Senior School

Guide to the School
THE SENIOR SCHOOL GUIDE

This 2012-2013 edition of the Guide applies to the Senior School (companion editions are published for the Preparatory and Pre-Preparatory Schools) and sets out to provide information for parents and pupils, about its position on key issues and how we can work co-operatively to enable pupils to grow positively in their time at Wellingborough.

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Our Mission Statement

“The philosophy of Wellingborough School places scholarly achievement at the heart of a challenging education which promotes this through active involvement. It seeks to develop self-awareness and a sense of responsibility, values both individuality and altruism, and fosters the spirit of community and commitment that has been traditional to the School throughout its long history. The aim is to create an environment in which pupils are given the best possible opportunity to learn and develop.”

I welcome you to Wellingborough School, where the environment is one of challenge for pupils, staff and parents alike. A high level of commitment is expected from each of us and that is why we value all relationships in our community. The Guide to the School gives a frame of reference for our standards. However, for detailed policies please refer to the specific documents which are available on the website.

We welcome friends, old and new alike, and we hope that you will visit us to experience Wellingborough School at first hand and to give you a real sense of a community in which individuals thrive and where there is a drive to maintain and improve our high standards.

G R Bowe
Headmaster
THE COMMUNITY EXPECTATION

There is an expectation of good, civilised behaviour, with which the community should be familiar, in all of School life. The School has a comprehensive Code of Conduct and Behaviour Policy as well as an extensive Out of School Visits policy. These documents are available on the website and are referred to regularly in assemblies as well as having been signed by all pupils when they join The School.

Weekend Commitments

Although the teaching week runs from Monday to Friday, there are inevitably numerous activities, central to the School’s philosophy and life, which take place at the weekend. These are identified in the School Calendar and must be seen as obligations to those pupils involved. Sunday Chapel services and playing in School matches are such obligations. Pupils know if they are members of a team squad then they are expected to be prepared to play for the team in any fixture listed in the Calendar or in an additional fixture which has been notified via the notice board or the website ideally more than a week in advance but only less in exceptional circumstances such as a re-arranged cup game. Exemptions for special reasons from these obligations can only be made by the Headmaster or the Senior Deputy Head following a written request no later than Monday ahead of a Saturday commitment in advance.

Similarly there are several major and annual School events such as Prizegiving and the Trinity Term Family Day (formerly the Open Day) which incorporates Sports Day that are regarded as core commitments and for which attendance is compulsory for all pupils.

Term Dates are published more than a year in advance. In the interests of pupils’ education, School dates and times should be strictly observed. Term time holiday, early leave or late return are not condoned as a matter of principle.

PARENT–SCHOOL COMMUNICATION

Contact Details

All contact details must be kept up to date and it is vital that the School is notified in advance of any changes of addresses, email addresses, mobile, land-line telephone and work contact numbers. It is vital any changes are communicated immediately. This requirement also applies to temporary changes of address (e.g. staying with relatives).

Telephoning the School

The School Office is open from 8.00 a.m. to 5.00 p.m. Monday to Friday in term time and from 9.00 a.m. to 4.00 p.m. for the rest of the year, except for public holidays. The School’s policy is that we aim to return calls or e-mails within 24 hours because teaching staff whose priority is classroom teaching do not have immediate access to calls and e-mails. An emergency number, which rings out of hours in the Headmaster’s House, is listed on page 4, as are voicemail options for Houses.

The Senior Leadership Team emergency number (07837 864195) is available 4.10-6pm Monday to Friday. This number is displayed outside the Senior Deputy Head’s Office and on the Digital Signage after 4.10 p.m.

Points of Contact

Whilst accepting that there is less flexibility with medical appointments The School should be notified of any planned absence via a written letter or e-mail request to The Headmaster as far in advance as possible; for sickness there are specific House numbers to ring and the Main Reception will also pass on messages.
The tutor is usually the first point of contact e.g. over general academic progress or when a pupil is unhappy. The Housemaster/Housemistress would be the second point of contact.

On specific academic matters (such as curriculum, subject options or setting) the first contact would normally be to the subject teacher or the relevant Head of Department. The Deputy Head Academic may be best-placed to deal with more serious queries. On matters of finance, catering, security, insurance, safety or travel, the Bursar’s Office should be contacted directly. On the general management of the School or in situations where concerns have not been satisfactorily addressed, the Senior Deputy Head or the Headmaster both welcome the opportunity to discuss your concerns. A detailed formal complaints procedure is available from the website.

