	10 th	Year 10 Photography visit – Oxford/Ashmolean Museum (9.00am-3.00pm)
Tuesday	11 th	<i>Safer Internet Day</i> DofE Navigation Walk (Waddesdon Manor Estate)
Wednesday	12 th	Year 13 Mock Results Assembly Report # 2 issued Years 7 – 10 and Sixth Form – No Assembly DofE Navigation Walk (Waddesdon Manor Estate) KS2 Dance Show (until approx. 5.30pm)
Thursday	13 th	The Big Gig 7.00-9.00pm
Friday	14 th	School closes for half-term
HALF TERM		
B		RING FENCING BEGINS
Monday	24 th	Year 10 Exams Week (until March 3 rd)
Tuesday	25 th	Second Year 11 MFL mock (3.15-5.30)
Wednesday	26 th	Second Year 11 MFL mock (3.15-5.30)
Thursday	27 th	Year 13 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
Friday	28 th	Year 9 Td/IPV & MenACWY Vaccinations
MARCH		
A		
Monday	2 nd	Year 10 MFL speaking mocks and Year 11 speaking mocks re-takes (until 6th) Community Library 3.30-6.00pm
Tuesday	3 rd	Year 12 Food WJEC Unit 1 (Tuesday-Thursday)
Wednesday	4 th	Year 8 Conference (P1-P3) Year 8 Options Parent Information Evening 6pm (VC/SJ)
Thursday	5 th	World Book Day
Friday	6 th	
B		
Monday	9 th	Year 11 Food AQA NEA 2 (Monday-Friday) LIBF Finance Exam Part A (IT rooms) Year12:P3 Year13:P4
Tuesday	10 th	
Wednesday	11 th	
Thursday	12 th	Year 8 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm (Using Year 8 reports)
Friday	13 th	
A		
Monday	16 th	LIBF Finance Exam Part B Year 12 & Year 13 9.00am

Tuesday	17 th	
Wednesday	18 th	Deadline Year 8 Options
Thursday	19 th	
Friday	20 th	Quinton Church Gig (provisional)
B		
Monday	23 rd	
Tuesday	24 th	Holy Communion: 8.40 – 9am
Wednesday	25 th	Years 3 and 4 Quick Sticks Hockey (until approx. 5.30pm)
Thursday	26 th	Year 12 Parents' Consultation Evening 3.45-5.15pm & 5.45-7.30pm
Friday	27 th	
A		
Monday	30 th	
Tuesday	31 st	
APRIL		
Wednesday	1 st	
Thursday	2 nd	
Friday	3 rd	School closes for Easter
B		
Monday	20 th	Staff Training Day
Tuesday	21 st	
Wednesday	22 nd	Year 12 Geography field visits (10am – 12.30pm; 1pm – 3pm) Year 8 Girls & Boys (HPV 1 st dose) Year 9 Girls (HPV 2 nd dose)
Thursday	23 rd	Year 7 Parents' Consultation Evening: 3.45-5.15pm & 5.45-7.30pm
Friday	24 th	
A		
Monday	27 th	GCSE Art & Design exam A Level Photography exam Community Library 3.30-6.00pm
Tuesday	28 th	A Level Photography exam GCSE Art & Design exam
Wednesday	29 th	A Level Photography exam
Thursday	30 th	GCSE Photography exam
MAY		
Friday	1 st	GCSE Photography exam Year 11 MFL final speaking exams (until Thursday 7th May)
B		
Monday	4 th	GCSE Graphics exam A Level Art & Design exam LIBF Finance Exam Part A (IT rooms) Year 12:P3 Year 13:P4
Tuesday	5 th	A Level Art & Design exam GCSE Graphics exam
Wednesday	6 th	LIBF Finance Exam Part B Year 12 & Year 13 9.00am A Level Art & Design exam A Level Graphics exam GCSE Art/Graphics/Photography additional time
Thursday	7 th	GCSE Exhibition deadline – Art/Graphics/Photography A Level Graphics exam Year 10 Parents' Consultation Evening 3.45-5.15pm &

		5.45-7.30pm
Friday	8 th	MAY BANK HOLIDAY VE Day 75 years celebration
A		GCE/GCSE exams begin (until 24th June)
Monday	11 th	GCSE revision lessons begin (supervised study for all) A Level Graphics exam Community Library 3.30-6.00pm Year 9 Assessment week
Tuesday	12 th	A Level Art/Graphics/Photography exams - additional time Holy Communion: 8.40 – 9am
Wednesday	13 th	A Level Exhibition deadline – Art/Graphics/Photography
Thursday	14 th	Report # 3 issued to Year 11 & 13
Friday	15 th	Year 13 Leavers' Day and Ball
B		
Monday	18 th	Year 13 Study Leave begins (provisional)
Tuesday	19 th	
Wednesday	20 th	Year 8 French visit Boulogne (Opal Coast). Return 22 nd May
Thursday	21 st	
Friday	22 nd	School closes for half-term Year 11 Leaving Assembly P5 Hall – study leave for all Year 11. DofE Practice Expedition (from 12pm to 6pm) Calvert
HALF TERM		Years 9 & 10 Food Visit to Sorrento 29 th May – 2 nd June
JUNE		
A		
Monday	1 st	Staff Training Day
Tuesday	2 nd	
Wednesday	3 rd	Art, Technology and Media Studies exhibition 4.00-7.00pm
Thursday	4 th	Year 10 History visit to Berlin (returning 7 th June)
Friday	5 th	
B		
Monday	8 th	Community Library 3.30-6.00pm Year 9 Safer Choices PSHE session P1-3
Tuesday	9 th	
Wednesday	10 th	Year 7 RS Visits to St Michael & All Angels Church, Waddesdon
Thursday	11 th	Year 8 Camp (return Friday pm)
Friday	12 th	Whole school activities day DofE Assessed Expedition (12pm to Saturday 4.30pm)
A		
Monday	15 th	Year 12 Exam week (Sports Hall) Inter-form: Boys Softball and Girls Rounders Year 9 MFL mock speaking exams (until 19 th) LIBF Finance Exam Part A (IT rooms) Year 12:P3 Year 13:P4
Tuesday	16 th	RS visit to Christ Church Cathedral (Year 8)
Wednesday	17 th	Year 10 Geography visit - River Chess
Thursday	18 th	Year 10 Geography visit – River Chess
Friday	19 th	LIBF Finance Exam Part B Year 12 & Year 13 9.00am Year 10 Geography visit - River Chess
B		
Monday	22 nd	
Tuesday	23 rd	
Wednesday	24 th	Years 9 & 10 Art Visit – London, Summer Exhibition - Royal Academy / National Portrait Gallery GCE/GCSE Exams end

