



Wellingborough

Preparatory School

# Guide to the School



*a family of schools*

## THE GUIDE

This edition applies to the Preparatory School and sets out to provide key information for parents and pupils. Companion editions are published for the Senior and Pre Preparatory Schools.

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## **MISSION STATEMENT**

The philosophy of Wellingborough School places learning at the heart of a challenging education, which promotes this through active involvement. It seeks to develop self-awareness and sense of responsibility, values both individuality and altruism, and fosters the spirit of community and commitment, which have been traditional to the School for over 400 years. The aim is to create a safe and happy environment in which pupils are given the best possible opportunity to learn and develop.

## **AIMS**

The school aims to promote good relationships so that every member of the school community should feel valued and respected. We are a caring community, whose values are built on mutual trust and respect for all, balancing the needs of the individual with those of the class or group.

The school aims for the pupils to become successful learners, confident individuals and responsible citizens, with parents working together in partnership with the school in the education of their children.

## **THE COMMITMENT**

The Code of Conduct, rules and regulations provide the school, like in any society, with a framework of operation and for it to work successfully all those within the community need to adhere to them.

## WHO DOES WHAT IN THE PREPARATORY SCHOOL

**The Headmaster** is responsible for the management of the Preparatory School.

**The Deputy Headmaster** is responsible for day-to-day administration and discipline in the Preparatory School. He deputises for the Headmaster in his absence.

**Assistant Head – Pastoral Care** has particular responsibility for the welfare of the pupils.

**Assistant Head - Curriculum and Teaching** is responsible for the co-ordination and delivery of all academic curriculum matters.

**Assistant Head - Pupils' Academic Development** has particular responsibility for tracking the academic development of a pupil through the School.

**Assistant Head – Co-curricular (The Director of Sport)** is responsible for the co-ordination of all Games arrangements and the Extra Curricular Activities Programme.

**Club Presidents** are responsible for the academic and pastoral needs of the pupils in their Clubs. They will often be the first point of contact for parents.

**Heads of Department** are responsible for the teaching and learning within their subjects throughout the Preparatory School.

**Form teachers** are responsible for the registration of the pupils. In Year 5 and above, the organisation of the curriculum means that they may not teach pupils in their own form. However, they will meet them for registration and the Form Period. Form teachers of Year 4 will see a great deal more of their form and therefore may be the first point of contact for parents.

**The Preparatory School Office** consists of the Headmaster's Secretary, the School Registrar and the Receptionist who are responsible for the day to day running of the office in school and liaison with parents. They are the first point of contact for parents on routine matters. They also liaise with the central administration of the School.

## THE TEACHING STAFF

### Senior Leadership Team

|   |               |                                    |
|---|---------------|------------------------------------|
| Headmaster  | R J Mitchell  | Life Skills (PSHE), Games          |
| Deputy Headmaster                                   | R W Smith     | Life Skills (PSHE), PE, Games      |
| Assistant Head - Curriculum and Teaching            | T Gray        | Maths, Life Skills (PSHE)          |
| Assistant Head - Pupils' Academic Development       | Mrs K A Owen  | Year 4 Teacher                     |
| Assistant Head - Pastoral Care                      | Mrs A J White | English, Life Skills (PSHE), Games |
| Assistant Head - Extra Curricular Director of Sport | S J Wintle    | PE, Games                          |

### Teaching Staff and Club Presidents

|                   |            |                              |
|-------------------|------------|------------------------------|
| R Batley          | (Jaguars)  | Mathematics                  |
| D A Coombes       | (Panthers) | Design & Technology, Games   |
| Mrs J Burns       | (Bears)    | Head of Maths                |
| Miss S C Allan    | (Tigers)   | English, Games, RS           |
| Mrs A J Staughton | (Wolves)   | Head of Science              |
| L Williams        | (Lions)    | Head of PE, Geography, Games |

### Teaching Staff

|                    |   |
|--------------------|---|
| Mrs C Allen        | Learning Support                              |
| Mrs P Butler       | Head of Geography                             |
| Mr P Dennis        | English, Spanish, History, Games              |
| Mrs F J Drye       | Head of English, Editor of the Chronicle      |
| Miss F L Gamble    | Science, Games                                |
| S Groom            | ICT, Games                                    |
| N R Grove          | Scholarships and Enrichment, English, History |
| Mrs C Handford     | Science                                       |
| Mrs C J Hughes     | Head of Learning Support                      |
| Miss A S Kingstone | Year 4 Teacher, History, Games                |
| Mrs E S Mestraud   | French, Religious Studies                     |
| C W Pickett        | History, Games                                |
| P P Ricca          | Head of Modern Foreign Languages, Games       |
| Miss R J Sanders   | Year 4 Teacher, Religious Studies, English    |
| Mrs A M Simmons    | Mathematics, Life Skills (PSHE)               |
| Mrs C Smith        | French, Spanish                               |
| Mrs P Warford      | Head of Art, Life Skills (PSHE)               |
| Mrs C L Whitaker   | Games, Geography, PE, Drama                   |
| Mrs S B Wilson     | Learning Support                              |

### Senior School colleagues who teach in the Preparatory School

|                  |                                  |
|------------------|----------------------------------|
| S M Adams        | Director of Sport                |
| Mrs F Burgess    | PE, Games                        |
| Mrs R E Cowley   | Art                              |
| S L Egan         | Head of Design and Technology    |
| Mrs S E Fellows  | Latin, Modern Foreign Languages  |
| Miss C L Gavin   | Games                            |
| Mrs A J Gillam   | Latin                            |
| K Hargreaves     | Drama                            |
| Mrs A S Holley   | Head of Classics                 |
| G E Houghton     | PE                               |
| Miss C S Irvin   | Games                            |
| P R Marshall     | Director of Music                |
| Ms J A Mason     | Design and Technology            |
| M A Nugent       | French                           |
| I Runnells       | Assistant Director of Music      |
| Mrs C Stroud     | Head of Modern Foreign Languages |
| Revd M J Walker  | Chaplain, Religious Studies      |
| Mrs C L Woodward | Art                              |

|                                  |   |
|----------------------------------|---|
| School Nurses                    | Mrs D Barclay<br>Miss L Crick<br>Mrs R Wood |
| Librarian                        | Mrs K Cooper                                |
| Headmaster's PA                  | Mrs T Billington                            |
| Preparatory School Registrar     | Mrs J Roberts                               |
| Assistant to the Assistant Heads | Mrs J Wilson-Benn                           |
| Receptionist                     | Mrs J Pentelow                              |
| Saturday Activities Co-ordinator | Mrs S King                                  |
| Late Stay Supervisors            | Mrs L Fourie<br>Mrs M S Grabowiecki         |