**Contact details:**

**Email address**

headmaster@wellingboroughschool.org

**Receptionists:**

Mrs J Grant  
Mrs J L Phillips

Bursar email:

bursar@wellingboroughschool.org

**Website:**

www.wellingboroughschool.org

**Emergency Line (out of hours)**

01933 233404

**The Medical Centre**

01933 233433  
medical@wellingboroughschool.org

**House absence numbers:**

Cripps’ House 01933 233487

Fryer’s House 01933 233489

Game’s House 01933 233488

Marsh House 01933 233492

Nevill House 01933 233493

Parker Steyne’s House 01933 233491

Platt’s House 01933 233490

Weymouth House 01933 233494
TERM DATES

**Michaelmas Term 2012**

<table>
<thead>
<tr>
<th>Type</th>
<th>Day</th>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>INSET</td>
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<td>31st August</td>
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</tr>
<tr>
<td>INSET</td>
<td>Monday</td>
<td>3rd September</td>
<td></td>
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<tr>
<td>Term begins</td>
<td>Tuesday</td>
<td>4th September</td>
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<tr>
<td>Half Term</td>
<td>Saturday</td>
<td>20th October – Sunday 4th November</td>
<td></td>
</tr>
<tr>
<td>Term Ends (1.00 pm)</td>
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**Lent Term 2013**

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<tbody>
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<td>INSET</td>
<td>Monday</td>
<td>7th January</td>
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</tr>
<tr>
<td>Term begins</td>
<td>Tuesday</td>
<td>8th January</td>
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<tr>
<td>Half Term</td>
<td>Saturday</td>
<td>16th February – Sunday 24th February</td>
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</tr>
<tr>
<td>Term Ends (4.10 pm)</td>
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**Trinity Term 2013**

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<td>22nd April</td>
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</tr>
<tr>
<td>Term begins</td>
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<td>23rd April</td>
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<td>May Day</td>
<td>Monday</td>
<td>6th May</td>
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<tr>
<td>Half Term</td>
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<td>25th May – Sunday 2nd June</td>
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<tr>
<td>Term Ends (1.00 pm)</td>
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<td>12th July</td>
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**Michaelmas Term 2013**

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<td>INSET</td>
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<td>Term begins</td>
<td>Wednesday</td>
<td>4th September</td>
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THE SCHOOL WEEK

<table>
<thead>
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<th>Thurs</th>
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<tr>
<td>09:05</td>
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<td></td>
<td></td>
<td>Period 1</td>
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<tr>
<td>10:00</td>
<td></td>
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<td></td>
<td>Period 2</td>
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</tr>
<tr>
<td>10:55</td>
<td>Break</td>
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<td>Period 3</td>
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<td>12:10</td>
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<td>Registration</td>
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<tr>
<td>13:10</td>
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<td>Period 4</td>
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<tr>
<td>14:05</td>
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<td>Lunch &amp; Enrichment Activities</td>
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<td>Registration</td>
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<td>Registration</td>
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<td>Period 6</td>
<td></td>
<td>Period 6</td>
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<tr>
<td>16.10</td>
<td>End of Teaching Day</td>
<td></td>
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</tr>
<tr>
<td>16.30</td>
<td>Activities/Departmental Clinics</td>
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After School

The School is active after the end of the normal teaching day at 4.10 pm. Regular Activities and Clinics, the latter especially in times of examination preparation, are common. Parents are encouraged to pick up pupils by 5.30 pm. The Library Resource/Study Centre is open for private study until closure at 6pm. and is supervised from September to February. Houses will be locked as close to 5.30 pm as is possible.

A fundamental feature of the life of The School relates to evenings, weekend and holiday opportunities and commitments. Pupils and parents must recognise that this is the ‘Wellingborough Experience’ to which they commit when they join the School. When there are clashes of commitment which in a busy school are, from time to time, unavoidable, we encourage early waming of these and we seek to compromise wherever possible.

Special arrangements may sometimes be made for events and parents may receive Clarion call communication for changes of venue and timings if this is to be the case.
ACADEMIC

The curriculum is designed to give each pupil a firm grounding in fundamental disciplines, together with the breadth and enrichment which an element of choice can provide. Advice and guidance concerning the suitability and implications of choices are readily available from subject teachers, Tutors, Housemasters/Housemistresses. For the most part the curriculum is in harmony with the National Curriculum, but some choices, e.g. those including Latin or Spanish in Year 9, will mean that the balance is different. English, Modern Foreign Language, Mathematics and Science form our core academic curriculum. Detailed explanations of the Academic Curriculum in Year 9, GCSE and A level are provided on the School website.

Homework is an essential part of the process by which pupils learn to develop good study habits. There is an expectation that in Years 9, 10 and 11 pupils will have homework set according to a subject schedule. Pupils will have Planners which require regular checking and signatures from parents and tutors in Years 9 and 10. Members of the Sixth Form are expected to spend at least two hours a day on their courses outside class time. They should be encouraged to perform to their best standard and to read widely in and around their specialist subjects. It cannot be emphasised too much that reading and thinking more widely than specifically directed by subject teachers is the recipe for potential success; hence the provision of newspapers, magazines and periodicals and electronic access in the Study Centre.

Prizes are awarded according to criteria which are specific for the ‘named’ prizes. Academic subject prizes are awarded for excellence in a particular subject, coupled with sustained effort and interest. The School wishes to herald as many of our successful pupils as possible and so, for each year, there is a prize for academic excellence, the recipient of which may have been nominated for more than one individual subject prize. This allows additional prizes to be awarded to other individuals who may not be the highest achiever in that subject, but who have maintained a high standard coupled with the effort and interest expected from someone worthy of a prize. In some subjects a prize is not awarded annually where it is felt there is no one who meets these criteria.