Thursday	25 th	Foundation Day (1) Prospective Year 12
Friday	26 th	Foundation Day (2) Prospective Year 12 Years 10 and 12 visit to Portabello Road and Instituto Canada Blanch
A		
Monday	29 th	
Tuesday	30 th	Holy Communion: 8.40 – 9am Year 12 Geography field work: 8.30am – 6pm Year 6 & Year 8 – Maths Trail (Library P1-2)
JULY		
Wednesday	1 st	Year 12 Graphics/Photography/Art – 2-day London Galleries Year 6 Games (all day) Year 10 BP Roadshow – (Hall P1-2)
Thursday	2 nd	Year 12 Graphics/Photography/Art – 2-day London Galleries Life after Waddesdon Evening 6.00-7.00pm
Friday	3 rd	Year 7 & 8 Maths Fun Roadshow (Hall P1-5) Year 12 Biology Field Trip (return 6 July)
B		
Monday	6 th	Year 6 Transition Day (for identified students) Year 12 Work Experience (two days) Community Library 3.30-6.00pm
Tuesday	7 th	Year 6 Transition Day 9.15am - 2.20pm Year 12 Work Experience Report # 3 issued Years 7-10
Wednesday	8 th	Year 6 Transition Day 9.15am – 2.20pm Year 6 Transition Evening – 6.00pm (Headteacher’s speech)
Thursday	9 th	Waddfest
Friday	10 th	Sports Day
A		
Monday	13 th	Years 9 & 10 visit to Paris. Return 17 th July. Waddesdon Walk
Tuesday	14 th	
Wednesday	15 th	Prize Giving
Thursday	16 th	
Friday	17 th	Reserve Sports Day
B		
Monday	20 th	Report # 3 issued Year 12
Tuesday	21 st	School closes for summer – 1pm
AUGUST		
Thursday	13 th	A Level Results Day
Thursday	20 th	GCSE Results Day / Internal Year 12 Enrolment
Friday	21 st	Year 12 new student Enrolment

VISITS/ACTIVITIES AT A GLANCE BY YEAR GROUP

All costs are approximate

YEAR 7			Approx. Cost
SEPTEMBER			
Wednesday	30 th	Green Park – Team building (one form per day to 4 th October)	£40
OCTOBER			
Thursday	10 th	Art visit to Tring Museum (half year group)	£8
Thursday	17 th	Art visit to Tring Museum (half year group)	£8
NOVEMBER			
Friday	1 st	Ski USA 2021 first deposit due (total cost approx. £1700)	£100
DECEMBER			
Sunday	1 st	Ski USA 2021 second deposit due (total cost approx. £1700)	£100
Wednesday	4 th	History Castle visit	£20
Wednesday	13 th	Performance of “A Christmas Carol” in school	£5
JUNE			
Wednesday	10 th	RS visit to St Michael and All Angels Church Waddesdon	Nil
Friday	12 th	Activity Day: Whipsnade Zoo	£20

YEAR 8			Approx. Cost
SEPTEMBER			
Thursday	12 th	Technology Visit – Harry Potter Studio Tour	£26
NOVEMBER			
Friday	1 st	Ski USA 2021 first deposit due (total cost approx. £1700)	£100
Thurs & Fri	7/8 th	Pitt Rivers Museum – Art visit (half year group per day)	£12
DECEMBER			
Sunday	1 st	Ski USA 2021 second deposit due (total cost approx. £1700)	£100
JANUARY			
Friday	31 st	History visit to Bletchley Park	TBC
MAY			
Wednesday	20 th	French visit to Opal Coast (three days)	£345
JUNE			
Thursday	11 th	Year 8 Camp (two days)	£98
Tuesday	16 th	RS visit to Christ Church Cathedral Oxford	£16

YEAR 9			Approx. Cost
SEPTEMBER			
Tuesday	17 th	Careers Visit to Waterperry Gardens CoPE Students	£8
OCTOBER			
Friday	11 th	GCSE PE Rock Climbing Residential (three days)	£200
Tuesday	15 th	Photography visit to Waddesdon Manor	Nil
NOVEMBER			
Friday	1 st	Ski USA 2021 first deposit due (total cost approx. £1700)	£100
Friday	8 th	Maths in Action (Warwick Racecourse)	£19
DECEMBER			
Sunday	1 st	Ski USA 2021 second deposit due (total cost approx. £1700)	£100
FEBRUARY			
Thursday	6 th	Science Museum London	£20
MAY			
Friday	29 th	Food Technology visit to Bay of Naples, Italy	£650

JUNE			
Friday	12 th	Activities Day	£40
Wednesday	24 th	Art visit to London Galleries	£22
JULY			
Monday	13 th	French visit to Paris (five days)	£600