**Part-time Sports Coaches**

Mrs J Mason  
A Mills  
Miss S Peters

## COMMUNICATIONS

Addresses, telephone/fax/mobile numbers and email should be kept up to date. Parents and guardians should ensure the school has the correct home address and telephone/fax/mobile number as well as contact address and telephone/fax/mobile number at work. **It is vital any changes are notified immediately, not least in case your son/daughter has an accident. This requirement also applies to temporary changes of address (eg for a short holiday) as well as to more permanent changes.**

Contact with the teaching staff can be made via the Preparatory School Office.

|  |   |
|--|---|
| <b>Who to contact:</b>   |   |
| For information, letters, appointments   | School office Mon – Fri 0815 -1700<br>Voicemail outside these hours<br>01933 222698 |
| For everyday organisational matters<br><i>e.g. lost property, appointments</i> | Form teacher  |
| For specific subject concerns<br><i>e.g. topics covered, child's progress</i>  | Subject teacher or Head of Department   |
| For pastoral issues  | Club President  |
| If concerns or issues remain   | The appropriate member of the Senior Leadership Team - see p4                       |

If in doubt, please do not hesitate to contact the school office staff who will pass on all information to the relevant member of staff or make the necessary appointments.

The Headmaster is also contactable via the Preparatory School Office.

Should concerns remain unresolved following discussion or exchange of letters with the Headmaster, the Headmaster of the Senior School should be the next point of contact. Following that, governors can be contacted via the Senior School Office. A full copy of the formal complaints procedure is available from the Preparatory School Office on request.

### Parents' Evenings

Each year group has at least one Parents' Evening a year, at which parents are invited to meet subject teachers and to discuss their child's progress. Parents of all new pupils will also have the opportunity to meet with staff during the Michaelmas Term.

## ADMISSIONS

### **Admission at Year 4**

On entry into the Prep School at Year 4 there are three forms. The Year 4 admission procedure, for those not coming from the Pre-Prep, involves the children coming into school for a morning to complete various tests, including a VR (Verbal reasoning) and NVR (Non-verbal Reasoning) test. A report from a child's current school will be requested.

The school employs a staff of qualified and experienced learning support teachers whose responsibility it is to help children who need support. We may decline to confirm an offer if we judge that a child's educational needs are such that specialist help, beyond what is available at Wellingborough Prep School, will be required. This step will only be taken after full consultation, in conjunction with parents, of the adjustments which would be necessary to accommodate the needs of the pupil.

### **Admission to other year groups**

An extra class is added at Year 7 and the entry procedure involves various tests, including a VR test (Verbal reasoning), NVR test (Non-verbal Reasoning) and a piece of written English.

Children are admitted to other year groups in the school according to criteria similar to those described in the preceding paragraph. We are happy to admit children to other year groups where places are available.

Children who have sat the Foundation Scholarship exam for entry into Y7, but have been unsuccessful, will not need to sit another entry test if their results and school report prove to be acceptable.

### **Children whose first language is not English**

Wellingborough Prep School may admit children whose first language is not English. The admission of such children will be based on our judgement of their linguistic capacity to access the curriculum. It is recognised that linguistic competence is likely to increase swiftly when they are being taught in English and mixing with English-speaking children. Accordingly, allowances are made for children whose English is not fluent but whose general ability is clear.

We do not employ specialist teachers of English as a foreign language. We aim to identify, as early as possible, a child who does not make the expected progress because of inadequate English language skills and will help parents to identify a suitable teacher, whom they may employ, to provide necessary remedial help for their child.

### **Children whose application is to other than their chronological year group**

Wellingborough Prep School normally does not admit children to a year group other than their chronological year group. It is better for children to work in their chronological year group so that their peer-group comprises children who are at their level developmentally, physically and socially. If in a different year group, there is a risk that a child will be disadvantaged or that his or her presence will disadvantage others in that group. Exceptions to this policy are occasionally made if there are good and sufficient reasons to suggest that the exception will benefit the child and not disadvantage other children in the target year group and when the child is not more than two months older or younger than the oldest or youngest in the year he or she is to join. Exceptions may also be made in the case of children whose academic achievements are already exceptional for their age.

**Copies of our policies are available through the Preparatory School Office.**

## THE CURRICULUM

The philosophy behind the Preparatory School curriculum is to provide a balanced programme which gives a thorough grounding in the core subjects while offering the children a broad spectrum of experience in language, art and design, music and drama, and sports.

The curriculum is supported by a programme of educational visits directly linked to the courses, and by voluntary participation in a wide range of extra-curricular activities.

### Academic Standards

Our academic standards and expectations are high, based to a large extent on the National Curriculum. There are some adaptations consistent with our independent status in the hope that all pupils will be able to broaden and deepen their studies beyond the National Curriculum guidelines.

### Homework

All pupils in the Preparatory School receive homework as follows:

|        |                     |            |                                    |
|--------|---------------------|------------|------------------------------------|
| Year 4 | Each evening        | 20 minutes | + 10 minutes reading               |
| Year 5 | Monday to Thursday  | 30 minutes | + 20 minutes reading<br>each night |
|        | Friday              | One hour   |                                    |
| Year 6 | Tuesday to Thursday | 30 minutes | + 30 minutes reading<br>each night |
|        | Monday and Friday   | One hour   |                                    |
| Year 7 | Wednesday           | 30 minutes | + 3½ hours reading<br>per week     |
|        | All other evenings  | One hour   |                                    |
| Year 8 | Wednesday           | 30 minutes | + 3½ hours reading<br>per week     |
|        | All other evenings  | One hour   |                                    |

The aim of homework assignments is to reinforce what the children have been learning during lessons or, on occasions, to prepare for a forthcoming lesson. It is also important for the children to be guided into independent learning and all that entails.

