



Wellingborough

Senior School

Guide to the School



a family of schools

THE SENIOR SCHOOL GUIDE

This 2011-2012 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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INTRODUCTION TO THE GUIDE TO THE SCHOOL



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 EXPECTATION

There is an expectation of good, civilised behaviour, with which the community should be familiar, in all of School life; some is specifically identified in the School Rules. 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 publicised regularly in assemblies as well as having been signed by all pupils when in Year 9.

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 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) 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 should be kept up to date and it is vital that the School is notified in advance of any changes in addresses, email addresses, mobile and telephone/fax numbers and work contact numbers. It is vital any changes are communicated immediately. This requirement also applies to temporary changes of address (e.g. for a short holiday).

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 national holidays. 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.

Who to Contact

The School should be notified of planned absence via a 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 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: 01933 222427
Mrs J Grant reception@wellingboroughschool.org
Mrs J L Phillips

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

Garne'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 2011

INSET	Monday	5 th	September
INSET	Tuesday	6 th	September
Term begins	Wednesday	7 th	September
Half Term	Saturday	22 nd	October – Sunday 6 th November
Term Ends (1.00 pm)	Wednesday	14 th	December

Lent Term 2012

Term begins	Monday	9 th	January
Half Term	Saturday	11 th	February – Sunday 19 th February
Term Ends (4.10 pm)	Friday	30 th	March

Trinity Term 2012

Term begins	Monday	23 rd	April
May Day	Monday	7 th	May
Half Term	Saturday	2 nd	June – Sunday 10 th June
Term Ends (1.00 pm)	Friday	6 th	July

Michaelmas Term 2012

INSET	Friday	31 st	August
INSET	Monday	3 rd	September
Term begins	Tuesday	4 th	September
Half Term	Saturday	20 th	October – Sunday 4 th November
Term Ends (1.00 pm)	Friday	14 th	December

Lent Term 2013

INSET	Monday	7 th	January
Term begins	Tuesday	8 th	January
Half Term	Saturday	16 th	February – Sunday 24 th February
Term Ends (4.10 pm)	Thursday	28 th	March

Trinity Term 2013

INSET	Monday	22 nd	April
Term begins	Tuesday	23 rd	April
May Day	Monday	6 th	May
Half Term	Saturday	25 th	May – Sunday 2 nd June
Term Ends (1.00 pm)	Friday	12 th	July

Michaelmas Term 2013

INSET	Monday	2 nd	September
INSET	Tuesday	3 rd	September
Term begins	Wednesday	4 th	September

THE SCHOOL WEEK

		Mon	Tues	Weds	Thurs	Fri
8.30		Registration & Chapel/Assembly/Tutor Time				
09:05	Period 1					
10:00	Period 2					
10.55	Break					
11:15	Period 3					
12:10	Period 4			Lunch		
13:05	Lunch & Enrichment Activities			Registration	Lunch & Enrichment Activities	
13:10				Period 4		
14:05				Period 5		
14:15	Registration			Registration		
14:20	Period 5			Break		
15:15	Period 6			Period 6		
16.10	End of Teaching Day					
16.30	Activities/Departmental Clinics					

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. 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 warning of these and we seek to compromise wherever possible.

Special arrangements may sometimes be made for events and parents may receive specific communication if this is to be the case.

ACADEMIC MATTERS

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 S9, 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 S9, 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 S9, S10 and S11 pupils will have homework set according to a subject schedule. Pupils will have Planners which require regular checking and signatures from parents and tutors. Members of Years S12 and S13 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 in the Study Centre.

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 Head of Careers who is based in the Study Centre. An annual Careers Fair is 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 S9 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 S10 pupils may participate in the **Morrisby Profile Assessment Scheme** which is followed by an interview in the early part of Year S11. This forms part of the guidance on suitable subject choices for study in S12 and S13.

In Year S12 further interviews take place, building on the experiences of Year S11, 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 Year S13.

Work experience in areas of potential career interest is strongly recommended to both strengthen applications to university and gain insight into the workplace. This should be arranged in conjunction with the Head of Careers. Opportunities often exist at the end of the Trinity Term in Years S11 and S12. Beyond this work experience should be organised during School holidays.

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 S12 and S13 have timetabled private study periods and these take place in a working atmosphere within the Library Resource /Study Centre unless otherwise authorised. 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 child is a unique individual with a preferred learning style, hence our support is 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.

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 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 numerous 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

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 S9 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 S9 students 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 Head of Careers speaks to the whole year group and introduces them to the Careers programme.

Throughout S10 and S11 the main focus is on individual skills and knowledge to help build self confidence. 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 student 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 should 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 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 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 S9 to Year S13 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 pupil use.

PERSONAL MATTERS

The Children Act 2004 and the 'Every Child Matters' protocol enshrine in law the requirement of all Schools to respect the personal concerns of the 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 Deputy Headmaster 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.

In the case of a potential Safeguarding issue for example, there are other adults who we feel confident would be sympathetic to young people's concerns and who are not in quite the same relationship to the School as teaching staff. Amongst those who have agreed to act as sympathetic listeners and helpers are Dr Roger Perry (Tel. no. 08444772436), Childline (Tel. no. 0800 1111), Service Six (Tel. no. 03332 400716) and the Samaritans (Tel. no. 01604 637637 or 01536 416999). All these provide other avenues which young people in distress may pursue.

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.

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 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.

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 some detail 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, REWARDS,

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. A successful innovation has been The School Council where pupils of all ages meet to debate and draw up proposals for innovation and improvements in School life and a Peer Mentoring Programme.

School Prefects and Heads of School are appointed in Year S12 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, attendance at a team building session 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 perfect 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.

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.

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, 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 midweek and at weekends, home and away. The basic fixture programme is published in the School calendar, 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 even 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. Indeed 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 Year 12 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 perform 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. To use and not 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

At the time of preparation of this Guide, it is envisaged that our new entrance from London Road will be open at some point during the 2011-2012 academic year. This will have a significant impact on traffic arrangements but further specific information will be given before the new entrance is open.

Normal traffic regulations apply on site. 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. All drivers must avoid using mobile telephones whilst driving. No learner drivers are allowed to drive on the site.

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.

Parking (these arrangements exist until the opening of the London Road Entrance)

The main car park for the School is at the end of the drive overlooking the playing fields. Careful and considerate parking is expected to maximise efficiency. The fence posts setting out the bays have been set to the width of a parking space that one would expect to find at say, a supermarket. Please therefore ensure that all cars are parked between the posts. Obstruction of thoroughfares must be avoided, particularly in the Senior School Quad where parking is only permitted in the marked bays, other than as indicated below. Patience and understanding for other car users should be shown.

- Parents of Pre-Prep children using the breakfast club are authorised to stop in the quad in order to take their children into this facility. It is expected that vehicles in the quad under these circumstances will be there for no more than 2-3 minutes.
- The 'drop off zone' is just that: for dropping off or picking up pupils. Please allow pupils safe access. Cars should not be left unattended.

- 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 Irthlingborough Road to drop or collect pupils.
- There are clearly designated pedestrian routes around the site.

Pupils' use of private vehicles

Only Sixth Form pupils with full driving licences who have received the Headmaster's written permission to drive to School may do so. Pupils' vehicles should be parked in designated areas at the London Road end of the main car park overlooking the playing fields. Any off site parking will be treated as a breach of School Rules.

No pupil may drive another pupil to and from School without written consent being sent to the Headmaster by both sets of parents. Learner drivers, even when accompanied by parents, are not allowed to drive on the site. Pupils who breach this rule may be banned from driving to School by the Headmaster for a specific time period. Pupils who break the speed limit or drive recklessly on site may also incur a temporary driving ban.

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). '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 and every effort will be made to provide pupils with the means to secure their property through personal lockers in Houses.

SCHOOL UNIFORM LISTS

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. The following should be neither inappropriate nor exhibitionist: jewellery, make-up, slogans on clothes, headgear, (girls' headbands should be plain and dark), and the styling of hair. Make-up is not permitted below the Sixth Form.
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

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

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 e-mail 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 S9, S10 and S11)

Jacket	Dark blue with maroon piping
Trousers	Charcoal
Shirt	White
Tie	School
Shoes	Plain black polishable leather. No decorative additions (e.g. external designer logos, labels or tags, or metal embellishments)
Pullover (Optional)	V-neck, plain navy blue or black.
Socks	Plain dark grey
Overcoat, raincoat or anorak	Plain dark blue, black or grey
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 use only
Sports shirt	White cotton polo with School crest
P.E. shorts	Navy with School crest
Sports socks	White
Games shirt	Reversible maroon/white
House shirt	Polo shirt with School crest
Rugby shorts	Navy with School crest
Football / Rugby socks	Maroon with navy trim
Tracksuit	School design
Football boots	Regulation as per instructions from PE Department.
Cricket trousers	White; School team players only
Cricket boots	Regular players in School or house teams
White sweater (Optional)	
Sport Underskinz (Optional)	School design
Training top (Optional)	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.

Charity wrist bands, if worn, must be tasteful and discrete.

If there is any doubt regarding matters of appearance, advice should be sought from the appropriate Housemaster. 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 in isolation during a School day.

Ultimately the School reserves the right to decide what acceptable appearance is.

GIRLS' CLOTHING LIST
(Years S9, S10 and S11)

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 skort	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 – navy with white piping
Hockey / Netball / Rounders shirt	School design for S9 and S10
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.

Jewellery – for years S9, S10 and S11, only a stud earring is acceptable.

Bracelets and **Charity wrist bands**, if worn, must be tasteful and discrete.

Hairbands must be plain, dark colours.

If there is any doubt regarding matters of appearance, advice should be sought from the appropriate Housemistress. 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.

Ultimately the School reserves the right to decide what acceptable appearance is.

SIXTH FORM DRESS CODE

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/6th 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.

S13 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.

S13 girls who are not School prefects may wear a coloured top of single block colour – **this replaces the white garment worn in S12.**

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

S13 girls may wear a tailored dress which adheres to the regulations for suits above.

If the dress does not have short sleeves, a top with a minimum of a short sleeve **must** be worn beneath the dress. The jacket should match the dress.

N.B. 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 acceptable appearance is. If there is doubt, advice should be sought from the appropriate Housemaster/Housemistress. 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.

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 Leadership Team
Senior Deputy Head, French	Mr D C Williams	Senior Leadership Team
Second Deputy Head (Academic), Physics	Mrs S M Barnhurst	Senior Leadership Team
Assistant Head (Co-Curricular) Head of Politics	Mr D A Ramsden	Senior Leadership Team
Master i/c 6th Form Academic Progress	Mr J R Gray	Biology
6th Form Assistant	Miss C L Gavin	PE & Games
Housemasters/Housemistresses		
Mr M H Askham (Garne's, Senior Housemaster)	English	
Mr T J Fourie (Platt's)	Mathematics	
Mr K Hargreaves (Cripps')	Study Centre Supervisor	
Mr G E Houghton (Parker-Steyne's)	PE & Games	
Mr R T Campbell (Fryer's)	Geography & Business Studies	
Miss C S Irvin (Marsh)	PE & Games, Head of Academic PE	
Miss J M Livingstone (Nevill)	Geography	
Mrs H M Pattison (Weymouth)	Head of Biology	
Assistant Staff		
Mr S M Adams (until December 2011)	Director of Sport	
Mrs S J Baxby (maternity leave)	Head of Business Studies	
Miss L Belford	Biology, Physics	
Dr J A Bialacki	Head of Chemistry	
Mrs F J Burgess	PE & Games, Head of PSHCE	
Mr C Carden	Mathematics	
Mrs F C Carlisle	Psychology	
Mrs R E Cowley	Art	
Mrs J V Dodd	Head of Mathematics	
Mr S L Egan	Head of Design Technology	
Mrs C Y Elwyn	French	
Mr P J Farley	History, Politics	
Mrs S E Fellows	French & Spanish	
Mr A R Gamble	Head of English	
Mrs S E Gibson-Foy	Head of History	
Mrs A J Gillam	History, English Language, Latin	
Mrs J C Hennessy	Head of Art	
Dr A L Higginson	Head of Science, Head of Physics	
Mrs H L Hodgson	Mathematics	
Mrs A S Holley	Head of Classics	
Miss C E M Horry	Art	
Mrs F M Kirk	English	
Dr K M Loak-Chrisp	Chemistry	
Mr P J Lowe	Head of Geography	
Mrs L J McAuley	Mathematics	
Mr P R Marshall	Director of Music	
Mr C Martin-Sims	Head of Drama, Head of Psychology	
Ms J A Mason	Design Technology	
Mrs J Matthews	Young Enterprise	
Mr G B Moss	Biology & Head of Careers	
Mr M A Nugent	French	
Mrs L Peters	PE & Games	
Mrs G M Rodgers	English	
Mr I Runnells	Assistant Director of Music	
Mr C Scott (until December 2011)	Chemistry & Physics	

Mrs G C Scott	Business Studies
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) Religious Studies
Mr P J Waugh	Head of ICT
Mrs C L Woodward	Art, Design Technology
Mr A E Wright	Physics
Bursar	Mr M P Skidmore
Secretary to Bursar	Mrs C Brailsford
Estates Bursar	Mr I Gallacher
Estate Bursar's Assistant	Mrs L Merchant
Resident Security Officer	Mr C Novell
Booking Secretary	Mrs L Clewer
School Medical Centre	Mrs D Barclay, Miss L Crick, Mrs R Wood, Mrs A Cooper
Headmaster's PA	Mrs A Whittington
Senior School Registrar	Mrs Y Pullen
Examinations Officer	Mrs F O'Hagan
Learning Support	Mrs C Allen, Ms E Rush
Finance Department – Fees	Mrs L Barnes
Finance Officers	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 Minshall
Foundation Manager	Mrs D Whittemore Mrs A Fell
Print Room	Mr A Blagoev
Database Administrator	Mr K Al Mahmeed
Assistant Network Administrator	Mrs K Matthews
H R Advisor	Major S Garfirth
Head of CCF	Mr S M Moffatt
Senior Staff Instructor	Mrs D Golhar
Website Administrator	
Technicians:	
Art	Mrs S Booth
Design Technology	Mr P Sandall
Sports Technician	Mr K Meagan