



# Wellow House School

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# WELLOW WELCOME

**2015/2016**

A PARENT'S AND PUPIL'S GUIDE TO THE SCHOOL

Reg. Charity No. 528234

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The latest version of this document is published on the school's website.

## INTRODUCTION

### 1. Aims

The school **aims**

- to make the most of each pupil's academic potential;
- to seek out and develop whatever other talents each pupil might have; and
- to train each pupil in the ways of good citizenship.

The school realises these aims in a distinctive way through the close rapport between teachers and pupils, the family atmosphere of care and welfare, the extensive programme of Saturday morning and after-school activities, and the flexibility of its boarding arrangements. Wellow has the purpose of a hard-working school and the atmosphere of a supportive home.

### 2. Objectives

The school's particular **objectives** are:

- that teachers should impart knowledge and skills with enthusiasm, personality and professionalism;
- that the Wellow curriculum should embrace the National Curriculum, but not be limited by it;
- that all pupils should compile records of their work - for reference, for revision and for retention;
- that these records should be of value on leaving Wellow, to GCSE and beyond;
- that all pupils should be encouraged to enjoy learning;
- that a schooling at Wellow should provide a sound foundation for success at GCSE and beyond;
- that all pupils should build solid foundations in literacy and numeracy; English and mathematics are our key foundation subjects;
- that all pupils should have a sound knowledge of Christian teaching and an appreciation of other faiths;
- that integrated separate sciences are a better preparation than combined or general science; that separate history, geography and religious studies are more rewarding than combined humanities;
- that all pupils should learn a modern language. French is taught from FS1 upwards;

that the majority of pupils should receive a training in the classics, and in Latin from the age of 10;

that all pupils should receive a thorough grounding in information technology;

that all children should receive a broad education in music and the arts;

that all children should receive a balanced physical education and enjoy competitive sports;

that all children should have an awareness for general knowledge and current affairs;

that all pupils should have the opportunity to be purposefully engaged in the evening activity and outdoor pursuits programmes and organised holiday trips;

that all pupils should have the opportunity to benefit from the personal and social education that comes through occasional and weekly boarding;

that all pupils should realise that all forms of achievement are important and that the whole community rejoices in the success of each of its members;

that all pupils should gain recognition for their efforts and attainments in all aspects of school life through the + and – system and effort grades; and

that all pupils should gain reward for success achieved and encouragement for further endeavours from their review cards and the weekly call of the + and - scores.

### 3. Ethos

The teaching staff is committed to the Wellow **ethos**:

We believe there is more to a good school than good teaching. We operate a long day with evening activities and a long week with activities and tournaments so that we can fit in sport, music, drama and hobbies. These are an integral part of the all-round education we offer.

We believe in good manners. The adults lead by example, creating a firm but friendly relationship between all staff and all pupils. We believe in authority, but we are not authoritarian.

We believe that parents and teachers should work together closely for the best of each pupil. We take great pride in our pastoral care, and in our regular communication with parents.

We believe that pupils who need extra tuition to catch up school work - whether new arrivals or absentees - should receive it during term-time evenings, at weekends or during holidays.

We rejoice in all the achievements of our pupils.

## **GOVERNORS AND STAFF**

### **1. Governors**

Wellow House School is a charitable trust administered by a board of governors. The chairman of the governors is Mr Steve Cooling and he may be contacted via the clerk to the governors care of the school address, and marked confidential.

The governors meet once or twice a term, and the headmaster reports to the chairman every fortnight.

The governors are:

Mr Steven Cooling (Chairman)	Mr Michael Hawley	Mr Graham Sharpe
Mrs Alexandra Peace-Gadsby	Mrs Kate Blow	
	Mr Jonathan Brealey	Mrs Jane Qureshi
Mr Jon Towler	Mr Keith Rodgers	
EYFS Consultant, Mrs Sally Henderson		

Graham Sharpe was deputy head of Trent College. All other governors have, or have recently had, children or grandchildren at the school.

### **2. Teaching staff**

The Prep school teachers, with their main areas of responsibility, are

Mr Peter Cook	Headmaster, mathematics, games, houseparent.
Mr Adrian Bardsley	Director of studies, head of science, year 8
Mr Daniel O’Kane	Senior teacher, head of English, history, boys’ games, year 7
Mrs Rosalyn Adley	Latin, French
Mrs Julie Baugh	Teacher assistant/matron
Mrs Veronica Beldon	Head of art, design & technology, head of outdoor Pursuits, RS, year 5
Mrs Diane Chapman-Hart	Individual educational needs
Mr Richard James	Director of Music, English, History
Mrs Gillian McGill	Head of geography, year 4
Mrs J McLaughlin	SENCO, year 3
Mrs Lorraine Nichols	Girls’ games
Mr Charles Oldershaw	Mathematics, IT
Mr Ray Pedley	Mathematics, English, head of boys’ games, year 5, houseparent
Mrs Kathryn Reast	Head of mathematics, computing, games, year 6.
Mrs Mikaela Rogerson	History, RS, IT, swimming
Mrs Jess Smith	French PE, girls’ games, year 6
Mrs Jan Squires	Head of girls’ games
Mrs Gill Turner	Individual educational needs

The Pre-Prep teachers, with their main areas of responsibility are:

Mrs Joanna Crook	Year 2, joint head of Pre-Prep
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Miss Kirsty Lamb	Early years foundation stage 2, joint head of Pre-Prep
Mrs Rebekah Hawley	Year 1
Miss Felicity Storey	Year 1
Mrs Christine Parker	Early years foundation stage 1
Ms Dawn Buck	Classroom assistant
Mrs Elizabeth Atkin	Classroom assistant

### 3. Administrative staff

The administrative staff are:

Mrs Lorna Baisley	Registrar and Headmaster's P.A.
Mrs Christine Smith	Marketing
Mrs Julie Baugh	Matron, school shop
Mr Peter Moore	Financial bursar & clerk to the governors
Mrs Fiona Clarke	School secretary/office administrator
Mrs Jane Beardsley	Head cook
Mr Peter Larby	Site Manager

### 4. Visiting staff and outside instructors:

The visiting staff are:

Rev. Chris Levy	Visiting chaplain
Mrs Lynda Milner	Independent listener
Miss Sally Dicks	Piano, violin
Ms Sarah Walster	Singing, piano
Mr Neil Houghton	Table tennis
Mr John Vaughan	Golf
Mr James Harding	Tennis
Mrs Jeanette Glover	Speech and drama
Mr Ben Haynes	Guitar, drums
Mr Patrick Abbott	Woodwind
Mr Nigel Birkett	Cricket
Mrs Cheryl Sheard	Yoga
Mrs Jeanette Glover	LAMDA
Mr Will Laughton	Rugby
Mr Dan Coen	Games

## **ORGANISATION**

### 1. Introduction

There are two distinct ways in which pupils are grouped - horizontally by forms or classes, vertically by houses. Each pupil therefore has two teachers keeping a special eye on his or her progress.

The form-master/mistress or class teacher has general responsibility for academic progress and pastoral care. This is the teacher who will know each pupil best.

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The housemaster/mistress has general responsibility for the training in responsibility and leadership, including the + and - system.

### 2. Form-masters/mistresses and class teachers

The Pre-Prep class teachers are:

Foundation stage 1	Mrs Christine Parker
Foundation stage 2	Miss Kirsty Lamb
Year 1	Mrs Rebekah Hawley/Miss Felicity Storey
Year 2	Mrs Joanna Crook

The Prep school form-teachers are:

Form 3JMcl	Mrs Jane McLaughlin
Form 4GM	Mrs Gill McGill
Form 5RP	Mr Ray Pedley
Form 5VB	Mrs Veronica Beldon
Form 6KR	Mrs Kathryn Reast
Form 6JS	Mrs Jessica Smith
Form 7DOK	Mr Daniel O’Kane
Form 8AB	Mr Adrian Bardsley

### 3. Housemasters/mistresses

All Prep school pupils are in houses.

There are inter-house competitions for every aspect of school life. The most important is for the termly + and - totals. There is a house outing for the winners on the penultimate day of each term.

The housemasters/mistresses are

Normans	Daniel O’Kane/Mikaela Rogerson
Saxons	Ray Pedley/Kathryn Reast
Stuarts	Veronica Beldon /Gill McGill
Tudors	Adrian Bardsley/Jane McLaughlin/Julie Baugh

### 4. Subject teachers 2015-2016 (Prep) Adrian/Peter please check I have amended correctly thanks

<b>Subject /Form</b>	<b>3JMcl</b>	<b>4GM</b>	<b>5RP</b>	<b>5VB</b>	<b>6JS</b>	<b>6KR</b>	<b>7DOK</b>	<b>8AB</b>
English	JMcL	RPJ	RP	RP	DOK	DOK	DOK	DOK
Mathematics	JMcL	JMcL	RP	RP	CO	CO	PWC/C O	PWC
French	JS	JS	JS	RA	RA	RA	RA	RA
Latin					RA	RA	RA	RA

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History	MR	MR	MR	MR	RPJ	RPJ	DOK	DOK
Geography	GM	GM	GM	GM	GM	GM	GM	GM
Rel Studies	VB	VB	VB	VB	MR	MR	MR	MR
Science	JMcL	JMcL	AB	AB	AB	AB	AB	AB
Art & Design	VB	VB	VB	VB	VB	VB	VB	VB
Music	RPJ	RPJ	RPJ	RPJ	RPJ	RPJ	RPJ	RPJ
ICT	MR	MR	MR	MR	CO	CO		
PE	JS	JS	JS	PE	RP	RP	RP	RP
Swimming	RP	RP	RP	RP	RP	RP	RP	RP
PHSE & C	JMcL	GM	RP	VB	JS	KR	DOK	AB

The director of studies assumes overall responsibility for academic and general progress of pupils in Prep and liaises with the head of Pre-Prep regarding the younger children and curriculum to ensure continuity.

### **PROGRAMME**

#### **1. Pre-Prep**

The Pre-Prep operates from Monday to Friday each term-time week, starting at 8.50 am and ending at 3.30pm.

Part-time pupils in the foundation stage 1 may do half-day sessions as agreed with the school office and the Pre-Prep. All pupils in foundation stage 2 and above attend school full-time.

Parents who need to drop children off before 8.50am may wish to make use of the 'early bird service' which operates between 8.30am and 8.45am.

There are regular weekly assemblies.

Healthy refreshments are provided at morning break.

All pupils take lunch with their teachers at 12.15pm.

Activities, such as swimming (from Yr1)), LAMDA (Yr2), Tadpoles (FS1), tennis from FS2 and Yogabugs from FS2 are timetabled in afternoons or after school.