Parents are asked to help by providing a suitable environment for this work to be carried out, and checking each evening that the correct assignment has been done. Each pupil has a homework diary giving details of the homework which has been set and we ask parents of pupils in Years 4, 5 and 6 to check the diary and sign it daily.

### Assessment

The Assistant Head - Pupils' Academic Development maintains an overview of pupils' progress, whilst subject teachers keep a close watch on each individual child. In many subjects there are also regular end of unit assessments.

All new pupils take CAT3 assessments in their first year at the School, and then again in Year 7. The main examinations for all year groups are held halfway through the Trinity term.

### Reporting

Parents in Years 5 and 6 will receive a full booklet report twice a year plus two A5 gradesheets. They will also have a Parents' Evening once a year to which parents are invited to meet subject teachers to discuss their child's progress. Parents in Years 4, 7 and 8 will have two Parents' Evenings and will receive one A4 sheet report, one A5 gradesheet plus a full booklet report at the end of the year.

Should the need arise for parents to discuss their child's progress with a member of staff at any time, appointments can be made very easily through the Preparatory School Office.

| <b>Michaelmas</b> | <b>Parents' Evening</b> | <b>Report</b>                     |
|-------------------|-------------------------|-----------------------------------|
| Yr 4              | Yes                     | A4                                |
| Yr 5              | No                      | Booklet<br>+ half term gradesheet |
| Yr 6              | No                      | Booklet<br>+ half term gradesheet |
| Yr 7              | Yes                     | A4                                |
| Yr 8              | Yes                     | A4                                |

| <b>Lent</b> | <b>Parents' Evening</b> | <b>Report</b> |
|-------------|-------------------------|---------------|
| Yr 4        | Yes                     | A5 gradesheet |
| Yr 5        | Yes                     | A5 gradesheet |
| Yr 6        | Yes                     | A5 gradesheet |
| Yr 7        | Yes                     | A5 gradesheet |
| Yr 8        | Yes                     | A5 gradesheet |

| <b>Trinity</b> | <b>Parents' Evening</b> | <b>Report</b> |
|----------------|-------------------------|---------------|
| Yr 4           | No                      | Booklet       |
| Yr 5           | No                      | Booklet       |
| Yr 6           | No                      | Booklet       |
| Yr 7           | No                      | Booklet       |
| Yr 8           | No                      | Booklet       |

### **Learning Support**

The department works closely with the Assistant Head – Pupils' Academic Development and class teachers to identify and monitor pupils who may be underachieving. Support is available throughout the school for pupils with a specific learning difficulty and for those needing short-term additional tuition. Our aims include developing reading skills and building pupils' self confidence for learning. Individual, small group or in-class support for literacy, numeracy and study skills is provided. There is a fee for this provision and further details can be obtained from the Learning Support department.

### **Enrichment**

The Enrichment Group provides for able children, outside the curriculum, a range of extra activities intended to broaden and extend their learning experiences.

### **Individual Music Lessons**

The School offers individual music lessons in singing, in music theory and on most instruments. Lessons are 35 minutes long and in most cases take place during the school day. They are timetabled so that pupils do not miss the same subject too often to attend their individual lessons; we aim for a four-week rota. More information is available from Mrs Burleigh, the Music School Administrator on 01933 233427.

### **Information and Communication Technology**

Information and Communication Technology (ICT) is recognised as an essential cross-curricular tool. The School uses ICT to enhance, support, improve and vary the learning and teaching within the curriculum. ICT requires careful management in order that the equipment brings only educational benefits. Rules for computer usage and specifically internet usage give guidance in the appropriate use of the technology. Pupils are expected to use the equipment responsibly; failure to do so will result in disciplinary action.

**Copies of our policies are available through the Preparatory School Office.**

## **SATURDAY ACTIVITIES**

The programme operates on Saturdays, approximately six in each term, throughout the year. The activities on offer vary with the time of year and are dictated by demand. The programme is voluntary. Pupils sign up for a term's course for which there is a fee of £3.50 per morning which is non refundable unless your child is representing the school on another activity, function or fixture.

Should your child wish to take part in the programme, he or she will be asked to complete an options form.

All instructors and coaches are fully qualified and CRB checked.

## **WEEKEND COMMITMENTS**

Although the teaching week runs from Monday to Friday, there are inevitably a number of activities, central to the School's philosophy and life, which take place at the weekend. These are usually identified in the calendar and must be seen as obligations upon those pupils involved. Playing in school matches is one such obligation. Pupils know if they are members of a team squad and are expected to be prepared to play for the team in any fixture listed in the calendar or additional fixtures notified in writing at least a week in advance. Exemptions for special reasons from this obligation can only be made by the Headmaster following a written request.

Team sheets are displayed on the Sports Boards the day prior to a fixture. Children in Year 4 are given a team sheet to take home. All team sheets are available on our website under the Sports section.

Please refer to the termly calendar for confirmation of fixture dates and times.

## PASTORAL CARE AND DISCIPLINE

Pastoral care is concerned with promoting pupils' personal and social development and fostering positive attitudes. We believe that children thrive on encouragement rather than criticism and punishment. The school ethos is based on the 3 R's – Respect for myself, Respect for others and Responsibility for all my actions. The school has a Code of Conduct which aims to promote good relationships and clearly states what is expected from all within our community.

**Code of Conduct**

**At Wellingborough Preparatory School we all:**

**Respect one another's property**  
**Treat others as we would want to be treated**  
**Try our hardest at everything we do**  
**Care for our School**  
**Encourage each other to do what is right**  
**Think before we act**

### Clubs

On arrival in the Preparatory School, pupils are placed in one of six Clubs with a Club President in overall charge. They are appointed a guardian from within the Club in addition to a guardian in their form. They are each given a Club Card in which to record their achievements during the course of the week. Each Club has a girl and boy Captain, but all senior pupils will take the lead in a number of activities as we are keen to encourage initiative and a sense of responsibility. There will be plenty of opportunities for pupils to represent their Club, for example on the games field or in our Music Festival.