Academic Commendations are encouraged for praiseworthy work and certificates awarded and acknowledged in Assemblies. Subject teachers are encouraged to bring exceptional work to the attention of the Headmaster who will meet to discuss such work with a commended pupil and receive written praise.

Clinics. Most departments hold regular weekly clinics (usually after the teaching day) to help pupils with specific problems. Details of clinic times are posted termly on the School website. They do not provide a programme of individual extra tuition.

Enrichment courses for all pupils are run by many departments at lunchtimes.

Careers: Guidance on Careers is given by the Careers Coordinator who is based in the Study Centre. Careers Fairs are arranged to which parents and pupils are invited. Discussion of a pupil’s Career plans can take place at any time on request. Members of Year 9 will have the opportunity to use a computer based aptitude test called Fast Tomato which allows pupils to begin to explore and manage their possible future career options throughout the different stages of their School life. At the end of Year 10 pupils may participate in the Morrisby Profile Assessment Scheme which is followed by an interview in the early part of Year 11. This forms part of the guidance on suitable subject choices for study in Lower Sixth and Upper Sixth.
In the Lower Sixth further interviews take place, building on the experiences of Year 11, which are designed to help pupils identify degree courses and appropriate universities they wish to consider. Pupils are also encouraged to use UK Coursefinder, an online facility, and University prospectuses to also help in this process. Applications for universities are made early in the Michaelmas term of Upper Sixth.

Work experience in areas of potential career interest is strongly recommended to both strengthen applications to university and gain insight into the workplace. The Careers Coordinator organizes some opportunities. Beyond this work experience should be organised during School holidays and the School informed.

**Library Resource/Study Centre**

The Library supports each curriculum area with specific and background resource material for all subjects with both electronic and hard copy resources. It provides a calm environment where any pupil can study or relax (quietly) in a moderated atmosphere.

The Library Resource/Study Centre Supervisor is available to give advice on suitable reading material ranging from subject background to contemporary fiction. Varying resources, to enhance wider general reading and learning are available. Members of the Sixth Form have timetabled private study periods and these take place unless otherwise sanctioned, in a working atmosphere within the Library Resource/Study Centre. The activity is monitored by the Study Centre Supervisor and is designed to compound and complement the ethos of good self-regulated study.

**Learning Support**

There is a well-established Learning Support Department operating across all age groups and curricular areas. Each and every pupil is a unique individual with a preferred learning style, hence we aim for our support to be flexible and varied. Our specialist teaching enables pupils with specific learning difficulties to achieve in an academic environment. Provision for pupils on the Learning Support Register varies according to need and ranges from one-to-one, in small groups, or in-class support teaching or periodic consultation; progress is carefully monitored throughout their time with us at Wellingborough and we seek to reduce dependence.

**Reports and Monitoring**

Our policy is to monitor closely academic progress and to ensure a regular flow of information to both pupils and parents through a combination of Parental Log-In electronic communication, detailed booklet reports and brief snapshot grade sheets as well as Parents’ Evenings where appointments are allocated. A schedule is available on the website. Where there are concerns from either parent or teacher we encourage a specific meeting to address these. A daily report or progress card may be used for an individual pupil, where a concern exists, for gaining evidence to inform discussion.

**Scholars and Award Holders**

The School makes a distinction between Scholarships (awarded on merit) and Bursaries (means-tested awards) and details are available on the website. There are a small number of individual subject awards which are made annually. However, all pupils who receive any form of financial assistance are subject to regular monitoring. Academic and non-academic Scholarships are available by examination, assessment and interview. There are clearly-stated expectations in terms of annual reviews of conditions, standards and commitment for all Scholarship and Award holders; if these standards are not maintained the Scholarship or Award may be withdrawn by the Headmaster after careful consultation.
PASTORAL CARE

Safeguarding
The Children Act 2004 and the ‘Every Child Matters’ protocol enshrine in law the requirement of all Schools to respect the personal concerns of children.

The School is dedicated to safeguarding the welfare of all pupils in its care. Our Policies (which are available on the website) are reviewed regularly and pupils are informed regularly about safety and respecting both oneself and others. Guidance and training are provided for staff and the Senior Deputy Head is the School’s ‘Designated Person’ who handles, in the first instance, any safeguarding matters.

We appreciate that pupils have their own worries and difficulties from time to time which often may in themselves only be minor but which may assume for a number of reasons greater proportions than we might expect. It is not always possible for a pupil to talk to the ‘obvious’ members of the staff such as their Housemaster/Housemistress, Tutor or subject teachers. We try to make clear to all our pupils that there is always somebody to turn to: normally their tutor or Housemaster/mistress, another member of the teaching staff, one of our nursing staff or indeed we can arrange a confidential meeting with the independent School Counsellor. An appointment can be booked with the latter via the Medical Centre.

Pupils can seek counsel either by themselves or with a friend and can be reassured that their concerns are regarded as confidential as far as is possible in keeping with safeguarding procedures. We will take great care to avoid breach of confidentiality unless it is absolutely essential.