Parents who cannot pick up their children at 3.30pm may wish to make use of the Owl Club service up to 5.00pm and should make contact with the school office or the Pre-Prep. The Owl Club fees are billed retrospectively at the end of each term. Owl Club is supervised by the Pre-Prep staff and children are looked after and take part in fun educational activities.

#### **2. Prep school**

The Prep school operates each term-time week from Monday to Friday from 8.45 am to 5.00pm and on Saturday from 9.25am to 12.00 noon.

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There is a varied programme of evening activities taking place at the end of the school day until about 6.15 pm.

The school provides pupils with fruit for the morning and afternoon breaks. All pupils take lunch with their teachers. Children staying for evening activities can have a light tea between 5.05pm and 5.15pm.

There is no Saturday school for pupils in Year 3 or 4. Pupils from Year 5 normally attend, but their attendance is not compulsory.

Periods are 30 minutes long with a five minute gap between each. Double periods are 65 minutes long.

The weekly programme is:

### Monday, Tuesday, Wednesday, Friday

8.45am	Registration with form masters/mistresses
8.50am	Periods 1,2,3,4
11.05am	Break – fruit available in the dining room
11.35am	Periods 5 & 6
12.40pm	Assembly
1.00pm	Lunch
2.00pm	Periods 7 & 8
3.05pm	Break– fruit available in the dining room
3.35pm	Periods 9 & 10 or games
4.40pm	Form-time, registration
5.00pm	Tea – provided free for anyone staying for an activity.
5.15pm	Evening activities until about 6.15pm.
6.30pm	Prep – for boarders.

### Thursday

Morning – as above

2.00 pm	Periods 7 & 8
3.05 pm	Break
3.30 pm	Periods 9
4.00 pm	Period 10
4.30 pm	Cultural Period
4.55pm	Form-time/registration

### Saturday

9.25am	Registration
9.30am	Activity 1
10.30am	Break
11.00am	Activity 2
12.00noon	School ends

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Activities include golf, card games, indoor football, photography, cooking, treasure hunts, computing, tennis, dependent on which members of staff are taking them. Children choose each half term.

### 3. Boarders

Weekly boarders are at school from 8.45am on Monday until 12.00 p.m. noon on Saturday.

Occasional boarders follow the programme for weekly boarders.

The boarders' programme is:

8.00am	Breakfast
5.00pm	Lessons end
5.00pm	Tea – a cooked tea is provided.
5.15pm	Evening activities
6.30pm	Prep
7.30pm	Supper
7.45pm	Free time
9.00pm	Boarders to dormitories (Years 3-5 at 8.30pm)
9.30pm	Lights out (Years 3-5 at 9pm)

Occasional boarding sessions should be booked via Matron a week in advance.

### 4. Homework and Prep

Pupils in the Pre-Prep and year 3 generally take home reading and spelling (from year 1), set according to ability, as homework. It has become traditional for parents to help with this.

Pupils in years 4 and 5 may in addition occasionally have other work set by teachers. This might be learning, research, finishing off or revision.

Pupils in year 6 and above have regular Preps. These might be done in time set aside during lessons, in free time or breaks, in the evening Prep sessions, or at home in the evening or weekends.

Parents are expected to take an interest in this work, to provide suitable working conditions, and to keep an eye on the Prep timetable. Each pupil in year 5 and above has a *Prep Diary*.

The Prep timetable for 2015-16 is:

<b>DAY</b>	<b>Form 6KR</b>	<b>Form 6JS</b>	<b>Form 7DoK</b>	<b>Form 8AB</b>
Mon	Maths		English	Science
Tues	English		Maths	French/Latin
Wed	History/Geog		Science	History/Geog
Thur	French/Latin		History/Geog	English
Fri	Science		French/Latin	Maths

## 5. Notebooks and files

Pupils in the Prep school generally use notebooks or files to record their work.

Pupils in year 3, 4 & 5 generally use notebooks - these are provided by the school. Pupils are expected to keep them in good order, to store them in their desks, and to make them available for parental inspection. Completed notebooks should be safely stored at home or at school for future revision or inspection.

Pupils in year 6 and above usually use loose-leaf files - the first in each subject is provided by the school. Most older pupils choose to provide their own ring-binders. Parents are asked to take an interest in these files, helping pupils to maintain them in an attractive and orderly manner. Every Easter term there is an award for the best organised pupil in each form. Teachers look at files, exercise books and desks and take these into consideration when awarding the prize. Completed files form the subject matter for Common Entrance and scholarship revision, and are the foundation for GCSE studies at senior schools. They are vitally important documents.

## 6. Textbooks, equipment and library

Rarely will teachers use textbooks as a scheme of work, but pupils will have access to them for research and background reading. All pupils will be expected to treat books with care and respect. Damaged or lost books will be accounted for on end of term bills.

The school undertakes to provide all the essential equipment and apparatus needed in classroom lessons - including calculators. All pupils are taught the safe and proper use of such equipment, and all deliberate damage or loss will be accounted for on end of term bills.

All pupils have open access to the library, and they are taught how to make the best use of this important facility. Parents who discover library books at home are asked to send them back to school.

## 7. Religion

The school meets the statutory obligation to provide Christian worship. The Pre-Prep and the Prep school each have daily assemblies which may comprise of a reading or story, (occasionally from the Bible), a homily or short address by a teacher or perhaps a dramatisation by pupils, a hymn or a song with a religious message, and some prayers.