### Support

We appreciate that children have worries and difficulties from time to time and we make it clear to all our pupils that every member of staff, teaching or otherwise, is available to be approached. Children can seek counsel either by themselves or with a friend and their concerns are regarded as confidential as far as possible. We will take great care to avoid breach of confidentiality unless it is absolutely essential. Children also have access to an independent counsellor.

Parents/guardians are strongly requested to advise the school of any problems or difficulties which might affect a pupil's work or behaviour at school, so that staff may respond in the best way to ensure their continued safety and happiness.

### Child Protection

Wellingborough School works within the terms of the Children Act 2004. Concerns over pupils' safety will be properly investigated and appropriate action taken promptly whilst safeguarding pupils' well-being and minimising distress and disruption. We have a designated CPO within the school who undertakes relevant and regular training to ensure that all pupils are safe.

### Bullying

We aim, as a school, to produce a safe and secure environment where all can learn, work and play without anxiety. Bullying is wrong and damages individuals and communities. We therefore do all we can to prevent it, by developing a school ethos in which bullying is unacceptable.

We also ask that parents support the school's anti-bullying policy and actively encourage their child to be a positive member of the community.

## School Rules

1. Follow the Code of Conduct
2. The following are forbidden and may lead to a pupil being asked to leave the School:
  - (a) a breach of the law of the land;
  - (b) the possession and/or use of unauthorised substances;
  - (c) damage to school or personal property, including abuse of the computer facility;
  - (d) aggressive or dangerous behaviour.
4. All pupils must:
  - (a) attend assemblies, lessons and meals;
  - (b) fulfil other official school commitments (matches, music and drama rehearsals and other school occasions);
  - (c) be punctual in meeting their commitments and present a clean and tidy appearance.

## Rewards and Sanctions

Our system for rewards and sanctions is primarily handled through the Club Card points competition.

Pluses (multiples of +5 points) are awarded by members of staff as a reward for good work, behaviour or other deserving contribution. These points are recorded in each pupil's Club Card and added to his or her Club's score. Commendations (15 points) and Benes (25 points) are awarded for work, which is good or outstanding for a particular pupil. Successes are celebrated in the Headmaster's assembly each week, this can be in the form of certificates, cups or personal commendation.

### Other Rewards include:

Praise cards sent home to parents  
Certificates for achieving and exceeding targets  
Colours for contribution to sport/music/drama  
Representation of Club at school council/Club Captain/Head of School  
Captain of sport  
Name on Honours Board

A dot in the Club Card serves as a warning. Minuses (-5 points) are given by members of staff as an indication that, in some respect, a pupil's conduct is not as it should be. These points are recorded in the Club Card and deducted from the Club's score. Pupils are expected to tell their Club President if they get a minus.

Sanctions include:

1. Detention periods run by the Deputy Head – a supervised work period after school used:
  - (a) for academic purposes – to enable pupils to carry out work they have not managed to complete satisfactorily under normal circumstances.
  - (b) For behaviour that is unacceptable within the school community.

After school detentions begin at 4.20pm. Parents are informed in advance if their child is given a detention period and they are advised of the reason for it.

Detention periods run by Club Presidents are held at lunch time.

2. A Tracking Card is used when there is an area upon which a child is required to focus for improvement. The Club President, pupil and parent/guardian agree specific short-term targets. The attainment of targets is monitored from day to day with a Tracking Card. Parental support for such efforts to change is always sought, as positive feedback and encouragement is essential.

3. Any serious breaches of discipline are dealt with by the Headmaster or in his absence a member of the Senior Leadership Team. Suspension is usually only used in cases of great seriousness and may be followed in some circumstances by a pupil being asked to leave.

It is important to note that the emphasis is very much on the positive as we believe that, generally, pupils want to please and to succeed. Our aim is to encourage them to achieve.

## SPORT

### **Guidelines for Parents:**

The School is committed to providing a safe and fair environment for all young players. Our first priority is the welfare of the pupils and we are committed to providing an environment which will allow them to perform to their best ability.

Parents should encourage their children to participate in sport for fun and enjoyment and should ensure that their child's experience of sport is a positive one. Parents should always remember that children play sport for their own enjoyment not that of the parents/guardians.

We believe that parents should....

- Be a role model for your child and maintain the highest standards of conduct when interacting with children, other parents, teachers and coaches.
- Encourage your child to play by the rules.
- Always behave responsibly on the sidelines and do not seek to unfairly affect the game or the players on the pitch.
- Take care not to expose any child, intentionally or unintentionally, to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of the teachers and coaches who provide sporting/recreational opportunities for your child.
- Respect referees, coaches, organisers or other players.
- Do not publicly question the judgement or honesty of referees, coaches or organisers.
- Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on both sides.
- Encourage mutual respect for team mates and opponents.
- Do not instruct a child before or after a game as it may conflict with the coach's plans and strategies.
- Address parental concerns by speaking with coaches in an appropriate manner including proper time and place.

And finally relax and enjoy the game whether your team wins or not.

**Copies of our policies are available through the Preparatory School Office.**

## SCHOOL REGULATIONS

### 1. School Buildings and Equipment

All School buildings and equipment must be used with care; damage must be paid for.

### 2. Clothing and Appearance

We believe that a smart appearance is likely to promote high standards of behaviour and work.

The Preparatory School dress regulations are as follows:

- (i) Correct school uniform must be worn;
- (ii) A tie must always be worn with a jacket, and the top button of the shirt must be fastened;
- (iii) Shirts and blouses must be tucked into trousers or skirts;
- (iv) T-shirts or undershirts with lettering must not be worn. Vests should not be visible at the neck;
- (v) Sleeves of shirts should be rolled above the elbow or secured at the wrist;
- (vi) Hot weather dress: Jackets and ties need not be worn;
- (vii) Sports kit: Correct kit (as specified in clothing lists) must be worn for all sporting activities. It should be clean and clearly marked in the correct places;
- (viii) School uniform should be worn when travelling to away matches unless otherwise instructed;
- (ix) At visits by guest speakers, concerts and plays at school, dress should be school uniform unless otherwise informed or the event is a WPSA 'Family Occasion' at which smart casual clothes may be worn;
- (x) Hair should be kept neat and tidy and away from the face. Extremes of fashion are unacceptable. Girls' long hair (shoulder length and longer) should be tied back with maroon, navy or black headbands or hair fastenings;
- (xi) Jewellery and make-up are not allowed. If ears are pierced, only plain studs should be worn. **Earrings should be able to be removed for sport, and for this reason, please do not have ears pierced just before the start of a term.**

### 3. Mobile telephones

- (i) Unless the school has been informed, either on the provided permission slip or by letter, that it is necessary for a pupil to have a mobile for their journey to and from the school, **mobile phones are not to be brought into school.**
- (ii) The Preparatory School Office telephone is available for use by all pupils.