In all these conversations every effort will be made to keep the matter private. Should there be a complaint about or a report of physical or sexual abuse, the School is required to contact the Local Children’s Safeguarding Board who together with the police will undertake an investigation. The School is not allowed to undertake such an investigation.

If the pupil wishes to make a formal complaint, they should make it in writing. The complaint should be made to the Senior Deputy Head, or in extreme cases to the Headmaster. It is quite possible that the matter might have been discussed with that particular person beforehand. The complaint is then registered and the Senior Deputy Head will discuss the complaint with the pupil within two days of a complaint having been made. In any discussions the pupil has the right to bring another pupil or person of his/her choice to meetings. If the complaint is about the Headmaster, parents should make their complaint directly to the Chairman of Governors.

Tutors
All pupils are allocated to a House on entry to the School and each year group within a House is guided by a Tutor. Tutees are seen on a daily basis by their Tutors whose role is to support and monitor progress inside and out of the classroom. The Tutor is the first point of contact in communication between home and School.

PSHCE
The Sex and Relationship Education Policy is available on the School Website and all parents are urged to familiarise themselves with this including the statement about opting out of specific sessions. Please contact the Senior Deputy Head if there is a question about this.

Through discussion and research a huge range of topics is explored: topical, political, spiritual, moral, social and cultural issues are reflected upon. Subjects such as child labour, sex education and how to write a C.V. are just some of the diverse issues studied.
The PSHCE programme in Year 9 provides the perfect opportunity to introduce the students to expectations and standards as they face a wide variety of new challenges in the Senior School. Sixth Form students mentor the Year 9 pupils through this Michaelmas Term programme and provide valuable guidance. This provides an excellent opportunity for the older pupils to establish a rapport with the new intake and to offer their perspective of the School. The Careers Coordinator speaks to the whole year group and introduces them to the Careers programme.

Throughout Years 10 and 11 the main focus is on individual skills and knowledge to help build self-confidence. A conscious effort is made to raise awareness of, and to stay safe from, the dangers and risks of drugs, alcohol and on-line abuse. Visiting speakers, Public speaking, debating, presentation skills and team work are some of the ways through which this is achieved. Study skills days and Charity days are other ways in which we develop pupil learning through fun events.

Health
The School Medical Centre is staffed by Registered General Nurses between the hours of 8.00 a.m. and 5.30 p.m., Monday to Friday for pupils who are taken ill during the course of the day, or for one reason or another, need professional medical attention. Pupils are nonetheless registered patients with their own GP and parents should be aware of the conditions that apply to that registration. Parents will be expected to take their children home when they are unwell. Sixth Form pupils who are unwell must not sign out of School without permission from a member of the Senior Leadership Team.

The Medical Centre must be advised of any medical condition affecting individual pupils, either when the pupil first joins the School, or on later diagnosis. Any changes to either a condition/medication must be brought to the attention of the Medical Centre staff as soon as practically possible. With the benefit of such information the Medical Centre is best placed to provide staff with the correct guidance on how to support individual pupils. It may be necessary to provide some pupils with individual health management plans/protocols for use in School. These will be devised by the School Nurses in consultation with the pupil and parents if necessary. All such information is treated in the strictest confidence.

No drugs, medicines or prescribed treatments are permitted in School without a letter from the parents giving clear instructions of time and dosage for administration.

If pupils suffer from, or have contact with any infectious disease, it is essential that parents inform the School, and in the first instance stay away from School. If in any doubt about the contagious nature of an illness, please discuss with the School Medical Centre.

Parents are encouraged to arrange, if possible, routine medical, dental, podiatry, physiotherapy and optician appointments during School holidays or out of School time.

Students from Year 9 to Upper 6th are welcome to bring in healthy snacks for their breaks. We request that foods containing any form of nut are not brought onto the site because of the potential risk to allergy sufferers. We recognise the importance of drinking water throughout the day; we have a number of water fountains in various parts of the site for pupils’ use.
**Code Of Conduct**

At Wellingborough we want each pupil to enjoy life at School, hence care for our neighbour forms part of everything we do throughout the School.

All pupils sign our Code of Conduct and the Acceptable User Policy, and our Behaviour Policy and Anti-Bullying Policy (including Cyber-Bullying) are available on the website.

**Sanctions** in dealing with unacceptable behaviour are set out in these policies.

The atmosphere of Wellingborough should be such as to encourage consideration for others and understanding of points of view different from one’s own, whilst at the same time fostering independence and individuality as the basis of personality and responsible maturity. Occasionally individuals fall short of these ideals and resort to conduct that can be described as **Bullying**. Such anti-social behaviour may take physical, psychological or verbal forms and often is carried out via text messaging or social network sites. There is no place here at Wellingborough for such behaviour and action will be taken against those who spoil the atmosphere of the School or cause difficulties or distress to others even if this originates outside of School. In such cases where it is concluded that a pupil has been involved in persistent bullying he/she may be excluded from the School.

**Bullying** is not a new phenomenon, but it has rightly been focused upon as unacceptable in a civilised society. We take the view that a pupil is being bullied if there is any persistent behaviour aimed at him/her which is designed to upset.