Visitors address occasional assemblies. Such visitors may come from other religions, but their message is sympathetic to the Christian tradition.

The visiting chaplain welcomes pupils, staff and parents to St Swithin's Church for termly services.

All pupils have religious studies lessons as part of the regular academic curriculum and grace is said at lunch.

The school aims to portray and support a living Christianity. It builds on all that is common to other sympathetic faiths.

## 8. Music

All pupils have lessons where the theory and practice of music is met through singing and the playing of simple percussion and wind instruments.

Most pupils in addition learn an instrument through weekly lessons by the team of peripatetic teachers. Lessons rotate to avoid pupils regularly missing the same subject.

Instrumental lessons are billed termly in advance, and a term's notice of cessation is needed.

Pupils may be invited to join one of the choirs, the string ensemble, the guitar ensemble, the woodwind group, the brass group and/or the band.

## PUPILS

### 1. Introduction

The school's aims and objectives are clearly stated in the **Introduction** to *Wellow Welcome*. In return, the school expects parents and pupils to contribute to the partnership between home and school and to support the overriding ethos.

Parents can help with practical matters:

getting pupils to school punctually;

ensuring that pupils are properly dressed, including the wearing of blazers from Year 3;

insisting that pupils are smart and tidy;

checking that pupils are properly Prepared with the right equipment, clothing, stationery, books and files; and

seeing that all property is clearly named.

The school's *Rules* and *Conventions* are few, but important.

### 2. Rules

These rules are devised for the safety and security of all pupils:

1. No pupil may leave the school grounds without permission.

2. No pupil may enter out of bounds areas unless accompanied by an adult or directed by a teacher.
3. No boy may enter a girls' dormitory, changing room or lavatory; no girl may enter a boys' dormitory, changing room or lavatory.
4. No pupil may climb on roofs.
5. No pupil may enter the cellar.
6. No pupil may climb on window sills.
7. No pupil may throw stones, nor fight with sticks.
8. Only weekly boarders are allowed to bring tuck to school.
9. No pupil may throw snowballs except when on the playing fields.
10. No pupil may keep money without specific permission.
11. No pupil should bring valuable playthings to school.
12. All pupils must take care when near cars and other vehicles.
13. All pupils must stay near the buildings after dark.
14. All pupils must be suitably dressed when playing on the grass when it is muddy.

Coloured foot system: **Green** – change footwear to go on the field: **Orange** – wear track suit over uniform and change footwear: **Red** – fields are out of bounds and the sports hall and hard surfaces should be used.

### 3. Conventions

These conventions are devised to promote care, courtesy and consideration. They are addressed to the pupils:

1. You come to school to work. Always do your best.
2. Be punctual, and settle quickly to the task in hand.
3. Be properly equipped for all lessons.
4. Complete all class work and Prep on time.
5. Always listen to your teacher. Do not prevent others from learning.
6. Treat one another with politeness, courtesy and respect.
7. Do not use words that are unkind or hurtful.
8. Think about your safety, and the safety of others.
9. Care for the buildings, the grounds and all equipment. Report any damage.
10. Keep your desk neat and tidy, and do not interfere with the desks of others.
11. Keep your files and books neat and tidy, and do not interfere with those of others.
12. Keep your classroom neat and tidy. Do not write on the board.
13. Walk when indoors and when within the perimeter of the buildings. Do not run.

### 4. Rewards

#### Pre-Prep

Children in Pre-Prep are awarded merits for good work and good behaviour. There is a special **Certificate Assembly** each Friday, which all pupils attend.

### Prep school

Academic progress is celebrated in weekly assemblies.

Academic and non-academic attainment is rewarded in the termly **prize-giving** and the annual **speech day**.

Outstanding academic and non-academic achievement is announced in **assemblies**, posted on **form notice boards**, published in **Wellow-wise** and released in local **newspapers**.

All achievement, effort, courtesy and service may be rewarded with **+ marks** (see below).

### 5. Corrections

A pupil in the Prep school will be asked to re-do any work that has not been completed to the satisfaction of the teacher.

### 6. Sanctions – Prep only

Lack of effort in academic studies may be noted with **– marks**. These count against the pupil's house total in the house competition. The pupil may be asked to repeat the work. Minus marks are also used as sanctions for minor offences. These are recorded on a sheet in the Sitting Room and details of why they were given are recorded in a notebook on the mantelpiece in the Sitting Room.

Any disrespectful or uncooperative behaviour towards a member of staff or unacceptable treatment of a pupil's peers or school property will be dealt with according to the nature and seriousness of the incident.

**Minor offences** are dealt with by the member of staff concerned through a quiet word or rebuke and the apology of the pupil concerned. If the matter is considered more serious, the member of staff may issue a **de-merit** following consultation with a senior teacher or the headmaster. This is reported (by note or orally) to the child's form teacher. If a pupil is given **three** de-merits in a term, he or she will be required to attend an after-school detention with the headmaster or senior teacher. N.B. The form teacher keeps the record of these de-merits; they are not displayed in the alcove with academic minuses but are recorded in a notebook on the mantelpiece in the Sitting Room.

A pupil's parents will be informed by the form teacher if he or she has collected two de-merits, so that pressure can be applied on the pupil from home and school, to avoid a detention. Detention work will be taken home to be signed by parents and then entered into the pupil's school record.