YEAR 10

Approx. Cost

SEPTEMBER			
Tuesday	17 th	Careers Visit to Waterperry Gardens CoPE Students	£8
OCTOBER			
Friday	11 th	GCSE PE Rock Climbing Residential (three days)	£200
Friday	18 th	DoE Training Expedition, Cosgrove (two days)	£30
FEBRUARY			
Monday	10 th	Photography visit to Oxford	£12
Tues & Weds	11/12 th	DofE Navigation Walk (half group per day)	Nil
MAY			
Friday	22 nd	DofE Practice Expedition, Calvert	£10
Friday	29 th	Food Technology visit to Bay of Naples, Italy	£650
JUNE			
Thursday	4 th	History visit to Berlin (four days)	£530
Friday	12 th	DofE Assessed Expedition, Chilterns (two days)	£35
Weds, Thurs, Fri	17/18/ 19 th	River Chess Fieldwork (half group per day)	£12
Wednesday	24 th	Art visit to London Galleries	£22
Friday	26 th	Spanish visit to Portobello Road	£20
JULY			
Monday	13 th	French visit to Paris (five days)	£600

YEAR 11

SEPTEMBER			
Monday	16 th	River Chess Physical Geography Fieldwork (11D)	£14
Wednesday	18 th	River Chess Physical Geography Fieldwork (11A)	£14
OCTOBER			
Friday	11 th	GCSE PE Rock Climbing Residential (three days)	£200
NOVEMBER			
Tuesday	12 th	Maths Inspiration, Birmingham	£25
JANUARY			
Wednesday	15 th	Art visit to London Galleries	£18
Friday	17 th	Human Geography Fieldwork	£10
Thursday	23 rd	Poetry Live! seminar	£28
JUNE			
	tba	Leavers' Ball	£35

YEAR 12

Approx. Cost

OCTOBER			
Tuesday	15 th	University & Apprenticeships Fair	£10
NOVEMBER			
Wednesday	6 th	London Inst of Banking & Finance and Bank of England	TBC
Tuesday	12 th	Maths Inspiration, Birmingham	£25

Friday	29 th	English lecture: The Handmaid's Tale	£40
DECEMBER			
Tuesday	3 rd	Physics Live! seminar	£40
APRIL			
Wednesday	22 nd	Human Geography visit to Aylesbury	£5
JUNE			
Friday	26 th	Spanish visit to Portobello Road	£20
Tuesday	30 th	Physical Geography visit to Hampshire coast	£30
JULY			
Wednesday	1 st	Art visit to London Galleries (two days, non-residential)	£60

YEAR 13			Approx. Cost
SEPTEMBER			
Friday	20 th	Year 13 Geography visit Skern Lodge (four days)	£350
OCTOBER			
Monday	21 st	Global Leadership visit to India (eight days)	£1675
NOVEMBER			
Wednesday	6 th	London Inst of Banking & Finance and Bank of England	TBC
Wednesday	13 th	RS Philosophy and Ethics Conference	£55
Friday	15 th	English visit to 'Frankenstein'	£40
Tuesday	19 th	Sociology/Psychology visit to Criminology Conference	£35
Tuesday	26 th	Safe Drive, Stay Alive road safety roadshow	Nil
DECEMBER			
Tuesday	3 rd	A Level Physics Live	£40
MAY			
Friday	15 th	Leavers' Ball	£40

PARENTS' EVENINGS

Wednesday	11 th	September	Year 7 Parents' Information Evening	6:00 – 7:00pm
Thursday	19 th	September	Year 12 Parents' Information Evening	6:00 -7:00pm
Wednesday	6 th	November	GCSE Presentation Evening	7:00pm
Thursday	7 th	November	Mock Exam Information Evening	6:30pm
Wednesday	13 th	November	Year 7 Parents' Consultation Evening with Form Tutor and Head of Year	By appointment 3.30pm
Thursday	28 th	November	Sixth Form Information Evening	6:00-8:00pm
Thursday	5 th	December	Year 9 Parents' Consultation Evening	3.45-5.15pm 5:45 -7:30pm
Thursday	30 th	January	Year 11 Parents' Consultation Evening	3.45-5.15pm 5:45-7:30pm
Thursday	27 th	February	Year 13 Parents' Consultation Evening	3:45-5:15pm 5:45-7:30pm
Wednesday	4 th	March	Year 8 Options Parents' Information Evening	6.00pm
Thursday	12 th	March	Year 8 Parents' Consultation Evening	3.45-5.15pm 5:45-7:30pm
Thursday	26 th	March	Year 12 Parents' Consultation Evening	3.45-5.15pm 5:45-7:30pm
Thursday	23 rd	April	Year 7 Parents' Consultation Evening	3.45-5.15pm 5.45-7.30pm
Thursday	7 th	May	Year 10 Parents' Consultation Evening	3.45-5.15pm 5:45-7.30pm
Thursday	2 nd	July	Life after Waddesdon Evening	6:00-7:00pm

In the event that you are unable to see one of your son/daughter's teachers by the end of either of the sessions (5.15pm or 7.30pm) 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 5.00pm and 7.15pm to make both parents and staff aware that only 15 minutes remain of the respective sessions.

REPORTS

Three reports will be issued over the course of the academic year.

Key features of the report:

- Clear identification of progress in all key stages and targets for each subject
- Use of colour coding system to allow at-a-glance evaluation of students' progress towards their targets
- Inclusion of 'working-at' grades or Levels at two points in the year to identify current attainment
- Use of Attitude to Learning score to monitor students' overall approach to their studies
- Written comments from Form Tutor to provide personal insight into each student's learning
- Yearly comment from a member of the School Leadership Team or the Head of Year (Years 11 and 13)

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

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. Mrs Clark is Head of Year 8, Miss Turner is Head of Year 9, Mr Dipple is Head of Year 10, Mr Maciejewski 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 Mrs McKenzie-Boyle is Head of Year 13.

Parents are reminded that if they have any concerns about any aspects of their son/daughter's education at Waddesdon, they are encouraged to contact the school to discuss them. Depending upon the severity or confidentiality of the issue, parents might speak to the Form Tutor, Head of Year, Mr Sturla (Assistant Head, Pastoral), Miss McIver (Assistant Head, Sixth Form) 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, who offers a confidential service to students. For further details, please contact Mr Sturla. The school also has a designated Careers Adviser who has access to a number of different agencies who can support students with pastoral issues.

