



WARWICK
SCHOOL

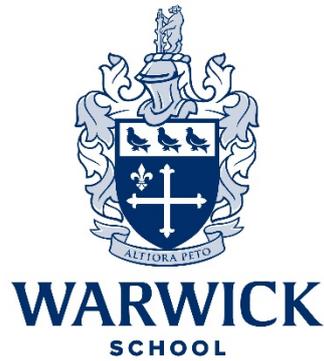
A to Z Guide

Parent Information Guide
2018/2019

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Preface

The education of any child is a partnership between home and School. We very much hope to be able to develop that partnership to ensure your son gets the very best from his time at Warwick.

In any partnership it is important that both sides are kept fully informed. We endeavour to do so through Form Orders, School Reports, Parents' Evenings, and other meetings, letters, telephone calls, emails and via the Parent Portal. The Form Tutor is charged with overseeing the pastoral and academic welfare of a pupil. He or she is often the best person to contact first if you have any queries or concerns.

The A-Z is an attempt to inform you further about the way in which Warwick School works. We hope it provides a useful insight into what the School offers. It has been ordered in a way which we hope makes it useful as a reference guide. If you would like more help, or if you have any ideas how it might be improved, please do not hesitate to telephone or write to us.

www.warwickschool.org

enquiries@warwickschool.org

Absence

It is essential that we, as a school, know the whereabouts of all boys during the school day as we are legally responsible for them during that time. As you can imagine we receive a considerable number of illness notifications and absence requests on a daily basis; by following the procedure (outlined below) you will help us process these more swiftly and efficiently.

The following applies to any need to be out of school (that is not a school excursion) between **8.40am and 4.00pm**, including activities and games afternoons. We respectfully request that you give as much notice as possible of any need for your son to be absent. Your son will not be allowed to sign out at reception until we can ascertain that he has had permission to leave, and this may cause a delay in leaving school.

Absence due to illness

If your son is unable to attend school due to illness, you should call the Absence line on **01926 776400** and leave a message no later than **8:55am** on the morning of the absence. If he becomes ill at school, he should attend the Medical Centre where he will be seen by one of our Nurses. If he needs to be sent home, the Nurse will contact you to collect your son.

Absence due to Medical or Dental Appointments

Where possible these need to be made outside of the school day; however, we recognise that this is not always possible, particularly in the case of emergencies. Please send your absence request to the Senior Deputy Headmaster by email to absence@warwickschool.org at least **48 hours** before the appointment.

If for some reason you are unable to give 48 hours' notice, please call the school directly and ask to speak to the Pastoral Secretary, Mrs Wilson, who will be able to expedite your request.

Any other absence

Requests for leave of absence for any other reason should be made to the Senior Deputy Headmaster by email to absence@warwickschool.org at least **48 hours** before the absence will begin so that staff concerned may be consulted. Permission for such absence is given only in exceptional circumstances. A full explanation of the circumstances for absence is therefore necessary and helpful.

Permission for boys to take holidays during term time will not normally be given. We publish term dates well in advance to ensure that you are well aware of when we are in school so that you can plan accordingly. Similarly we publish all significant dates for the forthcoming academic year in our **Academic Information Booklet** in September.

Off Games

If your son has an injury or is otherwise unable to participate in Games, he is required to use the Off Games provision to undertake private study. Boys should show their Form Tutor a parental letter requesting that their son be 'off games' as detailed in the Parent A-Z. An email to absence@warwickschool.org is also acceptable.

Boys will only be permitted to leave school and study at home in exceptional circumstances. Permission for this must be granted in advance by the Senior Deputy Headmaster.

Next Steps

When authorisation for any absence has been granted, your son will need to sign out at reception before he leaves school. He will need to sign back in to school if he returns on the same day.

No student is allowed to leave the site without authorisation from the Senior Deputy Headmaster or the Head Master.

If your son does not have permission to leave school but does so anyway, this will be recorded as an 'Unauthorised Absence' and will be dealt with according to the school rules.

Catching up on missed work

All boys are expected to catch up on any work they miss through absence. Please can you ensure that your son follows the correct procedures if absent from school.

Whether it is illness, a music lesson, sports fixture or school trip, if your son misses a lesson it is his responsibility to catch up the work covered in that lesson. He should find out what work was missed from his class mates, get any hand-outs from the teacher or off the relevant school webpages and get the work done. If he does not understand the work, he should attend an academic clinic or request a peer supporter from the sixth form to help him.

Please could we ask that teachers are not e-mailed before going through these steps.

Weekend Absence for Co-curricular Activities

Weekends during term time are considered very much part of the school week during term time. Therefore the school must be made aware as far in advance as possible of any weekends that your son is not available. Please see the section on **Weekend Absence**.

Music Lessons

If a boy has a music lesson during the school day, he should email his subject teacher at least 24 hours in advance asking permission to be absent. Boys are responsible for catching up with their work themselves.

Academic Information

Information regarding all aspects of the academic curriculum, reporting, parents' evenings, examinations, homework, key dates and expectations of pupils with regard to the completion of academic work is contained in the *Academic Information Booklet* that is sent to parents at the beginning of the academic year. This is an important reference document and we would suggest it is kept in an accessible place and referred to throughout the year.

Activities

One of the aims of Warwick School is to give all pupils as wide an educational experience as possible. We have a very full programme of Co-curricular activities which take place before and after school, at lunchtime and at the weekend. These activities cover a wide range of interests: sporting, dramatic, artistic, service, musical, intellectual and outward bound in nature. Many of these activities are published in the **Calendar** each term. Please encourage your son to grasp the opportunities that are offered to him and to become involved in at least one of these activities.

Weekends during term time are considered very much part of the school week, and therefore the school must be made aware as far in advance as possible of any weekends that your son is not available. Please see the section on **Weekend Absence**.

A comprehensive list of all Clubs and Societies can be viewed on the School website and in the Clubs and Societies Brochure (available from the School office).

Assemblies

Whole School assemblies usually occur on Wednesday mornings when the Head Master talks to all the pupils in the school.

Beginning of the School Day

Parents are advised that supervision is not available in classrooms until registration at 8.40 a.m. Parents may, however, drop their son off as early as 7.30 a.m. for **Breakfast Club** in the School Dining Hall.

Other school buildings are not open to pupils until 8am. In the event of an emergency or difficulty, a boy should go to the Deputy Headmaster's study or the Sports Centre, where they will find help from that time.

Bicycles

We are very keen to encourage pupils to come to School by any means that does not lead to road congestion, that causes little harm to the environment, and which helps personal levels of fitness. Cycling may be appropriate for some boys, but we do urge boys and parents to ensure that appropriate safety equipment is worn, the bikes have adequate lighting and are well-maintained.

We provide bike sheds where bikes can be stored. However you will need to ensure that the bikes have a substantial lock.

Pupils are not to cycle within the school grounds.

Blue Book

Each year we publish what is known as the Blue Book. This is an invaluable source of information containing the names of all staff (and their e-mail addresses) and pupils. Each pupil is given a copy at the beginning of the year.

Boarding

Warwick School has two Boarding Houses (Way House and School House) offering excellent quality accommodation and social facilities for 60 resident boys from Year 9 upwards. School House is run by Mr and Mrs Bull who are in overall charge with an Assistant, and Mr and Mrs Venter are the House Parents for Way House with Dr Hodkinson as their Assistant. Most of the current Boarders are international students, living in the School full-time.

We can also offer **Flexi-Boarding** facilities to day boys (subject to availability).

All enquiries regarding Boarding are subject to the space being available for the period required. Further information is available from the Admissions Department on 01926 776400.

Boy Post

We are reducing the amount of letters delivered home by pupils with the aim of providing all such information via the Parent Portal and through an e-Newsletter which is sent out every Friday during term time. This will save paper and hopefully ensure the information reaches you. There may still be occasions when letters are sent via the boys so please remember to check pockets and bags!

Breakfast Club

Boys arrive at school promptly at 7.30 am. and proceed directly to the School Dining Room to join the boarders and resident staff for breakfast, which consists of a selection of cereals, toast, yoghurt, fruit and also a choice of hot dishes which change daily. A charge of £2.60 per day is added to your termly bill and there is no need to book.

Bullying

All members of staff are expected to be vigilant in ensuring that instances of bullying are dealt with as soon as they are witnessed or reported. While there may be little or no physical bullying, staff are aware that verbal intimidation, ostracism, sexist, racist or cyber bullying behaviour is just as distressing for the victim. We feel that it is important to be aware of the sensitivities of particular groups, and behaviour which could be construed as offensive to them will not be tolerated.

Staff witnessing such behaviour, or those to whom it is reported, deal with it, in the first instance, directly by explaining why it is unacceptable, and appealing to reason and good sense. All minor instances of unacceptable behaviour (e.g. bad language, in the context of ordinary conversation) are checked and can often be dealt with by a cautionary word. Unresponsiveness to such warnings or more serious instances (including bullying) will require firmer action. In the case of bullying, a written formal record is made in the files of all those involved. Parents are asked to contact the School immediately. Boys are able to report bullying that has occurred, either to themselves or that they have witnessed, through 'Confide', which is available on all school computers.

As many instances of bullying are due to misperceptions about the effects of the behaviour, we endeavour to modify the behaviour of the bully by providing an education so that pupils can recognise what is and what is not appropriate behaviour. This we do by, for example:

- Study of bullying behaviour and its consequences as part of the PSHCE Programme.
- Awareness of Christian values through a programme of RE education.
- Assembly talks and Chapel services.
- Practical interaction with other pupils in different contexts in controlled situations e.g. classroom-structured learning, non-supervised time, games, drama, etc.
- Study of consequences of changes of human relationships, e.g. in English and PSHCE
- Opportunities for pupils to write about their own relationships, e.g. in English and PSHCE.
- Acquiring role models from senior boys and staff.
- Allowing the 'victim' and bully to talk to each other in a supervised controlled fashion so that each can understand the other's perception.
- Use of intranet and internet resources.

Anti-Bullying Week is held usually in the second half of the Michaelmas term.

Calendar

Calendars are distributed via Form Tutors at the beginning of each term and list events and fixtures for the term ahead. However, as you will appreciate, some events details may change after printing and so up to date information can be found on the school website.

Careers

Careers education and guidance is an essential element in the overall development of an individual pupil. Whilst primary Careers advice is the responsibility of the Form Tutor, specialist support is offered by the Head of Careers and boys can come to the department at any time for advice, information or a 1:1 interview. Parents are also welcome to contact the Careers Department either by phone or email about any Careers matters.

Aims

- To introduce young people to the world of work and careers options.
- To help young people develop the skills that will be needed in the work place.
- To help young people to take informed decisions that will affect the pattern of their future lives.
- To provide advice and assistance on subject option choices at Year 9 and Year 11.
- To provide individual advice, assistance and guidance on career plans on leaving School, as well as on the choices between higher education, further education and work.

Implementation

The Careers programme now begins in Year 8 where boys are encouraged to evaluate their own skills and are introduced to the concept of transferable skills. They also begin research into different jobs and careers. Year 8 also take part in an interactive game with local companies and employers.

Guidance in Year 9 is given through year group talks, individual advice from Form Tutors, meeting with the Head of Careers and by attending an evening of talks to consider GCSE options. Boys also spend time using specialist software called "Fast Tomato". This involves completion of a questionnaire to help begin research into long-term subject, course and career decisions as well as information about different industry sectors.

Year 10 have Careers sessions within the school's PSHCE activities and are also encouraged to use specialist software in their free time. Boys are encouraged to use Plotr which allows pupils to match their interests to careers and begin researching higher education choices. They also take part in an interactive Enterprise Day in the summer which encourages entrepreneurship, team work, presentation skills, creativity, time management and financial awareness.

Year 11 begin the year by taking part in the Cambridge Occupational Analysts (COA) psychometric test and questionnaire. The aptitudes are then analysed and each pupil receives a report followed by an individual specialist career interview.

As part of the life skills programme once a fortnight there are sessions on Higher Education and Careers. Within PSHCE the whole year group attends a talk by a university on "Introduction to Higher Education" and they also spend time in form periods allowing them to focus on A Level choices and potential courses at university.

Year 11 are encouraged to attend the programme of "Business Lunches" which take place regularly throughout the academic year. Boys have the opportunity to listen to talks from local companies about different careers and professions and to find out about different courses at universities. Year 11 are also invited to attend industry specific networking dinners.

A compulsory Work Experience scheme takes place after GCSEs (please see the section on "Work Experience"). The Careers department is able to offer help and guidance to the boys as needed.

Sixth Form

The aim is to provide stimuli to increase the pupil's awareness of the opportunities available whilst encouraging him to be motivated and to use his initiative to carry out their own personal research.

All Sixth Formers are encouraged to come for a 1:1 interview to discuss university choices, apprenticeships, studying abroad, gap years, possible careers, and ideas for personal statements.

The Sixth Form Careers programme includes

- 1:1 careers interviews
- Business Lunches
- Employability skills

- Opportunity to take Centigrade Test to help identify potential university courses
- Specialist talks including “How to make the most out of Open Days”, CV writing and Interview Skills
- Specialist Oxbridge application programme and interview practice run by the Oxbridge Co-ordinator, currently the Head of Sixth Form
- Speed Interview Evening for Upper Sixth

The Careers Library is situated in the main school library and is continuously being updated. These resources include university guides, degree course literature, books on taking a gap year and other specialist information. All university prospectuses are available in the Sixth Form Centre.

Industry Contacts

The school has excellent contact with local companies, employers, OWs and parents.

Careers Fair

This is a biennial event and is open to pupils and parents from Year 10 upwards. Exhibitors include employers, different professionals, industry bodies, careers advisors, voluntary organisations, charities and university admissions tutors.

We also host Employability Conferences which focus on preparing our pupils for the world of work and to help them stand out from the crowd.

Careers Networking Dinners

These allow pupils to meet people from different professions and practise networking skills.

Change of Contact Details

It is important that we are aware of any changes to your address or contact details, including email addresses. As most letters and notices are sent out by email, you may miss vital information if we do not have an up to date email address for you. If you wish to check or change any contact details, please contact the school office at enquiries@warwickschool.org.

Change of Family Circumstances

It is unfortunate that some families will undergo a change in circumstance at some point during their child’s school life. It is important that the school is kept informed of any such changes so that we are able to offer support to both the boy(s) and the family as a whole.

Please contact the school office to notify them of any change of circumstances on enquiries@warwickschool.org or 01926 776400. If you wish to speak to someone confidentially, please contact the Senior Deputy Headmaster or your son’s Head of Section.

It is also very important to ensure the school is kept aware of any changes in **Medical** information. Please see the **Medical** for contact details.

Chapel

Services in Chapel are an essential part of the life of the School. They have a broadly Anglican ethos and are very inclusive. All pupils have one Chapel service per week. There are also services to which the whole school community and family and friends are invited. There are Sunday family services, usually at 10 am. and details are published in the School calendar; there are also occasional mid-week Holy Communion, Choral Evensong or meditative services.

The Chaplain plays an important role in the pastoral care structure within the School. If there is any issue in which you think it appropriate for the Chaplain to be involved please let us know.

Clothing Shop

The School Clothing Shop is open from 1.00pm. to 4.30pm. every weekday. Boys may obtain uniform and games kit from the shop. Any items purchased are charged on the term’s bill. Items that are on sale are listed in the Section entitled Uniform.

Clubs and Societies

The Clubs and Societies booklet is produced annually, copies are available on request. Specific information about clubs and societies can be accessed from the Pupil Portal via the SOCS Co-Curricular quick link.

Code of Conduct

Experience has shown that if a person knows what is expected of him he is more likely to achieve his goals than if he is not sure. To this end, we have created a Code of Conduct, which we ask all pupils to endorse at the start of each term. The code is in their Homework Planners and is shown below.

I will:

- ✓ Move in an orderly fashion and show courtesy to everyone.
- ✓ Show respect and care for others at all times.
- ✓ Eat only in the tuck shop, dining room and, with permission, my Form room.
- ✓ Care for the School environment.
- ✓ Take responsibility for any valuables I bring in to School, including electronic equipment.
- ✓ Be aware of the health and safety of myself and others.
- ✓ Wait quietly for teachers before lessons.
- ✓ Wear my uniform properly.
- ✓ Be a good ambassador for my School.
- ✓ Not drop litter.
- ✓ Behave appropriately on my way to and from School.
- ✓ Attend practices, rehearsals, matches and performances as required.
- ✓ Abide by all other School rules.

In the classroom I will:

- ✓ Arrive on time.
- ✓ Have everything I need for the lesson.
- ✓ Listen when the teacher or another pupil is talking.
- ✓ Try to do work of a high standard.
- ✓ Take care of my books.
- ✓ Put up my hand if I wish to speak.

In homework and coursework I will ensure that:

- ✓ I know what the homework is, i.e. by recording it in this diary.
- ✓ Complete it to the best of my ability.
- ✓ Hand it in as requested by the teacher.
- ✓ Do my own work.
- ✓ Talk to the teacher if I am having problems.

I agree to abide by this Code of Conduct.

CCF (Combined Cadet Force)

Warwick School CCF has a long history, tracing its roots well back into the nineteenth century, but it has always been proud of the fact that its activities have been up-to-date, vigorous and voluntary. Its main activities form a part of the Friday Afternoon Activity Programme.

Year 9 students who choose to join in September will remain with the CCF for a minimum of at least one year, but it is hoped they will stay for a further four. The first year involves basic training which includes such activities as Drill and Turnout, Expedition Training (Navigation, Campcraft etc.) and Safe Weapon Handling with the Cadet GP rifle. They will also have a taster in the RAF section. The second year (Year 10) incorporates a choice for the cadets. They can opt to join the RAF Section with appropriate activities, including the chance to fly and glide, or they can opt for the Army Section where they will cover both Infantry and Signals skills.

For boys who choose to remain in Year 11, some more activities are introduced, along with leadership training, so that in the Sixth Form, as NCOs, cadets can take on a more responsible role in the Contingent including instruction of younger cadets.

In addition to Friday afternoon, there are a number of weekend and holiday activities which are part of the CCF programme. Whilst each is not compulsory, it is expected that every cadet will attend some or all of these.

Cadets who are registered for the Duke of Edinburgh's Award can use some aspects of CCF to cover the 'skills' section and for

more senior cadets, the 'volunteering' section.

Girls from King's High School are able to join the CCF from Year 9 .

The Contingent is funded partly by The Ministry of Defence, but parents are asked to pay a termly subscription of £18. All uniform is issued (and replaced as cadets grow). While the Contingent offers many opportunities to active and energetic pupils, there is no obligation to the Armed Services as a result of being a cadet.

Counselling

Our school counsellor, Meg Harper, has a wide experience of working with young people in a variety of educational and social settings. She trained as a counsellor later in life and has a particular interest in counselling for young people.

We have a private counselling room at the top of the Thornton Building. It is centrally placed but also discreet. A key feature of our counselling service is that it is confidential, within certain legal restrictions. Counselling may be for as little as a one-off drop-in or may be for a few sessions or longer term. Boys can:

- drop by to see Meg in her room
- email her at counsellor@warwickschool.org or m.harper@warwickschool.org
- ask their Form Tutor or another member of staff to refer them or to accompany them to make an appointment
- ask you to get in touch on their behalf

Curriculum Support

As the learning needs of individual boys may vary, the School employs teachers who specialise in learning support within the Curriculum Support team and this enriches both the academic and pastoral provision of the School. The nature of the support the boys receive will vary according to their individual needs and, where warranted, some boys may be withdrawn from the curriculum to receive individual or small group tuition which is tailored to support their needs. All teaching staff are made aware of the different and specific needs of the boys via the Curriculum Support Record. Please contact Mrs Linda Allan, Head of Curriculum Support (L.allan@warwickschool.org).

Drama

As one of the most highly regarded schools for drama nationally there are many opportunities for boys to become actively involved as performers or in production support roles at Warwick. The teaching staff have an exceptional range of professional performance and directorial experience ensuring productions are of an incredibly high standard for all year groups. Our outstanding facilities include the Bridge House Theatre (seating 300), Warwick Hall (seating more than 900) and our creative and intimate performance studios, all of which are supported by a dedicated professional team of associate directors, designers, production and box office staff.

Warwick therefore provides an unparalleled environment for the development of theatre knowledge and experience and many of our boys go on to professional careers in theatre. Our provision is grounded by a dynamic Lower and Middle School curriculum of drama lessons, and popular courses in both GCSE and A Level Drama and Theatre. This comprehensive provision benefits from close creative links with King's High School with whom we co-produce many productions and events.

Boys are regularly invited to audition for roles with the RSC in Stratford, for film and TV producers from London and beyond and we have excellent relationships with professional performers who provide masterclasses, workshops and individual support to our community. Boys of all ages supplement their own creative projects by attending a rich and diverse programme of touring productions brought to our spaces many times each year.

Drugs

The School's Policy is to provide an overall health education programme that makes children aware of the harmful effects and risks associated with the use of drugs, alcohol abuse and smoking.

The depth of discussion and information available varies according to age group. Programmes are developed appropriate for the different age groups and delivered in a variety of ways. Programmes currently include the use of: PSHCE lessons; timetabled Science education or Religious Education programme; informal discussions with Form Tutors and other staff;

lectures in the Sixth Form; presentations by, for example, the Police Liaison Officer or family and friends and Theatre Workshops.

Any student who is found to be in possession of illegal drugs on the School site is liable to instant expulsion.

Any student found to have been selling drugs or encouraging others to take them is liable to instant expulsion.

Any student found to have used an illegal drug, whether on site or out of School, is likely to receive the following sanctions:

- i) Parents will be notified and invited to discuss the matter with the School.
- ii) Sanctions will be imposed by the Head Master. This is likely to result in suspension from School.
- iii) Students involved should agree to receive educational counselling on the implications and risks associated with illegal drug use.
- iv) Parents and pupils should agree to undertake future random drugs testing should the School have any grounds to suspect continuing drug use. Parents should be issued with a separate document, 'Testing for Drugs'.

Any student found to have used an illegal drug on a second occasion is liable to expulsion.

Students who volunteer the information that they are using drugs will be treated sympathetically and given advice, help and support, rather than being seen as a disciplinary case.

Duke of Edinburgh Award

The Duke of Edinburgh's Award is open to all boys in Year 9 and above. It is anticipated that all boys involved in the Duke of Edinburgh Award Scheme will start with the Bronze Award, and those who continue will undertake the Silver Award in Years 10 & 11 before going on to the Gold Award in the Sixth Form, completing it by the end of their Upper Sixth year. At Gold level, there is the opportunity to complete the expedition overseas. Each boy wishing to receive the Bronze Award must take up a skill, a sport/activity, offer some form of community service and then prepare for and complete an expedition. Planning for the expedition involves all aspects of organisation (camp craft, route planning, map reading etc.) before actually undertaking and completing a practice and then a qualifying journey.

There is a cost to enrol in the Duke of Edinburgh Award scheme. This cost includes a record book, as well as the Award Certificates and badges if they are gained. There is also a charge for each expedition, which range from two days at Bronze to four days at Gold level.

Electronic Equipment

We would be grateful for parents' cooperation in ensuring that **pupils** who bring hand-held and expensive ICT/Communications equipment into school **take full responsibility for these items**. Where boys bring expensive items of personal equipment into school, such as laptop computers, parents are advised to ensure that they are included on Household Insurance Policies.

Emergencies

During the School day parents should inform the School Office (01926 776400) if, for any reason, they are unable to make the normal pick-up time. Any pupils who have not been picked up, or have missed their bus, are asked to come to Reception where they can telephone to make alternative arrangements or wait in safety if an emergency arises. Outside School hours an emergency contact number is indicated on the School phone answering system.

End of School Day

Unless your son is involved in an activity supervised by a member of staff, or is a boarder, he should be out of the School buildings by 15 minutes after the end of the School day and be away from the site by 4:30pm. Staff are available during this time to monitor the departure at the end of a School day and to keep a special eye as regards safety. Of course, the School is aware that very occasionally transport arrangements break down.

In such circumstances your son has been told to come to the School Office in order that he may contact you. For some parents, transport may be difficult at the end of the day. The **Homework Club**, in addition to weekly and full boarding facilities, is available.

Expeditions

Expeditions are an essential part of School life which greatly enhance the educational experience of pupils at all levels. Taking boys on a trip out of School can be very rewarding but the responsibility is great for the staff concerned. We consider that careful and thorough planning is essential at all stages before any visit takes place; and we require supervision of the highest standard once the expedition is underway.

As a rule, a letter will be sent to parents providing full details of the visit; in the case of boarders this will be given through the Boarding Housemaster. Trips that take place outside normal school hours, do not form part of the normal school week (eg sports fixtures), or cost more than £20 require the completion of a parental consent form for each boy taking part.

Flexi-Boarding

Flexi Boarding is available for boys at Warwick from Year 9 upwards.

Parents may find flexi/occasional boarding convenient when their child has an activity that finishes late or starts very early or when they are away from home for an evening, a few days or longer.

Our boarding staff provide excellent pastoral care, supervised prep sessions and support throughout the evening and boarders enjoy access to School facilities including the Sports Centre and instrumental practice rooms at all times. Boys will be provided with a single or twin study bedroom in the Senior Boarding House (School House), and able to enjoy a cooked supper and breakfast.

Sky TV, snack preparation facilities, a Games room with PS3, Table Tennis and Pool Table is available in the evenings for all boarders. Bathroom facilities are shared but all showers have privacy booths. All bedrooms have wifi and boys have 24 hour access to House Parents if unwell or if they require assistance at any time.

Please contact the Head of Boarding, David or Katie Bull, for further details. (D.Bull@warwickschool.org & K.Bull@warwickschool.org)

Friday Afternoon

The purpose of Friday Afternoons in Year 9 and above is to introduce, and allow boys to pursue, activities that they would not normally be able to follow within curriculum time. There are two routes a pupil could follow: The Combined Cadet Force and Friday Afternoon Activities.

In Year 9, boys will be placed into small groups and will follow a circus of activities each lasting approximately half a term. There is an emphasis on outdoor and physical activity and the carousel will include camp craft and expedition training, fencing, judo and canoeing.

In Year 10 and above we have a unique opportunity to combine with the girls from King's High School and provide a programme of activities across the two Schools, which includes, for example, the Young Enterprise Scheme. (Some options run for the full year, whilst others are half yearly.)

Friday afternoon activities come at a cost of £18 per term which is added to your bill.

Friends of Warwick School (FOWS)

Friends of Warwick School comprises parents, old boys and others who take an interest in the School. Over the years they have come to play a very important role in our work, particularly in maintaining a close relationship between the School and the homes from which boys come. All parents are members of FOWS and there is a small extra charge which is added to your Lent term's bill each year. Friends of Warwick School undertakes/organises activities throughout the year and many projects in the School have been funded by FOWS in recent years, such as Goblin cart kit for Junior School Young Engineers, Pasco Spark System for Science, radio controlled clocks for Water Polo, books for Dads and Lads reading scheme initiative, Canon SLR camera for the BBC School Report project plus many more!

Personal Achievement Awards - this scheme offers financial support to individual boys or small groups of boys towards the costs of specific projects. The awards are competitive and are intended to help boys to develop the planning, costing and presentation skills necessary to submit such an application. The awards may be used to cover or contribute to the cost of the proposed project. Projects may vary in ambition and scope. The awards could be used towards such projects as taking part

in a music or theatre skills course, taking up a particular sporting opportunity, visiting an exhibition, attending a course or competition appropriate to a particular hobby, helping with a charitable organisation or assisting at an environmental or conservation project.

Games

Cancelled Fixtures

The Director of Sport will determine whether fixtures may continue if there are adverse weather conditions. Information on cancellations will be available on the school sports website and also on the School weather line telephone number **01926 776488**.

Clothing

Games clothing requirements for the different sports are detailed below.

WINTER:

RUGBY

- Royal blue shorts
- Royal blue socks with white bands at top
- Rugby boots with safety studs
- Rugby jersey

HOCKEY

- Royal blue polo shirt
- White PE shorts
- Royal blue socks
- Tracksuit – jacket and navy blue tracksuit trousers (optional).
- Base layer or skin (optional)

SUMMER:

- White cricket shirt
- Cricket boots or white gym shoes
- Warwick School cricket cap (parents are advised to provide sun block)
- White cricket slipover

During summer sports, boys should wear sun block at times when the duration and intensity of the sunshine might place the boys at risk.

Details of the appropriate dress for different sports are given below:

RUGBY	Rugby jersey (red/blue hooped reversible); School rugby shorts; School rugby socks; rugby boots with safety studs.
HOCKEY	Royal blue hockey shirt; white shorts; School rugby socks; training shoes. Boys representing the School in hockey teams wear the School royal blue polo shirt with badge and require a school tracksuit.
CRICKET	White trousers or navy tracksuit trousers for practice games and House matches (white trousers for School matches); school cricket shirt; white cricket boots or white tennis shoes; blue cricket cap; white slipover. White trousers and cricket shirt are available from the School Shop. Boys representing the school may wear a team cricket shirt purchased from the School Shop.
TENNIS	for School team matches; royal blue polo shirt with badge, white shorts, socks and tennis shoes. Boys representing the school for tennis require the School tracksuit.
P.E.	White polo shirt with badge; white school shorts; predominantly white gym shoes (non marking sole); white socks (if socks are worn).
SWIMMING	For all swimming under the supervision of the PE Department, regulation school patterned trunks / swim shorts should be worn, i.e., dark navy blue as supplied by the School Shop.
ATHLETICS	As for P.E., save that, if they represent the School. Blue school tracksuits (optional).

Please note, a mouth-guard should be worn for hockey and rugby, and a helmet for cricket.

Off Games

Games is an integral part of the educational programme we offer in the School. All boys are expected to attend games and may only absent themselves with permission from the member of staff taking their games group and a parental request letter. Individuals who are 'off games' will be in supervised private study during the afternoon.

The procedure is as follows:-

Boys should show their Form Tutor a parental letter requesting that their son be 'off games'. Form Tutors will then place the boy on the 'off games' list. Boys should also show their letters to the member of staff in charge of a games activity at 2.00 pm. in the foyer of the Sports Centre and then show it to the member of staff supervising them in the classroom. The 'off games' list and notes are then returned to the Director of Sport. In the event of a long-term release from games, Tutors will give a copy of the note to the boy so that he can continue to show it to staff taking games.

Options

Winter Terms	Summer Term
Sixth Form	
Rugby	Cricket
Hockey	Tennis
Cross-Country	Athletics
Water Polo	Water Polo
Canoeing	Canoeing
Squash	Rowing
Badminton	Squash
Clay Pigeon Shooting	Badminton
Basketball	Softball
Gym	Clay Pigeon Shooting
Rowing	Sailing
Table Tennis	Ultimate Frisbee
Ultimate Frisbee	Basketball
	Volleyball
	Table Tennis
	Association Football
	Gym
Year 11	
Rugby	Cricket
Hockey	Tennis
Cross-country	Water-Polo
Water-Polo	Clay Pigeon Shooting
Clay Pigeon Shooting	Softball
Rugby	Athletics
Hockey	Association Football
Cross-country	Sailing
Water-Polo	Ultimate Frisbee
Year 9	
Rugby	Cricket
Hockey	Tennis
	Athletics
Year 8	
Hockey	Cricket
Rugby	Tennis
	Athletics
Year 7	
Hockey	Cricket
Rugby	Tennis
	Athletics

Hair and Standard of Appearance

The Form Tutor is responsible for checking the cleanliness, tidiness and dress of each boy in their form, and for ensuring that their tutees wear correct School uniform. A list of the correct uniform is given in the section 'Uniform'. There is a recognisable norm for style and length of hair and dress in the School. Form Tutors will initiate action when criticism of dress of a boy is reported to them by other staff. The Form Tutor will firstly speak to the boy and if there is no improvement impose

'encouraging' sanctions. If there is still no improvement, the help of parents will be enlisted, and final recourse is to the Head Master or Senior Deputy Headmaster.

We try to avoid being overly prescriptive concerning haircuts but the pupils are informed that, as a general rule, the following is expected: no longer than on collar at the back; not completely covering the ears; no shorter than No.3; no artificial colouring including highlights; conventional cut; and most importantly neat and tidy. Pupils will receive a red warning card from the School Marshal should their hair be of an unacceptable cut, style or length.

Heads of Section

In a large school pupils can sometimes feel overwhelmed. We have avoided this by dividing the School into four sections:

- Lower School (Year 7)
- Middle School (Years 8 & 9)
- Upper School (Years 10 & 11)
- Sixth Form (Lower and Upper Sixth)

Each section has a team of Form Tutors, one of whom will be your son's. Co-ordinating the Form Tutors is the relevant Head of Section. The Head of Section will be responsible for the overseeing the pupils in the section. They will be the first port of call for a Form Tutor who is concerned about the welfare or performance of someone in their form. The Head of Section will also have the role of rewarding those who have achieved notable success in the Rewards System.

History of the School

The School has been in existence for over a thousand years. The School was mentioned in a charter of Henry I, which indicates an earlier foundation, possibly in the time of Edward the Confessor, or even Ethelfleda, daughter of King Alfred. The School was probably part of the foundation of the Collegiate Church of All Saints in the Castle of Warwick, possibly dating from the year 914 AD. The School was re-endowed in 1545 by Henry VIII, when it was known as the 'King's New Schole of Warwick'. The School moved to its present site with the setting up of the Governing Body of the King's Schools Foundation in 1875.

Homework Club

The Homework Club allows your son to complete his Prep in a structured environment. The club runs from 4.00pm until 5.30pm, with an extended option to stay for supper and activities until 8pm daily. The format of the Homework Club is as follows:

- You do not need to book Homework Club unless your son is staying for Evening Supper and the Extended Session from 6:30pm. Your son should go into the Dining Room for a snack at 4.00pm or straight to the library at the end of the school day and sign in. Snacks in the dining room are included in the Homework Club fee.
- Between 4.30pm and 5.30pm (or until 6.30pm for an additional charge) your son will work in the library, supervised by a member of staff. Please collect your son from the library by 6.30pm.
- There is the option for your son to stay for supper in the Dining Room until 7.00pm, however this must be booked in advance. Please contact E.Braham@warwickschools.co.uk giving, if possible, 24 hours' notice. There is a further option for your son to stay for the 7.00-8.00pm session which will be in the senior boarding house where your son can participate in activities (e.g. table tennis, pool or board games).

Charges for Homework Club

Homework Club, 4.00pm -5.30pm £5.00

Homework Club 5.30pm-6.30pm £3.00

Evening Supper £3.00

Extended Session 7.00pm-8.00pm £6.00

Houses

There are six Houses within the School. They are Brooke, Guy, Greville, Leycester, Oken and Tudor. Boys join a house when they enter the school and remain in that house for the duration of their school career. The Houses give the opportunity for competition within the School. Throughout the year we endeavour to organise a range of competitions of a sporting, intellectual or musical nature. At the end of the year the Cock House Cup is awarded to the House proving most successful in these competitions.

I.C.T.

The below is the ICT Acceptable Use policy for boys at Warwick School. It is a policy all boys must sign.

At Warwick School we understand the potential for the use of technology, including mobile devices, to support and enhance the education of our pupils. We are constantly keeping an eye on how this technology is being used and wish to build an environment where this use can be supported as well as monitored. We therefore have a policy as to how this technology is used by members of the Warwick School community.

Warwick pupils are required to accept these rules as a condition of logging on to school facilities. They apply to all users, whether on or off-site; using networked or mobile computers; school or personal devices; tablets or smart phones. These rules shall be deemed to apply across all areas of computing and communications including access to the Internet, our own Intranet and electronic mail.

All pupils should act with consideration, common sense and good manners at all times. Any violation of this policy should be reported to a teacher immediately. It is important to be aware that the School can and may monitor your computer activity, email communications and data stored in your files at school. The School regards computer misuse as a serious matter, which may warrant disciplinary proceedings.

Misuse of the facilities and unacceptable behaviour includes (but may not be limited to) the following:

1. Attempting to gain unauthorised access to facilities.
2. Using someone else's username.
3. Disregarding the privacy of other people's files.
4. Giving your password to someone else, or being otherwise careless with it.
5. Generating messages or documents that appear to originate from someone else, or otherwise impersonating someone else.
6. Sending messages that may be construed as abusive, cause distress or are otherwise a nuisance.
7. Displaying, storing, printing or distributing, in any form whatsoever, material that may be deemed offensive.
8. Interfering with someone else's use of the facilities.
9. Being wasteful of resources, particularly printer ink cartridges and paper.
10. Installation and use of software applications or packages without the express consent of the Head of IT; this includes games.
11. Introduction of any form of software likely to cause malfunctioning of the facilities.
12. Software piracy (including the infringement of software licences or other copyright provisions, whether knowingly or not).
13. Using the facilities for commercial gain without explicit authorisation.
14. Physically damaging or otherwise interfering with or mistreating the facilities in any way.
15. Publishing anything about the School or its pupils (derogatory/or otherwise) without the permission of the school?

Taking, Storing and Publishing Photographs and Recordings

No pupil or anyone else should be taking or storing pictures or sound recordings on Warwick School premises without good reason and the appropriate prior permissions, both of the School and of anyone appearing in the images/recordings.

Similarly pupils are not allowed to publish web pages, photographs or recordings of pupils, staff or school premises, without permission of the School.

Personal Computers & Wi-Fi

Senior School pupils may bring computers, tablet computers and mobile phones into School and may use them to access the School's Wi-Fi network for educational purposes under the same conditions as they presently use the wired network. Internet access will remain filtered and all activity logged; any attempt to bypass such monitoring is not permitted. They may not use them during any formal part of the day, including form or tutor time, detentions and off-games periods without the permission of the supervising teacher. Limited use for specific purposes is expected in view of the dominance of paper and pen methods of assessment in all public examinations.

The School reserves the right to access equipment at any time and/or put specific software on the equipment to bar the use of games or other non-academic usage. No person other than the owner of the personal computer or a member of the ICT Department is allowed to use the personal computer. Permission must be sought before using a personal computer with the School's network facilities, such as printers.

Valuables

Securing electronic equipment that is brought into School remains the responsibility of the pupil, who must ensure that the owner's name is marked clearly on it. The School strongly advises parents to take out insurance for any personal computers brought onto school premises.

Cyber Bullying

Pupil use of social networking sites should not be hurtful to pupils or staff, here or elsewhere, neither should it bring the School's name into disrepute. Warwick School's Anti-Bullying Policy cites cyber bullying as hurtful behaviour either over the internet or with mobile phones; such issues are addressed in PSHCE lessons and in assemblies.

Consequences of Violation

Violation of the above procedures will result in sanctions being carried out according to the severity. These include: being withdrawn from the use of computer equipment, temporary confiscation of a pupil's equipment, detention, letter to parents, refusal to allow equipment to be brought into school, police involvement, suspension, and permanent exclusion.

Please see Warwick School's Security and Monitoring Policy for Students which can be found in the pre-enrolment documentation. All pupils are provided with the Warwick School Acceptable Use Policy (AUP) which can be found at the end of this document.

Insurance

Below are details of the insurance schemes which are available to you via the Foundation on the basis of terms and conditions set by the insurers. We would in particular highlight the Fees Refund Scheme and the note below about disruption to income cover.

Scheme	Subscription	Fees
Fees Refund Scheme – The Foundation does not refund fees for days when a pupil is absent for any reason including ill health. If your child is absent, no discount will be applied to your bill. However, a scheme is available via our insurance broker which provides fee refunds in the event of the pupil having five or more days' illness (usually consecutive).	Opt in to subscribe and complete and return the form on page 2 of the leaflet Your child will only be included if you opt in.	1.37% of the termly fee added to your termly bill (ie the basic termly fee you pay before any extras)
Pupils' Healthcare Scheme – Private medical cover is provided with AXA PPP Healthcare. Please see enclosed brochure for more information or visit www.axapphealthcare.co.uk/pupilshealthscheme .	Opt in and return AXA PPP Healthcare Application form (see brochure) to subscribe Your child is only included if you have opted in <u>and</u> returned the completed AXA PPP application and consent form.	£82.00* per term added to your termly bill
£1m Pupil Personal Accident Insurance – This provides one-off payments in case of significant injuries which result in permanent disability or death. The insurers only allow us to offer this as a compulsory scheme for all pupils.	Automatically included Our insurers will only offer this on an 'all in' basis and therefore all pupils are covered.	n/a – covered by the Foundation's annual insurance premiums

**Fees include Insurance Premium Tax at the current rate (12% since 1 Sep 2017).*

Disruption to Income Cover

Please consider taking out Disruption to Income cover in case the fee payer's income is disrupted, for example, through redundancy or long-term illness. The Foundation's insurers do not provide such a scheme, but you can make your own arrangements through other providers and we would strongly advise parents to do so.

Key Fobs

The doors to all main buildings are sealed with magnetic locks to prevent intruders entering them. You will be issued with a key fob on Induction Morning so you can open the doors. You must wear your fob on a lanyard at all times when in school. Your fob is coded and assigned to you so must not be swapped or lent to others. If you lose your fob, you should report it to the Administrative Assistant at Reception immediately. You will be issued with a new fob but there is a charge of £10 for a replacement.

Library

Warwick School's Library is an important centre for information, reading and research. Students are encouraged to use it for study, revision, reading and relaxation. Situated in the Masefield Centre, it offers a wide selection of books, magazines and newspapers, as well as access to online academic journals, e-books and DVDs. Out of school, students can access these resources through Library Online <https://vle.warwick.school.org/library> The Library is open from 8.30am. to 4.30pm. during the week and staffed by two professional librarians. library@warwick.school.org Telephone: 01926 776433

Homework Club is held from 4.00pm – 6.30pm. For more information, contact Eileen Braham on 01926 735473 or e.braham@warwickschools.co.uk

Lost Property and the Pound

Most lost property is kept in 'the Pound'. The pound is open every lunchtime from 13:45- 14:00.. A rota of Prefects available at these times is organised by the Head of School in consultation with the Deputy Head Master. Valuable items will be handed to Reception. All boys have access to a lockable locker. Boys are strongly encouraged not to leave their bags or other items lying around the School unattended.

Further lockers are available in the Sports Centre, which work on a coin release mechanism. They are intended to provide secure space for bulky items or extra bags. We pass on to charity about 18 full bags of un-named, unclaimed lost property each term as it helps us return it to the boys. **PLEASE** make sure your son's possessions are named.

May we remind you that it is a parental responsibility to insure against loss or damage to personal property.

Unclaimed sports kit is dropped off to the Pound on a daily basis by the Sports staff. These items along with unclaimed bags are processed into the form boxes within the Pound on a regular basis. These boxes of items are returned to the pupil's form rooms.

At the end of term, the remaining unclaimed unmarked clothing in the Pound is shown on tables during break time to the school. The items not claimed are then sent to the FOWS and the non-uniform items to charity.

Lunch

All boys, up to and including Year 11, take lunch in the School Dining Hall. Members of the Sixth Form may opt to bring a packed lunch instead (to be eaten in the Dining Hall, the Tuck Shop, or the Sixth Form Centre). Each year group will have a specific time to have lunch on each day; these timings are published on a separate notice as well as in the calendar book and Homework Planners. Boys are allowed to eat in some classrooms during the morning and lunchtime breaks, but not in rooms in the Science, DT and Art Departments. Eating in form rooms is at the discretion of the Form Tutor.

Medical

There are two registered nurses who work in the School Medical Centre. They are available to deal with any accidents or illnesses that occur to pupils and staff during the School day. Please do not use the Medical Centre retrospectively for incidents which have happened outside of School but use your GP and the NHS in the normal way.

There is a School Medical Officer, who provides medical support for boarders but is also available to advise on medical matters relating to whole-school issues.

You are requested not to send your son to School if he is ill. If he has diarrhoea and/or vomiting he should not be allowed to return to School until 48 hours have passed since the last episode. If he has a raised temperature and feels unwell he should also be kept at home. We realise, however, that there are occasions when a child may begin to feel unwell while at School, or suddenly feel worse, and in those circumstances they may come to the Medical Centre. We will then inform you and ask you to collect your son from School.

If you are concerned that your son has been in contact with a suspected contagious disease, e.g. chicken pox, please contact the Nurse before his return to School.

On entering Warwick School you are required to complete and sign a form giving, or denying, consent for Paracetamol, Ibuprofen and Piriton to be administered in School. However, if your son requires other medication during the School day, we ask that you provide the Medical Centre with the medication in its original packaging accompanied by complete

administration instructions.

While Medical Staff of the School acknowledge the desirability of parents/guardians being kept informed about proposed treatment and investigations for their children in both routine and emergency situations and will endeavour to do so where appropriate, there will inevitably be situations where emergency treatment is necessary and the consent of the parent or guardian cannot be obtained in time.

All vaccinations are provided by the Local Health Authority in line with Government guidelines on the vaccinations of School children. If your son is due to be immunised the Child Health Department will send a letter and a form requesting your consent. Only on completion of the form can the vaccination be given.

Also at Warwick School we have a fully trained **counsellor** who is available to see boys who are experiencing problems, e.g. grief or anxiety. Please see the relevant section.

If there has been any changes to your sons medical information, or if you have any concerns about your child's health, please do not hesitate to contact any of the School Nurses on 01926 776400. They will be happy to discuss these with you. You can also email MedicalCentre@WarwickSchool.Org.

Minibus

All buses have forward-facing seats and each seat is fitted with a seat belt. All drivers have undergone testing (such as MiDAS/D1 classification) and are authorised to drive a minibus.

Music

At Warwick School we put music at the heart of each boy's social, intellectual and spiritual development, providing a warm, welcoming environment in which students can build their musical skills and grow into confident, cultured young men.

We are proud to be a centre of excellence, offering a wide variety of outstanding orchestras, bands and choirs to suit all ages, styles and abilities. Boys are encouraged to fulfil their academic and musical potential; a gift they can enjoy for the rest of their lives.

Individual Music Lessons

There are over 50 specialist instrumental teachers in the Music School who give over 750 lessons each week. We are very proud of our talented and inspirational team who are passionate about their area of expertise and dedicated to helping each student achieve their maximum potential. Every year, hundreds of students take graded music examinations with The Associated Board, Trinity and RockSchool.

We offer lessons on the following instruments:

Flute	Trumpet	Violin	Bass Guitar	Organ
Oboe	French Horn	Viola	Classical Guitar	Voice
Clarinet	Trombone	Cello	Electric Guitar	Theory
Bassoon	Euphonium/Baritone	Double Bass	Piano	Aural
Saxophone	Tuba	Percussion	Jazz Piano	Drums

Year 7 Music Scheme

The Year 7 Music Scheme is unique to Warwick School and aims to inspire all pupils to gain a life-long appreciation of music through the discipline of learning a musical instrument. In addition to their class music lesson, all Year 7 students have the opportunity of learn a new instrument. Tuition takes place each week in small groups during their timetabled music lesson.

Office

During term time the School Office is open from 8.30am. to 5.00pm, Monday to Friday. At other times messages can be left on the answerphone system. There is also a contact number in case of **emergencies**.

Old Warwickian Association (OWA)

As boys leave Warwick School at the end of Year 11 or Upper Sixth they automatically become members of the Old Warwickian Association (OWA). Today there are over 5,000 members of the OWA across the globe, spanning many decades,

lifestyles and professions. The OWA offers a full calendar of events and reunions and a fantastic network of contacts. Above all, the OWA offers friendship and camaraderie in the years and decades after leaving Warwick School. Whether it is meeting for a drink, playing sport or attending a dinner or reunion, there are many OW events, activities and opportunities to socialise and connect.

In recent years, members of the OWA have enjoyed Presidents' Dinners in prestigious venues including Middle Temple Hall, London; the Long Room in Lord's Cricket Ground; the Rose Room at Twickenham; the Royal Naval College at Greenwich; the Royal Military Academy at Sandhurst; Oxford and Cambridge Colleges, the Tower of London, The Mary Rose, Warwick Castle and The Garrick Club in London.

Old Warwickians keep in touch with the school and with each other through the work of the school's Development and Alumni Relations team and through regular Old Warwickian newsletters, the school's *Portcullis* magazine, a specific website for OWs (www.oldwarwickians.org), an online OW networking platform (www.warwick-school-connect.org) and a full calendar of events and reunions.

Parent Portal

The Warwick School Parent Portal is a website set up specifically for the use of parents. This site allows parents to link into the School's database from home. You will have access to personal information relating to your child, including their timetable, reports, Form Orders and external examination entries and results. The Parent Portal also contains general School information, such as the School calendar, School policies, letters sent home and other School news. All School Form Orders and Sixth Form streamlined reports are now distributed via the Parent Portal. If you wish to receive a hard copy of the Form Order for your son please contact the School Office.

This site is exclusively for parents of boys at Warwick School and is accessed via a password. Before your son joins the School you will get a letter detailing your login procedures which will allow you to open your family account on the Parent Portal and register your details.

To enable parents to use the WISF School Bus Service, you must also have a Parent Portal active account.

Portcullis Magazine

The *Portcullis* Magazine is the School and Old Warwickian magazine. It is published annually in October and each boy in the School will receive a copy of this magazine which he is requested to take home to show his parents.

Prefects

Towards the end of the Lent term, the Lower Sixth are invited to vote for those from their Year who will serve as Prefects; the teaching staff also vote. Those with the highest number of nominations will be recommended for appointment as Prefects at the end of the Lent term. The Head Master will appoint the Head of School and three Senior Prefects from the Prefects. The Prefects are easily distinguishable by the red and silver ties they wear. At the beginning of the Summer term, the Prefects go away for a residential training weekend.

The role of Prefect provides a unique opportunity both for personal development and for service to the School community. It is hoped that Prefects will give much to the community and in consequence gain much from it. The role carries with it a number of privileges and also a number of responsibilities.

Inevitably, as senior members of the School, Prefects become role models for younger pupils, and as such they are expected to behave in a manner that will encourage those characteristics that all pupils at Warwick School should aspire to. These values of courage and perseverance, responsibility and humility and curiosity and creativity are summed up as 'The Warwick Way'.

There is an expectation that Prefects will be both proactive and reactive towards the behaviour of pupils in the School, endeavouring to correct inappropriate behaviour.

Prefects are encouraged to be active in ensuring the welfare of all pupils, being aware of the emotional, social and physical well-being of all pupils, and to bring to the attention of a member of staff any concerns they may have.

Private Study

At Sixth Form level we encourage an even higher level of self-discipline and personal organisation than in the lower years. One of the important skills that needs to be developed before going on to Higher Education is that of Independent Learning. It is through Private Study, in which boys complete required tasks, that we develop these skills.

Lower Sixth and Upper Sixth

Private Study for students considered to be coping well with their studies, after consultation, takes place in the Sixth Form Centre, Library or a departmental area under the direction of the Head of Department. In addition, Private Study for the Upper Sixth may be possible at home under special arrangements. We have experimented in the past with an arrangement for Private Study in the Upper Sixth which allows boys with Private Study periods at the end of the School day to leave School before 4.00pm. This has been welcomed by both boys and parents and seems to have helped boys to plan their work effectively. It is important, of course, that any such arrangement should be conditional on your agreement; we need to be sure that such an arrangement does not cause you inconvenience and that there can be no confusion over the whereabouts of your son. It is also important that any School commitments whatsoever take precedence over going home early. In circumstances where you or the School feel that the privilege has been abused, it will be removed.

On occasions, during the winter months, the inclement weather restricts the use of the playing fields. Every effort is made to ensure your son receives the appropriate physical education by using indoor facilities but these do not accommodate all boys. As a consequence, some boys will be required to undertake supervised Private Study instead of games. In the Sixth Form, this Private Study can be completed at home. On such occasions be released after registering with their Form Tutor in the afternoon.

PSHCE – Personal, Social, Health & Citizenship Education

Our aims are:

- to heighten awareness and understanding among young people of important issues;
- to encourage discussion and active learning in School;
- to promote a sense of personal and social responsibility;
- to develop the sensitivities needed by young people to make appropriate moral judgements and choices about matters of concern to them and to others;
- to extend the skills of young people to make informed decisions about social issues;
- to encourage young people to participate fully and effectively in the life of the community and in the institutions of society.

We are conscious that if this very important part of a child's education is taken out of context it very quickly loses its relevance to the child. We have a cross-curricular approach, with all staff contributing to the personal and social development of the boys in the School. We carry out a formalised audit of what is provided by this approach and we use a number of other approaches, such as Form Tutor periods, Chapel, School and Section Assemblies and special programmes provided by outside agencies, to make up any shortfalls.

There can be little doubt that this area of education must be a partnership with the parents; one side reinforcing the message from the other. To this end, we also hold parents' evenings when we invite professional organisations to provide guidance to parents and staff as to how to approach emotive and difficult areas such as sex and drugs.

We endeavour not to provide the answers to every problem a child may be faced with, but to impart knowledge and understanding to make informed decisions.

PSHCE in each year group is sub-divided into:

- a) Study Skills
- b) Health Issues
- c) Drug Education
- d) Sex and Relationships
- e) Careers Education
- f) Citizenship

All forms have one morning PSHCE session each week in Years 7 to 11, supplemented with one longer lesson every fortnight in Years 8, 10 and 11.

Pupil Voice

The purpose of the Pupil Voice is to facilitate a genuine dialogue between the student body and the staff at the school; to allow and encourage pupils to raise suggestions of ways to improve school life and give feedback on aspects of the school; and to give individual pupils an opportunity to take on responsibilities within school.

The Pupil Voice is divided into four sections: the Lower School, the Middle School, Upper School and the Sixth Form. Each Pupil Voice meeting is run by an elected Steering Group made up of 2 boys from each section. The Steering Group will prioritise and work on the suggestions raised by students, and have a direct access to the Senior Deputy Headmaster: The Steering Group will meet weekly, and the Pupil Voice section meetings will be held each half term. Each year group will elect delegates to represent them at their respective meetings and forms are given the opportunity to discuss issues before and after meetings in order to contribute to the agenda and hear feedback from the minutes.

Queries

Warwick School welcomes suggestions and comments from parents, and takes seriously any concerns you may raise. We wish to ensure that:

- parents wishing to express a concern know how to do so;
- we respond to such concerns within a reasonable time and in a courteous and efficient manner;
- parents realise that we listen and take any concerns raised seriously;
- we take action where appropriate.

"How should I express my concern?"

You can talk directly to a member of staff, write a letter, or telephone. Be as clear as possible about what is troubling you.

Any member of staff will be willing to help. It may be best to start with the person most closely concerned with the issue – for example, to raise form matters with the Form Tutor, sports concerns with the Director of Sport. They may be able to sort things out quickly, with minimum fuss. However, you may prefer to take the matter to a more senior member of staff, for example the Senior Deputy Headmaster or Head Master.

"When should I express my concerns?"

Many situations are defuse or corrected with early intervention. We would prefer you to contact us as soon as you become concerned. We will endeavour to respond as quickly as we can, but the staff involved may be involved in teaching and they may have to return your call at a later time.

"I don't want to complain as such, but there is something bothering me"

The School is here for you and your child, and we want to hear your views and your ideas. Contact your son's Form Tutor or appropriate subject teacher.

"I am not sure whether to raise my concern or not"

If, as parents, you have concerns you are entitled to raise them. If in doubt you should contact the School, as we are here to help.

If you raise something face-to-face or by telephone it may be possible to resolve the matter immediately and to your satisfaction.

If you have raised your concern or made a suggestion in writing we will contact you within five working days and explain how we propose to proceed.

In many circumstances, the person you contact will need to discuss the matter with a colleague and consider it further before responding. You will be given a date by which you will receive a response. If a detailed exploration of the issues is needed, a letter or report will be sent to you as quickly as possible. It will explain the conclusion, the reason for it, and any action taken or proposed.

"What happens about confidentiality?"

Your concerns will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Head Master and those directly involved. The Chairman of Governors may also need to be informed. It is the School's policy that concerns expressed by parents should not rebound adversely on their children.

We cannot entirely rule out the need to make third parties outside of the School aware of your concerns and possibly also the identity of those involved. This would only be likely to happen where, for example, a child's safety

was at risk or it became necessary to refer matters to the police. You would be fully informed.

While information relating to specific concerns will be kept confidentially on file, we would point out that concerns raised anonymously may not be pursued.

Action needed to be taken under staff disciplinary procedures as a result of concerns raised would be handled confidentially within the School.

"What will be the outcome of the concerns I have raised?"

We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered.

If you are not satisfied, the Head Master will offer the matter to the Governors.

The School recognises and acknowledges your entitlement to raise any concerns and we hope to work with you in the best interests of the children and young people in our care.

Regulations

At the start of your son's career at Warwick School parents are asked to endorse the following School regulations before their son starts at the School.

- 1. Accounts:** School accounts are payable to the Foundation Secretary before the beginning of each term. They include tuition fee, for fee payers only, for that term, and charges for music, clothing etc. for the previous term. The Governors reserve the right to make a penalty charge for late payment.
- 2. Residence (Day Boys):** A day boy is required to reside with his parents, guardian or near relation or lodging in a house of some person approved by the Head Master.

3. School Hours:

Monday to Friday:

Senior School – 8.40am. to 4.00pm.

Junior School – 8.50am. to 3.35pm.

Saturday Morning:

Saturday Afternoon:

Music:

Detention, Games and Music after School if required.

Activities for Boarders; Matches for all boys who are selected for teams. Saturday Detention if required.

Matches for all boys who are selected for teams.

Concerts and rehearsals as required.

- 4. Absence (Illness):** When a boy is absent from School because of ill-health, his parents or guardian should inform the School by 8.55am. on the first day of his absence and he should bring with him, on his return, a note from his parents or guardian giving information about the illness and the absence. He should give this note to his Form Tutor. If the absence for ill-health lasts for more than three days, a note of explanation should be sent to the Head Master on the fourth day.
- 5. Absence (Requests):** Request for leave of absence for any other reason should be made to the Senior Deputy Headmaster by email to absence@warwickschool.org at least 48 hours before the absence will begin if leave is to be granted. Permission for such an absence is given only in exceptional circumstances and a full explanation of the circumstances is therefore necessary.
- 6. Homework:** Evening homework should take one hour in Year 7 to about three hours in the Sixth Form. It is advisable that this is done at fixed times.
- 7. Games:** Organised games are part of the School curriculum and are therefore compulsory like any other School subject. If a day boy is not fit for games on a particular day, parents should give him a note for the member of staff in charge of his games lesson. The member of staff will then make alternative arrangements for that day. If a boy is going to be unfit for games for a period of time, parents are asked to write to the Head Master, who will make whatever arrangements are necessary.
- 8. Leaving Notice:** Notice of withdrawal from the School should be given to the Head Master by the beginning of term, giving a full term's notice. Notice of change from Boarder to Day Boy status should be given a full term in advance. (Failing receipt of such notice, parents or guardians are liable for a term's fees.) No such notice is required for boys leaving at the end of the Upper Sixth Form year. Parents are reminded that boys normally remain in the School until they are at least eighteen years of age. In general, this coincides with the end of their Upper Sixth year.

9. **Parental Support at events:** Parents are always welcome at School Chapel on Sundays and also for activities such as sports matches, plays, concerts, etc.
10. **Labels on Clothes:** All articles of clothing and footwear, including games kit, must be clearly marked with names and initials in indelible ink or, preferably, with sewn-in name tapes.
11. **Damage/Loss of Property:** Where damage is caused to School property through a pupil's negligence or wanton act, the full cost of the repair or replacement will be charged to the individual concerned. It is parents' responsibility to insure against loss or damage of personal effects.
12. **School Uniform:** Boys must wear the regulation School uniform as listed on the official clothing list.

Rewards and Sanctions

Almost inevitably there will be those occasions in a School boy's career when there will be a need for some rebuke. We are, however, conscious of the need to reward at least as much as we punish. The following gives some guidance on how we go about both:

Rewards

A good standard of work and/or behaviour should be reinforced by appropriate rewards. While often quick to sanction, staff are asked to be as industrious in recognising achievements.

Rewards include:

- Verbal praise to the pupils and/or their parents.
- Written praise on the individual piece of work, School Reports, The Portcullis, The Warwickian, etc.
- Public mention of achievements in School Assembly or at Section Assemblies. P
- Issuing a Commendation in ISAMS
- Issuing a 'Headmaster's Commendation' postcard for an absolutely outstanding achievement or piece of work
- Issuing Headmaster's Congratulations or Head of Section's Congratulations for good form orders

Commendations

Commendations are used to reward exceptional effort in all aspects of school life. These may include:

- An outstanding piece of written work
- A marked improvement in work compared to work previously
- Outstanding contributions in the classroom
- Charity fund raising
- Leadership and/or support for a club or society
- Serving the school community in a notable way
- Contributions and performances in musical or drama activities
- Showing humility or acts of kindness to others
- Significant contribution to a house event

Commendations will generate an automatic email to a boy's parents, Form Tutor and Head of Section (and will count towards the House Competition).

- 15 = Bronze award (certificate created by the School Office, signed by the HM, presented by tutor)
- 30 = Silver award (certificate as above but presented by HoS)
- 50 = Gold award (certificate and £10 book voucher, presented by DHM)

So if a student manages to gain a Gold award then they will have already received a Silver and Bronze earlier in the year. These will be monitored by Assistant Heads of Section.

Headmaster's Commendations

Headmaster's Commendations are used to reward truly outstanding effort in all aspects of school life. These are awarded by recommendation and can include any of the categories above or anything deemed worthy of exceptional note. Teachers should recommend to the Head Master via a brief e-mail the reasons why a particular boys should receive a Head Master's Commendation. Where judged appropriate, The Head Master will send home a postcard congratulating the boy for the work. The teacher will also issue a commendation on ISAMS.

Head Master's or Head of Section's Congratulations

Head Master's Congratulations or Head of Section's Congratulations will be issued for particularly good form orders. The (roughly) 12 boys with the best form orders in the year will receive Head Master's Congratulations, the certificates issued at a meeting with the Head Master. The boys with the next best form orders will receive Heads of Section's Congratulations, the certificates issued at a meeting with the Headmaster.

Sanctions

Sanctions include:

- Verbal criticism to the pupils and/or their parents.
- Written criticism on the individual piece of work.
- Emails home outlining poor behaviour, conduct and/or work concerns.
- Issuing a yellow card in ISAMS.
- Issuing a lunchtime session for late or inadequate work.
- Issuing a community detention.
- Issuing a Saturday detention.
- Issuing a Deputy Headmaster's detention
- Suspension
- Exclusion

Yellow Card:

This is awarded through ISAMS. Yellow Cards should be used to flag concerns regarding more minor behavioural issues. Yellow cards are recorded on ISAMS and the Form Tutor and Head of Section are electronically notified. Boys who receive eight yellow cards in a half-term will be issued with a Community Detention by their Head of Section. These will be monitored by Assistant Heads of Section. Examples of where yellow cards may be used:

- Low level disruptive behaviour in class
- Inappropriate use of language in a peer group setting
- Not respecting rules of the Form Room

Lunchtime Sessions for Late or Inadequate Work

These take place every day at 1.05pm in G2. Boys can then be expected to immediately catch up with missed work or improve on poor quality work. The session will usually take priority over any other commitments to clubs and societies. Boys are put into the session via ISAMS and can registered up to 1pm but must be informed that this has happened. Parents, the Form Tutor and Head of Section are electronically notified. Boys who receive three lunchtime sessions of late or inadequate work in any one half-term will be issued with a Saturday Detention by their Head of Section. In this instance, parents will be notified by letter/e-mail.

Community Detention:

These are for poor behaviour. This takes place after school on Tuesdays and Thursdays, 4.15-5.15pm. Parents must be notified where boys are detained after school. Boys missing a lunchtime detention may be issued with a Community Detention.

Saturday Detention:

More serious than a mid-week detention and takes place every Saturday 10am-12pm in M3. Heads of Section and senior teachers may use such detentions where pupils have received three work detentions in any one half-term, or for serious misdemeanours. Parents must be notified where boys are detained outside of normal school hours.

Deputy Head Master's Detention:

This sanction is for an offence which is more serious than warrants a mid-week or Saturday detention but, nevertheless, does not call for suspension. It consists of a detention from 1.15-1.55pm and 4.15pm to 5.15pm from Monday to Friday under the Deputy Head Master's supervision. There can be no appeal (except to the Head Master), nor can any prior commitment be kept. A boy may not represent the School at games or anything else during the period of detention. The Deputy Headmaster will keep a record of his detentions.

Rules

Below are the school rules that all boys are expected to sign.

For any community to flourish there needs to be a common understanding as to what is and what is not appropriate in that community. This understanding is embodied in the 'School Rules'. We hope you can see that the rules are primarily common sense, with a liberal sprinkling of social guidance and safe practice.

General Advice:

- If you do not know what to do, or where to go, ask any member of staff or a senior boy.
- If you cannot find a member of staff or senior boy, go to Reception - or to the Main Office if Reception is closed.
- If you feel unwell, go to the Medical Centre. Try to make sure that someone else accompanies you.

For your safety:

- In buildings, or on hard surfaces around the School, walk. You may run only on the playing fields.
- Avoid pushing. It is dangerous, particularly on staircases and in doorways.
- Do not ride your bike on the School grounds.
- Do not drop litter.
- Do not lean out of windows.
- Remember that danger spots are the car parking area at the side of Warwick Hall, the Junior School Car Park, the one-way road system and Myton Road.
- If you are in any of these areas, always be on the lookout for cars.
- Use the pelican crossing to cross Myton Road on foot or by bike. Stay away from the delivery area for the School kitchens.
- If you see a stranger on the School site who is not wearing a visitor's pass, tell a member of staff.

To help us keep the School a pleasant working environment:

- Use the bins provided for litter. If you see any litter on the ground, pick it up.
- Change your shoes when you play on the fields, to prevent mud being dragged into buildings on your footwear.
- Only eat in the Dining Room, or in your form room with your Form tutor's permission. You may not eat in your Form room if it is in the Science Department.
- Leave your bag tidily in a safe and sensible place (e.g. lockers in main School, or your form room).

To help preserve the School grounds, buildings and furniture:

- Behave calmly and sensibly when in the School buildings.
- Make sure that your form room is reserved for quiet and sensible activity.
- Be thoughtful and tidy in the Dining Room.
- You may not enter any of the following, unless you have been given permission to go there: All laboratories, Warwick Hall, The Gymnasium and Sports Hall, the Swimming Pool, all team pitches.

To help preserve the good name of your School:

- Always be cleanly and properly dressed in your School uniform.
- Be polite to visitors to the School, and be prepared to help them.
- When in public, behave in such a way as to be a good ambassador for the School.

For the comfort and happiness of everyone in the community:

- Be polite and always help anyone who needs help.
- Never hurt anyone else verbally or physically.
- Take great care of your own property.
- Take great care of property belonging to others.
- Do not bring large sums of money or valuable items into School without permission of your Form Tutor.
- Never bring any form of weapon into School; this includes knives and BB guns.
- Show respect for others' privacy and special privileges.
- Do not enter the Staff Common Room Area. Use the designated waiting point.
- Only enter a Department Office or other office if you have been given permission to do so.
- Do not go into someone else's form room unless you are a member of the Sixth Form or a member of staff has given you permission to do so.
- Only enter the Sixth Form Centre if you are a member of the Sixth Form.

Safeguarding

The policy of the School is to work in partnership with parents in order to promote the welfare of children. The School also aims to build up relationships of trust with children. Children and parents should feel able to raise with the School concerns about safety and welfare in the knowledge that these will be dealt with sensitively and appropriately.

Children must feel able to share concerns with staff. A possible difficulty could arise if a child consults a member of staff about a problem and does not want that information to be shared with parents. Whilst staff try to encourage children to share the information with parents where it is appropriate, there may be circumstances in which any pressure to pass information on could result in the child keeping the problem to himself or not sharing concerns in the future.

Some children may seek to tell members of staff in confidence that they have been abused. Members of staff understand

that it is not always possible to give absolute guarantees of confidentiality because there is a legal requirement for members of staff to ensure a child is protected from further abuse.

The School's Designated Safeguarding Lead for dealing with child protection issues is Mr Barker, Senior Senior Deputy Headmaster (J.Barker@warwickschool.org).

Parents can contact the Commission for Social Care directly: www.csci.org.uk

Scholars

Scholarships are awarded each year to boys entering the Senior School. The scholarships are awarded after competitive examination and interviews with the Head Master and Head of Scholars. High standards are expected from scholars throughout their career in the Senior School: they are monitored, supported and encouraged by the Head of Scholars, who acts as an additional tutor and advisor. Individual scholarships will only remain in place as long as the scholars continue to perform academically and behaviourally at the appropriate level.

A small number of scholarships are awarded to existing pupils. One or two additional Governor Scholarships are usually awarded to boys at 13+ who have shown a very high level of attainment throughout their first two years at Warwick School. A further two Governor Scholarships are usually awarded to boys moving into the Sixth Form on the basis of excellent work throughout the lower years at Warwick School and GCSE grades.

An extra, lunchtime class is held for Year 7 scholars. A programme of trips to lectures and museums is offered, including a residential weekend for Year 11 scholars. Sixth formers are encouraged to give talks to other boys as part of their preparation for university interviews, as well as receiving practice interviews.

Sixth Form

Warwick School has a large, thriving Sixth Form which boys enter after GCSE. They are joined by those who transfer from other Schools specifically to enjoy the benefits of the range of courses available at Warwick. Once they have moved into the Sixth Form, we attempt to ensure that the boys make effective use of the time available and gain maximum benefit from the courses they have chosen.

A structured academic programme with regular assessment, the recognition of priorities, and the development of productive habits of study both at home and at School all provide the basis for success in the School and in later life. Such monitoring of progress identifies those who may have difficulties and reveals those who are likely to achieve the highest honours. We have always prepared most of the Sixth Form boys each year for entry to a range of universities, and much expertise exists amongst the staff in this respect.

Of course, a Sixth Former's life is not all study. The boys gain much from the responsibilities and leadership opportunities offered by the Prefect system, by senior office in Clubs and Societies, sports teams, the Combined Cadet Force and Community Service. The Sixth Former is expected to set an example. The attitude, involvement and performance of the senior boy very much influence the character of the School. Such responsibilities and achievements carry weight with university applications.

The Sixth Form years also give boys the chance to broaden their horizons and to question conventional wisdom. Our Enrichment Programme encourages discussion, debate, and criticism outside the A Level syllabus.

Sixth Form life is a distinct and formative experience. Boys who have reached this advanced stage in their education need recognition of their status within the School and of their capacity for self-discipline. The Sixth Form Centre is an expression of these principles. Within the Sixth Form Centre there are facilities for private study, relaxation, careers advice and easy access to members of staff with specific responsibility for the Sixth Form. The Centre provides opportunities for the Sixth Form to develop a Common Room community based on principles of self-management and collective responsibility. All Sixth Formers are members of the Common Room and there is an elected Committee.

Smoking

The School is a non-smoking campus. We ask all teachers and visitors not to smoke on the School site. We have been developing an overall health education programme that makes children aware of the dangers of smoking and teaches them how to say no.

We have developed a protocol as a response to occasions when boys are found smoking in School. The precise details of the incident will properly influence our response, but we use the following pattern to serve as a framework when individual incidents are considered.

- i) For the first offence, a boy will be put in a Saturday detention. His parents (Boarding Housemaster for a Boarder) will be informed by letter or telephone and a record of the incident placed on the boy's file.
- ii) For the second offence, the same procedure will be followed with a further additional action. For a day boy, his parents will be called into School by a senior member of staff and warned that the next stage may be suspension. For a boarder, the Housemaster will 'gate' the boy for one week and write to the boy's parents informing them of the incident and warning them that the next stage may be suspension. A copy of the letter will be placed in the boy's file in the office.
- iii) For the third offence, the boy will be suspended or, if other factors are involved, may be excluded.
- iv) For the fourth offence, the Head Master may decide to exclude a boy.

Problems arise when pupils are found with a group of individuals who are smoking but may not be smoking themselves. We try to remove the social aspect of smoking and so we make it quite clear that anyone caught with smokers will be treated in the same way whether they were smoking or not.

Special Educational Needs

The School seeks to provide for all its pupils a broad and balanced curriculum. The School accepts responsibility for the educational needs of all boys in the School and also for their physical well-being while they are on the School premises. It seeks to provide an all-round education suited to the needs of each individual pupil.

The School employs a specialist in Curriculum Support who co-ordinates our approach to Special Needs. At all times the School will have regard to the ascertainable wishes of the boy concerned and will seek to take account of the child's views throughout the SEN process.

For the vast majority of boys in the School, procedures relating to academic, pastoral and physical welfare, which have already been outlined in different sections, are all that is necessary. However, there are some whose educational needs are either temporarily or permanently more specialised, and for them appropriate provision is made. We have identified five areas that can cause concern: Academic Need – for which we have curriculum support programmes; Linguistic Need – for which we have an EAL programme; Specific Learning Difficulties such as dyslexia; Physical Concerns; and Social and Psychological Concerns – for which safeguards are in place.

Every effort is made in the case of genuine need or difficulty to give sympathetic and targeted support. If the School is unable to provide the Special Educational Needs within the existing structure at Warwick, we would discuss the situation with parents, educational services and other appropriate professional bodies. (Please also refer to Curriculum Support Section.)

Telephone Numbers

Head Master and staff	01926 776400/776411
Senior Deputy Headmaster (Emergencies)	07824 333374
Fax	01926 401259
Bursary	01926 776416
Boarding Housemaster	01926 776427
Junior School	01926 776418
Head Caretaker	07774 842891
Medical Centre	01926 776499
Sports Centre	01926 776466
Sports Weather Line	01926 776488
Absence Reporting Voice Mail	01926 776477
Junior School Sports Line	01926 776425

Sports Weather Line

This will hold a recorded message giving details of any fixtures that have been altered or cancelled because of poor weather.

Absence Reporting Voice Mail

If your son is ill, we ask you to inform the School by 8.55am. on the first day of his absence. This information may be telephoned to the School directly. In addition, it is now possible to telephone the School on the Absence Reporting Voice Mail number and leave a message which will be recorded.

Whichever method you use, please ensure that this information is with the School by 8.55am.

Timings

Daily Timetable

Week Day

8.40	Registration
8.45 - 9.15	Assembly/Form Period/Chapel/Section Assembly
9.15 - 10.05	Lesson One
10.10 - 11:00	Lesson Two
11:00 - 11.20	Break
11.20 - 12.10	Lesson Three
12.15 - 13.05	Lesson Four
13.05 – 13.55	Lunch and Clubs/Societies
14:05 - 14.10	Registration
14.15 - 15.05	Lesson Five
15.10 - 16.00	Lesson Six
16.00	After School Activities

Saturday

10.00 - 11.30	Boarders' Activities, games matches and D.T., Art, Drama Clubs
Afternoon	Games Matches

Sunday

10.00	Chapel Service
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Transport

The School has regulations concerning the arrival and departure of boys. These have the primary aim of safety for all concerned, and we would appreciate your help in adhering to these guidelines.

Buses

Warwick Independent Schools Foundation offers a School Bus Service exclusively for Foundation children. They operate 10 daily bus services to and from school, arriving between 8.15am/8.25am each morning and departing at 4.20pm from the coach park on the Myton Road.

WISF School Bus Service aims to provide a safe and efficient service which accommodates the needs of as many of our pupils as possible. The routes are designed based on previous experience and parent feedback. They endeavour to do all they can to meet known demand, subject to feasibility. The service is reviewed and refreshed each year and may change in line with pupil numbers and where they live.

For further information please visit their Portal which can be found at www.warwickschoolstransport.co.uk or email on transport@warwickschools.co.uk

Cars

Private Cars

The School is very conscious of congestion on Myton Road. We encourage all parents to follow the sign posted directions on site. Those travelling in the Leamington direction should use the Banbury Road exit and turn left to travel via Gallows Hill. Those travelling to Warwick use the Myton Road exit. Cars may now enter the School via the Junior School, Banbury Road or Myton Road entrances. The former entrance can be used by parents who also have sons at the Junior School. When entering from Myton Road, cars should drop off and collect boys in the drop off/pick up zone in the visitors' car park alongside the Bridge House Theatre.

For afternoon pick-up, parents should enter via the Banbury Road entrance and park in the Prep School car park from 3.55pm onwards. Parking here will mean less congestion on the school site; more safety, and a speedier exit for everyone.

Pupils' Cars

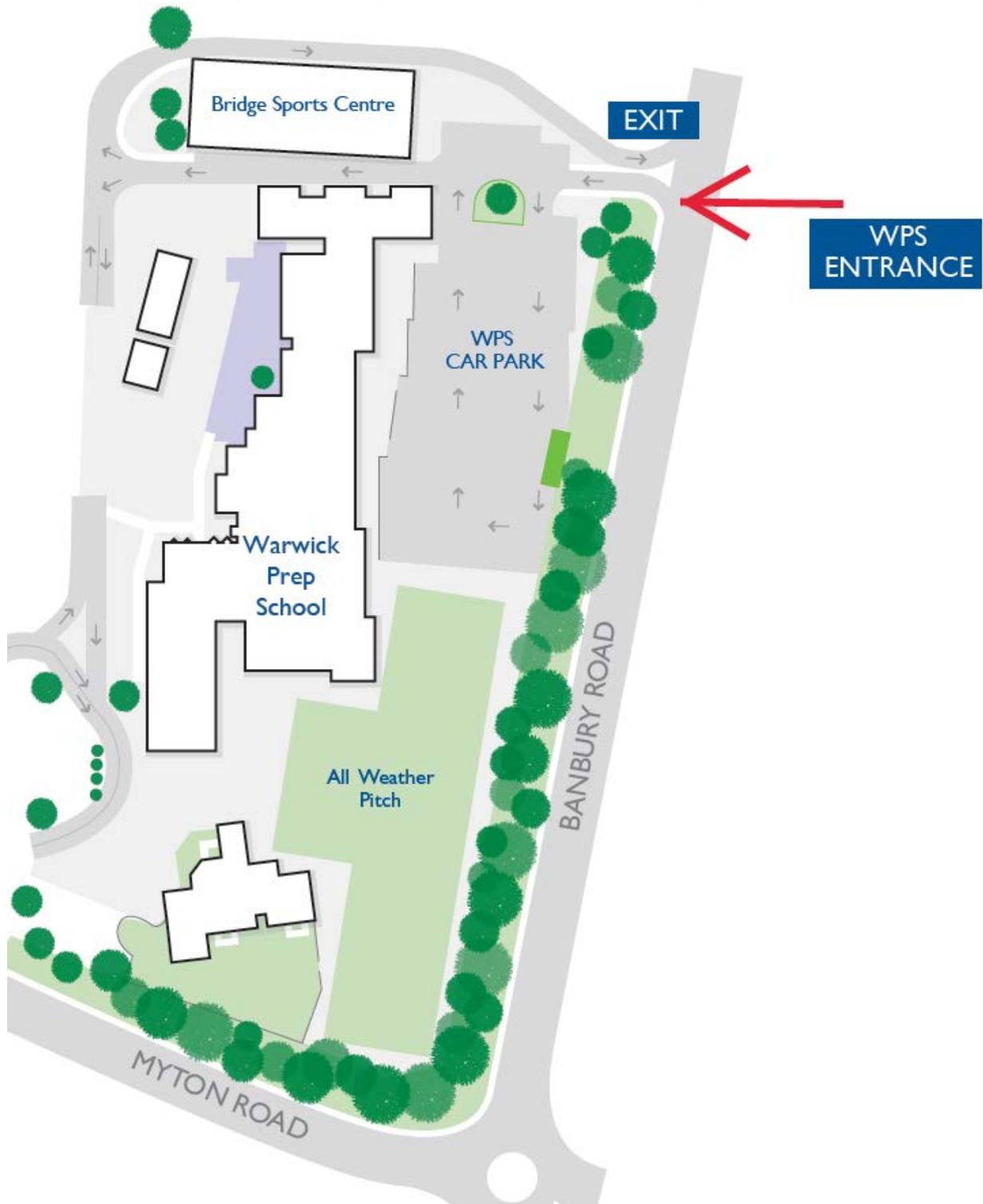
Pupils are allowed to drive themselves to School only when they have reached the Sixth Form and have passed "Pass Plus," and then only with the issuing of a pass from the School Marshal and Head of Sixth Form (which must be displayed at all times). There are a limited number of parking spaces and specific bays are allocated to pupils on a first come first served basis after a payment of £50 per annum. It is not permissible for boys to drive cars during the course of a normal school day. If any pupil takes his car outside school during the school day without permission from a member of staff then he is liable to lose his parking pass. Pupils may only drive to school if they have a pass and park at school. Boys must not give lifts to others unless the written permission of parents of both driver and passenger has been received by the School.

Pedestrians

Boys may enter the School via the Junior School, Warwick Hall or White Gates entrances, but any boy needing to cross Myton Road **must** do so at the Pelican crossing.

Cyclists

Cyclists needing to cross Myton Road **must** do so at the pelican crossing. Cyclists must walk with their bicycles whilst on the School site and whilst crossing Myton Road. Bicycles should be locked securely in the bicycle shed.



Tuck Shop

The School has a tuck shop which is in the school dining hall. This is a cash only shop.

Unauthorised Absence

In the event of an unauthorised absence from Registration or lessons it is our policy to follow the procedures as detailed below:

1. Search the School site.
2. Contact the parents if the pupil is not found.
3. If parents are contactable they should be given the option as to whether they would like us to contact the police.
4. If parents cannot be contacted the Senior Deputy Headmaster will ring the police.

Uniform

One of the most common areas of debate between parents and children is clothes. In an effort to prevent potential conflict we have tried to be as specific as we can about the School Uniform. Below is a brief description of the uniform requirements. Those marked with an asterisk (*) are to be obtained from the School Clothing Shop or the FOWs official second-hand clothing sale. Those marked (#) can be obtained from the School Clothing Shop.

Senior School Uniform

- *Blazer - School blazer and badge
- *Pullover (optional) - Navy blue V neck
- *Trousers - Charcoal grey polyester/viscose
- #Shirt - White cotton
- *Tie - Plain, dark navy blue
- Socks - Grey
- Shoes - Plain black, smooth polished leather with rounded toes. (block training shoe style is not permitted.)
- Overcoats (optional) – Plain black or navy blue of a sufficient length to cover the blazer, without overt markings or logos.
- School Scarf (optional)
- Workshop Apron for new entrants to Lower School

Games Kit

A full list can be found in the **Games** section.

Sixth Form boys

- Jacket** - Plain dark blue blazer; Trousers – Charcoal grey polyester/viscose
Shoes – Black or dark brown
Shirt - White or light or mid blue in colour, either plain or with a thin vertical stripe
***Tie** – School Sixth Form tie
Pullover (optional) - Plain coloured V neck
Overcoats (optional) – Plain black or navy blue of a sufficient length to cover the blazer, without overt markings or logos
- Jacket** - Orthodox cut and of a quiet colour and pattern
Trousers – Charcoal grey polyester/viscose
Shoes – Black or dark brown.
Shirt - White or light or mid blue in colour, either plain or with a thin vertical stripe
*** Tie** - School Sixth Form tie
Pullover (optional) - Plain coloured V neck
Overcoats (optional) – Plain black or navy blue of a sufficient length to cover the blazer, without overt markings or logos
- Suit** - Two or three piece matching suit of orthodox cut and of plain or quiet pattern with basic colour of grey, blue or brown
Shirt - White or light or mid blue in colour, either plain or with a thin vertical stripe
Shoes - Plain black or brown
*** Tie** - School Sixth Form tie
Pullover (optional) - Plain coloured V neck
Overcoats (optional) – Plain black or navy blue of a sufficient length to cover the blazer, without overt markings or logos
Scarf (optional) – School or plain dark colour

A high standard of Sixth Form dress is expected at all times. The dress regulations allow individual choice and discretion, but boys and parents are responsible for ensuring that the requirements are met. A smart appearance is the primary aim, with the avoidance of any extravagant, flamboyant or casual styles of clothing. In this respect, the Head Master's decision is final.

Summer Dress

During warm periods, the Head Master may announce that Summer Dress may be worn. This means that the jacket and pullover may be removed. The tie, correctly worn, remains on and the shirt top buttons must be fastened although sleeves may be rolled up.

Boys should wear full uniform (i.e. with jackets) when travelling to and from school, and also in Chapel and at School Assemblies.

University Entry

The UCAS process begins with a parents' meeting in the Lent term of the Lower Sixth, where the timetable is discussed and general advice on choosing the right course is given. Then, after the internal examinations, all Lower Sixth pupils will attend a UCAS workshop which includes lectures, discussions and classroom sessions. A 15 minute meeting with your sons tutor is also arranged as part of this process. All Lower Sixth pupils are therefore expected to have thought very carefully about Higher Education options and to have drafted their Personal Statement by the end of the Lower Sixth year.

The application process actually goes live at the end of May. Pupils applying to university will submit an electronic application form and they will start entering details during the UCAS workshop and are encouraged to complete the application as early as possible in the Michaelmas term.

There is evidence that getting the application form in early greatly improves the chance of an offer of a place, particularly in the popular subjects. All boys should have discussed their choice of course and university with the Careers Department, an appropriate Head of Department and their Form Tutor. In addition, those considering making an application to Oxford or Cambridge should see the Head of Sixth Form about their choice of College. Oxbridge applicants, together with all those hoping to take degrees in Medicine, Dentistry or Veterinary Science should aim to submit their completed forms before the end of the third week in September. All other boys should aim to have submitted application forms by the beginning of October.

Warwick Foundation Award Places

The School benefits from a scheme offering the possibility of free places depending on level of parental income. The Governors are able to offer a number of places which enable boys, who have gained entry to the School at certain ages and whose parents' 'relevant income' does not exceed a certain sum, to receive assistance with School fees to an agreed scale. For details please contact the Admissions Registrar.

Warwick Independent Schools Foundation

Warwick Independent Schools Foundation is the Governing Body for Warwick School, King's High School and Warwick Preparatory School. The schools aim to provide outstanding, all-round education that helps each pupil to maximise their potential. The Foundation supports the Schools and Governors to attain excellence in education and school life by providing central management for facilities, finance, health and safety, human resources, governance and commercial services. The school sites are within walking distance of each other making the management of our support services, visits between schools and joint activities easy to accomplish.

Weekend Absences

Planned Absence

At Warwick School we strongly believe that Co-Curricular Activity plays a central role in an excellent all-round education and is vital to the school's social and learning environment. For this reason we try to ensure opportunities for as many pupils as possible.

Many of these activities take place at weekends which are very much part of the school week during term time. Details can be found on the website which is the most up to date source of information about school events. The co-curricular programme depends on the full commitment of the pupil body. For this reason, school activities must take priority over all other commitments and we expect pupils to be available when required.

We accept that occasionally there will be an event which will require a pupil to miss a co-curricular activity, but requests must be made at least a week in advance and ideally before the start of term so that alternative provision can be made. To ensure consistency **all requests for absence should be made by a pupil's parent/guardian and should be directed to the appropriate Head of Section**, who will discuss the matter with the Teacher in charge of the activity.

Please note that, unless permission is granted for a pupil to miss a co-curricular commitment, disciplinary sanctions are likely to be imposed.

Illness and injury

Should a pupil fall ill or pick up an injury that prevents their participation in a co-curricular activity, they should **communicate this to the teacher in charge of the activity at the earliest opportunity**. This should be **followed by a written communication from the pupil's parent/guardian confirming the reason for their absence**.

Sometimes illness or injury occurs after the end of the school day on a Friday. In these circumstances early communication is once again vital and gives us the opportunity to make alternative arrangements. We cannot guarantee that staff will be able to check e-mails during the course of the weekend, **therefore last minute unavailability should be communicated by phoning 07721 454286**.

Again this should be **followed by a written communication from the pupil's parent/guardian confirming the reason for their absence**.

Work Experience

Work Experience is compulsory at Warwick School. This takes place after GCSE examinations have finished and before boys return for a Pre-Sixth Form course. There is considerable value in pupils having experience of work whilst at School. This can also be very beneficial when applying to university.

As making contact with outside organisations is a valuable tool to a boy in its own right, boys are encouraged to arrange their own placements. An essential ingredient of the Work Experience is the initiative and resourcefulness that your son shows in researching and applying for his own placement. It is also the best guarantee of finding a placement that more closely reflects his future career aspirations. This can be done by telephoning or writing to appropriate companies or organisations. Often parental contacts prove invaluable in selecting suitable firms.

The School Careers Department maintains a database of contacts, companies and institutions which have provided placements in the past. The Careers Department is also able to assist in finding placements, CV writing and making telephone calls.

Although the main period of Work Experience is done at the end of Year 11, we also encourage boys to organise Work Experience placements during the Lower Sixth as well.