### 4. Arrival and departure

- (i) Pupils must arrive at school by 8.25am and may not leave, without permission, before the end of afternoon school;
- (ii) Pupils must leave school in school uniform unless after a match, a school sporting activity or a specific request has been granted.
- (iii) During the school day pupils must be collected from the Prep School Reception and sign out/in;
- (iv) Pupils arriving late must report to the Prep School Reception;
- (v) Pupils may not be on the school premises after 5.45pm except for an official school activity or with the Preparatory School Headmaster's permission;
- (v) Any reported misbehaviour by pupils during their journey to and from school will be regarded as a serious offence.

## **5. Permission for Absence**

Children should only be taken out of school in exceptional circumstances. Permission to do so should be obtained in advance from the Headmaster. Please arrange vacations in holiday periods only. It is disruptive to your child's education to miss periods of schooling unnecessarily and important events often take place at the beginning and end of terms. It is necessary to obtain permission to miss any lesson or school fixture.

## **6. Procedures for Illness or Indisposition**

- (i) Parents or guardians must inform the School office between 8.30 – 9.15am on the day of absence.
- (ii) Pupils who are not fit enough to take part in Games should bring a note signed by a parent or guardian to the Director of Sport on the morning of Games. A dated note from the School Sister may be used in an emergency.

## **7. Out of Bounds**

- (i) Out of bounds unless the member of staff in charge is present: Science Laboratories.
- (ii) Out of bounds without permission of staff member in charge: Richard Gent Centre, Preparatory Hall, Sports Hall, Tennis Courts, Computer Rooms, Pavillion.
- (iii) No Preparatory School pupil may leave the school site unaccompanied during school hours.
- (iv) No Preparatory School pupil may cross the road to the Richard Gent Centre unless accompanied by a member of staff.

## **8. Dining Hall**

- (i) Food, drink and utensils are not to be removed from the Dining Hall.
- (ii) Games clothing is not allowed in the Dining Hall unless permission has been given. On these occasions, full tracksuit or blazer and whites are required.

## **9. Buying and Selling**

- (i) Buying and selling between pupils is not allowed.
- (ii) Buying and selling between pupils and teaching or non-teaching staff is not allowed.

## HEALTH

The School Medical Centre is staffed by Registered General Nurses between the hours of 0800 - 1730, Monday to Friday. Pupils who are taken ill during the course of the day, or for one reason or another need professional medical attention, are entitled to make use of the Medical Centre during the time they are at school. They are nonetheless registered patients with their own General Practitioner 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.

The Medical Centre should be advised of any medical condition affecting individual students, either when the pupil first joins the School, or on later diagnosis. Any changes to either a condition or a medication should 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 Student, Parents and General Practitioner, 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.

In the case of Asthma, pupils in the Preparatory with Asthma are expected to keep a bronchodilator inhaler with them at all times and it is recommended that a spare of the same is kept in the Medical Centre. All inhalers should be clearly labelled. Children who require insulin injections or the carrying of epi-pens/antihistamine medication will have their own individual management plan.

If pupils suffer from or have contact with any infectious disease, it is essential that parents inform the school. If in any doubt re the contagious nature of an illness, please discuss with the School Nursing staff.

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

We are a 'Healthy Eating' and 'Allergy Aware' site. Students from Reception class to Year 13 are welcome to bring in healthy snacks for their breaks. We request that foods containing any form of nut are **not** brought onto the school premises.

We recognize the importance of drinking water throughout the day. We have a number of water fountains in various parts of the site for student use. Students in the Preparatory School are encouraged to bring water into the school in clear plastic bottles. These bottles may be brought into the classroom or out onto the Games fields. They can be refilled as necessary from the water fountains or via the Medical Centre.

## MOTOR VEHICLES

The volume of traffic on the school site is considerable. Drivers **must** exercise great caution at all times and in particular observe the speed limit of **5 mph** and only park in designated areas. The one-way system is designed to reduce the risk of accident on the school site.

Normal traffic regulations apply on site. Drivers must avoid using mobile telephones whilst driving.

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. **Please be vigilant.**

### Parking

The main car park for the School is at the end of the drive overlooking the playing fields. Careful and considerate parking will permit more than 200 vehicles to be parked at the same time. The fences segregating the car park into a number of bays have their posts set to the standard width of a parking bay in a public car park. To maximise efficiency we ask that visitors park between the posts. Obstruction of thoroughfares must be avoided, particularly in the Senior School Quad where parking is only permitted in the marked bays, and there should be no parking on either of the two walks. At the beginning and end of the school day the number of cars exceeds the capacity. Patience and understanding for other car users should be shown. All vehicle users must adhere to the speed limit when in the car park. All users are reminded of the imminent danger of the joint presence of cars and very young children in the same vicinity.

## VEHICLE & PEDESTRIAN ARRANGEMENTS

**The School's policy is to segregate vehicles and pedestrians wherever possible. The Victorian origins of the site do not make this easy and so it is vital that both drivers and pedestrians are aware of potential dangers.**

With the above in mind please observe the following:

### Pupils/parents in vehicles:

- Be aware of the possibilities of pupils stepping into the path of traffic.
- The designated parking area is the main car park.
- Pupils should not be dropped off by Garne's House, the Dining Hall, Weymouth, Marsh or Nevill Houses or outside the Preparatory School.
- The drop off zone is just that: for dropping off or picking up pupils. Please allow pupils safe access.
- No parking in Castle Street, Isebrook Hospital grounds or the Cloisters – our resident neighbours have the entitlement for their vehicles and we wish to maintain good relations.
- 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 Irthlingborough Road to drop or collect children.