SPECIAL EDUCATIONAL NEEDS REGISTER

Many students experience problems at some stage during their education. This may vary from an extended period of absence due to illness, to a specific learning difficulty. Those with 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 plan' outlining the difficulties experienced by the individual and setting specific learning related targets. The 'plan' is child centred and as such is developed through open communication with the student.

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

ENTITLEMENT TO FREE SCHOOL MEALS

The school is able to provide a 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 with an annual net earned income of no more than £7,400

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 2018)*

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.

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. The school operates a cashless catering system via ParentPay. A hot meal with vegetarian option may be purchased for £2.40, and dessert 60p. 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.

LEADERSHIP AND MANAGEMENT

Headteacher	Mr M Abbott
Deputy Headteacher	Mr S Jones
Business Manager	Miss J Nicholas
Assistant Headteacher	Mrs R Branton
Assistant Headteacher	Miss A McIver
Assistant Headteacher	Mr J Sturla

SCHOOL GOVERNORS

Principal	Matthew Abbott (Headteacher)
Oxford Diocesan Board appointed:	Revd J Dove Mr B Eales Mr A Howard Ms K Leonard Mrs V Lovatt-Morris Mr G Parker (Chair) Mr M Rogers Mr R W Stevens
Co-opted:	Mrs J Judson
Parent Governors:	Mrs C Anderson Sato Mr J Ball Mrs S Snelson Mr S Starsmore
Staff Governors:	Mrs J Lamb Mrs F Morris Mr D Purchase
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	Mrs V Clark
Year 9	Miss Turner
Year 10	Mr M Dipple
Year 11	Mr J Maciejewski
Year 12	Miss N Aldridge
Year 13	Mrs McKenzie-Boyle

FORM TEACHERS

Year 7

7CD	Mr C Dowrick
7MI	Mr M Israr
7AR	Miss A Ridgway
7CS	Miss C Smith
7ZD	Mrs Z Dixon

Year 8

8JB	Mrs J Booker
8SC	Miss S Caswell
8ELH	Miss E Hoe
8BJU	Mr B Judson
8SKa	Miss S Kallmeier

Year 9

9YA	Mr Y Amir
9MJB	Mr M Barrett
9HJ	Miss H Jauregui
9TS	Mrs T Smith
9SRO	Mrs S Robertson

Year 10

10BC	Mr B Coleman
10JDA	Mr J Dangana
10SEV	Mrs S Evans
10SK	Mr S Kennedy
10MWA	Mr M Watkins

Year 11

11SB	Miss S Barnett
11KD	Miss K Dolan/Mrs H Duggan
11HDR	Miss H Drought
11SH	Mrs S Hassard
11TN	Mr T Nkoane

Sixth Form

12/13 KA	Miss K Adams	12/13MC	Dr M Corcoran
12/13 SD	Mrs S Davis	12/13 HF	Miss H Fitzgerald
12/13 PI	Mr P Iveson	12/13LL	Mrs L Lenander
12/13 MP	Mr M Pocklington	12/13 PT	Mr P Tilley
12/13 DWE	Dr D West	12/13 RW	Miss R 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 County Attendance Team.

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

FAMILY HOLIDAYS AND EXTENDED TRIPS DURING TERM TIME

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

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

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

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

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

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

Holidays taken for the following reasons are not authorised:

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

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

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

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

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

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 email:
absence@waddesdonschool.com
- Informing the school immediately if your child is unwell or unable to attend for any reason
- Encouraging your child to arrive on time and prepared for learning
- Supporting the use of school detentions as a punishment for truancy and lateness, by ensuring your child attends.

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

COUNTY ATTENDANCE TEAM

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

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

SAFEGUARDING AND CHILD PROTECTION POLICY

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

The policy aims to support the development of children in ways that will foster security, confidence and resilience. It aims to provide an environment in which children and young people feel safe and secure, valued and respected and 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 and Mrs Branton. 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 AND PRAISE POLICY

1. Aims

The behaviour policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour
- Outline **how students are expected to behave**
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management
- Outline our system of **sanctions** and **rewards/praise**

2. Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting student with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#).

3. Introduction and context

We believe that the purpose of education is to enable all people to flourish individually and collectively so that they live a life of value.

Our ethos is rooted and grounded in the Christian values of love, compassion, kindness and inclusion which foster dignity and respect for all. Students tell us that they feel safe at Waddesdon School and robust systems are in place to ensure that safeguarding is exemplary. Self-confidence, self-belief and agency are nurtured through praise, encouragement, acknowledgement of success and celebration of achievement.

Our vibrant and positive culture enables our students to fulfil their potential as self-disciplined, responsible and productive citizens who are proud to claim that they are a part of the Waddesdon tradition, the 'Waddesdon Way'.

Standards and expectations are high and learning is developed through a broad range of engaging and rich educational opportunities. We are an ambitious and motivated learning community where students are encouraged to work hard and where they achieve highly.

4. Roles and responsibilities

4.1 The governing body

The governing body is responsible for reviewing and approving the behaviour policy.

The governing body will also monitor the policy's effectiveness, holding the headteacher to account for its implementation.

4.2 The headteacher

The headteacher is responsible for reviewing and approving this behaviour policy in conjunction with the governing body.

The headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure the principles are applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular student
- Recording behaviour incidents on SIMs

The senior leadership team, subject leaders and heads of year will support staff in responding to behaviour incidents.

4.4 Parents

Parents are expected to:

- Encourage a positive attitude to school and a high standard of behaviour, in accordance with school policy
- Inform the school of any changes in circumstances that may affect their child's behaviour

- 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

5. Expectations

Students are expected 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
- Not partake in any form of bullying (see **Anti-bullying Policy**)
- Conduct themselves with modesty and decorum. Close bodily contact between students is unacceptable i.e. the 'daylight rule'.
- Appreciate that the laws of the land apply in school which means that drugs, weapons and alcohol are strictly forbidden.
- Not bring chewing 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 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.