**Major offences** are brought to the attention of the senior teacher and/or headmaster. They will usually discuss the matter with the pupil's parents. This is also the case in the event of a pupil being given more than one detention in a term. The headmaster may decide that an after-school detention is necessary.

The headmaster may recommend **expulsion** to the Governors for a pupil who is not making the most of the opportunities presented at the School or who is exerting a corrupting influence on others.

**De-merits:** In the event of a serious breach of good manners, a member of staff may deem that a de-merit is necessary after consultation with either a senior teacher or the Headmaster. De-merits are designed as a warning to the child to change his/her behaviour, but the accumulation of three in a term will lead to an after school detention. Five minuses in one week for bad behaviour would count as a de-merit. Parents would be informed of the situation.

A social trip for Year 8 pupils takes place at the end of each term for all those who have not received a de-merit.

## 7. Tasks

Tasks may be set to pupils in Year 5 and above. They are used to encourage pupils to undertake independent learning, of their own initiative and in their own time. Tasks are set by the week, and most pupils will usually have tasks in hand. They are most commonly set in English (spelling), mathematics (tables), French (vocabulary) and Latin (vocabulary).

## 8. + and - Marks

Each pupil's + marks are recorded on the house boards in the alcove, and they are listed on their weekly reviews along with their minuses.

Individual and house scores are announced at Monday's mark reading.

Pupils gaining more than about 100 + marks are rewarded with applause. Pupils gaining more than 10 - marks ('double figures minuses') are recorded by the Headmaster. Form-teachers take appropriate action and a de-merit or evening detention may result from repeated offences.

If a pupil gains double figure minuses three weeks in succession, the headmaster will usually discuss the matter with the pupil's parents.

The pupil with the most + marks in a term is rewarded at the termly prize-giving. The house with the most + marks enjoys the 'outing' on the penultimate day of each term.

The house with the least minuses are rewarded with a cake to share at a break time after the announcement at the end of term.

## Rewards: Merits and the Merit Shop

The pluses system generally works well, rewarding children for effort in their studies and for winning inter-house events. We feel that the house system helps to foster teamwork, belonging and some interaction and cooperation between older and younger pupils.

However, the end of term trip for the winning house can seem a very distant target; if a child's house falls a long way behind, it can seem like an intangible reward. As a result, we are going to introduce **merits for particularly good citizenship**. One of these will be gained:

1. Each time a child completes a week with no minuses.
2. They may also be awarded for particularly impressive helpfulness, kindness to others, immaculate behaviour on a trip or away fixture, and so on.

They will be recorded in the homework diary or reading record book by the form teacher. The extra ones will be the exception, rather than the norm, to ensure that they are really valued.

Every fortnight, the children will be able to visit a **merit shop** to cash in their merit credits (if they have any) for anything from stickers up to stationery and even books for a large number of merits. Years 7 and 8 will be allowed small, fun-sized edible prizes to keep them motivated too. The merits will then be ticked off or ringed in the book. The Senior Teacher will supervise the shop, but house captains / heads of schools may help to run it.

The joint advantages of this idea are that it focuses on kindness and exemplary behaviour and that it will happen regularly enough for the younger children to relate it to their behaviour from the previous week(s). In addition, it will teach children the value of saving up if they wish to access the more valued items.

Pluses will still be read out and celebrated on Mondays, but this new system will hopefully complement the house system by adding personal reward specifically for good citizenship.

### Sanctions: Reflection Time

Although the majority of pupils do manage to make it through a term without letting themselves down and receiving a minus, there are often a few (particularly as they get older) who do not necessarily respond to a minus as a sanction in the way we would like.

After discussion with the children, we and they feel that (for some) the missing of an afternoon break on the day they have misbehaved to reflect on what they have done wrong is more immediate and effective than receiving a minus on its own. Break is a privilege to be earned.

Therefore, the SMT will staff a **reflection period** for any children who staff feel need to miss a break for indiscretions during the school day, particularly for misbehaviour during break times. This will always happen on the day itself (when possible) or the following day. The children will not write punishments down, but discuss with the teacher why they are there and how they are going to avoid a repeat.

Parents will not be told about every instance when this happens, since pluses and minuses will be communicated to them weekly as usual and a concerning change in a child's behaviour would become clear from this.

#### 9. Equal opportunities

The school is committed to the practice of equal opportunities for all its pupils. A copy of the policy may be seen in *Wellow Welfare*.

#### 10. Bullying

The school does not tolerate bullying. A copy of the bullying policy may be seen in on the website.

#### 11. Worries and Complaints

Information is recorded in the school's terms and conditions as sent to parents when they register their child/children.

#### 12. Children's Act

The school complies with the Children's Act.

#### 13. Hair and jewellery

Boys' hair should be short enough to be off the collar. Long hair on girls should be held back. Outlandish hair-styles should be avoided.

Pupils are not normally permitted to wear jewellery, though permission may be given for some discreet items to be worn. Any earrings or studs must be removed or taped up for games and PE sessions.

### **ACTIVITIES**

#### 1. Pre-Prep

Pupils are introduced to activities during their Pre-Prep years. Activities presented at this stage include Yogabugs, swimming (Tadpoles), LAMDA and tennis. Visiting teachers take the speech & drama, Yogabugs and riding sessions, and the costs are met by the parents.

The full activity programme begins in the Prep School.

