



WEST BUCKLAND SCHOOL

Parent Handbook



2014-15

Contents

These notes aim to give you some of the key information about the school; what we shall do for you, and what we expect of you and your child. Please remember that we need parental support if we are going to undertake the education of your children in the best possible way. You will find a list of School Policies on page 43 of this booklet and most of these can be found on the school website at www.westbuckland.devon.sch.uk. Copies can also be sent to parents on request.

Further information about all aspects of the school, plus a great deal of other useful information, can be found on our website which is updated throughout the year and you may find it helpful to visit it if you need to find out something.

Should there be any substantial or important changes made to the contents of this booklet these will be sent out via a Headmaster's letter. An updated version of this booklet will be produced every year and published on the website.

| | |
|---|----|
| Contents | 1 |
| Ethos and Aims of West Buckland School..... | 2 |
| Contacting the School | 3 |
| The House System..... | 6 |
| Concerns Procedure..... | 8 |
| Routine Matters | 9 |
| Academic Matters..... | 15 |
| Extracurricular Activities..... | 20 |
| Personal Development | 30 |
| Uniform and Personal Possessions | 31 |
| Safeguarding..... | 33 |
| Miscellaneous | 36 |
| Boarding at West Buckland | 40 |
| The School Day – An Overview..... | 44 |
| The School View | 45 |
| Policy Documents..... | 46 |

Ethos and Aims of West Buckland School

The ethos of West Buckland School enables all pupils to develop the personal qualities, abilities and values which will prepare them to make the most of their own lives and to contribute to society. Our moral and spiritual values are based on the school's Christian foundation: these are generosity and kindness of spirit, a commitment to virtue, and the tolerance and enjoyment of diversity and individuality. The personal qualities and abilities are self-confidence, self-discipline, a desire to maximise one's potential and to use one's gifts and opportunities to the full. This is achieved by:

- providing a broad and stimulating curriculum which challenges every pupil throughout the whole school, encourages intellectual curiosity and independence, prepares the way for learning throughout their lives.
- Ensuring that all leavers have the opportunity to possess the qualifications, skills and knowledge which will enable them to make effective choices about how they live their lives, including their continuing education and employment.
- balancing academic provision with a wide range of sporting, cultural, intellectual and other activities to enrich the curriculum, provide excitement and fulfilment for all pupils, and to further their personal development.
- providing effective pastoral support so that all boarders and day pupils can enjoy their childhood, strive to reach their potential, and live their lives safely and confidently in school and beyond.
- encouraging pupils to consider themselves contributors to the communities and environment in which they live, and to be active and cooperative members of their communities both here in North Devon and wherever they may live in the future.

Contacting the School

School email: headmaster@westbuckland.devon.sch.uk
 School switchboard: 01598 760281
 School fax number: 01598 760546

The most reliable route for all urgent calls is to 01598 760281, or by email to headmaster@westbuckland.devon.sch.uk. Some staff may be emailed directly using their staff initials (shown below) instead of “headmaster@”; eg. to email Mrs Tibble direct use rct@westbuckland.devon.sch.uk. Please do not use personal email addresses for urgent messages.

All direct dial telephone numbers begin with 01598 760 and finish with three digits listed below:

| | | Tel extension | Email |
|-----------------------------------|--------------------------|----------------------|--------------|
| Headmaster | Mr John Vick | 01598 760103 | headmaster |
| Prep Headmaster | Mr Andrew Moore | 629 | adm |
| Bursar | Cdr Roger Jackson | 270 | bursary |
| Assistant Bursar | Mr Mike Newby | 189 | mn |
| Deputy Head | Mr David Hymer | 128 | dmh |
| Pastoral Deputy | Mr Angus Calder | 120 | anc |
| Director of Studies | Mr Chris Burrows | 165 | cjb |
| Teachers' Common Room | | 127 | |
| Head of Sixth Form | Mr Jonathan Ralph | 151 | jar |
| Head of Boarding | Mr Dominic Ford | Day 281/Evening 112 | drf |
| Careers Department | Mrs Judith Carter | 122 | jmc |
| Head of PHSE | Mrs Louise Pugsley | 133 | alp |
| Director of PE & Sport | Mr Kevin Morris | 130 | kpm |
| CCF | Mr David Price | 124 | dgp |
| Outdoor Education | Mr Mike Adams | 162 | mja |
| Chaplain | Mr Andrew Watkinson-Trim | 125 | awt |
| Medical Centre | Sister Kate Pouncey | 143 | ksp |
| School Clothing Shop | Mrs Cathie Cawsey | 154 | |
| Fees Secretary | Mr David Foster | 108 | dff |
| Housemasters/mistresses: | | | |
| Brereton | Miss Deborah Sharman | 181 | djs |
| Courtenay | Mr Chris Allin | 161 | cja |
| Fortescue | Mrs Louise Pugsley | 215 | alp |
| Grenville | Mrs Rachel Thompson | 182 | rt |

Assistant Housemasters/mistresses:

| | | | |
|------------------|------------------|-----|-----|
| Brereton | Dr Ed Grew | 185 | eng |
| Courtenay | Mr Philip Brand | 142 | pjb |
| Fortescue | Mr Jeremy Harris | 187 | jsh |
| Grenville | Mrs Sue Hartnoll | 304 | sph |

Boarding**Houseparents:**

| | | | |
|---------------------|-------------------|-------------|-------------|
| Bamfylde | Mrs Vic Ford | 114/113/112 | bamfylde |
| Boyer | Mrs Miranda Goode | 118/115/117 | boyer |
| The Gables | Mrs Amanda Booker | 135/136 | gables |
| School House | Mr Mike Tucker | 150/149 | schoolhouse |
| Call Boxes: | Bamfylde | 459 | |
| | Boyer | 549 | |
| | The Gables | 144 | |
| | Sixth Form Centre | 159 | |
| | Tuck Shop | 235 | |

Academic**Departments****Head of Department**

| | | | |
|--------------------------------|-----------------------|--------------|-----|
| Art | Mr Cameron Main | 01598 760158 | cm |
| Biology | Mr Noah Shawcross | 157 | nts |
| Chemistry | Mr Robert Clarke | 126 | rdc |
| Design & Technology | Mr Darren Minns | 158 | wdm |
| Drama | Mrs Jane Bunclark | 134 | jfb |
| English | Mrs Yvonne Helicon | 134 | yh |
| ESL | Mrs Helen Berry | 133 | rhb |
| Geography | Mr Matthew Brimson | 187 | mtb |
| History | Mr Chris Allin | 185 | cja |
| ICT | Mr Peter Davies | 138 | phd |
| Learning Support | Mrs Amanda Willmott | 156 | ajw |
| Mathematics | Mrs Gill Fowles | 142 | sgf |
| Modern Languages | Mr Tim Lutley | 141 | tml |
| Music | Mrs Emma Kent | 129 | emk |
| Physics | Mr Stephen Prior | 146 | sjp |
| Psychology | Miss Alison Episkopos | 133 | ae |

If you phone the school office, a message will be given to the member of staff concerned, or you will be able to leave a message on the voicemail of the relevant member of staff.

Please inform the receptionist if the call is urgent or needs an immediate response. We always endeavour to establish contact within 24 hours during the working week.

PLEASE AVOID USING THE SCHOOL OFFICE AS A MEANS OF DELIVERING MESSAGES TO PUPILS EXCEPT IN AN EMERGENCY; WE CANNOT GUARANTEE TO PASS ON NON-URGENT MESSAGES.

Chairman of Governors

If you wish to contact the Chairman of the Governors you may do so via the Clerk to the Governors, Cdr A R Jackson, telephone 01598 760270.

School closure in the event of adverse weather or other emergency

In the event of adverse weather conditions, up-to-date information regarding possible closure of the school will be broadcast on Heart FM (96.2 FM) and BBC Radio Devon (94.8 or 103.4 FM). Messages are also recorded on the school Urgent Message Board on 01598 760121 and on the school website www.westbuckland.devon.sch.uk. In the event of school closing early due to adverse weather, all pupils in Years 7-11 will be asked to make contact with parents if possible before leaving the school site on buses.

In the event of other emergencies, or if you need to contact the school **outside the school day**, please telephone the Deputy Head, Mr David Hymer, on **01598 760119**.

Calendar

All pupils are given two copies of the School Calendar at the beginning of each term, one for their personal use and the other for their parents. The calendar records all events which are planned for the coming term, parents' consultation meetings, matches, plays, music events and extracurricular activities. Parents should make sure that they receive their copy of the calendar from their child at the beginning of each term.

The House System

The Senior School is divided into four houses:

| | | | |
|----------------------|----------------------|----------------------|---------------------|
| Brereton | | Courtenay | |
| Housemistress | Miss Deborah Sharman | Housemaster | Mr Chris Allin |
| Asst HsMs | Dr Ed Grew | Asst HsMs | Mr Phil Brand |
| Fortescue | | Grenville | |
| Housemistress | Mrs Louise Pugsley | Housemistress | Mrs Rachel Thompson |
| Asst HsMs | Mr Jeremy Harris | Asst HsMs | Mrs Sue Hartnoll |

The Housemaster/mistress is responsible for your child's progress through the school, placing him/her in a House tutor group in Y7-11 and continuing to oversee progress in the Sixth Form alongside the Sixth Form tutors. They are supported by an Assistant Housemaster/mistress who will have particular responsibility for Y7 and 8. During Y7, children are taught in House groups for a significant proportion of their academic lessons. The tutor will work closely with the Housemaster/mistress to oversee each pupil's day-to-day well being. S/he will make your acquaintance during the first few weeks your child is at West Buckland School.