### Pupils/parents as pedestrians:

- Please walk on the designated paths and cross the drives on designated pedestrian crossings.
- When using the entrances to Platt's and Fryer's houses, be alert to the possibility of vehicles reversing to the kitchen entrance. The drivers' vision may be restricted and they will not be able to see pedestrians as easily as pedestrians can see them.
- The designated path from the entrance to the main car park is on the left-hand side.

- The designated route from the car park towards the exit is via the Sports Hall steps, the Robinson Centre, the pedestrian crossing to the Music School up the footpath and right across the pedestrian crossing in front of the Preparatory School and continuing on that side of the drive. (Complicated, but the best that can be achieved in the circumstances).

## **SCHOOL TRANSPORT**

The School runs daily buses to and from Northampton, Brixworth, Olney and Wellingborough Station. A service from Towcester will begin on April 26<sup>th</sup> 2011.

### **WELLINGBOROUGH STATION**

The School runs a mini bus service to and from Wellingborough Station, to collect any pupils using the Market Harborough/Kettering train line.

This is a free service in a 'Wellingborough School' marked bus and is waiting at the station from 07.50am-08.50am each morning and returning to the station from the Senior School quad at 4.30pm, 5.00pm-06.00pm and 5.30pm-06.30pm on a daily basis.

### **BRIXWORTH**

The journey starts from Staveley Way in Brixworth, with stops along the route at Mears Ashby and Sywell, and around 35 pupils are using the service on a daily basis. Charge for this service is £2.50 per journey and is payable at the end of each term.

### **NORTHAMPTON**

The School operates a service to and from Grange Park with various stops along the way, including Abington Square, Earls Barton and Great Doddington.

### **OLNEY**

The bus starts from Olney Market Square and travels into school along the A509. It stops at the Warrington interchange and in Bozeat. The cost of the route is subsidised by the School and therefore all journeys are priced at £2.50. The bus travels through the villages of Bozeat and Wollaston on its return journey from School.

The bus leaves Olney at 07.45am and leaves school for the return journey at 5.25pm.

### **TOWCESTER**

A new bus service will begin on April 26<sup>th</sup> 2011 travelling to and from Towcester. The bus will leave Towcester at 0730 (lay by next to cemetery on Brackley Road) and will come straight into school. The bus will leave school at 1730 to return to the starting point. The cost is £5.00 per journey. This is an 8 seater mini bus, so please book early if you require a seat.

### **NEW ROUTES**

We are always investigating new potential bus routes and urge you to pass on any comments and suggestions that you may have.

## **ACADEMIC BAGS**

Each child should have a strong, plain, black bag in which to carry books etc to and from school, and between classes, with sections to protect the books further. This should be clearly named on the outside. Sports bags and non-rigid satchels are not acceptable for this purpose.

'Back safety' bags are available from the school shop.

## **CLASSROOM EQUIPMENT**

### **English**

Each pupil in Years 7 and 8 is expected to have a dictionary. The Oxford Colour Dictionary is a suitable example.

### **Mathematics**

All pupils from Year 5 upwards will need a geometry set.

Every pupil in Years 7 and 8 will need a scientific calculator. These are available for purchase through the Maths Department.

## **WELLINGBOROUGH PREPARATORY SCHOOL ASSOCIATION (WPSA)**

The WPSA organises a fundraising social event once during each term. Parents, staff and friends of the School are always welcome. Funds raised by the WPSA are used to provide improved facilities and equipment for the benefit of the children, and the social events provide opportunities for parents to get to know each other and the staff.

## **INSURANCE**

The School cannot insure against the loss of or damage to pupils' property during term time or in transit 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, mobile telephones). "All risks" insurance policies can include a clause to cover this contingency and parents are asked to check this. The School's policy covers loss by fire and every effort will be made to secure pupils' property against theft as far as possible.

The School Shop is located in the school grounds. It stocks the full uniform for all three schools 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

## SCHOOL SHOP

**ALL NEW PUPILS** and those moving between Schools (Years 3 and 8) will be telephoned by our staff to arrange an appointment for fitting.

### **Staff**

Mrs Nikki Northern - Manager

Mrs Pip Britten - Customer Service Advisor

### **Getting in touch**

Tel: 01933 233384

Email: [shop@wellingboroughschool.org](mailto:shop@wellingboroughschool.org)

### **Opening Times in Term Time**

Monday and Friday 1pm - 5pm

Tuesday, Wednesday and Thursday 08.30 – 11.30 and 1pm – 5pm

Selected Saturdays - published on the School's website

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

**Summer 2011 - the shop will be open from 10 am - 4pm during the last two weeks of July and the last two weeks of August, with priority given to pre booked appointments. Customers without appointments are very welcome but may experience slight delays in being attended to.**

Please check the School website for any additional opening times (Enterprise / School Shop / General Info)

## LIST OF CLOTHING REQUIRED BY BOYS

All school uniform is available from the School Shop with the exception of footwear and items marked with an asterisk