The website contains detailed information regarding the nature of Bullying including Cyber-Bullying and explains the roles of key personnel in pre-empting Bullying and how the School attempts to deal with incidents in terms of sanctions.

The School recognises that teenagers are susceptible to particular risks and we have specific policies on acknowledged areas of concern.

**DRUG POLICY**

The School’s drug policy (which is available on the School Website) recognises that nationally the use of illegal substances (or drug misuse) is significant amongst teenagers. The subject is dealt with in the personal and social education (PSHCE) programme in the Senior School. From time to time the topic will be part of presentations to pupils by outside agencies.

The disciplinary expression of the School’s policy is set out in the School Rules, viz. “All members of the School are responsible for their own behaviour at any time” and “A pupil may be asked to leave if in possession of or using unauthorised/illegal substances.”

The School's Terms and Conditions and the website contain clear details on the School's response to any suspicions of drug use, the warning signs for which teachers, parents or friends should look.

**RESPONSIBILITIES.**

The School seeks to provide opportunities for responsibility and leadership throughout all years; these may well be addressed within individual Houses. In addition all years have opportunities for leadership through co-curricular activities. The **School Council** is where pupils of all ages meet to debate and draw up proposals for innovation and improvements in School life.
School Prefects and Heads of School are appointed in Year 12 following a selection procedure which allows pupils and teaching staff to make recommendations to the Headmaster, whose decision is final. The selection procedure typically includes writing a letter of application and an interview with a member of the Senior Leadership team. House Prefects are appointed by Housemasters/mistresses after consultation with tutors. There is not a template for our prefect prefect whether at House or School level. All teams of prefects are selected taking into account the individual personalities and the tasks which they are required to perform. Whilst we would include in our consideration the involvement of a pupil in the life of the School, this is not a reward for past commitment and we would expect that our prefects would represent a range of academic prowess and co-curricular involvement.

A Peer Mentoring Programme also exists allowing the opportunity for senior pupils to guide others.

CO-CURRICULAR MATTERS

Expectations
An extremely wide range of co-curricular activities is offered to pupils as part of the School’s core belief in the value of a rounded education. All pupils are encouraged to take full advantage of these opportunities at House and School level.

House competitions run in all major sporting and cultural activities e.g. Drama, Singing, Music, Dance, Debating and General Knowledge. Several of these include participation by every member of the School.

Sports Fixtures
An ambitious programme of fixtures is played throughout the year midweek and at weekends, home and away. The basic fixture programme is published termly in the School Calendar and on the School Website, but may be supplemented by cup fixtures and others which have to be arranged at short notice.

Drama
The School’s major production takes place in the Michaelmas term at the prestigious local Castle Theatre. The Junior House Drama Festival in the Trinity term gives the younger members of the School chance to take the leading roles and direct the productions.

Colours
Colours are awarded for outstanding achievement in sports and in the arts at School level. A system of House colours operates to recognise contributions to House service. Criteria are set by the Directors of the respective activities for School colours and by Housemasters and Housemistresses for House colours.

Out of School Visits
Out of School Visits form a key part of the School’s educational provision. A list of the provisional programme of major residential visits is provided on the School website; over 150 other visits take place throughout the School year, details of which are made available whenever possible in the School’s termly calendar.
**Combined Cadet Force/Duke of Edinburgh Award**

For over a hundred years the School has maintained a CCF. It is one of only 20 schools in the country to operate a Royal Marines cadre. All pupils undergo basic training in Year 9 before deciding between the Marines, Army, Navy and RAF sections of service in Year 10. Pupils may continue CCF service throughout their time in the Senior School.

For Year 11, pupils may choose to transfer from CCF to the Duke of Edinburgh Award at Silver level. In the Sixth Form, Duke of Edinburgh Gold Award is an option, alongside a range of Community Cohesion activities e.g. helping children from local primary schools with their reading or providing gardening help for local disadvantaged people.

Detailed information on all options listed above is provided to pupils and parents at various times to enable an informed choice of activity to be made.

**Enrichment**

Each lunchtime, from the second half of the Michaelmas term onwards, a full range of Enrichment activities take place. The Sixth Form ‘Stretch’ programme aims to enhance academic understanding beyond the confines of the subject specifications in preparation for university experience.

Enrichment for the younger age groups comprises over 40 activities, designed to broaden the range of academic and social activities available e.g. public speaking and gardening. Young Enterprise operates for Year 10 and Lower Sixth pupils who have not participated in it previously.

Details of the Sixth Form ‘Stretch’ programme are provided to pupils in advance by their subject teachers. Activities within the Enrichment programme are advertised on the School Website.

**Music**

Music ensembles practise within the Enrichment timetable and provide a series of concerts throughout the School year. The Chapel Choir performs both at School services and at prestigious cathedral venues throughout the year. Details of all activities can be found in the School termly calendar.
HEALTH AND SAFETY

Health and safety is the School's responsibility, but pupils as well as all staff have an important part to play. Health and safety regulations form part of the School Regulations and are therefore covered by School Rules.