Classroom Expectations

Teachers are responsible for setting the tone and context for positive behaviour within the classroom.

They will:

- Create and maintain a stimulating environment that encourages student to be engaged
- Develop a positive relationship with student, which may include:
 - Greeting student in the morning/at the start of lessons
 - Establishing clear routines
 - Communicating expectations of behaviour in ways other than verbally

- Highlighting and promoting good behaviour
- Concluding the day positively and starting the next day afresh
- Having a plan for dealing with low-level disruption
- Using positive reinforcement

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 and 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

6. Authentic praise strategies used at Waddesdon to encourage motivation in students:

To support both intrinsic and extrinsic motivation a range of authentic praise strategies are used including;

- Spoken praise from teacher to student
- Subject praise postcards home
- Waddesdon Points Award scheme
- Acknowledgement in class and/or assembly
- Class/year/team recognition via assemblies and Waddesdon Voice
- Awards at Prize Giving
- Contact with home e.g. letter, phone call, email
- Comments on reports
- Visit to senior member of staff for praise
- Additional privileges e.g. 'Sixth Form golden ticket'
- Praise events e.g. 'Progress' breakfasts for students with the most GOLDS on reports, Highest Atl scores, Challenge Award

6.1 Use of Achievement Points

6.2 Waddesdon points are issued by teachers to students when:

- Students have **made significant progress** in a subject over a period of time
- Students have **shown a considerable level of effort** over a series of lessons OR on a specific piece of work/project/event
- Students' behaviour and actions have **championed the 'Waddesdon Way'** e.g. as an ambassador for the school, supporting others, delivering an assembly

To ensure **Waddesdon points** are a true reflection of these standards, the points are only awarded when students demonstrate they have **done more than just meet the expectations** we have of a Waddesdon student.

In some departments systems exist to support the awarding of **Waddesdon points** over time e.g. 3 subject merits/stickers/ stamps = one **Waddesdon point**. Departments will share with students the process they choose to apply.

7. Sanctions for unacceptable behaviour

The school may use one or more of the following sanctions in response to unacceptable behaviour:

- Spoken rebuke
- Loss of privilege or free time (lunchtime or after-school detention)
- Placement on report
- Letter home
- Discussion between parents, student and members of staff
- Period 6 (after school homework support sessions)
- Withdrawal from normal lessons
- Reprimand from a senior member of staff
- Attendance at school during holiday time
- Temporary or permanent exclusion (see exclusions policy)

8. Invoking Sanctions

Punishment is 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).

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.

9. 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). Sometimes, **exclusion can be permanent.** See Exclusions Policy and Appendix 1 for further details.

Government guidance gives the following behaviour as examples of where a decision to permanently exclude might be taken:

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

10. 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.

11. Off-site behaviour

Sanctions may be applied where a pupil has misbehaved off-site when representing the school, such as on a school trip or on the bus on the way to or from 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.

12. Physical restraint

In some circumstances, staff may use reasonable force to restrain a pupil to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- **Always be used as a last resort**
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents

13. Confiscation

Any prohibited items (listed in Appendix 2) found in student' possession will be confiscated. These items will not be returned to the student.

We will also confiscate any item which is harmful or detrimental to school discipline. These items will be returned to the student after discussion with senior leaders and parents, if appropriate.

Searching and screening students is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

14. 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: January 2018" can be found on the DfE website by following the link:

15. Pupil support

The school recognises its legal duty under the Equality Act 2010 to prevent student with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's special educational needs co-ordinator will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, the school counsellor, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

16. Links with other policies

This behaviour policy is linked to the following policies:

- Exclusions policy
- Safeguarding policy
- Anti-bullying policy
- Authentic Praise policy

Additional details surrounding permanent exclusions

Possession of a 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.

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.

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.

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/) 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 share with others highly inappropriate sexualized images or video clips of students on roll at this school, causing distress and humiliation, will be considered as grounds for permanent exclusion from school, even for a first or a 'one-off' offence.

List of prohibited items

In the interests of the health and safety of students, staff, other members of the school community and visitors to the school, the school asks parents and students to ensure that any inappropriate and dangerous items, or any inappropriate and harmful substances, are not brought in to school. In the majority of cases the application of common sense will easily determine what should not be brought in to school. The list below is not exhaustive but is intended as a guide. The specified items on the list, and any item that would fall into the first 3 categories, should not be brought in to school.

Sanctions under the Behaviour Policy may be applied to any student found in possession of any banned item or any item that the school deems to be unsuitable and dangerous. The school reserves the right to exclude students in extreme cases, or when students or parents have received warnings about banned items.

1. Fire Lighting Equipment

- Matches, lighters, etc.

2. Drugs and Smoking Equipment

- Cigarettes
- E-cigarettes Tobacco
- Alcohol
- Solvents
- Any form of illegal drug
- Any other drugs except medicines covered by the Prescribed Medicines Procedure

3. Weapons and Other Dangerous Implements or Substances

- Knives, including pen knives and craft knives
- Razors
- Catapults
- Guns of any kind, including replicas and BB guns
- Laser pens and LED torches
- Knuckle dusters and studded arm bands, bracelets, etc.
- Whips or similar items such
- Pepper sprays and gas canisters, fireworks or explosives of any kind
- Dangerous chemicals (e.g. strong acids and alkalis, bleaches, hair dyes, etc.)