|                         |  |   |
|-------------------------|--|---|
| <b>Basic Uniform</b>    | Waterproof coat or<br>Winter coat        | - plain navy blue or with school logo   |
|                         | School blazer                            | - maroon with school badge  |
|                         | Trousers                                 | - long charcoal grey  |
|                         | Sweater                                  | - v-neck, light grey with maroon stripe   |
|                         | Shirts                                   | - white long sleeved (winter)<br>- white short sleeved (summer only)  |
|                         | School tie                               | - maroon/gold stripe  |
|                         | Socks                                    | - plain grey  |
|                         | Shoes                                    | - black <u>polishable</u> leather, walking shoes,<br>plain fronts. High-sided boots are not allowed.              |
|                         | Scarf (optional)                         | - maroon/white  |
|                         | Fleece hat (optional)                    | - Navy blue   |
| <b>Sport</b>            | Wellingborough school bag                | - Club colour   |
|                         | School tracksuit                         |   |
|                         | Football/Rugby shirt                     | - white/maroon (reversible).  |
|                         | Rugby shorts                             | - navy blue with school badge   |
|                         | Football/Rugby socks                     | - maroon with navy trim   |
|                         | Football boots                           | - <b>N.B. Safety studs are required</b>   |
|                         | *Bootbag                                 | - (named on outside)  |
|                         | Polo Shirt                               | - white with school badge   |
|                         | Shorts                                   | - navy with School badge/PE/football  |
|                         | Socks                                    | - white short – two pairs   |
|                         | Trainers<br>(not plimsolls)              | - two pairs - one pair for outdoor use;<br>- one pair white for indoor use<br><b>non-marking sole</b>             |
|                         | Gumshield                                | - <b>Compulsory for Rugby</b>   |
|                         | Shinpads                                 | - <b>Compulsory for Football</b>  |
|                         | All purpose water resistant training top | (optional)  |
| <b>Summer Term only</b> | Cricket Shirt                            | - white with school badge   |
|                         | *Sweater                                 | - white (optional)  |
|                         | *Trousers                                | - tracksuit ( <b>cricket whites required for matches<br/>Year 5 ('A' and 'B' team only) and all years above</b> ) |
|                         | Cricket boots                            | - studded (advisable for team players)  |
|                         | Trainers                                 | - white   |
|                         | Sports cap                               | - maroon with school badge  |
|                         | *Cricket Equipment                       | - supplied by the school if pupils do not currently<br>have own equipment   |
| <b>Art Clothing</b>     | *Overall/Old Shirt                       |   |

**ALL ITEMS OF CLOTHING MUST BE CLEARLY MARKED WITH NAME TAPES WITH THE BOY'S NAME AND INITIALS - SEE OVER THE PAGE FOR MARKING OF GAMES KIT.**

## MARKING OF BOYS' GAMES KIT

Boys should have all items of clothing clearly marked on the outside as follows:

|                              |   |                                |
|------------------------------|---|--------------------------------|
| PE FOOTBALL SHIRTS           | ) | ON THE CHEST                   |
| TRACKSUIT TOPS               | ) | LEFT HAND SIDE BELOW CREST     |
| PE FOOTBALL SHORTS           | ) |                                |
| TRACKSUIT BOTTOMS            | ) | BELOW THE WAISTBAND ON         |
| CRICKET TROUSERS             | ) | THE LEFT HIP                   |
| SOCKS                        |   | ON THE OUTSIDE OF THE SOCK     |
| TRAINERS                     | ) |                                |
| CRICKET BATS                 | ) | TO BE NAMED ON THE OUTSIDE     |
| TENNIS RACQUETS              | ) | WITH INDELIBLE INK OR NAME     |
| SHIN PADS                    | ) | TAPES WHERE APPROPRIATE        |
| CRICKET GLOVES etc           | ) |                                |
| WELLINGBOROUGH<br>SCHOOL BAG |   | NAME ON THE OUTSIDE OF THE BAG |

## LIST OF CLOTHING REQUIRED BY GIRLS

All school uniform is available from the School Shop with the exception of footwear and items marked with an asterisk

|                      |   |   |
|----------------------|---|---|
| <b>Basic Uniform</b> | Waterproof coat or Winter coat                      | - plain navy blue or with school logo   |
|                      | School blazer                                       | - maroon with school badge  |
|                      | Blouses   | - white long-sleeved (winter)<br>- white, short-sleeved with reverse collar (summer)  |
|                      | Skirt   | - dark grey box pleated (new style compulsory September 2010)   |
|                      | Sweater   | - v-neck, light grey with maroon stripe   |
|                      | Hair Ties   | - black, maroon, navy or school colours (available from the school shop)  |
|                      | Shoes   | - black <u>polishable</u> leather, walking shoes which offer plenty of support, plain fronts, <b>heels no higher than one and a half inches</b> |
|                      | Socks/tights  | - Grey knee length socks or grey tights (winter)<br>- plain white socks, ankle or knee length (summer)  |
|                      | Tie   | - maroon /gold stripe   |
|                      | Gloves (optional)                                   | - navy blue   |
|                      | Scarf (optional)                                    | - maroon/white  |
|                      | Fleece Hat (optional)                               | - navy blue   |
| <b>Sport</b>         | Wellingborough school bag                           | - Club colour   |
|                      | School tracksuit                                    |   |
|                      | Games Shirt   | - maroon and blue with school badge   |
|                      | Polo shirt  | - white with school badge   |
|                      | Skort   | - navy blue with white piping   |
|                      | Running shorts                                      | - navy with school badge  |
|                      | Sweatshirt  | - maroon  |
|                      | Hockey Socks  | - maroon with navy trim   |
|                      | Socks   | - 2 pairs white ankle length for PE and netball   |
|                      | Trainers (not plimsolls)                            | - two pairs - one pair for outdoor use;<br>- one pair white non marking sole  |
|                      | Hockey shirt  | - quartered shirt with school badge – this also worn for Rounders and Netball.  |
|                      | * Hockey stick                                      |   |
|                      | Shin pads   | - <b>Compulsory for hockey</b>  |
|                      | Gumshield   | - <b>Compulsory for hockey/rounders</b>   |
|                      | Sports cap  | - maroon with school badge  |
|                      | * Tennis racquet                                    | - should only be purchased after consultation with PE staff   |
|                      | All purpose water resistant training top (optional) |   |
| <b>Art Clothing</b>  | * Overall/Old Shirt                                 |   |

**ALL ITEMS OF CLOTHING MUST BE CLEARLY MARKED WITH NAME TAPES WITH THE GIRL'S NAME AND INITIALS – SEE OVER THE PAGE FOR MARKING OF GAMES KIT.**

## MARKING OF GIRLS' GAMES KIT

Girls should have all items of clothing clearly marked on the outside as follows:

|                     |   |
|---------------------|---|
| SWEATSHIRT )        |   |
| SHIRTS )            | ON THE CHEST, LEFT HAND SIDE                  |
| TRACKSUIT TOP)      | BELOW CREST                                   |
| SKIRTS              | ON THE BOTTOM CORNER OF THE FRONT PANEL       |
| SKORTS )            |   |
| RUNNING SHORTS )    | BELOW THE WAISTBAND ON THE LEFT HIP           |
| TRACKSUIT BOTTOMS ) |   |
| TRAINERS )          |   |
| HOCKEY STICKS )     | TO BE NAMED ON THE OUTSIDE WITH               |
| TENNIS RACQUETS )   | INDELIBLE INK OR NAME TAPES WHERE APPROPRIATE |
| SHIN PADS etc )     |   |
| WELLINGBOROUGH      | NAME ON THE OUTSIDE OF THE BAG                |
| SCHOOL BAG          |   |