All pupils are expected:

a. To exercise personal responsibility for the safety of themselves and others.

b. Not to wilfully misuse or interfere with any equipment, including ICT equipment, provided for their own general safety.

c. Not to bring to School any item or substance which could endanger their own health and safety or that of others.

d. To observe the safety rules of the School and in particular instructions of teaching staff given in an emergency.

Where Departments have issued specific regulations, these have been posted in appropriate areas and must be complied with at all times.

MOTOR VEHICLES AND TRANSPORT

The Jubilee Entrance off London Road is a vehicular access only. Pedestrian and Cycle access is via Irthlingborough Road. The volume of traffic on the School site is considerable so drivers must be vigilant and exercise great caution at all times and in particular observe the speed limit of 5 mph and only park in designated areas. The traffic system is designed to reduce the risk of accident on the School site. Drivers are expected to be considerate to pedestrians. Pupils and parents are encouraged, on grounds of safety, to use only designated pathways to move around the School. However, drivers are reminded that the School cares for children as young as 3 years old on its site every day.

Normal traffic regulations apply on site.

Parking

The area immediately to the left on entering through the Jubilee Gates is designated for staff and Sixth Form use, although at peak times Car Park Marshals may direct drivers to park there. For short stays there is a Drop-Off Zone in front of the Modern Languages building. Normally these bays are only available for stays of 5 minutes or less. The exceptions are the two bays nearest the Sports Hall which are designated for disabled drivers. The fencing has numbers attached to it identifying the centre of a parking space and drivers are asked to observe this so as to maximise parking capacity. The bays have been set to the width of a parking space that one would expect to find in a supermarket car park and therefore provide adequate space for most vehicles including Sports Utility Vehicles (SUVs).

- No parking in Castle Street, Isebrook Hospital grounds or the Cloisters (the development adjacent to the Prep School) – we wish to maintain good relations with our resident neighbours.

- At all times parents should ensure their children are under their secure control in the car park and adjoining areas.
• In view of the obvious safety issues, parents are asked not to stop on Irlhlingborough Road to drop or collect pupils. Our bus services use the area between the former entrance and exit to load/unload and so any parking here creates danger for the buses.

• There are clearly designated pedestrian routes around the site.

**Pupils' use of private vehicles**
Only Sixth Form pupils who have received the Headmaster's written permission to drive on the School site may do so. Pupils who breach this rule may be banned from driving to School by the Headmaster for a specific time period. Pupils who drive recklessly on site may also incur a temporary driving ban.

Pupils' vehicles should be parked in designated areas at the London Road end of the main car park. All pupils parking on the School site should display the issued parking permit at all times.

No pupil may drive another pupil to and from School without written consent being sent to the Headmaster by both sets of parents.

**School transport**
The School runs daily buses to and from various locations. There is also a shuttle service to Wellingborough Railway Station. Services are detailed on our website within the Enterprise section.

**Personal Insurance**
The School cannot insure against the loss of or damage to any pupil's property (including clothing) during term time, in transit or as a result of theft. Parents are advised to take out their own insurance for valuable items (e.g. a watch, musical instrument, sports equipment, ipod, mobile phone, Ipad, Laptop). ‘All risks’ insurance policies can include a clause to cover this contingency and parents are advised to check this. The School’s policy covers loss by fire. Every effort is made to provide pupils with the means to secure their property through personal lockers in Houses.
SCHOOL UNIFORM LISTS

Ultimately the School reserves the right to decide what constitutes “acceptable appearance”.

If there is any doubt regarding matters of appearance, advice should be sought from the appropriate Housemaster/mistress. In the event of a dispute or persistent offending, the individual will be referred to the Senior Deputy Head who may choose to send the pupil home or keep him/her in isolation during a School day.

1. Pupils should wear clothing as specified on the relevant clothing list.

2. School uniform or Sixth form dress is required for formal School occasions, Sunday Chapel, evening functions in School and for outside visits by parties, unless notice is given otherwise.

3. Dress and appearance (including jewellery, make-up, slogans on clothes, headgear, hair style) should be neither inappropriate nor exhibitionist. Make-up is not permitted below the Sixth Form. Charity wrist bands, if worn, must be tasteful and discrete.

4. All articles should be clearly named.

5. Body piercings: one small stud in each ear may be displayed. It is not permissible for jewellery to be worn in any other body piercing.

The School Shop

The School Shop is located in the School grounds. It stocks the full uniform for all three parts of the School with the exception of footwear. There is also an opportunity to purchase ancillary items including stationery and greeting cards. We offer a full name taping service

Staff
Mrs Nikki Northem - Manager
Mrs Pip Britten - Customer Service Advisor

Getting in touch
Tel: 01933 233384
Email: shop@wellingboroughschool.org

Opening Times
Tuesday, Wednesday and Thursday in term time, 8.30 – 11.30am and 1.00pm – 5.00pm
Monday and Friday in term time, 1.00pm – 5.00pm
Selected Saturdays - published on the School’s website

If you need anything but cannot get to the Shop, please call or email us and we will do our best to help you.