All pupils are expected to take an active part in the life and success of their House through sporting, musical, drama, debating and other competitions. Each year the Houses compete for the coveted Southcomb Shield; points are awarded for this shield according to the House competitions held throughout the academic year.

Brief History of Houses

Brereton House was named after the Revd Joseph Brereton, Rector of West Buckland in the 1850s. He was a pioneer in 'middle-class' education and was the moving spirit behind the West Buckland Farm and County School set up in 1858. Apart from also founding a Cambridge college, later to be known as Homerton, Revd Brereton also fathered 15 sons, all of whom went into the teaching profession.

Courtenay House was named after the Earl of Devon, one of the early 'directors' or governors of the school; his family name was Courtenay. This family can legitimately claim descent from the early Norman conquerors; hence villages like Wootton Courtenay and Sampford Courtenay.

Fortescue House was named after the Earl who provided the influence and clout to supplement Brereton's ideas and energy. The Earl Fortescue became one of the original

directors; this family connection has been maintained through governors ever since. Currently, Lady Arran is the sixth generation of Fortescue school governors.

Grenville House was named after a famous Devon family, the most famous of whom was Sir Richard Grenville of 'Revenge' fame.

Brereton and Courtenay 'dormitories' were created when the school was first built; increasing numbers of pupils required the creation of the Fortescue and the Grenville in the 1910s, by which time they were known as 'Houses'.

Concerns Procedure

We hope that we will be able to work in partnership with you to help your child have a happy and productive career at West Buckland. There may be times when you will have a concern about some aspect of your child's education and we hope you will choose to share that with us quickly. Similarly we may wish to share a concern with you. We may contact you by telephone, e-mail or by letter and our aim will always be to inform you of our concern and work together to resolve any problem.

If you are concerned about your child's performance in a particular class, you should raise the matter with your child's teacher. Other academic concerns may be addressed to the Director of Studies who deals with all academic policy matters.

If you are concerned about a number of matters, including your child's general welfare, you should contact your child's tutor. The tutor will see your child at least once a day and has an overview of your child's current progress throughout the school. S/he will be happy to discuss concerns or set up a meeting with appropriate staff, if required.

The Housemasters/mistresses have a longer term view of your child's progress as they move up the school. They would expect to be involved in the event of serious welfare or disciplinary concerns relating to your child.

If your concern relates to a boarding issue, please contact the relevant Houseparent.

If, having explored all the avenues listed above, you still have concerns about your child, please contact the Pastoral Deputy, who has overall responsibility for pastoral and disciplinary matters or the Headmaster who will be pleased to see you by arrangement.

Routine Matters

Education of Absent Pupils

For all pupils to fulfil their potential at West Buckland and to make the best use of all of their opportunities here, it is essential that they aim to achieve full attendance. For those taking public examinations, preparing for modular exams and controlled assessments, full attendance is critical to academic success. Children whose attendance rate is poor often find that their relationship with their peer group and with the full life of the school is also adversely affected.

When a parent needs to request absence other than for a routine matter such as a medical appointment, this must be in writing to the school. The Headmaster should be consulted about absences of more than a day, whilst the requests for a day of absence should be directed to the housemasters and mistresses.

Access to Broadband

Where teachers are able to provide work for pupils at home (see below), this is more easily facilitated where the pupil has good access to broadband and emails.

Absence as a result of illness in Years 7-9

For a pupil in Year 9 or below whose absence from school is as a result of an illness, but the nature of the illness is short-term (absent for up to three days), it would not generally be expected that teachers will provide work to do at home. On return to school, the pupil should take the initiative (with the help of their teachers) to copy up missed class work within an agreed time frame. If the illness means that the period of absence is longer than three days or is a recurring medical problem that results in a pattern of regular non-attendance, tutors will liaise with parents to organise with academic staff any work that can be provided. Although some of this work may be sent electronically, this is not always practical or possible because of the nature of the teaching subject and method of delivery.

Tutors are responsible for coordinating any request for work from a parent or guardian, having discussed the issue directly with them beforehand. Pupils should not email teachers directly nor expect a response. If a pupil does email a teacher directly, the teacher may simply forward the request to the pupil's tutor for information. Where a great deal of work has been missed, the tutor should establish with the pupil and teachers priorities for completion and oversee a schedule for completion.

Absence as a result of illness in Years 10-13

Because many teachers already have regular email contact with pupils Years 10-13, this helps to facilitate providing work to be undertaken at home during an absence. Pupils in Y10-13 may take the initiative and email teachers directly and, where possible, teachers

will respond to these requests with tutors liaising as appropriate. Pupils should not expect an immediate response as the ability to respond quickly may vary between subjects because of the nature of the delivery of the teaching material, or because of the individual circumstances of each teacher.

Long Term Absence

Very occasionally a pupil enters a pattern of non-attendance for a variety of reasons; these reasons may include a long-term medical problem. When this is the case, pastoral staff aim to work with medical professionals to help find the best way to support the pupil during this time. This may involve organising a reduced timetable or shorter school days as a temporary measure, as well as providing work for completion at home. There may be occasions where staff request contact with a GP or other medical professional to help facilitate this support.

Planned absence because of a university open day, medical appointment or other reason

In the event of a pupil being absent for a day or part of a day for a scheduled reason such as a medical appointment, university open day, wedding or a funeral, (s)he should do his/her best to collect work before the absence directly from teachers. If this is not possible, (s)he should make up any missed work on return to school within an agreed time frame; teachers will allow a reasonable time for this catch-up particularly if the circumstances of the absence are distressing for the pupil.

Absence due to participation in a school event

Participation in a range of events may, from time to time, involve pupils missing lessons. The most likely occurrence is involvement in a sports tournament whose timing is beyond the school's control, or in 'one off' events which enrich the curriculum. These experiences contribute significantly to the full educational experience provided at West Buckland. Pupils, especially those in Years 10-13, must understand that missing these lessons still requires them to catch up on missed work, and that it is not in their interests to fall behind. In these circumstances, teachers will make reasonable adjustments to their expectations for completion of missed work. Wherever possible, they will enable pupils to copy work and have access to resources used in the lesson. They will also agree a reasonable schedule for completion of assignments.

Absence due to Family Holiday

In the event of a pupil being absent for a day or more due to a family holiday or trip during term-time, there can be no expectation on teachers to provide work before or after the absence. Parents need to be very clear that this absence may have significant consequences on their children's grades awarded in public exams due to the requirements of coursework, controlled assessments and loss of access to teaching. Parents planning to take pupils out of school will not have access to the details

of the consequences of such a decision, which is part of the reason why the Headmaster's permission for such an absence is critical.

Parents planning holidays in term time should also bear in mind that their own children's absence is likely to have a negative impact on the work of other children. Even though a teacher will carry on with the scheme of work as planned, the absence of a number of children is likely to undermine the work of the class. Absence in term time also undermines school teams, musical ensembles, play rehearsals and many of our other extracurricular activities. It is important, therefore, that all parents respect term dates and do not plan such holidays in term time.

Absence due to School Closure

In the event of the pupil missing school due to school being closed, perhaps due to bad weather, provision of academic work is covered by the policy on School Closure which can be found on the school's website.

Temporary boarding

We can nearly always arrange for day pupils to board for short periods, to cover parental absence or illness, or to facilitate participation in school activities, especially at weekends. Charges for temporary boarding are dependent on the purpose of the stay and the facilities/meals required by the pupil, and it is a popular way of reducing unnecessary car journeys. A half-price trial week as a boarder can also be arranged in the first two years in the Senior School. If your child is likely to make use of this service, it is important that you read the section on boarding at the end of this handbook. To book temporary boarding, contact the boarding house in the first instance to check availability. To discuss charges or trial weeks, or for further information, please telephone the Headmaster's Secretary.

Illness

When a child is absent through illness, **please telephone 01598 760281 before 0900 on each day of absence.** All pupils, both day and boarding, may use the School Medical Centre if taken ill during the day. Sister will then contact parents if their child needs to be taken home. Day pupils should never bring more than one day's medication to school with them. In common with other school policies and national legislation (The Children's Act), the Medical Centre is required to offer all pupils the right to confidential medical advice and treatment, although all pupils, particularly those under the age of 16, are always encouraged to involve their parents in their medical treatment. Parents need to be aware that this will often put the medical staff in a difficult position but they have a legal obligation to fulfil.

All parents of new pupils are required to complete and return a medical form before the child starts at West Buckland. Parents are reminded to update the information provided on an annual basis. A consent form is also sent to parents before their child starts in September. Please ensure both forms have arrived at school before the start of the

Autumn Term because without this form your child will be unable to take part in any off-site activities or matches. Off-site trips and activities which require payment, involve adventurous activity, or require an overnight stay will require a consent form specific to these events.

Contact Details

Please notify us immediately of any change of address, email address or telephone number, even if only temporary. Please inform the school office if you will be away from home; in the case of parents travelling abroad, give details of an adult who is willing to take on the responsibility for your son/daughter in an emergency. Even with today's ever improving information and communications technology, it can be difficult to contact parents in the event of an emergency. In cases of extreme urgency the Housemaster/mistress or Houseparent will act *in loco parentis*.

Lunches

All members of Y7 must take school lunch. Day pupils in Y8 and above are encouraged to do so. Those bringing packed lunches should inform the Bursary. We can provide special diets, including vegetarian meals, for both day pupils and boarders on written request. Pupils are given the choice of three hot meals and a range of cold choices accompanied by salads.

Worship and Religious Services

West Buckland School is a Christian foundation. There is a resident Lay Chaplain on the teaching staff and a small Chapel on site. Midweek and Sunday Services are held in the Chapel, Memorial Hall, and in various local churches. There is a flourishing program of Bible Study, Prayer and Discussions groups including the Socrates Club for students and a regular Parents' Fellowship group. Assemblies are held regularly in the Prep and Senior Schools which pupils are required to attend, unless parents seek permission from the Headmaster in writing to withdraw their child on grounds of conscience. Similarly, all pupils are required to attend the Carol Service held each year at the end of the Autumn Term.

Buses

Senior School buses leave at 1710 on Monday to Thursday and at 1630 on Friday.

The school bus service (the cost of which is included in the senior school fees) should be used whenever possible, so that the narrow local roads are kept as free of traffic as possible, to the benefit of us all. In the event of problems with the school bus, service contact telephone numbers are included at the front of the bus timetable. In common with all public service operators, the coaches used by the operators are subject to Department of Transport regulations and safety checks.

Many of our pupils do spend a substantial part of each day on the school buses and this can lead to disciplinary problems from time to time, unless sensible rules are observed by pupils and reinforced by parents. Pupils are required to wear seat belts at all times whenever they travel on the school buses or in school minibuses. Failure to adhere to this basic safety requirement will be reported to the Pastoral Deputy by the Bus Prefects. There is a clear sanctions policy:

- On a first report, the pupil receives a verbal warning.
- On a second report, the Pastoral Deputy sends a letter to the parents, outlining the need for their child to respond to this rule.
- If a child is then reported for a third time, the Pastoral Deputy will implement a ban on the pupil using the bus for a period of time. This sanction may also be imposed for serious misbehaviour whilst travelling on the school bus at any time.

Since the final sanction can be a huge inconvenience to parents, it is important that all parents regularly reinforce the need to behave appropriately on the school buses; insisting that children wear seatbelts on buses is every bit as important as wearing them in cars and has a significant effect on their general behaviour.

The bus drivers are quite within their rights to stop the bus if they feel that some of the passengers are behaving in such a way as to put the safety of others on the bus at risk.

In the event of a bus breaking down before picking up your child, a replacement bus will be despatched as soon as possible to complete the pick-up. If the bus has a mechanical problem whilst your child is a passenger, it is important that your child follows the instructions given by the driver.

Day pupils wishing to stay for evening or weekend activities must inform the member of staff on duty when they arrive, and when they leave, for safety checks in an emergency. If they require a school meal, they should book this at least 48 hours in advance. Please ensure that pupils are collected promptly at the end of an event.

Occasionally, members of staff are asked to drop pupils off on a return journey from a match or trip. Under no circumstances will a pupil be dropped off at an isolated venue, such as a layby, unless there is an adult waiting to collect them, or it is a normal school bus stop within easy walking distance of home. If necessary, the member of staff will take the pupil back to school, since the pupil's safety is paramount.

Cars

The safety of all is the first priority. Sixth Formers who have passed their driving test may drive to school after obtaining the permission of the Pastoral Deputy.

- Cars may only be used for journeys between home and school.

- Passengers may only be carried if we have the written permission of each passenger's parents.
- **Permission to use a motor vehicle will be withdrawn instantly if there is any abuse of the system, or incidents of dangerous driving in and around the school or local villages are reported.**
- Sixth formers must park in the new car park near the All Weather Pitch.

Academic Matters

Curriculum matters

In Year 7 pupils study the same subjects. Decisions about choices of subjects have to be made at the end of Years 7, 8, 9 and 11. Full details will be sent to you at the time. Advice and further information can be obtained from the Director of Studies. Annually updated Curriculum booklets are available for Years 7-9, GCSE and Sixth Form and are also available to download from the school website.

Reward systems

In Years 7-11 all pupils have the opportunity to gain commendations awarded for both outstanding effort in academic work, for specific pieces of work and for consistently high standards of academic work. Certificates are presented by the Headmaster to pupils receiving 20 or more commendations within a single academic year (15 or more in Years 10 and 11). On Speech Day, held in September, prizes are awarded for excellence in individual subjects, for maintaining good progress in all subjects and for overall effort.

Prep (homework)

Prep is an important part of the week's work and needs to be given priority of time and place by the pupils. The average time to be spent each evening is 25 minutes per subject in Years 7 and 8, 30 minutes per subject in Years 9-11; most pupils will be given prep in three subjects each evening. A Prep Timetable is published to all pupils at the start of the academic year via the Pupil and Parent Portals. Pupils are expected to make good use of their prep diaries to record and organise their prep. Parents of pupils in Years 7-9 are requested to check and sign this diary weekly to ensure that prep is being recorded and completed. Tutors will do a similar check on a regular basis. Members of the Sixth Form are expected to devote at least 12 additional hours to independent study each week. All boarders up to the end of Year 9 are supervised during prep. Please let the tutor know if your son or daughter is spending appreciably more or less time on prep so that we can advise teachers and help pupils develop productive study skills.

Academic progress

We assess progress at regular intervals. Grades for attainment (A*-D in Years 7-9 and A*-U in Years 10-13) and for effort (1-4) are published via the Parent and Pupil Portals. Full written reports are sent home twice a year. Parents' Consultation Evenings are held throughout the academic year to discuss your child's progress.

Y7 Autumn and Spring terms

Y8 Spring term

Y9 Spring term

Y10 Spring term

Y11 Spring term

Y12 Autumn term + UCAS briefing in Summer term

Y13 Autumn term

The exact timings of these consultations are published at the start of each term in the School Calendar. Any pupil who is thought not to be working to his/her full potential may be placed 'on report'; this requires a comment from each teacher on every lesson and a check on every prep. The tutor will contact the parent or houseparent to explain the particular concern about the pupil. Please sign the form nightly after checking that all preps have been completed.

Exam leave

For pupils in Years 11-13 there are periods of time leading up to, and during, external examinations when special arrangements are made to provide pupils with study leave to allow them to prepare for their exams. Full details will be provided when this affects your son or daughter. It is important that pupils do not absent themselves from school in the weeks leading up to exam periods unless this is part of the formal exam leave arrangements. Internal arrangements for revision are made and pupils are always welcome to attend school during exam leave to use the school's study facilities or to seek help from academic staff.

Learning Support

Some of our pupils have learning difficulties and disabilities (such as dyslexia), medical conditions such as Attention Deficit Disorder, or individual emotional needs which impact on their learning. We want them, as with all pupils, to enjoy and succeed in what they are doing. Concerns are discussed with parents; the pupil meets with the Head of Learning Support where their needs are diagnosed. Support may be provided in timetabled classes in Years 7-11 or by other agreed arrangements as time permits. Study skills may be taught to help pupils take responsibility for their own learning and behaviour. Pupils' progress is carefully monitored through reviews involving the pupil, staff, appropriate specialists and parents. Mrs Amanda Willmott, The Head of Learning Support, can be contacted directly on 01598 760156.

English as a Second Language (ESL)

The school provides a dedicated service for overseas students, combining a comprehensive course in English Language with lessons targeted on the particular language skills required for successful academic study, through the medium of English. In particular, the students are encouraged to identify areas of study that they may not have met in their previous schooling; teachers help students deal with note-making, homework, coursework assignments, personal statements and preparation for own language exams if appropriate.

The department uses task-based activities to give practice in examination technique, generalising, paraphrasing, summary writing and the evaluation of data.

Through the provision of a self-access area, the department also seeks to work individually with students on topics studied in class, by providing further samples and

illustrations and by ensuring that written work taken down in the classroom is recorded correctly. Through this service, students are allowed to join mainstream classes from the start of their education at West Buckland.

Personal, Health and Social Education (PHSE) and Enrichment

All students in Years 7-13 take part in a non-examined programme of Personal Health and Social Education (PHSE in Years 7-9) and Enrichment lessons (Years 10-13) throughout their time in the Senior School.

There are weekly 35 minute lessons in Years 7-8, led by the Assistant Housemasters/mistresses and PHSE team leaders, and by tutors in Year 9. The aim is to enhance the pupils' understanding of their environment and to address issues that they may not get the opportunity to discuss in curriculum time or in the home environment. We believe it is important for young people to be given the chance to question and find out so that social problems can be reduced and personal issues addressed. We aim to enable students to make informed choices and to keep them up-to-date with current and topical issues. All students in Years 7-9 will be introduced to topics such as study skills, life skills (including relationships), personal safety (mobile phone and internet use, including CEOPs presentations), substance misuse, citizenship, careers and contraception and STDs as well as a term's work on 'The 7 Effective Habits of Teenagers' (in Year 9). Speakers and drama groups also come in to address Years 7 and 8.

The programme of Enrichment in Years 10 and 11 is run on a two-weekly rota and shared between four subject specialists. Sessions are just over the hour. They include topics such as financial management/capability, study skills, sexual health, drugs and alcohol awareness, citizenship and global concerns, bullying/harassment, happiness/mental illness, voting and the European Parliament and anti-social behavior. Speakers are brought in to illuminate a subject area, allowing students the opportunity to question subject professionals and reflect on an area of study.

In Years 12-13, Enrichment occurs on a weekly basis for 35 minutes led by one of four specialists, or, on a two-weekly basis when there is a visiting speaker for an hour. We cover topics which aim to prepare students for university and beyond such as interview techniques, debt and budgeting, study skills, street awareness, road and driver safety, drug and alcohol awareness and employment law. Visiting speakers visit the School regularly to inform students not only of career options, but also of what is taking place outside of the academic environment. The Samaritans, the Police Force and Army, Hospice workers and blood and organ donation groups are but a few who address the Sixth Form.

The School has many policies related to PHSE topics, a list of which can be found in this booklet. If you wish to find out more about our PHSE provision, please contact Mrs Louise Pugsley, Head of PHSE, or refer to the website.

Information and Communication Technology

ICT equipment is now widespread throughout the school and plays a variety of important roles in supporting administrative, academic and social activities for both staff and students. There are a number of protocols and guidelines which have been put in place in consultation with the ICT Committee. These aim to ensure that ICT users are aware of the benefits and dangers of using communications technology and understand their responsibilities to themselves and to others. The ICT policies also play an important role in facilitating the smooth running and security of the school systems, particularly where interfacing with external systems.

The theme running through these protocols emphasises that in order to allow as much freedom of access as possible in location, timing, and in the variety of facilities we can offer, each and every individual must undertake to use the ICT equipment responsibly and treat it with respect. Anyone found abusing the trust placed in them can expect appropriate sanctions to be applied.

All students in the senior school have a school email account. This service includes virus scanning. Email accounts are a privilege which can be withdrawn if used inappropriately. Pupils are expected to check their school email accounts daily throughout the term time, either within school, or from home.

All students in the senior school have internet access to facilitate personal study. Although it is a filtered and monitored service, students are able to use the internet without teacher supervision and at any appropriate time when they have access to a networked computer or personal device, eg. Smartphone, tablet, or laptop.

All boarders have access to a filtered and monitored internet service without teacher supervision between the hours of 1700 and 2300 (or bedtime whichever is the earlier) when they have access to a device connected to the school system. Day pupils can access school file space and email from home via a remote desktop facility.

Portable devices may be brought onto the site provided the terms set out in the "Portable Computer Use" document are met. This document can be found on the school website and parent portal. Any user of a portable device on the school site is deemed to have automatically agreed to the terms within the document.

The responsibility for insuring portable computer devices and for their care and maintenance rests, as with other personal equipment, with individual pupils and their families. The school cannot take responsibility for damage to a portable device, however caused.

Portable computer equipment may only be used in school by the owner. For additional information regarding the use of portable computer equipment in boarding houses, please refer to the appropriate House staff.

For further information on e-safety and responsible use of devices, parents are advised to visit the website www.thinkuknow.co.uk. Further information on technical issues may be obtained from the Systems Manager, Mr James Hart Prieto, using the email address support@westbuckland.devon.sch.uk. Queries about the educational use of ICT may be addressed to the Head of ICT, Mr Peter Davies, using phd@westbuckland.devon.sch.uk.

Extracurricular Activities

Activities and Games

We offer a wide range of activities; Sport, Drama, Music, CCF and Duke of Edinburgh's Award are amongst the most significant. These and many other activities all create valuable opportunities for your children's personal development. Most of these activities are free of charge, however, where there is a charge (for example for squash coaching) you will receive details of the costs involved in advance. We hope that your child will often represent the school at a public event or in a team. We shall encourage him/her to see it as an honour to be selected, and rely on you to do the same. These events depend on the willing efforts after school and at the weekends of members of staff, who wish your children to benefit from the experience of performing or from the teamwork of competitive inter-school sport. The school therefore expects all those selected to take part unless ill or injured. We also provide opportunities for senior pupils to help younger members of school by assisting with activities and games practices in order to help foster good community spirit and to gain experience in leadership skills.

Younger pupils in Years 7-9 are expected to get involved in at least two activities a week; many choose to do more than this and it is part of the tutor's role to monitor a pupil's involvement in activities, keeping a balance between being busy and being exhausted. Certain activities are compulsory, such as CCF in Year 9, but most are either by selection or are voluntary.

Social development of adolescents is an important part of their wider education and it is important that pupils have some time during an otherwise hectic day to simply spend time with their peers; this is particularly vital for families whose homes are fairly isolated. Equally, many pupils choose to spend part of their lunchtime or after school making a start on their prep; again, this is of particular importance to those who face a long journey at the start and end of each day. Once again, tutors and parents have a role in helping pupils to make the best use of their time both during the day and in the evening to ensure academic work is completed satisfactorily.

Choice of activities

Each term your child will be asked to choose from a wide variety of activities available both at lunchtimes and after school. In some cases these depend upon a child's sporting or musical ability but in most cases, provided the child is enthusiastic and committed, s/he will be welcome to participate in the activity if there is sufficient room. Some activities do prove very popular and a pupil may need to be patient to get his/her opportunity to participate. Parents who wish to see what is on offer may request a copy of the current activity programme from the school office.

Pupils may also use lunchtimes and after school to start their prep in the Library or the Karslake Hall.

Apart from the weekly activities during the school day, there are also many activities and trips available for day pupils and boarders alike, in the evenings and at weekends. Some of these, such as flying or shooting, are connected to a particular aspect of school life and are not open to all.

Sport

The following sports are available to pupils during their time at West Buckland School. All but the first few are available to pupils of both genders. In most sports a pupil will also have the opportunity to represent the school as a member of a team; talented pupils will also have the opportunity to compete for higher representative honours such as District or County teams.

| | | | | |
|------------|-----------------|--------------|----------|---------------|
| Rugby | Netball | Cricket | Rounders | Fitness Suite |
| Soccer | Hockey | Basketball | Tennis | Aerobics |
| Swimming | Athletics | Golf | Squash | Dance |
| Judo | Cross Country | Badminton | Climbing | Surfing |
| Volleyball | Weight training | Table Tennis | Karate | Kayaking |

Teams are selected from the squad at least 48 hours in advance of a fixture, although occasionally illness causes last-minute replacements to be brought in. Please check the calendar at the start of each term to see the fixtures planned for your child's age group. While a pupil is a member of the school we believe that in term time their first loyalty should be to the school. There should never be a division of loyalty between their out-of-school club and the school during the term time. If you foresee a difficulty with any fixture, please contact the team coach as early as possible. Urgent matters may be referred to Mr Kevin Morris, Director of PE and Sport or Mrs Lindsey Napier, Assistant Head of PE and Games.

Parents are always welcome to visit school events and sporting fixtures and enjoy a welcome hot drink in the Karslake Hall.

If a pupil's sporting commitments make transport difficult or impossible, overnight accommodation can be arranged by contacting the houseparents. If injury or illness affects physical activity, please provide a dated note to the PE department specifying exactly the precaution needed (e.g. no swimming, no physical contact, no outdoor games) and the duration of exemption.

Whilst injuries and/or illness can prevent some forms of activity, they do not necessarily prevent all forms of exercise.

Please state in your letter what your son or daughter is capable of doing as an alternative. For example: 'running', when 'swimming' is impossible.

Safety issues

The school expects all pupils to wear a gumshield in hockey and rugby matches. These may be obtained from OPRO through the School or from your dentist. Shin guards must be worn for hockey and football, and helmets for cricket.

Sporting facilities

One of the major benefits pupils enjoy is easy access to the school's sporting facilities. In order to make these facilities available, we need to bring to your attention the fact that your child will not always be supervised whilst using these facilities (except in the swimming pool) and that accidents can occur. All pupils are reminded regularly about how to use sporting equipment and facilities safely.

Reward systems

Colours and half-colours are awarded on a seasonal basis; these recognise and celebrate sporting ability, commitment and attitude to a sport or a team. The School Crest, the most coveted prize a pupil can receive for extracurricular involvement, is only awarded in the case of a pupil who has achieved the equivalent of two full colours.

Each term there are several internal House competitions for which cups or shields are presented in assembly. All pupils can expect to be involved in these competitions during their career in West Buckland. In addition to these competitions, members of sporting squads can expect to participate in a number of external competitions, over and above the normal fixtures with other individual schools.

Sporting trips

Each year a number of special trips involving sporting activities are arranged. These may be annual trips (for example the Bath Hockey Festival) or it may be a special one-off trip such as a hockey tour to Belgium or senior cricket tour of India.

Such trips do take a great deal of organisation by staff and we appreciate pupils and parents giving such trips their full support by returning required documentation and payment promptly.

Sports kit

It is vital that all sports kit and equipment is clearly named before it is brought into school. With around 500 children in the senior school, there is a huge amount of personal kit moving through and being stored in school and the potential for something to go missing is inevitably quite high. If kit is clearly named, there is a very good chance it will get returned to your child. Each term, a large amount of unnamed kit is unclaimed and then returned to the school uniform shop. The Director of Sport will organise a

regular check of sports kit, as listed overleaf, to try to ensure your child has the correct kit and that it is named. Parents can help enormously by regularly checking that the kit they are washing does belong to their child. Many of our pupils are very generous in lending their kit to other pupils, but this can cause problems in itself if the kit is not returned promptly to the owner.

Hockey sticks

In the interests of security and for ease of identification, the school offers a free engraving service of hockey sticks; it is in the interests of all for each pupil to take advantage of this service. It can be arranged either through games staff or by bringing the hockey stick to the Pastoral Deputy. Three letters are engraved, the House initial followed by two initials identifying the owner.

Sports Kit Check List

Items in *ITALICS>* are not compulsory for that term

Items marked with an asterisk (*) can only be purchased from the school.

| Boys | | | Girls | | |
|---|---------|-----------|--|---------|-----------|
| Item | Present | Name d | Item | Present | Name d |
| PE KIT – All Year Compulsory | | | | | |
| Swimming Trunks, plain Blue or Black (or school trunks) | | | Swimming Costume, plain Blue or Black | | |
| Sports Towel | | | Sports Towel | | |
| White Socks | | | White Socks | | |
| White Shorts | | | Navy Blue Skort | | |
| White Round Neck Tee Shirt | | | White Polo Shirt* | | |
| Trainers - Non Marking | | | Trainers - Non Marking | | |
| School Tracksuit Bottoms* | | | School Tracksuit Bottoms* | | |
| School Tracksuit Top* or Hooded Top | | | School Tracksuit Top* or Hooded Top | | |
| House Running Vest* | | | House Running Vest* | | |
| | | | Navy Blue Athletics Briefs* | | |
| Items specific to the Autumn Term | | | | | |
| Rugby Boots | | | Hockey Astros (advisable) | | |
| School Sky Blue Socks* | | | School Sky Blue Socks* | | |
| House Socks* | | | House Socks* | | |
| House Rugby Shirt* | | | Navy Blue Skort* | | |
| School Rugby Shirt* | | | Hockey Squad Shirt–Sky Blue* (Yr 9/10) | | |
| Navy Blue Rugby Shorts* | | | House Shirt* | | |
| Mouthguard | | | Mouthguard | | |
| <i>Hockey Stick</i> | | | Hockey Stick | | |
| <i>Shin Pads</i> | | | Shin Pads | | |
| Items specific to the Spring Term | | | | | |
| Hockey Astros (adviseable) | | | Hockey Astros (advisable) (Yr 7) | | |
| School Socks* | | | School Socks* | | |
| House Socks* | | | House Socks* | | |
| House Rugby Shirt* | | | Navy Blue Skort* | | |
| Navy Blue Rugby Shorts* | | | Mouthguard (Y7 only) | | |
| Mouthguard | | | Hockey Stick (Y7 only) | | |
| Hockey Stick | | | Shin Pads (Y7 only) | | |
| Shin Pads | | | | | |
| Items specific to the Summer Term | | | | | |
| Cricket Bat (Optional) | | | Tennis racket | | |
| <i>Cricket White Trousers</i> | | | Tennis Skort | | |
| <i>Cricket Shirt</i> | | | White Socks | | |
| <i>Cricket Jumper*</i> | | | Navy Blue Skort* | | |
| Cricket Shoes or Trainers | | | | | |
| White Socks | | | | | |

Performing Arts

Drama

Each year a number of major or minor drama productions are staged by the school. The pattern for these varies from year to year. In 2013-14 the following are planned:

| | |
|-------------|--|
| Autumn Term | Senior Play – ‘ <i>Arcadia</i> ’ |
| Spring Term | ‘ <i>Fiddler on the Roof</i> ’ at the Landmark Theatre |
| Summer Term | Junior Play and Senior Dramarama |

In addition, the House Drama Competition is staged in the Autumn Term.

There are opportunities both on stage and behind it, with many pupils working as part of the technical crew. Colours may be awarded at the end of a production to both performers and to the backstage crew for commitment and theatrical ability.

If your child chooses to get involved in a drama production it will almost certainly involve rehearsing either on Sundays or evenings leading up to the performances. We appreciate the support that parents provide in making such rehearsals possible. Should the extra travelling create difficulties, either for rehearsals or the performances, temporary boarding is always an option. Please contact the houseparents for further details.

All Year 7, 8 and 9 pupils have a drama lesson as part of their curriculum. As well as practical activities, pupils will have the opportunity to write their own plays. Drama is also a GCSE subject; those opting for drama will also be involved in mini performances as part of their assessed coursework.

Speech and Drama lessons can also be organised at your request: all enquiries to Mrs Angela Passmore, telephone 01271 831544. Whenever possible these lessons happen outside curriculum time. Students are entered for LAMDA examinations and regularly participate in local drama festivals.

Music

At West Buckland we believe in music for everyone. Music is something all pupils can enjoy at any level, from singing in class to participating in our numerous ensembles. If your child does not learn an instrument there are free taster sessions available at the discretion of the Director of Music. For those who already have tuition on an instrument there is a wealth of performing and playing opportunities available that are designed to increase confidence and ability in a relaxed social setting. The ensembles available on a weekly basis are detailed below (year groups are shown in brackets).

| | | |
|---------------------------|----------------------|-------------------------------|
| Junior Boys’ Choir (7-9) | Chapel Choir (10-13) | Chamber Orchestra (10-13) |
| Junior Girls’ Choir (7-9) | Senior Choir (10-13) | Senior String Quartet (10-13) |

Junior Concert Band (7-9) Senior Concert Band (10-13)
 Junior String Orchestra (7-9) WBJ (West Buckland Jazz)
 Junior String Quartet (7-9)

Our extensive concert calendar is available on the website and outlines the term's commitments, which usually number 8-12 performances. Obviously, this involves a wide variety of performances from choral services to house concerts and instrumental family concerts. This ensures that everyone has at least one opportunity to perform each term. Listed below are just some of the concerts from the last academic year to give you a taste.

| | | |
|------------------------------|------------------------------|------------------------------|
| Lower School Concert (Y7-9) | Sunday Mass | 9 Lessons and Carols Service |
| Remembrance Service | Autumn/Spring/Summer Concert | AS/A2 Recitals |
| North Devon Sinfonia Concert | GCSE Concert (x2) | Composition Concerts |
| House Music Competition | West Buckland Choral Concert | Informal recital concerts |

Instrumental lessons from our team of Visiting Music Teachers are available on all orchestral instruments (including the harp), as well as piano, organ, guitar, percussion, recorder and voice. There is a termly fee, payable in advance directly to the instrumental teacher concerned. Parents interested in instrumental tuition for their child should contact the Director of Music (emk@westbuckland.devon.sch.uk).

Group theory lessons are also available for a charge of £36 a term. Again, contact the Director of Music if you wish you child to take advantage of this opportunity. The Practical and Theory examinations are encouraged by our staff and ABRSM and Trinity Guildhall examiners visit the school on a termly basis.

It is not possible to convey all that music at West Buckland has to offer in such a short space, and I would urge anyone with a musical child to contact the Director of Music on 01598 760129 to discuss your child's individual needs.

Combined Cadet Force (CCF)

For pupils in Year 9 this compulsory activity enables pupils to learn many vital life skills such as first aid and basic survival techniques as well as providing exciting and enjoyable opportunities for leadership and teamwork. Thereafter, in Year 10 membership of the CCF is voluntary; in Year 11 training in Leadership gives NCOs the skills and confidence to organise and deliver training to younger cadets.

In September, Year 9 are formally admitted into the CCF and at this stage they will be issued with a full CCF uniform. Please ensure that all kit that is issued is clearly named, as its replacement can be expensive.

Like PE kit, the nature of this activity means that occasionally the kit will get very muddy; please ensure that you see your child's kit regularly to prevent it from sitting in a locker room getting smelly!

The Adventurous Activities handbook contains a comprehensive guide to the CCF, its role, structure and organisation, as well as giving advice and information on all aspects of training. It will be issued at the start of the Autumn Term to pupils in Year 9. Any questions on the CCF should be referred to the Contingent Commander, Mr David Price, on 01598 760124.

Duke of Edinburgh's Award Scheme (D of E)

The Duke of Edinburgh's Award Scheme is a programme of personal development, achieved through participants engaging in exciting and enjoyable personal challenges. This scheme is recognised worldwide and is supported fully at West Buckland School.

There are four sections to each level:

- a skill
- a physical challenge
- the expedition
- volunteering in the community

A residential experience is included with the above for the Gold Award.

Pupils here are trained before undertaking expeditions which take place between Easter and the October half term. Pupils are encouraged to take responsibility for their own development, with the support of the school staff. More information about the award can be found on the website www.dofe.org.

Some of the sections of the Award can be completed within the school community, under the supervision of school staff during extracurricular activities; however, pupils are encouraged to seek opportunities beyond the school community, especially at the higher levels of the Award, as this can enrich the experience for the participant and make the Award more worthwhile. Parents may need to satisfy themselves that the activity outside school is reputable.

Pupils in Year 9 undergo a training programme, which is designed to provide the required skills and knowledge for the challenges presented by the D of E Award. Pupils can officially join the scheme on their 14th birthday, but in order for them to begin with their peers, it is possible for them to start at 13.

If you have any queries or require further information, please contact the Head of Outdoor Education on 01598 760162.

Outdoor Education

There are opportunities throughout the year for motivated pupils to extend their experience beyond the classroom.

In addition to regular climbing activities (as per the calendar) there are trips further afield.

For 2013-14 the following are proposed:

- Yr 9 Field Day Exercise (joint venture with the CCF)
- Yr 9 Summer expedition (also can count as Bronze D of E practice)
- Yr 9-13 February half term rock climbing/mountaineering trip (possibly France, tbc)
- Yr 11 Wye Valley Canoe Trip

Additionally, the school has a strong record with the Ten Tors event on Dartmoor. There is a committed programme of training leading up to the event.

For more information, please contact the Head of Outdoor Education, on 01598 760162.

Other Activities (some of these are seasonal)

Art, Design and Technology

Astronomy

Charity Committee

Chess

Christian Union (Likewise)

Community Service (eg helping in Prep School)

Computing

Electronics

Jazz Dance

Phoenix Debating Society, Socrates, Public Speaking

School Magazines in English and Modern Foreign Languages

Shooting (run by the CCF)

Tennis coaching

Biology, Chemistry, Mathematics and Geography Clubs

Climbing, Kayaking, Mountain Biking and other adventurous activities

Exchanges, Foreign Travel and Social Events

As well as the huge range of activities available on a weekly basis, the school offers pupils a variety of different activities to take part in; the following gives you a feel for the trips and events available but is by no means exhaustive:

- Foreign trips (language based) to France and Spain
- Field trips to Wookey Hole, Heddon's Mouth

- Geography, History and Biology Field trips
- Skiing trips
- CCF and D of E camps

On the social side, houses and student led groups regularly organise such events as:

- Superbowl/Fundazone
- Ice Skating
- Shopping trips to Exeter, Plymouth or Cribbs Causeway
- Sixth Form Leavers' Ball
- Y11 End of Year Ball
- Sixth Form House Dinners

Personal Development

Throughout their time at West Buckland your son or daughter will be given opportunities to learn leadership skills and to take on responsibility. This may take the form of captaining a sports team, being involved in some type of community service (many senior pupils help in our own Prep School), supervising boarders' prep, helping to instruct in the CCF, organising a social event through the Charities Committee, running the Sixth Form Committee, organising the Phoenix Debating Society or teaching First Aid.

Sixth Formers are appointed as Senior Prefects and House Prefects, helping pastoral staff to organise events and taking a major role in the day-to-day supervision of younger members of the school. The Head and Deputy Head of School, three team leaders and heads of the four houses are important roles recognising outstanding contribution in a pupil's life at West Buckland.

Speech Day is an opportunity to reward and celebrate the achievements of all our pupils; prizes are awarded for academic excellence and perseverance. One highly coveted prize, the Fortescue Medal, is awarded to senior pupils who have achieved the equivalent of one and a half full colours, who have made other meritorious contributions to the school or community and who have achieved academic excellence. This prize is not awarded every year because of the criteria for its award, ensuring those who receive it are outstanding individuals who have made a very broad contribution to school life.

Uniform and Personal Possessions

Clothes

Uniform is uniform - there is no other way to approach the matter. The uniform list defines it as precisely as possible, but if you have any queries please contact the Headmaster's Secretary or the School Shop. Please do not be taken in by your child's assurance "it doesn't matter". The School Shop supplies both new and second-hand clothing and equipment. This service is available both during the term and in the holidays. For opening times please telephone **01598 760154**. All clothes and other equipment **must** be named and the school provides a marking service for clothes for a small charge. Pupils are not allowed to take items of uniform away from the school shop before they are named.

Appearance

Please help us by doing your part in ensuring your child conforms to our expectations of dress and appearance, in particular for girls with regard to the wearing of jewellery (ie one ring and one pair of close fitting studs worn one in each ear lobe) and not wearing any make-up below Year 10. Other areas in which we seek your support include providing your child with a suitable plain, dark blue or black top coat (it should not have a logo or multi coloured patches, although reflective strips for safety purposes are quite acceptable) and the height of girls' shoes, which should not exceed 3 cm in extra height. Finally, your child's hair should be within their own natural colour range and if girls' hair is worn longer than shoulder length, it should be secured back off their face. Boys' hair should not reach the collar, nor cover their eyes.

All these regulations and codes of dress are in place for reasons of safety, security and to avoid peer pressure and we are always happy to explain further, if required. We do reserve the right to require pupils to change their appearance when it contravenes our dress code (for example requiring hair to be dyed to a natural colour).

Lost Property

During the course of one term an enormous amount of property is left around the school grounds; sadly, often items are unnamed making it difficult to return them to the owner. All **named** lost property is returned to pupils. Unnamed property is kept for a week and then passed to the second-hand shop or disposed of to charity shops. All enquiries about lost property should be made to the Senior School office.

Books and Equipment

All books, apart from a few examination text books, are on loan and must be returned in good condition. Departments will re-charge pupils when books are not returned, or are returned in a poor condition. A protective bag is vital for carrying books and other equipment around during the day.

All day pupils are issued with a locker; pupils must supply their own padlock. All valuable items should be locked away when not in use; the school does not accept responsibility for lost or stolen items and parents should check that their child's personal items are covered by their own insurance. The number of items reported as lost or stolen would reduce if pupils used their lockable facilities; again, sadly, many choose not to, leaving their expensive bags of kit just lying in locker rooms or other unsuitable areas of the school.

Please obtain the following basic equipment for your child: pen, pencils, 30cm ruler, protractor, pair of compasses, sharpener and rubber. Many of these items are available from the Tuck Shop. A calculator will be needed during Year 7, but **please do not obtain this in advance**. The Head of Mathematics will purchase these in bulk so that all pupils have the same model to ease compatibility in the classroom. Pupils in Year 8 and above are also encouraged to purchase calculators from the Mathematics Department if a replacement is required.

Electrical Equipment

All equipment brought to school should be in a safe condition. Boarders should hand electrical items into Houseparents who will ask the school electrician to check them. Members of the Sixth Form should also have their electrical equipment checked. Pupils should not bring halogen light bulbs into school for safety reasons.

Mobile Phones

Pupils may only use mobile phones during breaks. They are fully responsible for the security of the phone which must be switched off during lessons, unless otherwise instructed by the teacher. Pupils are given guidance on using mobile phones in school. (See Pupil Handbook.)

Bicycles, Skateboards and Rollerblades

For safety reasons pupils need permission from the Pastoral Deputy to bring such items to school. Please refer to the Pupil Handbook for details.

Safeguarding

Parents should be aware that, in the event of a safeguarding or child protection issue, the school is required to make contact with the Children and young People's Services. Further details are contained within the Safeguarding Policy which can be found on the school website.

Visiting the School

The presence of parents at matches, plays, concerts, religious services and other events is a great boost to all those concerned. We are delighted when you can find the time to be present. Hot drinks are always available from machines in the Karlake Hall. Please make use of this as a place to wait and to pass the time with other parents.

Visitors' Policy

This policy is effective during term-time Monday to Friday between the hours of 08.30hrs and 17.00hrs and wherever possible visitors should be encouraged to arrive between these times.

The school encourages parents and other members of the public to visit West Buckland School and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the school has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the pupils and staff, and to protect the school's facilities and equipment from misuse or vandalism.

General Requirements for Visitors to School

Visitors must report to the Senior School Reception or the Reception (Prep Headmaster's Secretary) in the Delderfield Building of the preparatory School as appropriate when arriving or leaving the school; they will be asked to sign in and out and to receive a visitor's badge. Notices are displayed indicating that all visitors are required to report to the School Reception.

If visitors arrive before 08.30hrs the member of staff responsible for arranging the visit must make appropriate arrangements to meet the visitors and arrange for the visitors to return to Reception as soon as it is open to sign in and collect their visitor badge. At the end of their time in school, visitors must be signed out by a member of staff in reception on returning their badges. If visitors depart after 17.00hrs the member of staff hosting the visit should retain the visitor badge once the visitors are ready to depart and return the badges to the box located in the Common Room.

The Assistant Bursar is responsible for ensuring that the record of visitors is checked regularly and any discrepancies accounted for. The secretaries in the senior and prep

schools should identify discrepancies and non-returns of ID lanyards. This information should be reported to the assistant bursar.

Senior School pupils are regularly reminded that in the event of seeing a person they do not recognise and that is not displaying a visitor badge, they should offer to accompany him/her to Reception or after the school day to a member of academic staff or a houseparent.

Similarly staff should always approach someone they do not recognise who is not wearing a visitor badge and offer their assistance. Pupils and staff should not put their own safety at risk and if they have any concerns they should report them immediately to either reception or a senior member of staff.

Visitors who should wear badges:

- Those enquiring about admission to the school who leave the reception area, for example to tour the schools with a sixth form tour guide.
- Adults attending an employment interview.
- Teachers/pupils from other educational establishments other than those here for a sports fixture.
- Tutors of students on placement or work experience.
- Contractors working on site.
- Professional agencies.
- Former pupils.
- Governors and Trustees.

Exceptions to visitor requirements:

- Employees of the school.
- Pupils enrolled at the school.
- Registered school volunteers/helpers.
- PGCE students on placement at the school.
- Students on work experience at the school.
- Suppliers/contractors making deliveries or collections, provided they are not anywhere other than the delivery point.
- Parents/guardians dropping off or collecting pupils and who remain in the car park.
- Parents, Visitors, Governors or Trustees who have been invited to visit the school as part of a scheduled open day, special event, calendared event or scheduled performance by a class, team or group including sporting fixtures.
- Other adult participants in organised and school approved activities during out of school hours.
- All visitors who remain in the reception area/Headmasters's Office/bursary.

Parents or visitors attending events

Parents or visitors who have been invited to visit the school as detailed in the 'Exceptions to Visitor Requirements' above are restricted to the areas of the school where the event is taking place; these areas will normally be the Playing Fields, Memorial Hall, Langholme Hall, 150 Theatre, Recital Room, Karlake Hall and the Jonathan Edwards Sports Centre.

Parents and visitors should only use the designated adult toilet facilities and must not access pupil toilet or changing facilities. If they are in any doubt they should consult a member of staff.

If parents or visitors wish to access other areas of the school they must first report to either the Senior School Reception or the Reception (Prep Headmaster's Secretary) in the Delderfield Building of the Preparatory School where they will be required to sign in and wear a visitor badge.

Miscellaneous

Conduct

Pupils are expected to behave at all times in school or outside with courtesy and common sense and in such a way as will uphold the good name of the school. Please make good manners, politeness, and respect for other people and their property a common cause. We cannot stress too strongly the importance of the school and home sharing good moral values.

Sanctions and Detentions

The tutor will notify you when we know of inappropriate or dangerous behaviour. The penalty for bad behaviour is clear: detention after school on a weekday or, for more serious or repeated offences, on a Saturday morning or even a full day. All such detentions will require the pupil to bring home a yellow card for you to sign, to ensure you are aware that a detention has been served and the reason for the detention. Detention cards are issued with at least 24 hours' notice of the sanction. Please give the staff your total backing in this matter. In the case of serious misconduct, the Headmaster may decide to suspend a pupil for a period of between one and five days. Occasionally in the case of a boarder, suspension may be from the boarding community while allowing a pupil to continue as a day pupil. In very unusual and extreme cases, a pupil may be permanently excluded from school.

Bullying

Bullying is potentially one of the most upsetting and damaging aspects of school life. Unfortunately, there are many different definitions of bullying; what is bullying to one individual is just the normal rough and tumble of adolescent behaviour to another. Our school policy on bullying is in the Pupil Handbook, available on request and is on the website. If you have any suspicions your child is unhappy due to the behaviour of others in the school, the sooner we know about your concerns the better.

Most cases of bullying behaviour can be swiftly resolved by bringing these concerns into the open; many 'bullies' are simply unaware of how their behaviour is affecting others and most usually modify their behaviour when it is challenged. Sometimes we need to work with pupils and their parents to arrive at a better understanding of how their own behaviour contributes to the situation.

Bullying is one of the topics covered in our PHSE programme as a means of monitoring the situation, and to agree a common rejection of this anti-social behaviour, along with a determination not to allow it to exist at West Buckland.

Parents' Association

We are fortunate to have not only a thriving Old West Buckland Association, but also an active parents' group, the purpose of which is both social and fund-raising. In recent years the Parents' Association has organised such events as Summer Fayre, Family Fun Day, Murder Mystery evenings and Valentine's Ball as well as providing refreshments at the prep school parents' consultation evenings and sports days. Funds raised have been given as grants to enhance boarding facilities, support environmental projects and provide extra technological and sporting equipment. The Association is always looking for new committee members; the AGM is held in the Autumn Term. Please give them your support whenever possible. The Chairman's telephone number can be found in the School Calendar.

Parties and Social Events

We do ask that for parties involving boarders, the host parents contact the school at least one week in advance and provide us with a list of invited boarders. We need this advance warning to allow us to let boarders' parents know that we are satisfied with the arrangements concerning supervision and access to alcohol. Please also read the additional section relating to boarders.

Alcohol

There are occasional school events where alcohol is served, but this will never involve students in Year 11 and below. In the Sixth Form, alcohol can be served with a plated meal at a school event.

At the end of Year 13, once they have reached the age of 18, the students are allowed to consume alcohol more freely. This is at events like the Leavers' Ball and Senior Prefects' Dinner, which always involve staff supervision. Parents should be aware that very occasionally, young adults will abuse these occasions and the school reserves the right to send an intoxicated young adult home if their health, or other people's enjoyment of the event, is at risk. We believe that such occasions provide a relatively safe environment to learn important lessons about alcohol consumption.

Wider Pastoral Concerns

During the school week, pupils have little opportunity to use, or gain access to substances such as tobacco, alcohol or other illegal substances. Occasionally it has been brought to our attention that pupils have been using such substances outside the school day and, whilst we have no desire to be unnecessarily involved in the private lives of our pupils, there may be occasions where we would be failing in our responsibility of pastoral care for our children if we were not to share these concerns, or information, with the parents of the pupils concerned.

When we feel it is important to do this, it will usually be as a result of concerns raised about general welfare or academic progress in school at the same time. We also reserve

the right to require any pupil to undertake a drugs test, when circumstances indicate reasonable and sufficient suspicion.

In this electronic age, one of the areas of growing significance of pastoral concern is the use of the internet for social networking. Staff at school work closely with parents when staff become aware of issues such as pupils trying to access inappropriate material or posting inappropriate messages on sites such as 'Facebook'. It is impossible to prevent children from using such mediums for communication but the school works hard to educate pupils about both the benefits and dangers inherent in using electronic communication tools such as 'Facebook' and mobile phones.

If a pupil's use of a mobile or 'Facebook' is abusive, harassing or threatening, this will be considered a form of bullying of another pupil and it will be treated very seriously. Pupils are regularly reminded that pictures and text uploaded onto 'Facebook' may be viewed by prospective employers and universities and that they should be very careful with their security settings on such accounts. Pupils are also reminded about the legality issues surrounding the use of these forms of ICT.

Uncertainties and worries

Most pupils will enjoy all aspects of their school experience; West Buckland provides an extended family which looks after the youngest and newest members with affection and respect. However, there may be times when your son or daughter is unhappy about some aspect of the school or boarding house. Often, telling their parent is enough to make the problem seem less important and allows them to get it into perspective, but there are times when someone else needs to be involved.

Our unique pastoral system allows your child to choose any number of adults or fellow pupils to seek help from. Obviously, the Housemasters/mistresses, Assistant Housemasters/mistresses, Tutors and the boarding house staff are important members of the team caring for your child, but some pupils choose to talk informally to other adults in the school. These include the school counsellor, the Sister in the Medical Centre, the Chaplain or even someone on our domestic team. Alternatively, they may turn to a friend or senior pupil, or someone in Familiar Faces, our Year 11 peer counselling scheme. The important thing is for them to choose someone who they trust and respect and who has the experience to help them decide what needs to happen next.

If your child would benefit from some professional counselling, either you or they may request it via the Pastoral Deputy. We reserve the right to give pupils access to the counsellor without informing parents. There is a small charge for this service (unless it is offered without parents' knowledge). For further details, please refer to the Counselling Policy on the website.

If, at any stage whilst your child is with us at West Buckland, you sense that they are unhappy about something, whether school-related or otherwise, but they do not seem to be able to seek the help or support they need to cope with whatever is troubling them, please contact the school to allow us to help.

Similarly, if you have any concerns or questions, please do not hesitate to bring them to our attention. We will give an initial reply within 24 hours. If something is going wrong, the sooner we know, the sooner we can take any necessary action.

School Inspection

West Buckland School is accredited by the Independent Schools' Council (ISC) which includes the vast majority of independent schools in the UK. The ISC is one of the most influential bodies representing the independent sector in the UK.

All ISC schools are inspected by the Independent Schools' Inspectorate (ISI) which is authorised by the DCSF. ISI inspections cover matters such as the quality of teaching and learning, pastoral care, extracurricular activities, the resources available, the campus and the care of the pupils.

West Buckland was inspected in the academic year 2012-13. The report can be viewed on the ISI website or by following the link from the school's website. ISI inspectors are largely drawn from the senior staff of other independent schools. There are currently members of the West Buckland staff who are trained as inspectors.