**DAILY ROUTINE**  
**Academic Year 2011/2012**  
**Year Group 5,6,7 & 8**

| TIMES:      | Monday   | Tuesday      | Thursday     | Friday       | TIMES:      | Wednesday           |
|-------------|--|--------------|--------------|--------------|-------------|---------------------|
| 08.30       | Registration   | Club Meeting | Registration |              | 08.30       | Registration        |
| 08.40       | Assembly   |              | Chapel       | Assembly     | 08.40       | Hymm Practice       |
| 09.05-10.00 | Period 1   |              |              |              |             |                     |
| 10.00-10.55 | Period 2   |              |              |              |             |                     |
| 10.55-11.10 | Break  |              |              |              |             |                     |
| 11.15-12.10 | Period 3   |              |              |              |             |                     |
| 12.10-12.55 | Lunch  |              |              |              | 12.10-13.05 | Period 4            |
| 12.55-13.10 | Registration   |              |              | Club Meeting | 13.05-13.50 | Lunch               |
| 13.10-14.05 | Period 4   |              |              |              | 13.50-14.05 | Registration        |
| 14.05-15.00 | Period 5   |              |              |              | 14.20-16.10 | Periods 5 & 6 GAMES |
| 15.00-15.10 | Break  |              |              |              |             |                     |
| 15.15-16.10 | Period 6   |              |              |              |             |                     |
| 16.10       | End of School  |              |              |              |             |                     |
| 16.15-17.30 | Activities<br>(Finish time subject to chosen activity)         |              |              |              |             |                     |
| 16.20-17.45 | Late Stay/Prep   |              |              |              |             |                     |
| 17.25       | Brixworth, Northampton, Olney & Towcester Bus                  |              |              |              |             |                     |
|             | Shuttle bus to and from Wellingborough School - Free of charge |              |              |              |             |                     |

**DAILY ROUTINE**  
**Academic Year 2011/2012**  
**Year Group 4**

| TIMES:      | Monday   | Tuesday      | Friday | Friday       | TIMES:      | Wednesday                   | Thursday                           |
|-------------|--|--------------|--------|--------------|-------------|-----------------------------|------------------------------------|
| 08.30       | Registration   | Club Meeting |        | Registration | 08.30       | Registration                |                                    |
| 08.40       | Assembly   |              |        | Assembly     | 08.40       | Hymm Practice               | Chapel                             |
| 09.05-10.00 | Period 1   |              |        |              |             |                             |                                    |
| 10.00-10.55 | Period 2   |              |        |              |             |                             |                                    |
| 10.55-11.10 | Break  |              |        |              |             |                             |                                    |
| 11.15-12.10 | Period 3   |              |        |              |             |                             |                                    |
| 12.10-12.55 | Lunch  |              |        |              | 12.10-13.05 | Period 4                    | Lunch<br>12.10-12.55               |
| 12.55-13.10 | Registration   |              |        | Club Meeting | 13.05-13.50 | Lunch<br>13.05-13.50        | Registration<br>12.55-13.10        |
| 13.10-14.05 | Period 4   |              |        |              | 13.50-14.05 | Registration<br>13.50-14.05 | Period 4<br>13.10-14.05            |
| 14.05-15.00 | Period 5   |              |        |              | 14.05-15.00 | Period 5                    | Break<br>14.05-14.15               |
| 15.00-15.10 | Break  |              |        |              | 15.00-15.10 | Break                       | Periods 5 & 6 GAMES<br>14.20-16.10 |
| 15.15-16.10 | Period 6   |              |        |              | 15.15-16.10 | Period 6                    |                                    |
| 16.10       | End of School  |              |        |              |             |                             |                                    |
| 16.15-17.30 | Activities<br>(Finish time subject to chosen activity)         |              |        |              |             |                             |                                    |
| 16.20-17.45 | Late Stay/Prep   |              |        |              |             |                             |                                    |
| 17.25       | Brixworth, Northampton, Olney & Towcester Bus                  |              |        |              |             |                             |                                    |
|             | Shuttle Bus to and from Wellingborough School - Free of charge |              |        |              |             |                             |                                    |

## TERM DATES

### 2011-12

#### Michaelmas Term 2011

|                     |           |                  |   |
|---------------------|-----------|------------------|---|
| New Staff Induction | Friday    | 2 <sup>nd</sup>  | September                                 |
| INSET               | Monday    | 5 <sup>th</sup>  | September                                 |
| INSET               | Tuesday   | 6 <sup>th</sup>  | September                                 |
| Term begins         | Wednesday | 7 <sup>th</sup>  | September                                 |
| Half Term           | Saturday  | 22 <sup>nd</sup> | October – Sunday 6 <sup>th</sup> November |
| Term Ends (1.00 pm) | Wednesday | 14 <sup>th</sup> | December                                  |

#### Lent Term 2012

|                     |          |                  |   |
|---------------------|----------|------------------|---|
| Term begins         | Monday   | 9 <sup>th</sup>  | January                                     |
| Half Term           | Saturday | 11 <sup>th</sup> | February – Sunday 19 <sup>th</sup> February |
| Term Ends (4.10 pm) | Thursday | 29 <sup>th</sup> | March                                       |
| INSET               | Friday   | 30 <sup>th</sup> | March                                       |

#### Trinity Term 2012

|  |          |                  |                                     |
|--|----------|------------------|-------------------------------------|
| Term begins  | Monday   | 23 <sup>rd</sup> | April                               |
| May Day  | Monday   | 7 <sup>th</sup>  | May                                 |
| Half Term – to include<br>Queen's Diamond<br>Jubilee Jubilee Day | Saturday | 2 <sup>nd</sup>  | June – Sunday 10 <sup>th</sup> June |
| Term Ends (1.00 pm)  | Friday   | 6 <sup>th</sup>  | July                                |