4. Other Items

- Any form of liquid based correction fluid
- Chewing gum
- Energy drinks
- Offensive material (pornographic, racist etc.)
- Any aerosol (other than essential medication)
- Note: students should use non-aerosol deodorants

HOMEWORK AND INDEPENDENT STUDY POLICY

Waddesdon values the work students do both in school and at home. Homework is seen as one of the principal ways in which student achievement can be raised. The benefits of doing homework must be instilled at an early age in all students, so that independent home study becomes routine. As we move towards end of year examinations in all subjects, this is more crucial than ever. The school uses 'Show my Homework', as a tool to support homework. Parents and students are able to access the platform via the following link:

<https://waddesdon.showmyhomework.co.uk/school/homeworks/calendar>

The aim of the school:

- enable students to understand that **independent learning** and **purposeful practice** are vital to achieving success;
- give every student the opportunity to fulfil their potential;
- instil in all students the importance of life-long learning;
- provide training for students in planning and organising time;
- promote a responsibility for learning within each student.

Frequency of Homework

As a general rule, students should expect to undertake the following amounts of work at home:

- Years 7+8 – 60 minutes per night on average (20 mins per subject)
- Year 9 – 60-90 minutes per night on average (30 mins per subject)
- Years 10+11 – 7-10 hours per week on average
- Years 12+13 – a minimum of five hours per subject, per week."

Students' Role

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

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

- To provide a quiet place at home for the student to complete their homework
- To establish positive homework routines and habits
- To encourage regular reading for pleasure

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

School support for students

Students are offered support in a number of ways:

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

Summary of sanctions

- First offence - no homework or incomplete = 'Verbal Warning' to be entered by member of staff on SIMS
- Second offence – no homework or incomplete = department break/lunchtime detention
- Persistent failure to complete homework within one curriculum area = Referral to Subject Leader/Head of Year with potential after school catch up
- Persistent failure to complete homework across the curriculum over a two week period (x3 pieces not handed in or incomplete) = entry to Period 6 after school catch up 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.

Non-Examination Assessments (Coursework)

Completion of Non-Examination Assessments remains an essential part of some qualifications. It is important that examination guidelines, including strict rules regarding plagiarism, are followed to the letter.

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

YEAR 7 PARAGRAPH BOOKS

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

Year 7 students review the principles of good paragraph writing in English and CP lessons. Five 'Paragraph Challenges', each with a different focus, are set throughout the year. All teachers of Year 7 CP, support students with their Challenges and will often plan the work with the class, paying particular attention to structure and effective use of linking words and phrases. Students then complete their paragraphs as homework in their Paragraph Books.

The books are monitored by CP Teachers, Form Tutors and the Head of Year. At the end of Year 7 the Paragraph Books are collected and Certificates of Achievement are awarded for good work throughout the year

LEARNING DIARIES

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

INDEPENDENT STUDY AREAS

The Library, 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 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 on a wide variety of instruments, including voice, drum kit, electric guitar, bass guitar, acoustic guitar, classical guitar, piano, keyboard, trumpet, trombone, French horn, saxophone, clarinet, flute, violin, viola, cello, and double bass.

There is a Funk Band, Samba Band, A Cappella Vocal Group, Worship Band, String Ensemble and various other musical groups for both popular and classical music. There are also a number of opportunities to perform at events and assemblies throughout the year.

RELATIONSHIP, SEX AND HEALTH EDUCATION

It is the policy of the Governing Body of Waddesdon Church of England School that Relationship, Sex and Health education forms part of a wider programme of health education, which is taught within the Personal, Social and Health Education programme. Aspects of sexual development and behaviour are taught in the context of a moral framework with an emphasis on strong and mutually supportive relationships and with regard to the values of family life. The need for self-restraint, dignity and respect for others in line with the 2010 Equalities Act and the school's Equality and Diversity Policy is emphasised to both sexes and students are taught the emotional, moral and physical risks of promiscuous behaviour.

The benefits of planned parenthood within a stable married relationship are discussed as an integral part of the course, whilst ensuring no child feels stigmatised based on their home circumstances.

All maintained secondary schools are required to provide relationship, sex & health education (including information about HIV/AIDS and other sexually transmitted diseases) to all students. Only the biological aspects of sex education are taught as part of National Curriculum Science. Parents have the right to withdraw their children from any teaching of sex education with the exception of National Curriculum Science. Governors believe that relationship, sex & health education is important for all students and would expect parents to discuss any concerns with the school before seeking to exercise their right to withdraw a child.

Teaching resources are available for parents to view on request to the PSHE Coordinator who can also provide more information about the specific content of the programme. In addition opportunities will be provided for parents to see these materials at open evenings on request.

The Sex Education Policy is available from the school on request, or can be accessed on the school website. New DfE Statutory Guidance for September 2020 will see a review of current provision over the next academic year. See attached guidance for parents:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/812594/RSE_secondary_schools_guide_for_parents.pdf

COMPLAINTS PROCEDURE

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

Stage 1

If you have any concerns, you should raise it directly with a member of staff. If the matter is not resolved, raise it with the Headteacher. If the complaint is about the Headteacher, please contact the 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 7-11 blazers and skirts from the school supplier 'Stevensons' are compulsory.

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

UNIFORM YEARS 7-11

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

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, acrylic and/or painted nails 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 be business-like and in line with the practicalities of everyday life. In order to facilitate this, we expect that girls wear the black monogrammed school skirt (from Stevensons). No other skirts are allowed. We ask that parents do not modify the skirt by shortening the hemline. In school, skirts must be worn correctly. Skirts should sit on the waist and should not be rolled or tied up in any way. Our expectation is that students not only wear school uniform but look smart when they are doing so. Blazers should be worn at all times around the school site.

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

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

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.stevensons.co.uk

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

BOYS:

Hooded sweatshirt (optional), rugby jersey, rugby shorts, polo shirt (available only through school supplier). Black shadow-stripe shorts, plain black games socks, shin pads, gum shield,

football boots (no blades), outdoor trainers (astro, grass and tennis courts), indoor trainers (non-marking sole) and a named towel.