Please check the School website (under Enterprise / School Shop / General Info) for any additional opening times, including selected Saturdays.
BOYS' CLOTHING LIST

(Years 9, 10 and 11)

Jacket
Trousers
Shirt
Tie
Shoes
Pullover (Optional)
Socks
Overcoat, raincoat or anorak
Scarf (Optional)
P.E. training shoes (a)
P.E. training shoes (b)
Sports shirt
P.E. shorts
Sports socks
Games shirt
House shirt
Rugby shorts
Football / Rugby socks
Tracksuit
Football boots
Cricket trousers
Cricket boots
White sweater (Optional)
Sport Underskinz (Optional)
Training top (Optional)

Dark blue with maroon piping
Charcoal/Black
White
School
Plain black polishable leather. No decorative additions (e.g. external designer logos, labels or tags, or metal embellishments)
V-neck, plain navy blue or black.
Plain dark grey
Plain dark blue, black or grey
Only School pattern or black
Coloured uppers, for outdoor use only
White uppers, non-marking soles, for Sports Hall & Squash Court use only
White cotton polo with School crest
Navy with School crest
White
Reversible maroon/white
Polo shirt with School crest
Navy with School crest
Maroon with navy trim
School design
Regulation as per instructions from PE Department.
White; School team players only
Regular players in School or House teams
White; School team players only
School design
Navy with School crest

Every boy needs a sports bag or holdall for carrying kit and equipment. It is strongly recommended that this is lockable and clearly marked so that belongings left in dayrooms or changing rooms are secure.

All articles must be clearly named.
GIRLS' CLOTHING LIST

(Years 9, 10 and 11)

Jacket Dark blue with maroon piping
Skirt Mid grey **which should be knee length**
Blouse White; collar to take a tie, bra/underwear should be white
Tie School
Shoes Plain black polishable leather. Heels not over 4 cm. No decorative additions (e.g. external designer logos, labels or tags, or metal embellishments) non stiletto style
Jumper (Optional) V-neck, plain navy blue or black,
Tights Black, or neutral
Overcoat or raincoat Plain, dark blue, black or grey – they should cover the jacket which should be worn underneath at all times
Scarf (Optional) Only School pattern or black
P.E. training shoes (a) Coloured uppers, for outdoor use **only**
P.E. training shoes (b) White uppers, non-marking soles, for sports hall & squash court use **only**
Sports Polo shirt White, cotton with School crest
Games skirt School design - navy with white piping
Games hoodie School design - navy with white piping
Sports socks White, cushioned soles
Hockey socks Maroon with navy trim
Tracksuit School design
Hockey / Netball / Rounders shirt School design for Year 9 and Year 10
Tennis skirt White; School team players only
House shirt Polo shirt with School crest
Sport Underskinz (Optional) School design
Training top (Optional) Navy with School crest

Every girl needs a sports bag or holdall for carrying kit and equipment. It is strongly recommended that this is lockable and clearly marked so that belongings left in dayrooms or changing rooms are secure.

All articles must be clearly named.

**Hairbands** must be plain, dark colours.
**SIXTH FORM DRESS CODE**

Whatever clothing, hairstyle, make-up, accessories or jewellery is chosen by boys or girls, it should be suitably discreet, business-like and in keeping with the ethos of the School. The School reserves the right to decide what constitutes acceptable appearance. If there is doubt, advice should be sought from the appropriate Housemaster/Housemistress or Sixth Form Assistant. In the event of a dispute or persistent offending, the individual will be referred to the Senior Deputy Head who may choose to send the pupil home or keep him/her in isolation during a School day.

**Boys**

Sixth Form boys may wear:

- **Plain** black, grey or dark blue two or three piece lounge suit (faint pinstripes acceptable). If a three piece suit is chosen, the waistcoat should only ever be worn covered by the jacket.
- A white formal shirt to be worn with a tie.
- Any tie associated with School is acceptable (tour/colours/Sixth form etc).
- Grey, dark blue, maroon or black v-necked pullover – optional (long sleeved or sleeveless). This is worn predominantly for warmth, and should only ever be worn beneath a jacket.
- Grey, dark blue, maroon or black overcoat that covers the jacket.
- Plain black or brown leather shoes.
- Plain dark socks.
- Plain black or School/House scarf.
- All Sixth Form boys should be clean shaven.

Upper Sixth boys who are not prefects may wear a pastel single block coloured shirt. A School prefect or Head of House may choose to wear patterned shirts which should be predominantly white or cream.

**Girls**

Sixth Form girls may wear:

- Tailored suit (matching jacket and skirt or full length trousers) in **plain** grey, black or dark blue. Skirts should be of a decent length, style and cut.
- A white blouse or top with sleeves, which should have a minimum of a short sleeve – not cap sleeve. T-shirts which are sleeveless, have cap sleeves or strappy tops etc are **not** permissible.
- Grey, dark blue, maroon or black pullover - optional (long sleeved or sleeveless) or cardigan should be worn for warmth only and should not replace the jacket. When walking around the school site, suit jackets should be worn at all times.
- Plain black or brown leather shoes with heels 5cm or below, not of stiletto style.
- Black/neutral tights.
- Discrete hair accessories.
- Grey, dark blue, maroon or black overcoat/that covers the jacket.
- Plain black or School/House scarf.

Upper Sixth girls who are not School prefects may wear a coloured top of single block colour - **this replaces the white garment worn in Lower Sixth**

A School prefect may wear a patterned blouse or top which should be predominantly white or cream.

Upper Sixth girls may wear a tailored dress which adheres to the regulations for suits above. If the dress does not have sleeves, a top with a minimum of a short sleeve **must** be worn beneath the dress. The jacket should match the dress.
GOVERNING BODY

Chairman  J J H Higgins Esq
Vice-Chairman  C A Westley Esq

Co-opted Members
A W Bailey Esq
Mrs A Coles
Dr J K Cox
D K Exham Esq
Mrs D Line
N B Lyon Esq MA
J H Morris Esq
Rev'd C Ostler
Mrs P Perkins OBE
P S Phillips Esq MA FCA
A H Robbs Esq

Representative of the Old Wellingburian Club
S M Marriott Esq

THE COUNCIL OF WELLINGBOROUGH SCHOOL
The Council consists of all members of the Governing body together with:

University Representative
Dr A Nicholls (Oxford)

Representative of Northamptonshire County Council
Cllr D Dean

Representative of Borough Council of Wellingborough
Cllr T Allebone

Representative of the Old Wellingburian Club
A Warwick Esq

Co-opted Members
B Leadsom Esq
J B Shrive Esq
D A Waller Esq MA

Clerk to the Governing Body
M P Skidmore Esq

Headmaster  G R Bowe Esq BA
Bursar  M P Skidmore Esq
Estates Bursar  I M Gallacher Esq
SENIOR SCHOOL STAFF

Headmaster
Mr G R Bowe

Senior Deputy Head, French
Mr D C Williams

Second Deputy Head (Academic), Physics
Mrs S M Bamhurst

Assistant Head (Co-Curricular) Head of Politics
Mr D A Ramsden

Master i/c 6th Form Academic Progress
Mr J R Gray

6th Form Assistant
Miss C L Gavin

Housemasters/Housemistresses

Mr M H Askham (Game’s, Senior Housemaster)
Mr T J Fourie (Platt’s)
Mr K Hargreaves (Cripps’)
Mr G E Houghton (Parker-Steyne’s)
Mr R T Campbell (Fryer’s)
Miss C S Irvin (Marsh)
Miss J M Livingstone (Nevill)
Mrs H M Pattison (Weymouth)

Assistant Staff (* indicates Part-Time)

Mr M A Baddeley
Mrs S J Baxby
Miss L Belford
Dr J A Bialacki
Mrs F J Burgess
Mr C Carden
Mrs F C Carlisle*
Mrs R E Cowley*
Miss S M Curley
Mr S L Egan
Mrs C Y Elwyn*
Mr P J Farley
Mrs S E Fellows
Mr A R Gamble
Mrs J C Hennessy
Dr A L Higginson
Mr L M Hilton
Mrs H L Hodgson
Mrs A S Holley
Miss C E M Horry
Mrs S Kiely
Mrs F M Kirk
Dr K M Loak-Chrisp
Mr P J Lowe
Mrs L J McAuley
Mr P R Marshall
Mr C Martin-Sims
Ms J A Mason*
Mrs J Matthews*
Mr A S Monaghan
Mr M A Nugent*
Mrs L Peters*  PE & Games
Mr P J Phillips  Physics
Mrs G M Rodgers  English
Mr I Runnells*  Assistant Director of Music
Mrs K A Shutt*  Head of Economics
Mrs C T Stroud  Head of Modern Foreign Languages
Mr M E Thompson  French
Revd M J Walker  Chaplain and Head of Religious Studies
Mr P J Waugh  Head of ICT
Mrs C L Woodward  Art

Bursar
Secretary to Bursar

Estates Bursar
Estate Bursar’s Assistant
Resident Security Officer
Booking Secretary

School Medical Centre

Headmaster’s PA
Senior School Registrar  Mrs Y Pullen
Examinations Officer  Mrs F O’Hagan
Learning Support  Mrs C Allen, Ms E Rush

Finance Department – Fees
Finance Officers  Mrs L Barnes, Mrs K Upton, Mrs A Andrews

Music Department Administrator  Mrs L Burleigh
PA to Deputy Heads  Mrs D Barrett

Secretary  Mrs K Mistry
Enterprise Manager  Mrs J Cliffe
Enterprise Assistant  Mrs S King

Foundation Director  Mr M Minshull
Foundation Manager  Mrs D Whittemore

Print Room  Mrs A Fell
Database Administrator  Mr A Blagoev
Assistant Network Administrator  Mr K A I Mahmeed
H R Advisor  Mrs K Matthews
Head of CCF  Major S Garfirth
CCF Senior Staff Instructor  Mr S M Moffatt
Website Administrator  Mrs D Golhar

Technicians:
Art  Mrs S Booth
Design Technology  Mr P Sandall
Sports Technician  Mr K Meagan
Biology  Mrs S Nutting
Chemistry  Mrs S Monaghan
Physics  Mr P Johnson