#### 2. Afternoon Games

Most of the afternoons are devoted to the team games of the term:

Winter:	Rugby, hockey and cross country
Spring:	Soccer, netball and cross country
Summer:	Cricket, rounders and athletics

Other sports may also be played:

Archery, athletics, ball games, cross-country, running, golf, gymnastics, short tennis, swimming and disc-golf.

### 3. Activities

Children not involved in teams do sports and activities on Wednesday afternoon after break, and may get a chance to do supervised Prep.

Years 5 to 8 do activities on Saturday morning. These are chosen voluntarily, with children receiving at least one first choice option where possible.

Other popular activities include: textiles, archery, table tennis, drama, swimming.

Visiting teachers take the golf and riding sessions, and the costs are met by the parents.

### 4. Sports matches

Wednesday afternoons are generally devoted to sports matches, whether internal house competitions or matches against other schools. All details are published in the *Calendar* and in *Wellow-wise*.

If your child is selected to play for a school team, their name will appear on the team lists on the sports notice board outside the Library. The team lists will go up on the notice board a few days before the fixture and these will also show the approximate return time to school.

Parents are warmly invited to support their children on these occasions, whether at Wellow or at another school. Directions to the away fixture venues can be obtained from the school office.

Tea is provided after all school matches held at Wellow, in the reception area, and most other schools follow this practice.

### 5. Evening activities

Evening activities take place on every weekday, except in the first and last weeks of each term, during exams and on exam weekends.

Pupils select their activities during the first week of each term. All pupils in the Prep school may attend these sessions and those taking part in activities have tea at 5.00 pm. Activities start at 5.15pm, and finish between 6.00pm and 6.30pm. Many pupils choose to board on the nights of their activity.

No charge is made for tea or for the majority of activities apart from those where an external paid coach is brought in to provide the activity.

The choice of activities varies from term to term, but usually includes archery, textiles, cricket, swimming, lego club, table tennis and role-play games.

## 6. Outdoor pursuits – from Year 2

Outdoor pursuits form an integral part of the school's physical education provision. From Year 2, each form takes part in an outdoor pursuits trip at some stage during the year. These trips are contained within the normal school day.

Veronica Beldon co-ordinates and leads the programme and she is accompanied by other teachers and some parents.

The school has a comprehensive stock of specialist equipment and clothing, and this is made available to pupils without charge.

## 7. Holiday trips

Longer trips and expeditions are reserved for the holidays or the half-term breaks.

Outdoor pursuits expeditions form the bulk of the programme, and the most popular trips are booked up well in advance. These include the Christmas holiday ski trip and the Easter Canal trip. Full use is made of local facilities in Nottinghamshire and the Peak District, whilst trips further afield may take pupils to Yorkshire, Wales and Scotland.

## 8. Day trips

Day trips to museums, churches, farms, and the like form a regular part of the programme.

Parents may occasionally be asked to bear some of the cost of the trips.

Voluntary evening trips to the theatre are usually organised once a term.

# **WELFARE**

## 1. Introduction

Full details of the school's policy and practice for the welfare of its pupils may be seen in *Wellow Welfare*.

## 2. Attendance

The school has a statutory duty to record and publish details of pupil attendance.

Parents are asked to seek permission in writing in advance of any planned absence, and to explain in writing in retrospect any unplanned absence. The school has to distinguish between authorised and unauthorised absences in its returns to the Department for Education. Unauthorised absences count as truancy.

Parents are also asked to telephone the school office at the start of the day if a pupil is being kept away from school through illness or injury.

If a pupil needs to leave school for any reason during the day, parents should inform the office staff. Likewise, if pupils arrive at school late for whatever reason, parents should inform the office staff that their child has arrived at school.

### 3. Health

Matron, Mrs Julie Baugh, is responsible for the health and general welfare of all pupils.

Parents are asked to complete the medical form at the time of each pupil's entry, and to keep the school's records up to date with supplementary information.

Parents are also asked to liaise with matron on all medical matters. Any medication should be handed to Matron, or the office staff, at the start of the school day.

The school has a sick room.

The school has swift access to medical practitioners in Ollerton. There is a continuous programme of first aid training for the teaching and non-teaching staff.

### 4. Catering

A named water bottle may be provided by parents for pupils to use during the day. Break-time refreshments including fruit are provided by the school for all pupils.

All pupils take lunch at school, with their teachers. Fresh fruit is always available.

Many pupils stay for tea; some pupils arrive early for breakfast.

All boarders have supper and breakfast.

All catering is managed by Mrs Jane Beardsley, in her role as head cook. The school is justly proud of its catering provision and arrangements. Pupils are consulted on the creation of menus.

Parents are asked to inform the head cook or matron of any special dietary needs of pupils.

### 5. School shop

The school shop provides all school uniform needs, both new and second-hand. Copies of the current lists of summer and winter uniforms for boys and girls are available from the school office and the school shop. All items of clothing should be clearly marked with the owner's name.

### 6. Money and possessions

Pupils should only bring money to school when specifically asked to do so - when, for example, fund-raising for charity.

Pupils should be discouraged from bringing to school possessions of value, whether financial or sentimental. The school endeavours to care for all pupils' property and to retrieve lost property but it cannot be held responsible for any loss or damage however caused.

Mobile phones and any device that has internet access are banned from school. The only exception is Year 8 social trips when pupils will be allowed brief spells of time in unsupervised groups and for which they may have the use of a mobile telephone. The taking of photographs with the mobile phone is strictly prohibited.

All property should be clearly marked with the owner's name.