GIRLS:

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

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

LOCKERS

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

LOST PROPERTY

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

MOBILE PHONE POLICY/SMART WATCHES

A summary of the policy is as follows:

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

Sixth Form students may continue to bring their phones into school and may use them in Sixth Form areas only. They should not be seen in other areas of the school.

We would be very grateful for the full support of parents in this matter.

SMART WATCH POLICY

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

ARRANGEMENTS FOR ADMINISTRATION OF MEDICINE TO STUDENTS

The school follows the Code of Practice guidelines for supporting 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 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 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 2018/19. 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 hour's 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 2019/20

Subject	Board	Specification Code
Art & Design (9-1)	OCR	J170
Art & Design: Graphic Communication (9-1)	OCR	J172
Art & Design: Photography (9-1)	OCR	J173
Business Studies (9-1)	EDEXCEL	1BSO
Computer Science (9-1)	OCR	J276
Design & Technology: Engineering – Year 11	AQA	4850
Design & Technology: Product Design (9-1)	AQA	8552
Design & Technology: Food Preparation & Nutrition (9-1)	AQA	8585
Drama (9-1)	WJEC EDUQAS	C690QS
English Language (9-1)	AQA	8700
English Literature (9-1)	AQA	8702
Geography (9-1)	AQA	8035
History – (9-1)	AQA	8145
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 – Trilogy (9-1)	AQA	8464
Science Separate Award: Biology (9-1)	AQA	8461
Science Separate Award: Chemistry (9-1)	AQA	8462
Science Separate Award: Physics (9-1)	AQA	8463

Functional Skills

Subject	Board	Specification Code
Level 1/2 Functional Skills in ICT	EDEXCEL	DMT27

GCE AS & A LEVEL EXAMINATION SYLLABUSES

Subject	Board	Specification Code
Art & Design: Art, Craft & Design	OCR	H600
Art & Design: Graphic Communication	OCR	H602
Art & Design: Photography	OCR	H603
Business	EDEXCEL	9BS0
Design & Technology: Product Design	AQA	7552
Drama & Theatre Studies	EDEXCEL	9DR0
Economics	EDEXCEL	9ECO
English Literature	EDEXCEL	9ET0
Geography	AQA	7037
History 1C & 2R	AQA	7042
Languages: French	AQA	7652
Languages: Spanish	AQA	7692
Mathematics	EDEXCEL	9AMO
Further Mathematics	EDEXCEL	9FMO
Media Studies	AQA	7572
Physical Education	AQA	7582
Psychology	AQA	7182
Religious Studies	AQA	7062
Science – Biology	AQA	7402
Science – Chemistry	AQA	7405
Science – Physics	AQA	7408
Sociology	AQA	7192

BTEC

Subject	Board	Specification Code
National Level 3 Certificate in Music	EDEXCEL	BLMP2
National Level 3 Extended Certificate in Music	EDEXCEL	BLMP1

THE LONDON INSTITUTE OF BANKING & FINANCE

Subject	Board	Specification Code
LIBF Certificate in Financial Studies (CeFS)	LIBF	CFS3
LIBF Diploma in Financial Studies (DeFS)	LIBF	DFS3

EXTENDED PROJECT QUALIFICATION

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

LEVEL 3 CERTIFICATE / DIPLOMA – NEW

Subject	Board	Specification Code
Level 3 Certificate in Food Science & Nutrition	WJEC	4563QC
Level 3 Diploma in Food Science & Nutrition	WJEC	4563QD
Level 3 Certificate in Applied Science	AQA	1776
Level 3 Extended Certificate in Applied Science	AQA	1777

GCSE RESULTS

In 2018 99% of students achieved 5 A* to G (including numerical grades 1 – 9 for English and Maths) and 84% of our students achieved the benchmark of 5 A* to C including English and Maths (including numerical grades 4 to 9 for English and Maths), with 35% of all grades at A or A* (including numerical grades 7 to 9 for English and Maths). These results reflect the hard work and commitment of our students, ably supported by their passionate teachers and the ongoing contributions of parents and families.

	2018	2017	2016	2015	2014
5 A*-C (9 – 4)	92%	91%	90%	84%	90%
5 A*-C (9 – 5)	84%	87%	–	–	–
5 A*-C including English and Maths (9 – 4)	84%	86%	78%	77%	76%
5 A*-C including English and Maths (9 – 5)	53%	62%	–	–	–
5 A*-C including English, Maths and Science (9 – 4)	84%	83%	73%	73%	69%
5 A*-G (9 – 1)	99%	100%	100%	99.3%	100%
A*-A (9 – 7)	35%	25%	27%	27%	26%
A*- B (9 – 6)*	52%	54%	59%	56%	57%

A LEVEL RESULTS

In 2018 28% of grades were A* or A, with 58% A*, A or B and 86% A*, A, B or C, making 2018's results our very best over the last 5 years.

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 2017-18.

As a result of their commitment and hard work as well as the dedicated support of their teachers, parents and families, our students are able to go on to the next phase of their learning, training or employment with confidence and optimism. Overall, 96% of students achieved their planned destination. 88% of students were accepted into their first choice university.