Boarding at West Buckland

(This section also contains important information for temporary boarders and day parents who host boarders at weekends)

Contact with home

This is a very important aspect of your son's or daughter's stay with us. They have access to telephones and IT equipment and boarding house staff will encourage them to make regular contact with home. If parents wish to telephone the boarding house, it is worthwhile to have a pre-arranged time for regular calls because locating boarders at certain times of the day can be difficult. Boarders may also use mobile phones during the evening but younger boarders must store their phone with the house staff at bed time. Houseparents are also encouraged to maintain as much contact with parents as possible; we hope that parents will attend some school functions during the year so that links between home and school can be strengthened. Please do make contact with the houseparents whenever you visit the boarding house to collect or deliver your child; dealing with concerns that might arise is much easier if you get to know the house staff as quickly as possible. **For this and other security reasons, it is vital that all visitors to the boarding houses report to the staff on duty upon arrival.**

Boarders have access to email, secure wi-fi, computers and Skype in the boarding houses and may bring their own laptops to school, provided their parents sign a permission form. Computer equipment must be registered with the ICT Department. (See pages 15-16.)

Guardianship

If parents live abroad or are going to travel abroad, they must give the School Office full details of an adult who is willing to take on the responsibility of guardianship for their son or daughter in an emergency. In cases of extreme urgency the houseparent will act *in loco parentis*.

Guardians are also expected to organise travel arrangements at the start and finish of each holiday, as well as accommodation during holiday periods spent in the UK. These travel arrangements must be communicated to the houseparent well in advance. The School Office can provide parents with details of guardianship agencies currently used by the school.

Passports, tickets and travel documents

On arrival these should be given to the houseparent, who will assume responsibility for their safe storage until needed for travel. Overseas boarders are required to show proof of residence at West Buckland; a letter can be provided by the school for such a purpose on request.

Certificate of Acceptance for Studies

The UK Border Agency has now introduced the Certificate of Acceptance of Studies (CAS) system for applying for visas to study in the UK. It can take several weeks for a visa to be processed so if you intend to apply during school holidays please ensure that your child has all the necessary paperwork before they return home. The Headmaster's Secretary will supply further details on request.

Pocket money

Although many older boarders will have their own bank account, we would encourage younger boarders to 'bank' with their houseparents. This allows much easier access to small amounts of pocket money and, when appropriate, parents can monitor how quickly the pocket money is being spent, through the house staff.

Outings and trips

Trips or functions arranged by academic or house staff may incur extra expense. If a trip involves a charge greater than £10 or involves an overnight stay, we will always seek written parental approval. This charge will be added to the next school bill. If you wish to be consulted for smaller amounts please inform the house staff.

Weekend leave

Boarders may choose to go on leave any weekend, leaving after school on Friday and returning Sunday evening or before school recommences on Monday morning, providing they have no sporting or other school commitments. If a boarder is going home for an overnight visit please contact the houseparent direct. If a boarder is going to stay with another family, the houseparent will require the agreement of the boarder's parent or guardian and an assurance from the host that the boarder will be under proper adult care for the period. The arrangements must be confirmed not later than the preceding Thursday, in order that the Housemaster/mistress may be consulted if necessary.

Host families

Whilst it is a very positive feature that boarders are welcomed into day pupils' homes at the weekends, the school has a legally binding obligation to satisfy itself with regard to the welfare of boarders whilst off-site. We ask that hosts do everything reasonable to ensure adequate supervision of boarders under their care, including sensitive issues such as access to alcohol and attendance at social gatherings, parties or night-clubs. If arrangements need to change during the weekend, please contact the boarding house, so that houseparents may be consulted.

Holiday arrangements

Please ensure that the houseparent is fully informed well in advance about all the details of accommodation, travel and documentation.

Flights and other travel arrangements should be made outside the school term to avoid boarders missing crucial academic lessons. This is of even greater importance during the senior years in school because of the pattern of external examinations.

For boarders whose homes are overseas, a trunk service is provided (at additional cost). This ensures the cleaning, repair and, if necessary, the replacement of clothing each holiday.

Uniform and Laundry

Please ensure that all clothing and other items of kit are named before your child arrives at the school. There are facilities for washing and drying certain items of laundry in each boarding house and senior pupils are encouraged to learn how to use these. The cost of clothing laundered on the school site is included in the fees but there is a charge for items such as blazers which need dry cleaning.

Duties

All boarders are expected to take part in house and school duties which might include fetching food from the kitchen, cleaning up the common room facilities or supervising prep. This is an important part of contributing to the community in which the boarders live during term time.

Medical care

All boarders are registered with the school doctor on joining the boarding community. The doctor visits the school every Tuesday and the hospital at Barnstaple is used for emergency treatment. Pupils needing medical care are looked after by the school Sister in the Medical Centre, which can provide 24 hour nursing care when necessary. If a boarder is suffering from an illness and would benefit from returning home to recover from an illness, this can be easily arranged.

Dental care and optician appointments can be arranged through the school Sister but we encourage parents to arrange routine check-ups during the holidays because of the disruption to academic lessons.

All medicines and tablets should be given to Sister at the start of each term. No medication may be kept or carried by boarding pupils unless given permission by Sister.

Meals

Boarders are expected to attend all meals unless given specific permission. House staff monitor boarders' eating habits; it is helpful if parental concerns are shared with the house staff at the earliest opportunity whether it concerns eating too much tuck or involves a more serious eating disorder.

Religion

Boarders take a full part in the life of the school community. They are, therefore, expected to attend two or three special church services each term to mark important occasions in the school or church year. These services may be held in school or at a local church.

Activities

Apart from the whole school activities listed in the first part of this handbook, the boarders enjoy a range of social and sporting activities and outings during the year. Full details of activities for the forthcoming term, along with a permission form which must be signed and returned to the Head of Boarding, are sent out to parents of boarders at the end of each term.

Activities change each year but might include Hallowe'en parties, barbecues, trips to the cinema, Chinese New Year celebrations, swimming, shopping trips to Exeter or Bristol, birthday parties, Easter egg hunts. Each Saturday morning a bus gives them access to shopping in Barnstaple. As residents on the school site, the boarders enjoy easy access to a full range of sporting facilities, as well as the full programme of sport, music, drama and art which occupies some part of most weekends for pupils.

Involvement in these activities is encouraged for our younger boarders, but staff also recognise that some pupils do need to spend some of the weekend on academic work, or simply relaxing.

The School Day – An Overview

| | | |
|------------------|-----------------------------------|------------------------------|
| 0845 | Registration | |
| 0850 | Assembly or tutor session | |
| 0915 | Periods 1 and 2 | |
| 1025 | Break | |
| 1045 | Periods 3 4 and 5 | |
| 1240 | Lunch for Y7-9 | Period 6 for Y10-13 |
| 1315 | Lunch for Y10-13 | Activities for Y7-9 |
| 1350 | Period 8 for Y7-9 | Activities for Y10-13 |
| 1425 | Periods 9, 10 and 11 | |
| 1545-1700 | After-school activities | |
| 1630 | Buses leave (Friday only) | |
| 1710 | Buses leave (Mon-Thursday) | |

Please note that Music and Drama based activities take priority during the lunch break; after 1545 sport takes priority.

The School View

The following gives details of the significant events in the school year 2013-14:

| | |
|------------------|---|
| September | Speech Day and Prize giving (Saturday) |
| October | Field Day (CCF activities plus field trips) House Drama Competition Spanish Trip |
| November | A Levels and Beyond Evening |
| December | Carol Service (Evening Service at South Molton Church) |
| January | Year 9 Parents' Consultation Evening |
| February | Music Residential Climbing Trip |
| March | House Music Competition Exmoor Run School Ski Trip |
| April | Foreign Exchanges and Language Learning Visits? D of E Training Geography A-level field trip |
| May | Public examinations begin Study leave for Y11 to Y13 begins. GCSE and A-level exams |
| June | Field Day (CCF activities plus field trips) |
| July | Sports Day CCF Camp |

Policy Documents

The following are available from the Headmaster's Secretary on request:

Admissions Policy
Anti-Bullying Policy
Behaviour Policy
Curriculum Policy
Drugs Policy
Drugs Testing Policy
Equal Opportunities Policy
ESL Policy
Information Technology Policy
Learning Support Policy
Parental Complaints Procedure
Policies for Health and Safety on school visits
Safeguarding Policy
Sex Education Policy
Substance Abuse Policy
Visitors Policy

INFORMATION

PHSE Scheme
Current Staff and their Qualifications
Academic Results from previous years
Curriculum Booklets – Y7-9, GCSE, Sixth Form

Much of this information can also be found on the school's website at westbuckland.devon.sch.uk.

Contact Us

| | |
|------------------------|--------------|
| Senior School | 01598 760281 |
| Preparatory School | 01598 760629 |
| Headmaster's Secretary | 01598 760103 |
| Bursar's Secretary | 01598 760270 |
| Registration Secretary | 01598 760104 |
| Urgent message board | 01598 760121 |

Housemasters

| | |
|-------------------------|--------------|
| Brereton: Miss Sharman | 01598 760184 |
| Courtenay: Mr Allin | 01598 760161 |
| Fortescue: Mrs Pugsley | 01598 760215 |
| Grenville: Mrs Thompson | 01598 760182 |



WEST BUCKLAND
SCHOOL

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