Found property is regularly drawn to the attention of pupils, and is advertised to parents. Matron will always do her best to locate missing property but it should initially be up to the pupil to retrace their movements and areas visited.

### 7. Breakages

All pupils are expected to take care of their own and others' property, and of the school's buildings, equipment and apparatus. They are also expected to report any damage, however caused.

Breakages, other than proper wear and tear, attributable to pupils will be billed to parents.

### 8. Boarding

Weekly boarders remain at school from 8.45am on Monday until 12.00 noon on Saturday.

Boarders are in the care of the houseparents.

Most dormitories contain about three beds. There are ample washing and lavatory facilities.

A list of boarders' clothing and equipment needs can be obtained from the houseparent. The school has its own laundry.

Pupils in Year 3 and above may stay overnight as occasional boarders. A charge is made and billed retrospectively.

Occasional boarding sessions should be booked via Matron a week in advance.

### 9. Safety and security

The school's *Rules* are devised to promote the safety, security and well-being of all pupils. These are listed in **Pupils** in this issue of *Wellow Welcome*. Parents are asked to help pupils to understand the importance of their observance.

Parents are asked to discourage pupils from bringing to school any property that might endanger the safety of others - matches, knives, and the like.

Pre-Prep children must stay in the playground with their parents until the bell is rung at 8.50 am. At this point children will line up with their teacher.

The school has regular fire practices and alert practices. The Pre-Prep department has a separate alarm system fitted. There are effective links with the village's neighbourhood watch scheme, and with the Nottinghamshire Constabulary.

Pre-Prep pupils are to be collected from the classroom door in person at the end of each school day. The hand-over of each pupil should be obvious and acknowledged. Pre-Prep pupils will only be released to the parent or guardian unless the school has received a communication to inform staff. If someone else arrives to collect a pupil then the parents or guardian will be contacted to confirm the release of their child.

For the Prep school pupil's safety and comfort, if they arrive earlier than 8.30 a.m. they must sign in at the office and wait in the designated area until form time. Prep school pupils should be collected in person from within the perimeter of the buildings at the end of each school day.

Parents are asked to notify the school office or the Pre-Prep if there is to be a change in the normal collection arrangements, whether of personnel or of time.

Please abide by the no parking signs and do not park in front of the pedestrian footpath leading from the car park. In addition, cars should not be parked in either of the drives or in the area immediately in front of Wellow House. These parking restrictions also relate to pulling up, even momentarily, to drop children off as this can be hazardous and can cause congestion when entering or leaving the school site from the road.

#### 10. Illness

If pupils are ill with sickness, diarrhoea or a viral infection, they should remain at home for at least 48 hours to minimise the risk to other pupils. The school should be informed so that staff can be watchful for similar symptoms in other children.

Medicines should only be brought into school with the prior consent of matron or the appropriate Pre-Prep class teacher and, in the case of Prep pupils, must be handed in to matron or, in the case of Pre-Prep pupils, the class teacher.

## **COMMUNICATION**

### **1. Introduction**

The school wishes to work in close co-operation with the parents of its pupils. Regular, frank and accurate communication between the school and parents helps to cement that partnership.

The most effective communication comes through the regular conversations between members of staff, whether teaching or non-teaching, and parents. Pre-Prep parents generally exchange a few words with their children's teachers at the start and the end of the day, and book appointments with them through the school office to discuss matters that need more time and consideration. Prep school pressures are less exacting at those times, and staff and parents regularly take the opportunity to have a short conversation in the alcove, the school office or the sitting room. Appointments for longer conversations can be booked through the school office, or directly with the member of staff concerned.

### **2. Reviews**

Prep school pupils have weekly reviews. These cards log the attainment [percentage](#) [or](#) effort grades in the various subjects and, in the case of marks, give the average class percentage for each subject to allow parents to gauge how their children are performing.

Each pupil has his or her review card emailed home on a Monday to his or her parents. It is hoped that parents will go through the review with the pupil, sign in the appropriate box, and set targets for the week ahead. Many parents choose to run incentive schemes based on one or more of the overall mark, the + mark and the - mark. Such schemes neatly match the school's own rewards and sanctions ethos.

Parents are asked to inform the school if they have not received a copy of the review card and to ensure they keep the school updated with any change or email address.

### **3. Reports**

All Pre-Prep pupils have end of term reports in July. All Prep school pupils have end of term reports in December and July.

Reports for Pre-Prep pupils record comments on all the various aspects of the curriculum.

Reports for Prep school pupils log factual information on marks and positions for all academic subjects, comments from all teachers, + and - scores, and summary comments from the form-master/mistress or director of studies and from the headmaster.

Each pupil's report is emailed home at the end of term. It is hoped that parents will go through the report twice in the holiday - at the beginning to pass judgement on the work of the term, at the end to set targets for the term ahead.

Parents are invited to add comments in the appropriate box, perhaps incorporating the views of the pupil and send a return email.

#### 4. Parents' meetings

The school welcomes parents to two types of meetings.

Pre-Prep Parents are invited to school in both the autumn and spring terms to discuss their child's progress.

Prep parents are invited to school during the course of the spring term to discuss the progress of their children with those who teach them. Details are always published in the *Calendar* and in *Wellow-wise*.

Parents whose children will meet a new phase of schooling in the coming year are invited to hear of the school's plans at meetings held during the course of the summer term. Such meetings have been particularly useful for children leaving Year 2 to enter the Prep school.

In addition, parents are from time to time invited to attend parental forums which provide opportunities for the senior staff, governors and parents to discuss topics that affect the whole school.

The school also communicates with parents via letter, email and text.

#### 5. WHSPA

The Wellow House Staff and Parents Association (pronounced "whisper") provides social events for the school community, raises funds for equipment and apparatus, and generally supports the work of the school. It is hoped that all parents will become involved in WHSPA's activities.

Details of WHSPA's activities are published in *Wellow-wise*. The current chairman is Mrs Jess Smith.

#### 6. Calendar and term dates

The *Calendar* is issued to all parents at the start of each term. Additional copies can be obtained from the school office. Parents are warmly invited to attend house matches, school matches, concerts, services and other functions.

Term dates are decided by the governors after hearing the views of teachers, non-teaching staff and parents. The committee members of WHSPA seek and represent the opinion of parents. The term dates are published as a supplement to *Wellow-wise* in the autumn term before the relevant academic year. It is hoped that parents will take notice of these term dates when planning holidays.

## 7. Wellow-wise

*Wellow-wise* is the school's half-termly newsletter. Copies are sent home with the children and are also available from the school office.

*Wellow-wise* is used to broadcast announcements from the governors and from the headmaster, to praise pupils' achievements, to report on recent events, to advertise forthcoming events, to publicise the activities of WHSPA, to indicate amendments to the *Calendar*, and to remind readers of imminent events.

## 8. Website

The website is a very useful place to look for information about the school re weekly menus, calendar details, reviews of recent events and achievements of the school and its pupils. There is information on key policies and links to useful sites for e-safety etc.

## 8. Worries and complaints

Below is a brief synopsis of our policy which was given with our terms and conditions and is available on the website.

Parents can make their worries and complaints known to the school by one or more of the following means of communication:

- in conversation with the member of staff most directly involved;
- in conversation with the appropriate class teacher, form-master/mistress or housemaster/mistress;
- in conversation with the head of the Pre-Prep, the senior teacher or the director of studies;
- in conversation with the headmaster;
- in writing to the headmaster;
- and in writing to the chairman of the governors.

All members of staff are asked to keep notes of such conversations with parents, and to draw them as appropriate to the headmaster's attention.

The headmaster keeps notes of his meetings and draws them as appropriate to the attention of the chairman of governors.

Parents are asked to bear in mind that early notification of a worry or complaint will see to its speediest alleviation, that children do not usually report all aspects of a worry or problem to their parents, that problems rarely solve themselves, and that broadcasting a problem without first consulting the school rarely achieves a satisfactory outcome.

## 9. Data Protection

The school works to the principles of the Data Protection Act (1998). All personal data held on parents and pupils is

processed fairly and lawfully;

obtained for specific purposes and only processed in accordance with those processes;  
adequate, relevant, and not excessive;  
accurate and up to date;  
kept only for so long as is necessary for the specific purposes;  
processed in accordance with data subject rights under the new Act;  
kept secure; and  
transferred outside the European Economic Area only when the country in question ensures an adequate level of protection for data subjects.

The school holds the following data on parents:

*on paper*

- initial contact, application, registration and acceptance information;
- contact addresses, including emails, telephone numbers and fax numbers;
- fee accounts and related correspondence; and
- correspondence and notes of meetings.

*on computer files*

contact addresses, telephone numbers and fax numbers; and fee accounts.

The school holds the following data on pupils:

*on paper*

- registration information;
- medical records;

*on computer files*

- registration information;
- class or form placement;
- records of ability; and
- medical information.
- marks, assessments, rewards and sanctions;
- records of ability, progress, attainment and achievement;
- reviews and reports; and
- transfer information.

The school's files of data on parents and pupils are open to examination by inspectors from the Independent Schools' Inspectorate, the Office for Standards in Education and the Nottinghamshire County Council Social Services Unit, and such examination has occurred in recent years.

Parents may examine relevant personal data held by the school on request to the headmaster.



WELLOW WELCOME 2015/2016

		<b><u>JULY</u></b> <b><u>2012</u></b>		
Sabrina Barnes	Trent College		Kimberley Birkbeck	Worksop
Eleanor Black	Worksop		Oliver Buckland*	Repton
Jordan Cooling*	Worksop		Daniel Foster*	Worksop
William Goodall*	Worksop		Jane-annabell Hammocks	Brunts
Alice Huddleston*	Oakham		Charlotte Napier	Oundle
George Pickering	Worksop		Keelan Rhodes	Tring
Mason Spencer	Worksop		Owen Taylor	Worksop
		<b><u>JULY</u></b> <b><u>2013</u></b>		
Joshua Potts	Worksop			
		<b><u>JULY</u></b> <b><u>2014</u></b>		
Patrick Delahunty*	Worksop		Luca Fraser	Tuxford
Dawson Marriott	Joseph W.		Isobelle Mead*	Repton
Kayleigh Norton	Repton		Christos Poli*	Oakham
Rhea Spencer	Worksop		Katie Squires*	Repton
Chloe Swinbank*	Repton			
		<b><u>JULY</u></b> <b><u>2015</u></b>		
William Burnett	Worksop		Gilbert Fillingham	Repton
Angus Laughton	Stamford		William Menhennet	Worksop
Thomas Mitchell	Oakham		Harvey Morris-Daws	Worksop
Max Richards	Worksop		Freddie Skelton*	Oakham