	2018	2017	2016	2015	2014
% Pass Rate	99.7	99.4	99.5	99.1	98.4
% A* grades	8.4	7.8	4.6	2.9	5.3
% A*A grades	27.6	24.8	19.7	11.7	23.7
% A*AB grades	58.2	55.8	54.6	42.7	53.9
% A*ABC grades	86.1	82.2	85.4	77.7	75.3

CURRENT STAFF LIST

Matthew Abbott	Headteacher
Nicola Ackerlay	Receptionist
Kirsten Adams	Teacher Art
Nicola Aldridge	Head of Year 12/Languages
Hazel Allen	Head of Year 7/Mathematics
Yousaf Amir	Teacher Technology
Amy Armstrong	Librarian
Janice Atack	Science Technician
Sarah Baker	Science Technician
Valerie Baker	Teacher Languages
Heather Bambury	Teacher Food Technology
Susan Band	Teacher Science
Sarah Barnett	Teacher Biology/Pupil Premium Champion
Matthew Barrett	Subject Leader Geography
Tina Bloomfield	Learning Support Assistant
Jessica Booker	Teacher Business Studies/ LMT Timetable Link
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	Teacher Chemistry/Timetable
Melinda Carr-Ruby	Teacher Music
Bonita Carter	Careers Adviser/Citizenship and PSHE Co-ordinator
Sarah Caswell	Teacher – Second in English/D of E
Vanessa Clark	Head of Year 8/ Teacher English
Benjamin Coleman	Teacher Drama
Kirsty Connell	Teacher Chemistry/Assistant SENDCO
Lorraine Cooper	Finance Officer
Maura Corcoran	Teacher - Subject Leader Religious Studies
Rebecca Cox	Learning Support Assistant
Peter Cross	Caretaker
Susan Cross	Learning Support Assistant
Alannah Cullen	Teacher - Subject Leader Psychology/Sociology
Sarah D'Souza	Learning Support Assistant
John Dangana	Teacher Religious Studies
Sarah Davis	Teacher - Second in Art
Lorraine Day	Science Technician
Andrew Dimond	Cover Supervisor
Matthew Dipple	Head of Year 10 /Teacher Mathematics
Zoe Dixon	Teacher Geography
Katy Dolan	Teacher Physical Education

Christopher Dowrick	Teacher Mathematics/EVC Co-Ordinator/Maths Nurture
Helen Drought	Teacher - Subject Leader History
Hannah Duggan	Teacher Physical Education
Tripta Eady	Cover Supervisor
Sharon Evans	Teacher Art
Anna Ewart	Teacher - Subject Leader Science
Tim Ewart	Senior Science Technician
Helen Fitzgerald	Subject Leader Languages
Anne Golder	Art Technician
Lauren Haggerty	Teacher English/Subject Leader Media Studies
Michaela Hammond	Finance Officer/Cover Manager
Sarah Hassard	Teacher Maths
Caroline Hicks	First Aid Officer/Student Monitoring Administrator
Christine Hiscock	Catering Assistant
Elizabeth Hobbs	Learning Support Assistant
Ellen Hoe	Teacher History
Claire Howitt	Learning Support Assistant
Elizabeth Hoyle	Teacher - Second in Science
Michelle Hughes	Teacher - Subject Leader Mathematics
Mohammad Israr	Teacher Religious Studies
Peter Iveson	Teacher - Subject Leader Design Technology
Helen Jauregui	Teacher - Second in English
Samuel Jones	Deputy Headteacher - Behaviour
Ben Judson	Teacher - Subject Leader Performing Arts
Signe Kallmeier	Teacher Chemistry/Science
Richard Kanachowski	Technology Technician
Christopher Kellett	ICT Technician
Scott Kennedy	Teacher - Subject Leader Physical Education
Jill Lamb	Learning Support Assistant
Laura Lenander	Teacher - Subject Leader Art
Nicola Logan	Enrichment & Transition Officer/Website Editor
Janek Maciejewski	Head of Year 11/ Teacher Physical Education
Ian Macleod	Caretaker
Avnish Majethia	Teacher - Subject Leader ICT
Nicola Makepeace	Learning Support Assistant
Elletia McCann	SEN Student Support and Enrichment Administrator
Annalies McIver	Assistant Headteacher / Head of Sixth Form /History
Tamsin McKenzie	Head of Year 13/ Acting Subject Leader Psychology& Sociology/EPQ
Katherine McSweeney	Student Monitoring Administrator
Aouatif Mernissi	Catering Assistant
Lee Midwinter	Caretaker
Amanda Miller	Restaurant Manager/Chef
Bethany Miller	Learning Support Assistant Trainee
Angela Morgan	Headteacher's PA
Fiona Morris	Teacher English

Julie Nicholas	Business Manager
Thabo Nkoane	Teacher - Second in Maths
Michael Pearce	Learning Support Assistant Trainee
Alistair Peck	Reprographics Manager
Michael Pocklington	Teacher Languages
Duncan Purchase	ICT Systems Manager
Jacob Putman	Learning Support Assistant Trainee
Safiya Raqib	Teacher Business Studies
Rebecca Raynor	Teacher Art/Subject Leader Textiles
Nicola Ready	Office Manager
Jenny Richards	Learning Support Assistant
Sarah Richardson	Food Technology Technician
Alice Ridgway	Teacher Science
Samantha Robertson (nee Wildfield)	Teacher Physics
Chelsey Rose	Teacher Science
Jeremy Sampson	Teacher Science
Madonna Schembri	Cover Supervisor
Rory Scrivener	ICT Technician
Karen Sexton	Examination Officer
Connie Smith	Teacher – Second in Physical Education
Tracey Smith	Teacher Maths
Lorraine Snell	Learning Support Assistant
James Sturla	Assistant Headteacher - Pastoral/SEND/CO
Heather Thomas	Data Manager/Examination Officer
Paul Tilley	Teacher - Subject Leader Business Studies/Economics
Ramona Towle	Assistant Restaurant Manager/Chef
Kate Turner	Head of Year 9 / Teacher -Second in Performing Arts
Sara Turner	School Counsellor
Rebecca Vignoles	Higher Level Teaching Assistant (HLTA)
Raquel Villegas	Learning Support Assistant
Neringa Virksaite	Cover Supervisor
Michael Watkins	Teacher Psychology & Sociology
Sheila Watts	Teacher – Subject Leader Food Technology
Daniel West	Teacher Physics / Data Manager
Helen Weston	Catering Assistant
Ruth Whittaker	Teacher Physical Education
Deborah Wilkinson	Subject Leader English
Kelly Worland	Cover Supervisor
Kelly Young	Learning Support Assistant

WADDES DON 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: _____

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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: