



**WARWICK**  
SCHOOL

# Parents' Guide

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2019/2020



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.

The Parents' Guide is aimed to inform you further about the way in which Warwick School works and bring together information that parents most need to know. The Guide should be seen as a supplement to the Terms and Conditions of the Parent Contract, which parents sign when they accept an offer of a place.

If you would like more help or there is anything you are unsure of, please do not hesitate to contact us.

**[www.warwick-school.org](http://www.warwick-school.org) | [enquiries@warwick-school.org](mailto:enquiries@warwick-school.org) | 01926 776400**

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# 1. The School Day

## Timings

Week Day	
8.25	School Bus Arrival
8.40	Registration
8.45 - 9.15	Assembly/Form Period/Chapel Section or House 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
16.15	After School Activities School Bus Departure (afternoon)
17.45	Late Bus Departure

## Saturday

Games Matches, Boarders' Activities,  
Drama Clubs

## Sunday

10.00 Chapel Service (dates and times published in calendar)

## Beginning and End of the School Day

Pupils normally arrive between 8.00 and 8.30am and supervised registration takes place in the form room at 8.40am. School buildings are not open to pupils until 8.00am however parents may drop their son off as early as 7.30am for Breakfast Club in the School Dining Room.

It is important for your son to arrive to school on time and be punctual to registration. If for any reason pupils arrive after 8.40am, due to traffic congestion or other issues, he should report to Reception and sign in.

At the end of the school day, unless your son is involved in an activity supervised by a member of staff or in homework club, he should be off site by 4.30pm. Staff are available during this time to monitor departures.

We are aware that very occasionally transport arrangements do not run to plan. In such circumstances your son will be told to come to Reception in order that he may contact you.

## Breakfast Club

Breakfast Club is available to all pupils at 7.30am in the school Dining Room. A selection of cereals, toast, yoghurt, fruit and also a choice of hot dishes are available. **A charge of £2.75 per day is added to your termly bill and there is no need to book, pupils simply sign in at the Dining Room.**

## Homework Club

The Homework Club allows your son to complete his prep in a structured environment. The club runs from 4.15pm until 6.00pm.

- You do not need to book Homework Club.
- Pupils should go straight to the library at the end of the school day and sign in.
- Between 4.15pm and 6.00pm your son will work in the library, supervised by a member of staff. Please collect your son from the library by 6.00pm.
- There is a charge for pupils in Years 7 - 9 of £4 per hour or part hour (added to termly bill). For boys in external examination year groups (all boys in Year 10 upwards) there is no charge.

## Assemblies

Whole school assemblies usually occur on Wednesday mornings.

## Chapel

Services in Chapel are an essential part of the life of the school. They have a broadly Anglican ethos and are inclusive. All pupils have one Chapel service per week.

There are also services to which the whole school community, family and friends are invited, including Sunday family services, on selected dates. Details are published in the school calendar.

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.

## Break and Lunch

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

All boys take lunch in the School Dining Hall. Each year group will have a specific time to have lunch on each day; these timings are published and included in Homework Planners. Lunch menus are published in the weekly eNewsletter.

# 2. 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. Please follow the procedure, (outlined below), with regard to absence.

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.

## Unexpected Absence Notification

**For Illness or unforeseen lateness:** If your son is unable to attend school due to illness, or is coming into school but will be delayed, please notify the school using the Parent Portal's '**Unexpected Absence Notification**' form by 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.

## Future Absence Request

*For example, medical appointments, university visits or other exceptional requests.*

Please use the '**Future Absence Request**' form on the Parent Portal, at least 48 hours in advance.

Where possible medical appointments should be made outside of the school day; however, we recognise that this is not always possible, particularly in the case of emergencies. Permission for other absences 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 can plan accordingly. Similarly, we publish all significant dates for the forthcoming academic year in our Academic Information Booklet in September.

## Leaving Site

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

Pupils are not 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 accordingly.

## Absence to Attend Music Lessons

When a pupil 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. Pupils are responsible for catching up with their work.

## Catching up on Missed Work

If your son misses a lesson through absence, it is his responsibility to catch up on the work covered in that lesson. Please support your son to follow the correct procedures, detailed in the Academic Information booklet given at the start of term.

## Weekend Absences

At Warwick School we strongly believe that co-curricular activity plays a central role in an excellent all-round education. Many of these activities take place at weekends.

Dates and details can be found on the website which is the most up to date source of information.

The school must be made aware as far in advance as possible of any weekends that your son is not available and at least a week in advance so that alternative provision can be made. Requests for absence should be directed to the appropriate Head of Section, or the teacher in charge of the activity.

## Illness and Injury

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

Should illness or injury occur after the end of the school day on a Friday or during the course of the weekend, **please telephone the Director of Sport on 07502 367936.**

## 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.

# 3. Term Dates

## Michaelmas Term 2019

Wednesday 4 September - Thursday 19 December 2019 (finish at 12.15pm)

Half Term

Monday 21 October - Friday 1 November 2019

## Lent Term 2020

Tuesday 7 January - Thursday 2 April 2020 (finish at 4.00pm)

Half Term

Monday 17 February - Friday 21 February 2020

## Summer Term 2020

Tuesday 21 April - Friday 3 July 2020 (finish at 12.15pm)

Bank Holiday

Friday 8 May 2020

Half Term

Monday 25 May - Friday 29 May 2020

# 4. Uniform

## Appearance

### Uniform

Below is a brief description of the uniform requirements. Uniform can be obtained from the School Clothing Shop which is open from 1.00pm to 4.30pm\* every weekday during term-time. Any items purchased are charged on the term's bill.

All parents are contacted by the shop manager after offers of places have been accepted to arrange an appointment for a uniform fitting. At this appointment we will advise you of all that your son will need in respect of uniform.

### 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.

Games Kit Games clothing requirements for the different sports are detailed on the next page.

### Senior School Uniform

Blazer - school blazer and badge

Pullover (optional) - navy blue v-neck

Trousers - charcoal grey

Shirt - white cotton

Tie - Warwick School House Tie (new Year 7 pupils will be given their house tie at the start of term)

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

### Sixth Form Uniform

Suit - two or three piece matching suit of orthodox cut and of plain or quiet pattern with basic colour of grey, blue or brown

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

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.



## Games Kit

### P.E. Kit for Winter and Summer

Warwick School P.E. polo shirt

Warwick School P.E. shorts

White ankle socks

Trainers (any colour, non-marking sole)

Warwick School cricket shirt (optional)

Cricket trousers (optional)

Cricket pullover (optional)

### Winter Games Kit Rugby/Hockey

Warwick School shorts

Warwick School socks

Warwick School rugby

Warwick School tracksuit top and bottoms

Warwick School base layer

Rugby boots with rugby safety studs

Shin pads

Mouthguard

Trainers

Towel

Long blue/black base layer leggings can be worn for training only (optional)

Blue/black base layer shorts can be worn for training and matches (optional)

### Swimming Kit

Warwick School navy blue swimming trunks

Towel

Goggles (optional)

# 5. Communications

## Who to Contact

Useful Telephone Numbers	
Head Master and staff	01926 776400/776411
Senior Deputy Headmaster (Emergencies)	01926 695940
Finance	01926 735414
Head of Boarding	01926 776427
Junior School	01926 776418
Medical Centre	01926 776499
Sports Centre	01926 776466
Absence Reporting Voice Mail	01926 776477
School Bus Service	01926 735409   07810 481529 (emergency only)

### School Reception

During term time the School Reception is open from 8.30am to 5.00pm, Monday to Friday. At other times messages can be left on the answerphone system.

### Emergencies

During the school day parents should inform the School on 01926 776400 of any emergencies or if for any reason they are unable to make the normal pick-up time.

Outside school hours an emergency contact number is indicated on the school answerphone.

## Notification of Changes

### 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.

If you wish to check or change any contact details, please contact the school office at [enquiries@warwickschool.org](mailto:enquiries@warwickschool.org).

### Family Circumstances

Families may undergo a change in circumstances 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 pupils and the family.

Please contact the school office to notify us of any change of circumstances at [enquiries@warwickschool.org](mailto: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.

## Forms of Communication

### Calendar

The school calendar is available online on the Parent Portal and the school website.

### 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.

### Parent Portal

The Warwick School Parent Portal is specifically for the use of parents. You will have access to personal information relating to your child, including their timetable, reports, Form Orders, teacher contacts and external examination entries and results. The Parent Portal also contains general school information, such as the calendar, policies, letters sent home and school news.

### eNewsletter

The school sends a weekly eNewsletter to provide useful information, key dates and links to other communications.

### The Warwickian

A termly printed newsletter, sent home with pupils at the end of each term. This includes news from the term and celebrates the boys' successes

### 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.

# 6. Academic

Please refer to the Academic Information booklet, provided at the start of term, for key information and dates with regard to academic matters including the curriculum, reporting, assessments and homework arrangements.

## Scholars

Scholarships are awarded each year to boys entering the Senior School. High standards are expected from scholars throughout their career in the Senior School: they are monitored, supported and encouraged by the Head of Scholars. 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.

## 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 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](mailto:l.allan@warwickschool.org)

## 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 Masfield 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://warwickschool.fireflycloud.net/library>

The Library is open from 8.30am to 4.30pm during the week and staffed by two professional librarians. [library@warwickschool.org](mailto:library@warwickschool.org) Telephone: 01926 776433

## University Entry and 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. [c.oates@warwickschool.org](mailto:c.oates@warwickschool.org)

The careers programme now begins in Year 8 and continues and intensifies until boys complete the Sixth Form. This includes full support for applications to universities in the UK and abroad.

## 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.

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.

# 7. Outside the Classroom

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. Please encourage your son to take advantage of the opportunities that are offered to him and to become involved in at least one of these activities.

## Clubs and Societies

Information about clubs and societies is available on the website. Boys will be shown how to book clubs on-line when they join the school.

## Friday Afternoon Activities

The purpose of Friday Afternoon Activities 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 or Friday Afternoon Activities.

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

In Year 10 and above we join the girls from King's High School and provide a programme of activities.

## CCF (Combined Cadet Force)

Warwick School CCF main activities form a part of the Friday Afternoon Activity Programme and is run jointly with girls from King's High School.

Year 9 pupils who choose to join the CCF 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, and they will also have a taster in the RAF section in Year 10. 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 pupils who continue CCF in Year 11, leadership training is introduced, so that cadets can take on a more responsible role in the Contingent including instruction of younger cadets.

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

## Duke of Edinburgh Award

The Duke of Edinburgh's Award is open to all pupils 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 and 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.

Pupils 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.

## Expeditions

Expeditions are an essential part of school life which greatly enhance the educational experience of pupils at all levels.

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.

## Games

We aim to provide a range of sporting experiences that will allow every pupil to develop his talents to the full, generating confidence and enjoyment of physical exercise. Activities on offer during each term are listed below.

Year 7	Winter Term		Summer Term	
	Rugby	Hockey	Cricket Tennis	Athletics
Year 8	Winter Term		Summer Term	
	Rugby	Hockey	Cricket Tennis	Athletics
Year 9 & 10	Winter Term		Summer Term	
	Rugby	Hockey	Cricket Tennis	Athletics
Year 11	Winter Term		Summer Term	
	Rugby Hockey Cross-country	Water-Polo Clay Pigeon Shooting Ultimate Frisby	Cricket Tennis Water-Polo Clay Pigeon Shooting	Softball Athletics Sailing Ultimate Frisbee
Sixth Form	Winter Term		Summer Term	
	Sixth Form Rugby Hockey Cross-Country Water Polo Canoeing Squash Badminton	Clay Pigeon Shooting Basketball Gym Rowing Sailing Table Tennis Ultimate Frisbee	Cricket Tennis Athletics Water Polo Canoeing Rowing Squash	Softball Clay Pigeon Shooting Sailing Ultimate Frisbee Basketball Volleyball

### 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.

### Off Games

All pupils are expected to attend games, if they are not able to take part in games for any reason, parents should provide a note to their son which should be given to the member of staff supervising 'Off Games'. If a boy is going to be unfit for games for a period of time, parents are asked to contact the school.

## 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 900 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:

<b>Flute</b>
<b>Oboe</b>
<b>Clarinet</b>
<b>Bassoon</b>
<b>Saxophone</b>

<b>Violin</b>
<b>Viola</b>
<b>Cello</b>
<b>Double Bass</b>
<b>Percussion</b>

<b>Organ</b>
<b>Voice</b>
<b>Theory</b>
<b>Aural</b>
<b>Drums</b>

<b>Trumpet</b>
<b>French Horn</b>
<b>Trombone</b>
<b>Euphonium/Baritone</b>
<b>Tuba</b>

<b>Bass Guitar</b>
<b>Classical Guitar</b>
<b>Electric Guitar</b>
<b>Piano</b>
<b>Jazz Piano</b>

## 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 to learn a new instrument. Tuition takes place each week in small groups during their timetabled music lesson and there is no additional charge.

# 8. Care/Pastoral

## The School Structure

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

Your son will have a Form Tutor, who is their first point of contact. The Head of Section coordinates their team of Form Tutors and is responsible for overseeing the pupils in the section, aided by an Assistant Head of Section.

### Lower School (Year 7)

Mr Thomson [r.thomson@warwicksschool.org](mailto:r.thomson@warwicksschool.org)

### Middle School (Years 8 and 9)

Mr Davenport [K.Davenport@Warwicksschool.org](mailto:K.Davenport@Warwicksschool.org)

### Upper School (Years 10 and 11)

Mr Davies [B.Davies@Warwicksschool.org](mailto:B.Davies@Warwicksschool.org)

### Sixth Form (Lower and Upper Sixth)

Mr Jefferies [J.Jefferies@Warwicksschool.org](mailto:J.Jefferies@Warwicksschool.org)

### Boarding (Year 9 and above)

Mr Bull [D.Bull@Warwicksschool.org](mailto:D.Bull@Warwicksschool.org)

As well as sections, the boys are divided into one of six houses. These 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. We want our house system to be at the heart of the school, and a cornerstone of this system is the Head of House. These Heads of House will work in conjunction with Heads of Section to get the best out of our boys, and will get to know them as they progress through the school.

## 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.

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

## Counselling

Our school counsellor, Meg Harper, has a wide experience of working with young people in a variety of educational and social settings.

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@warwicksschool.org](mailto:counsellor@warwicksschool.org) or [m.harper@warwicksschool.org](mailto:m.harper@warwicksschool.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

## 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 have a cross-curricular approach, with all staff contributing to the personal and social development of the boys in the school and we also use Form Tutor periods, Chapel, School and Section Assemblies and special programmes provided by outside agencies, to ensure a thorough programme is provided.

It is important 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.

A full copy of the PSHCE policy is available on request.

## Anti-Bullying (Including Cyber-Bullying)

Warwick School will not tolerate unacceptable behaviour which prevents individuals from reaching their full potential in any area and from participating fully in the community. We encourage an atmosphere where independence, individual talents and achievement are celebrated without fear. Where there is infringement of this principle it will be taken seriously and we will do all that we can to ensure that it does not happen again. Through the ethos of the School; the teaching; the Pastoral Care; the PSHCE programme; the School Rules and Code of Conduct; the Behaviour, Rewards and Sanctions Policy; and the ICT Acceptable Use Policy we endeavour to be proactive in developing a culture of respect and responsibility within the school. There is a particular focus on being polite at all times and always helping anyone who needs it, as well as showing respect and humility towards others. A full copy of the Anti-Bullying policy can be found on our website [www.warwick.school.org/school-policies](http://www.warwick.school.org/school-policies)

## Drugs and Smoking (including Vaping)

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.

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

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

Pupils 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.

The school's full drugs and smoking policy is available on request.

## Concerns

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, email, 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 Head of Section, Senior Deputy Headmaster or Head Master.

### “When should I express my concerns?”

Many situations are defused 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 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.

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.

### When can I expect a response?

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.

### "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.



## "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.

## 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.

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 parents are required to complete and sign a medical 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.

All vaccinations are provided by the Local Health Authority in line with Government guidelines on the vaccinations of schoolchildren. 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.

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](mailto:MedicalCentre@WarwickSchool.org)

# 9. School Regulations

## Pupils' Code of Conduct

### Respect each other

- Be polite. Treat others as you would expect to be treated.
- Be kind. Do not cause hurt anyone physically, verbally or digitally.
- Be respectful to all.
- Any displays of affection should not have the potential to cause discomfort to others.

### Respect our school

- Be a good ambassador for the school.
- Take care of property belonging to the school and other people.
- You may only eat in the dining room, the tuck shop or outside.
- Use the correct bins provided for litter and recycling.

### Safety

- Do not bring anything into the school that could cause harm.
- Do not bring prohibited items into school.
- If you have a concern about the well-being of someone, please raise it with a member of staff.
- If you see a stranger on site without a visitor pass, tell a member of staff.

### Safety on site

- Always walk when moving around the school.
- Always behave in a safe manner, being mindful of how your actions can affect others.
- Leave your bag tidily in a safe and sensible place.
- Do not go in any area of the site you do not need to be in.
- Show respect for others.

### Appearance

- Always be smartly dressed in the proper uniform.
- Hair should be neat, tidy and no shorter than a grade 3.

### These rules apply:

- When taking part in any school-organised or school-related activity or
- travelling to or from school or
- wearing school uniform or
- in some other way identifiable as a pupil at the school.

## Rewards and Sanctions

### Rewards

A good standard of work and/or behaviour will be reinforced by appropriate rewards.

Rewards include:

- Verbal praise to the pupil.
- 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.
- Issuing a Commendation.
- Issuing a 'Head Master's Commendation' postcard for an absolutely outstanding achievement or piece of work.
- Issuing Head Master's Congratulations or Head of Section's Congratulations for good Form Orders.

### Commendations

Parents will be informed when their son receives a Commendation given to reward exceptional effort in all aspects of school life and 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 music or drama activities.
- Showing humility or acts of kindness to others.
- Significant contribution to a house event.

## Head Master's Commendations

Head Master's Commendations are used to reward truly outstanding effort in all aspects of school life. Teachers will recommend to the Head Master pupils who should be considered and where judged appropriate, a postcard will be sent home congratulating the boy for the work.

## 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 12 or so boys with the best Form Orders in the year will receive Head Master's Congratulations. The boys with the next best Form Orders will receive Heads of Section's Congratulations. The certificates are issued at a meeting with the Head Master.

## Sanctions

Sanctions include:

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

## Yellow Card:

Yellow Cards are given to flag concerns regarding more minor behavioural issues. Yellow cards are recorded electronically and parents are notified. Pupils who receive eight yellow cards in a half-term will be issued with a Community Detention. Examples of where yellow cards may be used:

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

## Lunchtime Sessions for Late or Inadequate Work

These take place every day at 1.05pm and will usually take priority over any other commitments to clubs and societies. Parents, the Form Tutor and Head of Section are electronically notified. Pupils who receive three

lunchtime sessions of late or inadequate work in any one half-term will be issued with a Saturday Detention and parents will be notified by email.

## Community Detention:

These are for poor behaviour. This takes place after school on Tuesdays and Thursdays, 4.15-5.15pm, and parents will be notified.

## Saturday Detention:

More serious than a mid-week detention, this takes place every Saturday 10am-12pm. Parents will be notified if a Saturday detention has been given.

## Deputy Head Master's Detention:

This sanction is for an offence which is more serious than warrants a mid-week or Saturday detention but, does not call for suspension. It consists of a detention from 1.15 - 1.55pm and 4.05 - 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.

## School Policies

Warwick School has a number of policies to provide staff, pupils, parents and guardians with clear information about the organisation and ethos of Warwick School and the standards of behaviour expected by all members of its community.

All policies are listed on the school website, or are available on request.

Please e-mail [enquiries@warwickschool.org](mailto:enquiries@warwickschool.org) to request a copy of any policy that you require.

## ICT Acceptable Use Policy

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 wish to build an environment where the use of technology 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.

**Pupils agree to the acceptable use policy by 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. 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 and 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. Alternatively, Personal Effects Insurance is available through the School (see Page 26).

### **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.

### **Mobile Phones**

We understand that parents wish their sons to have a mobile phone for reasons of security. Mobile phones are, therefore, currently permitted in school but must be switched off and put away during the school day or other school activities unless their use is directly supervised by a member of staff and for a specific purpose. When phones are used they should be used discretely. All

students should refer to the ICT Acceptable Use policy which can be found in their planner and in this handbook. The school reserves the right to access a pupil's phone at any time they suspect that they are being used inappropriately.

## Property

### Lockers

Boys have access to a lockable locker, for which they should provide their own lock.

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.

### 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.

### Key Fobs

The doors to all main buildings are sealed with magnetic locks to prevent intruders entering them. Pupils are issued with a key fob which enables them to open the doors. Their fob must be worn on a lanyard at all times when in school. The fob is coded and assigned to an individual student so must not be swapped or lent to others. A lost fob must be reported to Reception immediately. Pupils will be issued with a new fob but there is a charge of £10 for a replacement.

## Lost Property and the Pound

Please make sure your son's possessions are named.

Most lost property is kept in 'the Pound'. Unclaimed sports kit is dropped off to the Pound. The Pound is open most lunchtimes from 13:45- 14:00 and managed by a prefect. Please contact Reception if you are unsure of where to go.

All unclaimed named items are put into form boxes and taken to Form Rooms on a regular basis.

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

### Valuable items will be handed to Reception.

Parents are advised to ensure that any expensive items that are brought into school are included on Household Insurance Policies or to take out additional Personal Effects Insurance such as that offered through the School.

# 10. Transport

## School Bus Service

Warwick Independent Schools Foundation provides a safe, convenient and environmentally friendly means of transport for our pupils from Year 3 upwards.

We operate bus services to and from school, arriving by 08.25 each morning and departing at 16.15 each afternoon from the coach park on the Myton Road. We also presently offer a number of late coaches (departing 17.45) for pupils taking part in after-school activities.

Our pupils come from far and wide, so we offer routes covering a 30-mile radius. To see what routes are available please visit the website

[www.warwickschoolstransport.co.uk](http://www.warwickschoolstransport.co.uk)

## Cars

Parking is extremely limited at school and we would encourage all boys to use the School Bus Service, Public Transport or lift share wherever possible.

## Pedestrians

Boys may enter the school via the Junior School or Warwick Hall entrances, but pupils needing to cross Myton Road must do so at the Pelican crossing.

## 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.

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 bike sheds. Boys must ensure that their bikes have a substantial lock.

## Minibuses

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.

# 11. Anything Else?

## Boarding

Warwick School has two Boarding Houses offering excellent quality accommodation and social facilities for 60 resident boys from Year 9 upwards.

### Flexi-Boarding (Weekly Boarding)

Flexi Boarding is available for boys at Warwick from Year 9 upwards, subject to availability.

Parents may find flexi/weekly 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. 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 and served a cooked supper and breakfast.

Please contact the Head of Boarding, Mr D Bull, for further details. [d.bull@warwick-school.org](mailto:d.bull@warwick-school.org)

## Friends of Warwick School (FOWS)

Friends of Warwick School exists to bring together and celebrate our Warwick community, and comprises parents, staff and others who take an interest in the school.

All parents are automatically members of Friends of Warwick School and will be invited to events and activities throughout the year, including the annual Winter Fair and Head Master's Quiz.

Proceeds from FOWS activities are used to fund various teacher and pupil projects throughout the year.

New parent committee members and volunteers are currently being sought to share ideas and assist with events. We are grateful for as much time as people are able to give. Please email Sam Crane ([s.crane@warwick-school.org](mailto:s.crane@warwick-school.org)) if you would like to get involved.

## Old Warwickian Association (OWA)

As boys leave Warwick School at the end of Year 11 or the Upper Sixth they automatically become members of the Old Warwickian Association (OWA). Today there are over 6,000 members of the OWA across the globe, spanning many decades, lifestyles and professions.

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, social media, a specific website for OWs [www.oldwarwickians.org](http://www.oldwarwickians.org), an online OW networking platform [www.warwick-school-connect.org](http://www.warwick-school-connect.org) and a full calendar of events and reunions.



**WARWICK**  
SCHOOL

Warwick. CV34 6PP

01926 776400 | [enquiries@warwickschool.org](mailto:enquiries@warwickschool.org) | [www.warwickschool.org](http://www.warwickschool.org)

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