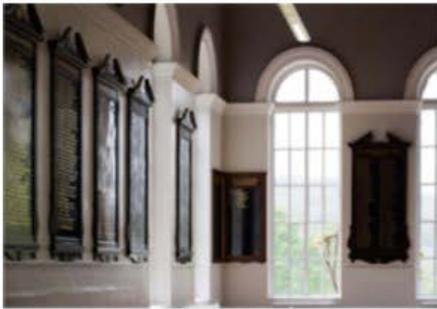


Welcome to the World of Woodhouse Grove

2018/2019



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Welcome from the Headmaster

Dear Parent/Guardian,

Welcome to Woodhouse Grove.

The move to a new school is a major event for anybody and it affects every member of a family. There are new routines to learn and new friends to make. We hope that you and your son/daughter will soon feel settled and part of the Woodhouse Grove community.

The information in this booklet should prove useful as your son/daughter prepares to join us in September. We would appreciate your co-operation and support when we request a high standard of dress, work and behaviour. We are proud of our school and expect all pupils to play their part. The pupils are, after all, our best ambassadors and we hope that they will be proud to say "I go to Woodhouse Grove".

In order to help us to provide the best start for your son/daughter we need accurate background information. Please return the Personal Information Form, Form of Acceptance and the Medical Form as soon as possible. The forms should be returned before your son/daughter enters the school.

From time to time you may need to contact the school concerning your son/daughter's welfare. Please feel free to contact their Form Tutor about everyday matters. If the matter is more serious the Form Tutor will refer it on to the appropriate Head of Year who will contact you promptly. These members of staff are responsible for the pastoral and academic overview of all pupils and are always willing to meet parents to discuss particular problems. Changes to home life, for example, can significantly affect a pupil's work and behaviour at school and we are available to discuss such matters directly with parents if the need arises.

Woodhouse Grove was originally founded as a boarding school and the boarding element continues to influence the school. New pupils soon realise that the Grove is not just a school, but a way of life. We aim to encourage all pupils to participate in a wide range of co-curricular activities. These help to develop personal, sporting, technical and social skills and are an essential part of "a complete education" and being a Grovian.

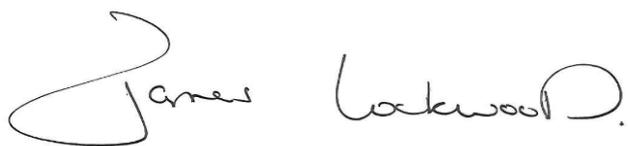
The Autumn Term will begin on Wednesday, 5 September. All new pupils should arrive by 8.30am and report to the Hastings-Long Gallery in the Sports Centre (near the main reception hall) where staff and prefects will be waiting to meet them and direct them to their form rooms. Pupils may be dropped off in the car park adjacent to the Sports Centre.

New boarders should arrive by 4.00pm on Tuesday, 4 September and assemble for tea in the Dining Hall.

I look forward to getting to know your son/daughter better and to seeing them flourish here at the Grove.

With every good wish,

Yours faithfully

A handwritten signature in black ink that reads "James Lockwood". The signature is written in a cursive style with a large initial 'J' and a distinct 'D' at the end.

**James Lockwood MA
Headmaster**

Introduction

Woodhouse Grove was originally founded in 1812 by the Methodist Conference to provide a boarding school for the sons of itinerant Methodist ministers. Re-founded in 1883, under the headship of Dr Vinter, the school expanded and admitted a larger number of laymen's sons. In the 1970's girls were admitted to the Sixth Form and in 1985 the school became fully coeducational.

To promote academic excellence and realise the full potential of every individual to be the best that he/she can be:

- to foster mature, caring behaviour and high standards of social responsibility
- to encourage leadership, adventure and self-discovery
- to endorse the values of integrity, loyalty and commitment and uphold the School's Christian heritage
- to pursue excellence in the creative arts
- to prepare our pupils for a world they will encounter when they leave school
- to promote sporting excellence and develop fitness, well-being and healthy competition across the whole school

As a Christian school, we endeavour to live up to the responsibilities that such a title confers. We encourage our pupils to respect the rights and property of others, to take personal responsibility for their actions, to tell the truth, to respect other races and religious faiths and to develop a strong sense of self discipline.

We hope that our pupils will go into a world of opportunity with the confidence born of achievement in the range of activities open to them and with the strength of character developed by their sustained exposure to challenges and experiences in a caring and secure setting.

The House System

There are two boarding houses, one for boys and one for girls. There are six Houses (mixed boy/girl and boarding/day) for inter-House sporting and cultural competition. The House provides continuity of commitment and care throughout a pupil's career at the school.

The Houses:

Atkinson
Findlay
Southern
Stephenson
Towlson
Vinter

Assistant Head (Boarding and Compliance)
Senior Day Housemaster

House Heads:

Miss L Follo
Mr A N Crawford
Mrs L A Watmough
Mr D N Barr
Mrs C Spencer
Miss L Holloway

Mr S Vernon
Mr D C Hole

The Tutorial System

At Woodhouse Grove the pastoral and academic overview of every pupil is primarily the responsibility of his or her Tutor.

The Tutor Group is part of a specific School Section and the Form Tutor a member of a School Section team. As part of this team, under the direction and with the support of Heads of Years, the Form Tutors will encourage each pupil to fulfil his/her individual academic potential and will monitor and guide their commitments to co-curricular activities.

The Form Tutors and Heads of Years provide guidance focused by the specific needs of each year group in its appropriate educational stage. Additional support for year groups is provided as below:

Year 7 & 8	Mrs F L Hughes	Assistant Head (Pupil Welfare)
Year 9	Mrs D L Shoesmith-Evans	Assistant Head (Teaching & Learning)
Year 10 & 11	Mr K D Eaglestone	Assistant Head (Organisation)
Year 12 & 13	Mrs E Ainscoe	Assistant Head (Curriculum)

FULL DETAILS OF THE CURRICULUM AT EACH STAGE OF THE SCHOOL ARE PROVIDED IN SPECIFIC COMPREHENSIVE HANDBOOKS.

The School Sections are:

Year 7	Head of Year:	Miss A J Barron
Year 8	Head of Year:	Mr P J Moffat
Year 9	Head of Year:	Mr J E Carter
Year 10	Head of Year:	Mr D G Sugden
Year 11	Head of Year:	Mrs P L Watson
Year 12	Head of Year	Mr A Jennings
Year 13	Head of Year	Mrs C L Nott

For each pupil to benefit from the whole education we are offering, effective communication between the School and parents is essential. Parents must feel free to contact the Form Tutor or the Head of Year regarding any day to day concerns, either pastoral or academic.

If you feel that your child is not being challenged enough, or is having trouble coping with the amount of work expected, please feel free to contact your child's Form Tutor or Head of Year. The relevant Assistant Head may also be contacted if you have other serious concerns and he will either deal with the matter directly or refer it to a senior colleague to be dealt with without delay.

Staff List – September 2018

Headmaster	Mr James Lockwood MA
Deputy Head	Mrs Emma Nulty BA
Deputy Head (Academic)	Mr Ed Wright BSc
Deputy Head (Pastoral)	Mr Anthony Cadman BSc
Assistant Head (Boarding & Compliance)	Mr Simon Vernon BA(Ed)
Assistant Head (Curriculum)	Mrs Elizabeth Ainscoe MA
Assistant Head (Organisation)	Mr Kevin Eaglestone BSc
Assistant Head (Pupil Welfare)	Mrs Fiona Hughes BEd
Assistant Head (Teaching & Learning)	Mrs Donna Shoesmith-Evans MA

Chaplain Rev'd Dave Bonny BEd BD

English & Media Studies

Miss Lisa Oakley BA

Mrs Katy Goodwin-Bates # MA
Miss Claire Jemmett BA
Mr Richard Johnson BA
Miss Fiona MacLean BA
Miss Beth Monk BA
Mrs Rebecca Sharpe # BA
Miss Katie Wilson BA

Modern Foreign Languages

Mrs Helen Mitchell BA

Miss Alex Barron BA
Miss Emma Corson BA
Mrs Fiona Hughes BEd
Mr Alan Jarvis # BA
Mr Peter Lambert # BA
Mrs Lauren Smith BA

Performing Arts Faculty

Mr Phillip Tedd MA

Drama and Theatre Studies

Miss Charlotte Couper BA

Mr Stephen Archdale #
Mrs Hannah Priestley BA

Music

Mr Phillip Tedd MA

Mr Andrew Crawford BA ARCO
(Plus peripatetic tutors)

PE and Sport Faculty

Mr Daniel King MA

PE and Games

Mrs Kerren Jennings BEd

Mrs Katy Curtis BSc

Mr Ian Frost BEd
Mr Nathan Barr BA
Mr Anthony Cadman BA
Mr Matthew Dobson BSc
Mr Roger Howard BA BEd
Miss Caroline Pearce BA #
Mr Tom Ryder BSc
Mr Arnie Sidebottom
Mr Chris Softley BA
Miss Georgina Thompson BA
Mrs Rebecca Vernon BSc
Mr Simon Vernon BA(Ed)

Mathematics

Mrs Claire Nott MA

Mr Nathan Barr BA
Mr Andrew Crawford BA
Mr Kevin Eaglestone BSc
Mrs Anna Kerr BSc
Miss Sarah Lomax BA
Mr Paul Oatridge BSc
Mr David Sugden BSc
Mr Ed Wright BSc

Information Technology

Miss Julie Russell BA

Dr Jonathan Allday PhD MA
Mrs Louise Watmough BA #

Science Faculty

Mr Gareth Williams BSc

Physics

Mr Edward Bean BSc

Dr Jonathan Allday MA
Mrs Samantha Harder BSc
Mrs Jane Edgar BSc
Mr Gareth Williams BSc

Chemistry

Mr Tom Davis BA

Mr David Hole BSc

Biology

Mrs Laura Richardson BSc
Mrs Elizabeth Ainscoe MA
Mr Chris Garbutt BSc
Dr Anna Ingham BSc
Miss Ellie Landy MA
Mr Tom Ryder BSc

PSHEE

Mrs Rebecca Vernon BSc

Psychology

Mrs Helen Fisher BSc

Learning Support & ESOL

Miss Beth Monk BA

Mrs Carolyn Allday #
Miss Claire Jemmett BA
Miss Chloe Gray

History & Politics

Mr Jack Carter BA

Miss Lucy Holloway BA
Mr Phillip Madden BA
Mrs Donna Shoesmith-Evans MA
Mrs Rebecca Warner BA

Geography & Geology

Mrs Ruth Wickens BA

Miss Francesca Alimundo BA
Mr Philip Moffat BA
Mr Matthew Munday BA #

Religious Education

Mr Jonathan Robb BA

Miss Lucy Holloway BA
Mr Andrew Jennings BA
Mr Phillip Madden BA

Business Studies & Economics

Mr Oliver Mantle BA

Mrs Claire Gibson BA
Mrs Emma Nulty BA
Mrs Louise Watmough BA
Mrs Louise Watson MA

Art & Design Technology Faculty

Mr Andrew Pickles BA

Art and Design

Mrs Patsy Charlton MA #
Mr Andrew Pickles BA
Miss Harriet Spiller BA

Design Technology

Mr James Allison BA

Miss Lucy Follos BA
Mrs Dawn Smith BA

Library

Mrs Amanda Pinkney

Mrs Sally Birkbeck #
Mrs Sarah Lockwood #
Mrs Jo Stephens #

Denotes part-time

Form Tutors 2018/19

HOY	Miss A Barron
7W	Mrs S Harder
7H	Mr C L Softley
7G	Miss E Corson
7S	Miss C Jemmett
7V	Miss G Thompson
7E	Mrs R Warner
HOY	Mr P Moffatt
8W	Mrs L Watmough
8H	Mr D N Barr
8G	Miss L Follos
8S	Mrs C Spencer
8V	Miss L Smith
8E	Miss L Holloway
HOY	Mr J Carter
9W	Mr R J Johnson
9H	Miss H Spiller
9G	Mrs D Smith
9S	Mr J Allison
9V	Mr M Dobson
9E	Miss S Lomax
HOY	Mr D Sugden
10W	Mrs A M Kerr
10H	Mr P Oatridge
10G	Miss F Alimundo
10S	Mrs K Jennings
10V	Mrs H E Mitchell
10E	Mr C Garbutt
HOY	Mrs P L Watson
11W	Mr T Ryder
11H	Mr J B Robb
11G	Mrs R V Wickens
11S	Miss J Russell
11V	Mr O J Mantle
HOY	Mr A Jennings
6LA	Mrs H Fisher
6LB	Miss F McLean
6LC	Mr A J Pickles
6LD	Mrs A Ingham
6LE	Mrs J L Edgar
HOY	Mrs C L Nott
6UA	Mr E J Bean
6UB	Miss L Oakley
6UC	Mr P Madden
6UD	Mrs K C Curtis
6UE	Mr G Williams

Daily and Weekly routine

Time	
8.35 – 8.40	Morning Registration
8.40 – 9.35	Period 1
9.35 – 10.30	Period 2
10.30 – 10.55	Assembly
10.55 – 11.15	Break
11.15 – 12.10	Period 3
12.10 – 13.05	Period 4 (Years 7 & 8 Lunch)
13.05 – 14.00	Period 4 (7 & 8) followed by break to 14.10
13.05 – 14.10	Lunch (Years 9-13)
14.10 – 15.05	Period 5
15.05 – 16.00	Period 6
16.00	Teaching Ends
17.45	Boarders' Tea
18.45	Boarders' Prep

Assembly Routines

Year 8 – 13

	Monday	Tuesday	Wednesday	Thursday	Friday
Y8-9	Full School Assembly	Form Period	Year Assembly	Chapel	Week A House Week B Form
Y10-11	Full School Assembly	Year Assembly	Form Period	Form Period	Week A House Week B Form
Y12-13	Full School Assembly	Chapel	Chapel	Year Assembly	Week A House Week B Form

Year 7 (Sept – Dec)

	Week A	Week B
Monday	Full School Assembly	Full School Assembly
Tuesday	Form Period	Form Period
Wednesday	Form Period	Year assembly
Thursday	Chapel	Form Period
Friday	House	Form Period

Year 7 (Jan – July)

	Week A	Week B
Monday	Full School Assembly	Full School Assembly
Tuesday	Form Period	Form Period
Wednesday	Form Period	Year assembly
Thursday	Chapel	Chapel
Friday	House	Form Period

Arrival

Pupils may be dropped off at school from 7:45am from which time there will be a member of staff on duty in the Dining Hall. Day pupils requiring breakfast should be punctual in attendance in the Dining Hall at 7.45 am.

DEPARTURE

School buses depart at 5.20pm to allow for pupils to attend after school activities and clubs. A supervised prep session is provided and pupils are encouraged to make use of it for private study or prep if they are not involved in activities or cannot be collected until later. Year 7 and 8 pupils will be supervised in the IT suite until the buses leave and thereafter in the library until 6pm.

Day pupils may sign in for an evening meal on any day. Should parents of day pupils not be able to collect their children by 6.30pm they are asked to contact the school before 6.00pm on 0113 250 2477. In the event of an emergency after this time, boarding staff can be contacted on:

Girls Boarding: 07809 603647

Boys Boarding: 07809 603644

AFTER HOURS POLICY

Pupils staying on at school after the normal school day have the following alternatives:

1. Years 7 & 8 have a supervised prep session in school between 4.30pm and 5.20pm (Oct-May)
2. To work or read quietly in the Library
3. To go to the IT Rooms
4. To involve themselves in a prearranged school activity or practice
5. To relax in their locker room areas

No student is expected to leave the school site without parental knowledge or permission to do so. The school cannot take responsibility for any student who leaves the school site of their own volition. Any pupil awaiting collection from school after 6:30pm should report to the appropriate boarding house where homework can be completed in a secure environment.

General Information

Absence

Advance permission for absence from School at any time will be given only for exceptional reasons. If absence is necessary, a letter of request should be addressed to the Headmaster. **Please note term dates to avoid booking annual holidays during term time.** If a pupil is absent due to illness, it is helpful if the School Office is telephoned after 8.30am and before 9am on the morning a child is away. A note should be brought in and given to the Form Tutor (or e-mail) when your child returns giving details of the cause of absence, and confirming the dates of absence. In the case of a prolonged absence the Form Tutor will arrange for work to be set, if appropriate. If a pupil is absent as a result of an infectious disease, the School should be notified as soon as this has been diagnosed.

Accounts

Accounts for new pupils are sent out in July, except for late entrants which are sent after the start of term, the first invoice is due for payment on 1st August that particular year. Thereafter, accounts are issued at the end of each term and are due and payable on or before the first day of the following term. Apart from fees, accounts include any extra charges to cover incidental expenses incurred during the term. Extra charges will be made for materials used in Art and DT when pupils make something which becomes their property.

It is very important that school fees are settled promptly. The school operates a strict Credit Control Procedure which requires payment of fee bills by no later than the first day of term. This is necessary in order for the school to pay for the many advanced charges such as teachers' salaries and the supply of goods and services associated with a term of education. Any delay in payment will consequently incur an administration charge, currently 1½ % per calendar month, or part thereof, and, in extreme cases, could lead to a pupil being suspended from lessons. However, in cases of financial hardship or unforeseen financial problems, it is important that the school is advised as soon as possible so that appropriate arrangements can be made. Fee payments may be made by Visa or MasterCard but not American Express, so long as payment is made no later than the first day of term. In all credit card payments, the card number, name and address of cardholder and card expiry date must be provided. There is also a scheme for paying by monthly instalments through School Fee Plan (details of which can be found on the website).

Fees for extra lessons, eg music, speech and drama, are paid directly to the teacher concerned on receipt of an invoice.

Agreement

In order for the school to accept the legal responsibility of educating you son/daughter, you must sign and return the Form of Acceptance to the Headmaster before the first day of your son/daughter's first term. Without this agreement, there will be no 'agreement to educate'.

Books and Bibles

All books are provided by the school free of charge, except for literature texts for GCSE and A level English and certain vocabulary texts in Modern Languages and revision guides.

Careers

The Careers Department is led by Mrs P L Watson. Careers education and personal development lessons take place in every year group as part of the PSHE programme. These include using life and careers programmes such as the Real Game and Kudos. Pupils in every year group can make appointments to speak to one of the careers staff for careers guidance and advice when appropriate. All pupils in year 8, 9 and 11 are given talks regarding options choices. Staff are also available at parents' evenings.

Year 11 pupils are given lessons on preparing CVs, application letters and interview skills.

Work Experience takes place for Year 11 at the end of the summer term. Help and advice is given regarding the arrangement of this. All placements are health and safety checked and pupils are prepared appropriately for their placement.

The school works with Thomas Education who use a psychological profiling tool that helps pupils look at options after leaving school or university. Each pupil has a one to one-hour long session with a member of their team plus a follow up 3 months later. This takes place at the end of year 10. L6 pupils have the opportunity to take the COA Centigrade test which helps with university course choices.

In the 6th form, pupils are appropriately prepared for university and/or job entry. See 6th form handbook for details.

The Library houses careers information and pupils also have access to careers and course data-bases via the Internet.

Cars

Sixth Formers who have passed their driving test may drive to school. They should park in the Sports Centre car park and may not drive into the playground or to the Sixth Form Centre except with the express permission of the Assistant Head (Curriculum). Permission to drive to school may be given by the Assistant Head (Organisation). Cars should not be used except to drive to and from home and school at the start and end of each school day. Passengers may not be carried except with the express written permission of the parents of the driver and passengers.

Pupils should be dropped off in the main car park or drop-off zones near the Sports Centre in the morning and collected from there in the afternoon. Please observe the speed limits which are marked on the entrance routes and indicated by road signs. The speed limits are 5 or 15 miles per hour depending on location in school.

Chapel

The school seeks to remain true to its Christian and Methodist foundation, but welcomes pupils from all denominational and religious backgrounds. A Christian assembly is held 4 days per week and pupils attend regular Chapel Services. All pupils are expected to attend assemblies and services.

Clothing

Details of school uniform are printed on pages 17- 19. Uniform is available from our School Shop. Uniform can also be purchased online at www.monkhouse.com. Studded boots and muddy trainers should be worn outdoors only.

Colours

Colours are awarded (usually only in the Sixth Form) for outstanding performance or commitment in sport or music or drama. The award of Full Colours entitles a pupil to wear a Colours blazer and tie. Academic colours are awarded to pupils in Year 11 and Sixth Form for outstanding academic progress and commitment. Colours blazers may only be worn in the Sixth Form.

Cycling

Pupils may come to School by bicycle provided permission has been sought from the relevant Head of Year. The School will also require written permission from a parent or guardian. All pupils are advised to wear protective head-gear and are expected to comply with the Highway Code.

Dental and Medical Appointments

Routine dental, orthodontic, medical and optician's appointments should be made during the School holidays or after School whenever possible, to avoid missing classes and activities to which pupils are committed.

Detention

Detentions are held on Friday evenings. These detentions are for pupils whose work in class, or in prep, has been unsatisfactory or incomplete, or whose conduct is of concern. Pupils who on several occasions are reported to have handed in late prep (or in fact, NO prep), or arrive to classes unprepared, will be expected to spend up to 1 hour after school completing extra work. A Saturday Detention from 9.30am to 11.30am is held for pupils who seriously transgress the School's accepted standards of behaviour. In both cases pupils concerned will be given at least 24 hours' notice. In more serious cases a Headmaster's Detention on Saturday from 9.30am to 3.30pm may be applied. For any detention pupils must wear school uniform. School detentions take precedence over all other school activities.

Electrical Equipment

To ensure that the School complies with the "Electricity at Work Regulations 1989" it is necessary for all pupils' personal electrical equipment to be checked and recorded at the beginning of each school year. However, any new equipment brought into School during the year must be submitted for testing. The equipment will be tagged in such a way to ensure that it can be readily seen that the equipment has been checked and is suitable for use on School premises.

Equipment and Lockers

On page 18 of this booklet you will find a list of the equipment necessary for Games and PE lessons. There will also be requests from various departments for specific equipment, e.g. calculators. Please provide your child with a briefcase or hard-sided black bag; this is to protect the textbooks, since most of these will be paperbacks and will need the protection of a hard-sided case.

Parents are advised that, although pupils will be provided with lockers where belongings can be kept, we cannot guarantee security and pupils should not bring valuable possessions to school. Pupils are strongly advised to purchase a key padlock, use one key themselves and hand in the spare key to the Head of Year in case of an emergency.

Please be sure that your son's/daughter's possessions are all named clearly. It is very difficult to locate lost property and return it to its rightful owner if it is unnamed.

Flexible Boarding

Day pupils who wish to experience boarding life are invited to do so on a temporary basis for either a long weekend or a week or even on a 'try it and see' basis. This may be at a time when a parent has to be away from home, perhaps on business, or for family reasons such as illness. Pupils often board at other times, for example, during periods of bad weather, while rehearsing for a school play or while revising for examinations. For Sixth Form students, boarding provides a useful stepping stone between home and university. For the academic year 2018/19 the school is running a discounted conversion boarding fee for current pupils moving from a day place to a weekly boarding place. Full details of this can be obtained by contacting Mr S P Vernon, Assistant Head (Boarding & Compliance) at vernon.sp@woodhousegrove.co.uk

Friends of Woodhouse Grove (FOWG)

FOWG is the School's Parents' Association, established to develop friendships among parents and to raise funds for additional facilities and activities. There is an AGM and many activities during the year which are published via the school. The support of all parents for the activities of FOWG is encouraged and welcomed.

Games and PE

At Woodhouse Grove we believe that participation in Games and PE contributes to the School's overall aims, assisting with self expression, confidence, teamwork and physical fitness and skills. A wide range of sports can be played at the Grove with expert coaching provided by our own staff and by other professional coaches. The School's facilities for sport are good and their further expansion is an important element of the School's development plan.

If a pupil is to be excused from any Games or PE lesson, a note should be shown to the PE Teacher taking the Games or PE lesson.

There will be fixtures for both boys' and girls' sports on Saturdays and at other times. Fixtures are usually published in advance in the school calendar on the school website. Any pupil chosen to represent the team is expected to make the fixture their first priority. Representing the school is to be honoured and good preparation through attendance at all practices is expected, as is a high standard of conduct on and off the field.

Games Kit

The correct kit is to be worn for each sporting activity.

Games clothing and PE kit should be kept at home and only brought on the days required. All kit (including bags, bats, etc) must be clearly named. The bags must be of an appropriate size to fit the lockers provided.

Gating (Boarders only)

Gating is a sanction for misdemeanours such as breaking bounds and for issues of a more serious nature than those leading to detention. It may be given only by Boarding House Heads or senior staff. It is served on Saturdays and Sundays and involves staying in uniform on the School site throughout the weekend and reporting to the staff on duty at specific times of each day.

Homework - Prep

Every pupil is offered a school homework diary or planner at the beginning of each academic year, many students prefer to record prep on their phones. Pupils are all issued with a prep timetable and are responsible for noting down and completing, on time, all work set.

Parents are encouraged to familiarise themselves with the number of preps their son/daughter is meant to be completing.

If your child regularly appears to have too much or too little homework, please inform the Form Tutor. Pupils are expected to complete approximately 1 hour of prep per night in Year 7 increasing through to Year 11, including the weekend.

Illness or Injury

A pupil who becomes ill or injured during the School day will be sent to the Medical Centre where there is a qualified Nursing Sister on duty. She will assess the seriousness of the incident and either send the pupil back to class or ring parents to have the child collected. Please do not send your child to school if he/she is ill.

Insurance

Every pupil is covered for personal accident insurance, details of which can be obtained from the Finance Director. However, parents are advised that the school does not accept liability for loss or damage to the property of pupils while at the school. If pupils come to school with expensive personal equipment eg bicycles, electrical equipment, musical instruments, sporting equipment as well as personal clothing, parents should ensure that appropriate All Risks cover be extended to Household Insurance policies to cover such property. Similarly, the School does not accept any liability arising from the theft of, or damage to, motor vehicles or the contents thereof whilst parked on the school grounds. However, if your child is a boarder, his or her personal property is covered by insurance at a current cost of £15.75 per term (sum insurance £3,000) which will be added to Fee Bills on a termly basis. If you do not wish your child to be covered by this insurance, please contact the Finance Department and request that their details are removed from the Personal Property Insurance Database. If your child is absent from school due to illness or accident for a period of five days or more, Fees Refund Insurance is available at a cost of 1% of your child's termly fee. Details of all school insurances are available from the Finance department.

Late

If pupils arrive after registration they should they should register at the Sports Hall Reception area. They should then go directly to their first lesson.

No pupil below the Sixth Form may leave the school site during the day without permission and even then must first report to Sports Hall Reception to sign out.

Learning and Support Unit

There is a small Learning Support Unit in the school, staffed by qualified, specialist teachers. The unit operates a withdrawal system: pupils who need help are withdrawn either from a modern language or an 'option' class and attend the Unit for between four and seven periods each week.

Matches

If your child is included in a team list for a School fixture, he/she is expected to participate. If, due to a family commitment, he/she is going to be unable to attend, a note should be sent directly to the Head of the Games Department, as soon as possible so that alternative arrangements can be made. In the event of an unexpected problem, such as illness on the day of the match, the member of the Games staff concerned should be contacted directly, as soon as possible. The School Office is open for telephone calls on Saturday mornings.

Meals and Special Diets

All pupils (except Sixth Form students who have signed out) must stay on School premises during the lunch period and take the lunch provided by the School. A wide range of menu options is available, including a full salad bar. The catering team will endeavour to meet your child's dietary requirements; on the medical information form please indicate their needs in the appropriate place. Daily menus indicate when certain ingredients are used; students should ask members of the catering team if unsure. For those seeking Halal diets, much of our chicken comes with a Halal certificate – again students can ask if unsure.

Day pupils may stay in school for an evening meal. This can be reserved by students who should put their name on the list in the dining room by the end of morning break. Day pupils may also come in for a continental breakfast.

Medical

Please be sure that you complete and return the medical form as soon as possible. Boarders must register with the school doctor. Parents of new boarding pupils are requested by the School Doctor to ensure their child has up-to-date anti-tetanus injections before joining the School in September. It is essential that the medical form is returned before admission to the School. The School's medical support is provided by the Yeadon Medical Centre.

Merit Certificates and Awards

Merit Certificates are awarded every half term in Years 7, 8 and 9 following internal assessments of progress. Merit system awards are Gold, Silver and Bronze. A Platinum badge is awarded in the Summer Term to pupils who have achieved four Gold certificates for progress in the academic year.

A full progress report is completed and sent home two or three times per year. Assessment sheets are sent home at half terms.

Parents' Evenings

Parents' Evenings are usually held in the Sports Hall. Dates are published at least a term in advance. The meetings start at 6.00pm and there is time for approximately 5 minute appointments with each subject teacher. In the Lower School, where a few members of staff teach many pupils, it may not be possible to see everyone who teaches your son or daughter; please do not feel the need to do so.

Parents of boarders who live a long way away and who may not be able to attend Parents' Evenings may make an appointment to see staff at any mutually convenient time.

Report Cards

A report card is given to a pupil who is causing concern regarding his/her academic standards, appearance or organisation. There are several levels of "reporting". Should your son/daughter bring a report card home to be signed, please take the time to sit down and discuss the card and all its implications with him/her.

Telephones

During the day all telephone calls come to the School Office but parents are particularly asked not to telephone the School unless the matter is urgent. If you wish to speak to your child's Form Tutor, please ring and leave your name and the nature of the call with the secretary and she will arrange to have the staff member ring you back as soon as possible.

Each boarding house has a pay phone so that parents and pupils can keep in touch. Parents with Internet access may also send and receive messages via email. The school's email address is enquiries@woodhousegrove.co.uk. The Headmaster can be contacted directly at headmaster@woodhousegrove.co.uk.

If a day pupil needs to contact parents urgently, they should go to Reception to make the call. Pupils are only advised to bring mobile phones if absolutely essential as these items are easily lost or damaged. If a mobile phone is brought to school it must be turned off during assembly, all lessons and when in the dining hall.

Parent Portal

Parent Portal enables parents to login to the school system and make use of a host of available features. This will enable you to view the details we hold on your child(ren) and also allow you to see a variety of different types of information. It will also help to improve contact between you and the school. The **Parent Portal** has a number of features which are outlined below:

School Life – access to the school calendar to find out event information for the coming term and beyond.

School Profile – access to school reports and external exam information so that you can track your child(ren)'s progress throughout their time at School. You will also be able to view their timetable if they are in years 7 - 13 .

School Information – access to school documentation so that you can review school policy and important information.

Details on how to access parent portal, together with password information, will be sent to parents under separate cover.

Term Dates

Academic Year 2018/2019

Autumn Term 2018

Boarders Return	Tuesday 4 th September – from 4.00pm
Term Begins	8.30am Wednesday 5 th September
Half Term	4.00pm Friday 19 th October 4.00pm to 8.30am Monday 5 th November
Term Ends	4.00pm Friday 14 th December

Spring Term 2019

Boarders Return	Sunday 6 th January from 6.00pm
Term Begins	8.30am Monday 7 th January
Half Term	4.00pm Friday 15 th February to 8.30am Monday 25 th February
Term Ends	4.00pm Friday 5 th April

Summer Term 2019

Boarders Return	Tuesday 23 rd April from 6.00pm
Term Begins	8.30am Wednesday 24 th April
Half Term	4.00pm Friday 24 th May until 8.30am Monday 3 rd June
Term Ends	Midday Friday 5 th July
Exeat Weekend	3 rd May to 6 th May (includes Bank Holiday Monday)

Autumn Term 2019 (TBC)

Boarders return	Tuesday 3 rd September
Term Begins	Wednesday 4 th September
Half Term	Friday 18 th October – Monday 4 th November
Term Ends	Wednesday 18 th December

Uniform Lists (Years 7 to 11)

Pupils will wear school uniform to and from school and on all formal school occasions.

A high standard of personal presentation and neatness is expected. A detailed Appearance Code for pupils is available on request.

Daily wear

All clothes brought to school must be named. Sew-in labels are recommended. Marker pens are better for games kit.

Boys	Girls
School blazer (green with school badge)	School blazer (green with school badge)
Black trousers	Checked skirt in school colours
White school shirt	White school shirt
Black school v-neck pullover (with school crest) (Optional)	Black school v-neck pullover (with school crest) (Optional)
School tie denoting house	School tie denoting house
Black/dark grey socks	Black plain opaque tights
Black polished leather shoes – ordinary style	Black polished leather shoes – low heel or flat
Boots may not be worn	Boots may not be worn.
Outdoor coat (optional) – plain colour, long enough to go over the blazer.	Outdoor coat (optional) – plain colour, long enough to go over the blazer.
Hoodies are not permitted	Hoodies are not permitted

SPORTSWEAR

Colours, crests and monograms supplied by F R Monkhouse. Compulsory unless stated.

All Kit is available from the School Shop

Boys PE	Girls PE & Games
Boys White PE polo shirt (Gilbert with crest)	Girls White PE polo shirt (Gilbert with crest)
Boys Navy PE short (Gilbert with crest)	Navy Skort (Gilbert with crest)
White Socks	White Socks
Navy Swimming trunks/jammers	Long Green Hockey Socks
Navy School swimming cap (with monogram)	Navy Swimming costume
Navy Rain jacket (Gilbert with crest)	Navy School swimming cap (with monogram)
Navy ¼ zip fleece (Gilbert with crest)	Navy Rain jacket (Gilbert with crest)
Navy tracksuit bottoms (Gilbert with crest)	Navy ¼ zip fleece (Gilbert with crest)
PE/training shoes (indoor – non-marking sole)	Navy tracksuit bottoms (Gilbert with crest)
PE/training shoes (outdoor)	PE/training shoes (indoor – non-marking sole)
Mouthguard	PE/training shoes (outdoor)
Shinpads	Mouthguard
	Shinpads
Boys Games	
Green Rugby shirt (Gilbert with crest)	
Green Rugby shorts (Gilbert with crest)	
Rugby socks (school colours)	Optional items
Studded Rugby/Football boots	Navy Baselayer upper/lower body undergarment (Gilbert from school shop)
Cricket (optional except for team players)	Navy Lycra PE short (Gilbert with crest) - athletics and gymnastics
White cricket trousers	
White Cricket Shirt	
White Cricket sweater	
Optional items	
Navy Splash top (Gilbert with crest)	
Navy Baselayer upper/lower body undergarment (Gilbert from school shop)	

All clothes brought to school must be named. Sew-in labels are recommended. Marker pens are better for games kit. Please also notes that some items of sportswear e.g. Cricket Kit need not be purchased for the start of the academic year. These can be obtained nearer the summer term.

School Uniform Supplier

School uniform can be purchased from our appointed provider FR Monkhouse, who operate a shop on the grounds of the Woodhouse Grove School. Uniform can also be purchased online at www.monkhouse.com. The telephone number for the shop is 01274 214379 and their contact email address is: woodhousegrove@monkhouse.com

School shop opening hours are on the school website.

The school shop is located in Grove Cottage which is visible from the A658 (just after the school Chapel on your left coming from Rawdon).

Directions:

- Turn in to Woodhouse Grove School's Main Entrance
- Immediately turn left (go through the car park and up the hill)
- At the top of the hill turn left and follow directional signage to parking

Guidance for Useful or Essential Classroom Equipment

The following list provides useful information as to the equipment which pupils are recommended or required to have for various subjects when joining the school.

SUBJECT	EQUIPMENT
All Subjects	Wallet style file (recommended) Black pen/biro, pencil, 30 cm ruler, eraser, red pen/biro, highlighters, glue, scissors.
Maths and Science lessons	Scientific Calculator (we recommend the Casio fx-83GT PLUS model - you may buy this from the Maths office for £8 (RRP £11.99). Pair of Compasses and Protractor
ESOL	Relevant bilingual dictionary
Geography and History	Coloured pencils (recommended)
Languages (French, German, Spanish)	Collins easy learning dictionary (recommended)
Religious Studies	Good News Bible (recommended)
Rugby	Rugby players are expected to use gum shields.
Football	Shin-pads for anyone wishing to take part in co-curricular football.
Squash	Non-marking trainers for anyone wishing to take part in this co-curricular sport.

Pupils should purchase 2 padlocks for their lockers, with spare keys. Spare keys are kept in school by the Head of Year. It is also advisable to have a named key ring for each key.

Co-Curricular Activities

There is a wide range of co-curricular activities at Woodhouse Grove. We hope that all pupils will take advantage of as many activities as possible. We expect all pupils to involve themselves in at least one co-curricular activity each term. Activities take place before school, during the school day (break times and lunchtimes), after school and on Saturdays. Due to the weather and shorter daylight hours some activities are only offered during one term.

The following are **SOME** of the activities normally on offer, subject to staff availability and the timetable, and will be confirmed in September.

	Open to Years						
	7	8	9	10	11	12	13
<u>During the School Day</u>							
Brass Ensemble			☺	☺	☺	☺	☺
Junior Brass Ensemble	☺	☺	☺				
Concert Band				☺	☺	☺	☺
Chamber Orchestra		☺	☺	☺	☺	☺	☺
ESOL	☺	☺	☺	☺	☺	☺	☺
Grove Singers			☺	☺	☺	☺	☺
Guitar Group	☺	☺	☺	☺	☺	☺	☺
Table Tennis	☺	☺	☺	☺	☺	☺	☺
Senior Saxophone Group				☺	☺	☺	☺
Maths Challenge Club	☺	☺					
Music Aural Club	☺	☺	☺	☺	☺	☺	☺
Netball Shooting Practice	☺	☺	☺	☺	☺	☺	☺
Philosophy Club	☺	☺	☺				
Flute Ensemble		☺	☺	☺	☺	☺	☺
Boys Barbershop				☺	☺	☺	☺
Clarinet Ensemble			☺	☺	☺	☺	☺
Intermediate Flutes			☺	☺	☺	☺	☺
String Group	☺	☺	☺	☺	☺	☺	☺
7s - 9s Choir	☺	☺	☺				
7s - 9s Orchestra	☺	☺	☺				
Junior Art Club	☺	☺	☺				
Maths Support	☺	☺	☺	☺	☺	☺	☺
Music Technology Club (Wired)	☺	☺	☺	☺	☺		
Beginners Flutes	☺	☺					
Theatre Technology Club	☺	☺	☺	☺	☺	☺	☺
Rock Band	☺	☺	☺				

	Open to Years						
	7	8	9	10	11	12	13
<u>After School</u>							
Art Workshops (GCSE & 6th Form)				☺	☺	☺	☺
Athletics Club (Summer Term)	☺	☺	☺	☺	☺	☺	☺
Badminton (Autumn & Spring Terms)	☺	☺	☺	☺	☺	☺	☺
Basketball Club			☺	☺	☺	☺	☺
Climbing Club	☺	☺	☺	☺	☺	☺	☺
Cricket	☺	☺	☺	☺	☺	☺	☺
Dance Club	☺	☺	☺	☺	☺	☺	☺
Design & Technology	☺	☺	☺	☺	☺	☺	☺
ESOL	☺	☺	☺	☺	☺	☺	☺
Fencing Club	☺	☺	☺	☺	☺	☺	☺
Football	☺	☺	☺	☺	☺	☺	☺
History Club	☺	☺	☺	☺	☺	☺	☺
Grove Singers			☺	☺	☺	☺	☺
Maths Support	☺	☺	☺	☺	☺	☺	☺
Netball	☺	☺	☺	☺	☺	☺	☺
Photography			☺	☺			
Senior Rock Band				☺	☺	☺	☺
Rounders (Summer Term)	☺	☺	☺	☺			
Rugby (boys)	☺	☺	☺	☺	☺	☺	☺
Rugby (girls)	☺	☺	☺				
Running Club	☺	☺	☺	☺	☺	☺	☺
Soul Band				☺	☺	☺	☺
Play & Musical Rehearsals	☺	☺	☺	☺	☺	☺	☺
Squash	☺	☺	☺	☺	☺	☺	☺
Swimming Club	☺	☺	☺	☺	☺	☺	☺
Swing Band			☺	☺	☺	☺	☺
Tennis	☺	☺	☺	☺	☺	☺	☺
Triathlon	☺	☺	☺	☺	☺	☺	☺
<u>Saturdays</u>							
Duke of Edinburgh's Award Scheme				☺	☺	☺	☺
Team Sports & Interschool Fixtures	☺	☺	☺	☺	☺	☺	☺

A termly diary of co-curricular activities can be found on the website.

Duke of Edinburgh Award

The Duke of Edinburgh's Award is an internationally recognised Award that has been going for generations. It is a constant amongst the shifting sands of changing examination bodies, grading systems and standards. The values of teamwork, self-discipline and determination are as strong now as they were when it started in 1956. At Woodhouse Grove we do the Bronze and Gold awards.

Bronze is completed throughout Year 10 with two expeditions in the summer term.

Gold is completed throughout the Lower and Upper Sixth. With some sections taking up to 18 months and undertaking two 4 day expeditions, it is a considerable commitment, but also holds considerable value.

*"A fistful of A*s may not be enough to impress a university: sixth-formers must look beyond the classroom. Admissions tutors and employers will impute energy, self-discipline, commitment and a capacity for teamwork to any candidate who has been involved in this scheme."*

The Daily Telegraph

For both awards students need to complete the following sections:

- **Volunteering:** undertaking service to individuals or the community.
- **Physical:** improving in an area of sport, dance or fitness activities.
- **Skills:** developing practical skills and personal interests.
- **Expedition:** planning, training for and completion of an adventurous journey in the UK or abroad.
- At Gold level, participants must do an additional fifth **Residential** section, which involves staying and working away from home for five days, doing a shared activity.

The Award demands initiative and commitment; it develops character and self-belief.

"The Award gives young people the opportunity to be the very best they can be."

www.dofe.org

Music

Music at Woodhouse Grove is an important part of school life and music of all types from Renaissance to Rock is enjoyed within the school. Full details of tuition will be published separately by the Music Department and will include:

Flute	French Horn	Violin	Singing
Oboe	Trumpet	Viola	Percussion
Clarinet	Trombone	Cello	Drum Kit
Bassoon	Euphonium	Double Bass	Organ
Saxophone	Tuba	Classical Guitar	Piano
		Electric Guitar	Jazz & Blues Piano

Pupils can also sign up for extra tuition in theory and composition

Orchestras, Bands, Choirs & Chamber Groups:

Those who play an orchestral instrument or sing and reach a reasonable standard are **expected to perform in at least one group as part of their tuition** and a **high degree of commitment** is required from both boarding and day pupils. Membership of such groups brings great rewards and benefits in terms of ensemble musicality, technique, enjoyment and social music making. Occasional external events, concert, workshops and master classes are held and attendance by those selected for them is expected as part of their musical education.

The current list of music groups includes:

Instrumental

Brass Group
Chamber Orchestra
Clarinet Groups
Concert Band
Flute Choirs
Saxophone Ensembles
String Group
String Quartet
Year 7-9 Orchestra

Choral

Barbershop Group
Grove Singers
Junior Choir
Girls' Choir

Pop, Rock and Jazz

Jazz 'Fake' Band
Junior Rock Band
Rock Band
Soul Band
Swing Band

There are many opportunities for performance throughout the year and **all** musicians are expected to take part in a selection of the following:

- Biennial Music Tour
- Break-time coffee concerts
- 'Full' Concerts
- Night of Rock
- Off-site performances
- Recital & Chamber Concerts
- Special Chapel Services
- Year Seven Show

Instrumental Lessons: Pupils are usually taught for 30 lessons of 30 minutes each school year, for an average of 10 lessons per term (see fees sheet for charges). At parental request, all music, replacement strings, resin and reeds are charged to pupils' termly accounts. School orchestral instruments can be loaned to pupils having tuition. It is hoped that at a later stage pupils will acquire their own instruments, thus releasing school instruments for others. More lessons can be arranged directly with the instrumental teacher concerned.

Music lessons take place during school hours on a rota system and necessitate pupils being out of school lessons for the duration of their music lesson, except for Years 11, 12 and 13 who are taught out of school or in private study periods.

A term's fees are payable in lieu of a whole term's notice. Fees are billed directly by the instrumental teacher. All such lessons, fees and other details are the responsibility of the instrumental teacher direct to parents.

Boarding at Woodhouse Grove School

Boarders at the Grove are constantly provided with stimulating and challenging experiences. They may choose to play and practise music, research in the library, use the latest multi-media facilities, rehearse a play for public performance, play sport for the School or local teams, participate in one of our many exchange programmes, join a theatre or concert trip, work out in the recently refurbished fitness suite, swim lengths in the Jubilee pool or just relax and drink a hot drink with friends in the House kitchen. These are just a few activities that represent the diversity and richness of boarding at Woodhouse Grove School and it is this, coupled with the strong academic standards that attract people from all over the world. They join a boarding community that celebrates traditional values, while embracing a tolerance and understanding.

Young people today face increasing pressures to compete at top universities and rewarding careers. Academic qualifications alone are not sufficient to guarantee success in the wider world. Maturity, confidence, versatility, self discipline and self motivation are all qualities needed to achieve their full potential and boarding at WGS can provide a unique environment in which to develop these qualities. If you walk around the School you will meet confident, motivated boarders, studying hard, expressing their opinion and taking an active part in School life and a keen interest in the wider world.

Boarders flourish in the homely atmosphere of Miller (Girls) and Brodwell (Boys) receiving all the individual attention they need whilst being given enough space to mature rapidly, form close friendships, take on responsibilities and discover new talents.

Although each of the two Houses is unique in character, they share certain values. A caring and secure environment is maintained by resident House staff and all boarders have their own personal House Tutor to whom they are able to turn for guidance and support. Each House also offers modern amenities, kitchens for snacks and drinks, well appointed bedrooms and relaxing common rooms. All boarders have either double or single rooms, whilst some younger boarders can be happier sharing triple rooms.

A full and varied weekend boarding activities programme is organised for all pupils, whilst sixth form boarders are given greater freedom to make their own weekend plans, although these must be approved and monitored by staff. Although there is a limited number of Exeat and Leave weekends boarders can arrange leave to visit parents or friends with the Houseparent. Visitors and overseas parents are always welcome at the Grove.

All boarding Houses share a busy timetable. After a morning call all boarders meet for breakfast in the School Dining Hall between 7.30am – 8.00am. This is followed by individual House routines and then boarders join day pupils in the School for registration and lessons. After the working day, there are drinks and snacks available in Houses, followed by the option of participating in a wide range of co-curricular activities, visiting friends in the other House, booking out to Greengates, watching television or simply relaxing.

For many pupils the structure of boarding life is especially helpful for studying. After supper every evening there is a designated prep period that is supervised by members of the boarding staff. The School Library and IT facilities are available to boarders during the evening along with a small group of boarders working alongside a member of staff.

The international dimension is a central characteristic of boarding life at the School. Many of the boarders come from within the European Union but we also welcome boarders from much further afield such as China, South Africa, Fiji, Sweden and Hong Kong. Living in close proximity with different nationalities promotes a tolerance, understanding and respect for other people's views, cultures and traditions.

The spiritual side of School life plays a very important role. Woodhouse Grove welcomes all religious dominations and encourages tolerance as well as personal faith. The School has a weekly chapel service, and Boarders are free to attend any of the local churches.

Categories of Boarders

Students may be full, weekly or overnigheters and, although there are obvious differences between the categories, all boarders are given full right of access to the facilities within their boarding House.

Full Boarders

Full Boarders reside at the School for the whole term, except for designated holidays.

Weekly Boarders and Conversion Boarders

Weekly boarders reside at School during the week and have the same structure to their day as full boarders. However, they leave School to go home after lessons on Friday or sport on Saturday and return on Sunday evenings/Monday mornings. They are invited to participate in specified weekend activities and can stay for the weekend if required.

For the academic year 2018/19 the school is running a discounted conversion boarding fee for current pupils moving from a day place to a weekly boarding place. Details of this can be obtained by contacting Mr S P Vernon, Assistant Head (Boarding & Compliance) at vernon.sp@woodhousegrove.co.uk

Overnigheters

The School aims to provide day pupils with an experience of the School similar to that enjoyed by full and weekly boarders. Day pupils are warmly welcome to take the opportunity to stay overnight in the boarding house as part of our offer to parents. Long drives, late nights, extensive co-curricular commitments, parents taking a holiday, emergencies or simply because you would like to try boarding are some of the reasons why 'overnighting' is so popular. Overnigheters will be given access to all facilities within their allocated House, which include:

- Storage provision for clothes and personal possessions.
- A room with similar aged students.
- Study facilities and opportunities.
- Supervised Prep and extra support if needed.
- Facilities for washing and showering.
- Breakfast, lunch, supper and afternoon teas.
- Clubs, sports and organised social activities.
- Access to your House at lunchtimes.
- House laundry if staying for longer periods.

If interested in "Overnighting", please contact the Boarding Administrator, Mrs J Wood at wood.J@woodhousegrove.co.uk

School Policies and Standards

The School exists for the benefit of its pupils. All pupils, staff, parents and others associated with the School are required to work together in a spirit of co-operation and understanding. Pupils are actively encouraged to fulfil their potential academically, in sport, music, drama or any of the other activities of the School. Anyone who disrupts lessons and thus the education of others can expect to be dealt with firmly. Pupils and staff are expected to relate well and to behave considerately towards each other. We live in a society where social skills are vital to our well-being and learning to interact with others is, therefore, a critical part of education. Pupils are reminded of the importance of respecting others, whether inside or outside school. Selfish actions are therefore to be discouraged, whether these actions are of a minor nature (eg dropping litter or pushing in the lunch queue) or of a major nature (eg fighting, bullying, vandalism or theft). It is the duty of all associated with the School to have high expectations and to strive to uphold our reputation. It is to a great extent the measure by which we are all judged. A high standard of appearance is expected from all pupils and clothing must conform to the uniform regulations currently in force. The school expects the support of parents as it seeks to uphold these standards.

The School Code provides clear guidelines as to what is or is not acceptable but any breach of common sense or good manners, or anything which lowers the good name of the school is considered a breach of the School Code. In addition, we have well-defined policies towards particular areas of behaviour. The following guidelines are not exhaustive. Sanctions will be at a level that reflects the severity of the offence, the possible influence and effect on others and the maturity of the pupil.

Disruption: The school exists to educate pupils. Any pupil who persistently disrupts this purpose can expect to be dealt with firmly.

Relationships: Public displays of intimacy are not acceptable within the School. Pupils engaging in sexual activity on school premises can expect to be expelled.

Bullying: The Grove seeks to nurture a culture in which pupils are valued as people. When bullying is identified it is dealt with firmly and sensitively. If, once tackled, bullying problems persist, the School will reserve the right to exclude the bully from School.

Theft: Pupils should not bring valuables or significant amounts of money to school. Clothing and equipment should be clearly marked and care should be taken to lock away valuable equipment in the locker provided. If theft is detected, the sanctions may involve suspension or expulsion.

Inappropriate use of social media: All pupils should ensure that they do not refer to the school, members of staff, other pupils or parents (or former pupils and parents) in a defamatory or inflammatory way on any form of social media. Pupils should recognise that their internet footprint can prove to be damaging both to friends, family and school, and any posting (written or photographic) that brings the school's name into disrepute may lead to exclusion from the school.

Deliberate and accidental damage to property: Pupils must understand the need for keeping all items of school furniture and equipment in use as long as possible. Obviously items will wear out with time, but a pupil who damages property will be expected to replace or repair his/her misdeeds - thus making a positive, rather than a negative contribution. Any damage must be reported immediately to the Head of Year, Assistant Head or Deputy Head.

Smoking: The School disapproves of smoking. Smoking damages health, is a fire hazard and is a form of drug addiction. Sanctions for those who offend will be a Saturday Detention, in the first instance, and, for repeated offences, the School reserves the right to suspend pupils concerned. Smoking inside the School teaching block and/or the boarding houses brings with it the additional risk of fire. The School views this to be a serious breach of the School Health and Safety policy and offenders should expect at least to be externally suspended, irrespective of the other provisions of this policy.

Drinking: In inexperienced hands, alcohol is far more immediately dangerous than tobacco. Sanctions against those who have possession of, or who use, alcohol in School include suspension.

Drug abuse: Solvent abuse or the use or possession of illegal drugs will be regarded very seriously, particularly with regard to the possible influence on others. We will act strongly and expulsion will be likely for actions involving the use or possession of drugs. Any pupil who brings illegal drugs in to school with the intention of supplying others can expect to be expelled.

The Headmaster reserves the right to suspend pupils from attendance, or, in the last resort, to exclude them for persistent idleness, antagonism towards authority or any serious breach of discipline.

School Code

Woodhouse Grove School is your school: respect it and be proud of it. Do all you can to make the school one in which all are treated courteously and are happy, where hard work is respected, fair play in sport is valued and artistic endeavour promoted. Remember that if you act in ways which harm the reputation of Woodhouse Grove School you harm yourself, your friends, family and all members of the school community.

All members of the school should be familiar with the statement *School Policies and Standards* in which guidelines on Disruption, Bullying, Theft, Vandalism, Smoking, Drinking and Drug Abuse are outlined. In addition, the following are specified as a practical expression for others, and are intended to make life easier for everyone.

- Be polite and helpful to all members of the school community and to visitors to the school.
- Move about the school in a quiet and orderly manner, walk and do not run in corridors and on staircases.
- Make every effort to keep the premises and locality tidy. Litter must not be dropped in the grounds, buildings or on the way to and from school. Use the litter bins provided.
- Make yourself aware of the bounds of the school (see page 29). No pupil may go outside the boundary of the school, during the school day, without the permission of their Head of Year. They must sign out in the school office and sign in again when they return to the school.
- Sixth Formers are permitted to leave the school premises at lunch-time without specific permission but must sign in and out in the usual way.
- All clothing, sports kit and personal possessions must be clearly marked with your name.
- Use only your allocated locker and be responsible for making it secure at all times. Under no circumstances are you to use or tamper with anyone else's locker.
- Wear your school uniform (as specified in the uniform regulations) smartly each day, including on the journey to and from school and when representing the school, for example in a sports fixture. You may not go home in your sports kit. Persistently sloppy dressers will be issued with an Appearance Card.
- Remember that food provided in the Dining Hall should be eaten there and not removed elsewhere. Food and drink should not be carried around the corridors and through routes of the school, except in the Martin Hall, Quad and Covered Shed. **The chewing of gum is not permitted.**
- Do not bring electrical items such as CDs, iPods, MP3 players and hand held computer games into school. Mobile phones may only be brought into school if they need to be. Phones should only be used for making calls or text messages in an emergency and not for photography or other recording unless expressly permitted to do so for educational reasons. Mobile phones should not be used or listened to in class, the Library, Assemblies, Chapel, the Dining Room or around school during academic lessons. Phones will be confiscated if they are being used at inappropriate times or in an inappropriate manner.
- Arrive promptly in school for the start of the day at 8.30 am. If you are late, follow the prescribed procedure.
- If you have permission to drive a car to school a permit specifying the names of the driver and permitted passengers should be displayed at all times. Permission to drive a car to school may be granted to members of the Sixth Form by the Assistant Head (Organisation), upon completion, and subsequent approval, of the Car Contract in Firefly. You may not be driven by another pupil without the written consent of parents of both parties. Failure to abide by the school's rules about cars will lead to permission being rescinded.

Please remember that your behaviour out of school reflects on us all. Show courtesy to others. Avoid eating, drinking, noisiness or thoughtless behaviour in public. Wear your uniform properly.

School Bounds

Make yourself aware of the bounds of the school. No pupil may go outside the boundary of the school, during the school day without the permission of their Head of Year. They must sign out at Reception and sign in again when they return to the school.

- Pupils are encouraged to be outside during break and lunchtimes using the seating and social areas available.
- House Locker Rooms are out of bounds except for pupils in that particular house.
- Staff may permit pupils into locker areas during break and lunchtime if weather is unfavourable.
- Unless special permission has been given, pupils may not leave the school estate before the end of the school day (including lunchtime).
- The railway line and railway property are out of bounds at all times.
- All roofs and Fire Escapes are out of bounds.
- The Mound is out of bounds at all times. The Mound footpath may be used at the beginning and end of the school day to enter and exit the school.
- The boarders' accommodation is out of bounds to day pupils.
- The Estates Compound, kitchen and staff areas, including the staff car park, are out of bounds.
- Except for lessons and matches the school playing fields are out of bounds from October half-term to the end of the Spring term. During the Summer term and the beginning of the Autumn term, if the weather is favourable, pupils may use the fields. Pupils are not allowed to go under the railway bridge, or to the footpath that runs along the river, or beyond the wall leading to the pylon field.
- The Hastings-Long Gallery and Sports Centre balcony are out of bounds at all times unless supervised by a member of staff.

The facilities of the sports centre are out of bounds and may not be used without specific permission and/or staff supervision.

Site Map



Anti Bullying Policy

ANTI BULLYING POLICY

INTRODUCTION

This policy applies to all members of this community and takes account of the DfE guidance “Preventing and Tackling Bullying – Advice for Headteachers, Staff and Governing Bodies” (July 2017). This is a document of the Government’s legal obligations, the powers that schools have to tackle bullying and the principles that underpin the most effective anti-bullying strategies in schools. This Policy is also mindful on the Equality Act 2010 and the protected characteristics outlined therein, the Education Act of 2011, and of keeping Children Safe in Education (September 2017).

Everyone has the right to live their lives without feeling bullied, threatened or unsafe. Bullying, although unfortunate and wrong does happen and we, at Woodhouse Grove, are committed to minimising its occurrence and dealing with it effectively when it arises. It is important however, to distinguish between ‘What is bullying’ and ‘What is not’ and be aware that certain incidents depending on their nature will be dealt with differently.

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. (DfE 2017)

Part of our school’s ethos is to value individuals and this is a culture we seek to nurture which has been commended by a recent Inspection Report marking the school as Excellent.

ISI Educational Quality Inspection Report March 2017

- *Pupils show a high degree of empathy towards others: as peer mentors, older pupils help younger pupils.*
- *Pupils report that diversity is a positive feature of the school community. They are proud of their integrated community and feel strongly that they are encouraged to respect others. Inspectors agree; this was evident in pupil’s behaviour during the inspection.*
- *Pupils agree that the school provides them with a healthy and safe environment.*
- *Pupils work together effectively, solving problems, achieving common goals and fulfilling their responsibilities to each other and the school community*

AIMS & OBJECTIVES

The aims of this anti-bullying policy are

- to ensure that pupils live and learn in a supportive, caring and safe environment without fear of being bullied. The school acknowledges that bullying can lead to psychological damage and even suicide (*See Bereavement and Suicide Policy*).
- To develop and maintain a culture in school based upon respect and good manners.
- To maintain a culture of vigilance through regular monitoring, review and evaluation of anti-bullying measures.
- To promote that pupils should care for each other.
- To ensure that bullying is clearly defined and different kinds of bullying are recognised by the community.
- To ensure signs of bullying are understood by all members of the community and that all members of the community know how to respond to, report and record incidents of bullying.
- To ensure the school works effectively with pupils and parents whether victim or bully, to manage, support and improve behaviour.

Bullying is anti-social behaviour and affects everyone. It is unacceptable and will not be tolerated at Woodhouse Grove School. When bullying is identified the incident will be investigated sensitively and the perpetrator dealt with firmly. If bullying problems, once tackled, persist, the school reserve the right to exclude the bully from school.

WHAT IS BULLYING?

Bullying has already been defined above.

Bullying can occur through several types of anti-social behaviour:-

1. **Physical:** a child can be physically punched, kicked, hit, spat at etc.
 2. **Intimidation:** this can include gesturing, miming, signals, tone and physical proximity, aggressive or threatening looks.
 3. **Verbal:** verbal abuse can take the form of name calling. It may be directed towards gender, transgender, culture, sexuality, ethnic origin, creed, physical/social/learning disability or personality etc.
- NB Verbal abuse cannot hide behind the labelling as “banter”.**
4. **Exclusion:** a child can be bullied simply by being excluded from discussions/activities, with those they believe to be their friends.
 5. **Damage to or hiding of property or theft:** a child may have their property damaged or stolen. Physical threats may be used by the bully in order that the pupil hands over property to them.
 6. **Cyber-Bullying:** is the use of technology to harass, threaten, embarrass, or target another person.

SIGNS OF BULLYING

A pupil may display signs or changes in behaviour that they are being bullied. Members of the community should be aware of these possible signs and persistent changes in behaviour should be investigated. A pupil may display some, all or possibly none of the following signs of bullying:

- An unwillingness to come to school
- Fear of attending a specific lesson or going to a specific area of the school
- Frightened walking to or from school
- A marked change in normal routine for no apparent reason
- Displays of excessive anxiety, becoming withdrawn or unusually quiet
- Diminished self confidence
- Books, bags and other belongings suddenly go missing or are damaged
- Unusual failure to produce work or production of work that is unusually poor or appears to have been copied or interfered with by others
- Frequent visits to Medical Centre with symptoms such as stomach pains, headaches or feeling “unwell”
- Unexplained cuts and bruises (could be self-harm)
- Frequent absence, erratic attendance, late arrival to class
- Poor Mental Health
- Talking of suicide or running away
- Reluctance to mix in public places e.g. Dining Hall
- Becomes aggressive, disruptive or starts to bully others

Although there may be other causes for the above symptoms, a repetition of, or combination of these possible signs of bullying should be investigated.

Vulnerable Pupils – Staff should be aware of the vulnerability of certain individuals and groups of pupils including boarders and pupils with SEND.

PREVENTATIVE MEASURES

Woodhouse Grove School believes that the best way to tackle bullying is to try and prevent it happening in the first place. Woodhouse Grove aims to establish an ethos of mutual respect among the entire community, because it is the correct way to behave.

The School takes the following preventative measures:

- I. The school Anti-Bullying Policy is explained to pupils through the Form Period Programme, PSHEE, assemblies and the curriculum.
- II. A pupil friendly version of this policy appears on the Firefly system
<https://woodhousegrove.fireflycloud.net/community/stand-up-to-bullying>
- III. Pupil's awareness of their social and moral responsibilities are encouraged and developed as they progress through the school. The PSHEE programme in particular (See Appendix 1) enforces the message of taking care of all members of the community.
- IV. We regularly participate in "Anti-bullying Week", usually around mid November, run by the Anti-Bullying Alliance.
- V. All pupils are encouraged to tell a member of staff at once if they know that bullying is taking place.
- VI. All staff are required to read the anti-bullying policy and follow the reporting procedure within it.
- VII. All reported incidents are investigated as soon as possible. Incidents are then monitored and reviewed.
- VIII. Bullying logs are monitored, reviewed and signed by the Deputy Head (Pastoral) on a half termly basis.
- IX. Staff INSET and refreshers will, from time to time, be used to discuss and review anti-bullying measures. This links to staff refreshers in Safeguarding.
- X. Duty staff have a responsibility to patrol the school, attend meals and provide a presence. They are expected to be alert to inappropriate language or behaviour and report it accordingly.
- XI. The boarding staff are aware of potential bullying problems and work to maintain a positive, supportive house environment. This is reinforced through house meetings and informal discussions with tutors reinforcing standards and values. Contact between the Houseparents and parents/guardians is encouraged.
- XII. Our Medical Centre and Boarding Houses display advice on where pupils can seek help including details of the Independent Listener and Childline being displayed in boarding houses.
- XIII. There are sign posting notices for pupils to identify avenues for support around the school.
- XIV. Notice Board dedicated to anti-bullying
- XV. "The Hub" provides an excellent peer counselling scheme, where older trained pupils are encouraged to offer advice and support to younger pupils.
- XVI. The prefect team receive training and regular meetings are held where relevant information can be shared and pupil issues are discussed.
- XVII. Pupils attending Anti-bullying Ambassador Training through the Diana Award
- XVIII. Running co-curricular activities promoting teamwork and valuing the contributions of others.
- XIX. Pupils are invited to complete an online Questionnaire each year (Started Spring 2018) to provide feedback to Pastoral Staff on their views on Bullying within the school. This provides the School with information to enable plans to be made to tackle any particular issues that may arise from the data.
- XX. We welcome feedback from parents and guardians on the effectiveness of our preventative measures

ACTION BY THE SCHOOL WHEN BULLYING IS SUSPECTED OR REPORTED

Once a bullying incident is reported or identified by staff:

- a) The incident will be recorded on CPOMS (to enable patterns to be identified) and an appropriate staff member e.g. Head of Year, Assistant Head (Pupil Welfare), Deputy Head (Pastoral), will be alerted so the incident can be investigated further
- b) The bullying behaviour will be investigated and efforts made to stop the bullying quickly.
- c) Where appropriate, pastoral support will be offered to the victim and where helpful to the resolution of the problem an appropriate apology will be made.

- d) The bully will be told not to comment or make any remarks relating to what has happened to others. An attempt will be made to help the bully/bullies change their behaviour.
- e) Where there is a significantly serious incident or doubt that behaviours will change, a risk assessment will take place and appropriate risk reduction actions will be put in place.
- f) Should the bullying persist the bully's parents will be informed and concerns will be communicated to the victim's parents.
- g) An unsuccessful outcome of the above procedures will result in a formal meeting with parents and the bully which may result in suspension for a period of time and in certain cases the school reserves the right to permanently exclude.

MONITORING, EVALUATION AND REVIEW

This policy will be reviewed annually by the Deputy Head (Pastoral), the Assistant Head (Pupil Welfare) and the Head of PSHEE to assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school. This review will take into account the data collected from the Annual Questionnaire.

We take the following additional preventative measures:

- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies.
- The DSL and Assistant Head (Pupil Welfare) will give support and guidance to all pupils who either refer themselves or are referred by other staff whenever they need pastoral support and independent, confidential advice.
- The Chaplain will seek to encourage the development of tolerance, understanding and respect for others within a multi-faith community.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our pupils.

ADVICE FOR PUPILS

<https://woodhousegrove.fireflycloud.net/community/stand-up-to-bullying>

Who are the bullies?

Anyone can be both children and adults. These may be some of their characteristics.

- People who are trying to get attention.
- People who may be having problems at home.
- People who have themselves been bullied.
- People who think they will impress others.

Why do they bully? Possibly...

- They enjoy the power.
- They are insecure and cowardly.
- They are prejudiced.
- They are jealous.

- They are easily led and want to impress their peers.
- May have unmet mental health or emotional issues.

WHAT CAN YOU DO IF YOU ARE BEING BULLIED?

No one should feel embarrassed or shy about telling someone about being bullied. If no action is taken the bully/bullies may get away with it. The longer they have power the more difficult it is for the victim to break free from their ordeal.

REMEMBER THAT YOUR SILENCE IS THE BULLY'S GREATEST WEAPON

- Tell yourself that you do not deserve to be bullied and that it is **WRONG**.
- Be proud of who you are. It is good to be an individual.
- Try not to show that you are upset. It is hard but a bully thrives on someone's reaction.
- Where possible stay with a group of friends/people. There is safety in numbers.
- Be assertive. Walk confidently away. Go straight to a teacher or member of staff. This will show the bully/bullies you mean business.
- Generally it is best to tell an adult you trust straight away. You will get immediate support. Teachers will take you seriously and treat each case sensitively.

Read and follow the Woodhouse Grove Anti-Cyber Bullying Code.

What to do if you think someone else is being bullied:

- Encourage them to tell an adult e.g. teacher or parent.
- Support them by talking about the problem and helping them
- If you cannot persuade them to tell an adult then you should tell a teacher about the problem.

If someone is being bullied somebody ought to do something- that person could be you. Don't be a watcher – even if you don't take part in bullying but see it and walk away, you are ignoring your responsibilities. Get help, give sympathy to the person being bullied.

ADVICE FOR PARENTS/GUARDIANS

Parents should always encourage their child to speak out about bullying. Incidents of bullying are more likely to be prolonged if the bully knows that he/she can upset or intimidate the victim without being detected or punished. At Woodhouse Grove, pupils' and parents' concerns will be carefully and sensitively investigated.

What should you do if you feel that your child could be a victim of bullying?

Talk to your child about your concerns.

- Encourage your child to talk about the problem and give reassurance of your support. Try to listen calmly and do not overreact.
- Contact school (your child's form Tutor or Year Head) to discuss the problem.
- Under no circumstances should you take matters into your own hands by challenging the bully yourself and avoid contacting his/her parents. This often makes matters worse!
- Beware of labelling an incident too readily as 'bullying'

What should you expect if your child is suspected of bullying?

Parents will usually be informed of incidents involving bullying by a Year Head or senior member of staff and should be prepared to support the school when appropriate sanctions are given.

CYBERBULLYING

Digital Technology is a large part of modern life and Woodhouse Grove's view is that education is the most effective way to ensure that pupils behave in a safe and respectful way online. Whilst school networks provide systems and firewalls to block unsuitable sites, this is not the case for personal devices. The Woodhouse Grove Pupil ICT User Guide (Accessible via Firefly) outlines clear expectations of behaviour pupils should display when online.

There are lots of different types of cyber-bullying:-

- a) Text messages – unwelcome texts that are threatening or cause discomfort.
- b) picture/video clips via mobile phone cameras – images sent to others to make the victim feel threatened or embarrassed e.g. Happy Slapping.
- c) Mobile phone calls – silent calls or abusive messages; or stealing the victim's phone and using it to harass others to make them believe the victim is responsible.
- d) E-mails – threatening or bullying e-mails, often sent using a pseudonym or someone else's name.
- e) chatroom bullying – menacing or upsetting responses to children or young people when they are in a web-based chatroom e.g. MSN.
- f) instant messaging – unpleasant messages sent while children conduct real-time conversations online.
- g) bullying via websites – use of defamatory blogs (web logs), personal websites and online personal polling sites. This includes social media such as FaceBook and Twitter etc.
- h) webcams – goading/provoking, encouraging others to be involved in inappropriate behaviour.

Some Cyber bullying activities could be criminal offences under a range of different laws including: Protection from Harassment Act 1997, Malicious Communications Act 1998, and Public Order Act 1986

The age of criminal responsibility in the UK starts at 10.

What should you do to deal with cyberbullying?

Many children get caught up in cyberbullying simply by not thinking of the consequences of their actions. Parents should understand and monitor the ways in which their child is using the internet and/or their mobile phones and should discuss appropriate and inappropriate use of such technology.

Pupils should be given the advice listed in *WGS Anti-Cyberbullying Code*.

WOODHOUSE GROVE ANTI CYBER BULLYING CODE

- Respect Others – what may seem like a joke to some can be hurtful to others. Forwarding unpleasant messages or pictures assists the bully in his/her campaign and therefore is inappropriate.
- Think before messages are sent – what is sent can be made public very quickly and can stay online forever.
- Secrecy – passwords should be changed regularly and should be chosen so that they are hard to guess. Mobile numbers and personal website addresses should only be given to trusted friends. Social networking site profiles should always be set to 'private'.
- Replying to a bully's messages – don't reply to offensive messages as the bully will be hoping for a reaction.

- Save the evidence – keep records of offending messages, pictures or online conversations.
- Block the bully – most responsible websites enable this to happen.

Reporting the incident – report an incident immediately to the following:

- a) a responsible adult
- b) school (form tutor or year head) – if the incident involves a pupil at school. Mr Robb is the school's e-safety officer and may be able to offer practical advice. The Assistant Head (Pupil Welfare) and Deputy Head (Pastoral) are other members of staff who will be able to talk through any concerns you may have resulting from any unpleasantness.
- c) A mobile phone operator e.g. O2 or Vodafone, a social network provider e.g. Facebook or instant messaging like Snapchat and Whatsapp. Most responsible service providers have a 'report abuse' facility or a nuisance call bureau
- d) If cyberbullying is serious or if a potential criminal offence has been committed consider contacting the police. They will follow it up and take it seriously.

Register of Governors

WOODHOUSE GROVE SCHOOL

REGISTER OF GOVERNORS

July 2018

<p>Mr CL Mark BEST, ACA</p> <p>Finance & General Purposes Committee Budget Committee Trustee of the Woodhouse Grove School Foundation</p> <p>Methodist Former parent</p>	<p>Mark Best Aims Accountants, Leeds Former Managing Director, Yorkshire Envelopes Former Financial Director, Regent Greeting Cards Group Former Group Financial Director, Barkston PLC Former Group Accountant, British Wool Marketing Board Appointed Foundation Governor December 2016.</p>
<p>Mr Stephen Benjamin BURNHILL, BSc (Hons)</p> <p>Finance & General Purposes Committee Audit & Risk Management Committee Education Committee Woodhouse Grove Enterprises Limited Trustee of the Woodhouse Grove School Foundation</p> <p>Old Grovian Church of England</p>	<p>Owner of Northern Game Feeds Limited Governor and Trustee of Whitcliffe Mount School in Cleckheaton Former Rugby Player Appointed Foundation Governor January 2009</p>
<p>Mr Ronald Stephen DRAKE, LLB (Hons), ACI Arb, Solicitor</p> <p>Vice Chairman, Audit & Risk Management Committee Nominations & Governance Committee Chairman, Appeals & Complaints Committee Woodhouse Grove Enterprises Limited GDPR Governor Representative</p> <p>Church of England/Methodist</p>	<p>Retired Legal Consultant P/T Employment Tribunal Judge (since 1997) and Immigration/Asylum Appeal Tribunal Judge (since 2016) Former Non Executive Director and Deputy Chairman of the Airedale NHS Foundation Trust Former Non Executive Director of Arts and Business Yorkshire Ltd, Music and the Deaf Ltd and Kirklees Media Centre Ltd Appointed Foundation Governor September 2013</p>
<p>Rt Rev Christopher Paul Edmondson, BA, MA, Dip.Th</p> <p>Education Committee Nominations & Governance Committee Trustee of the Woodhouse Grove School Foundation</p> <p>Church of England</p>	<p>Hon. Assistant Bishop in the Diocese of Leeds Chair of Trustees for Scargill House, North Yorkshire Vice-Chair National Board of Fresh Expressions of Church Ordained in the Church of England in 1973 Former Vicar of St Peter's Church in Shipley Bishop of Bolton from 2008 – 2016 Former Governor of 2 Primary Schools Appointed Foundation Governor May 2017</p>
<p>Mrs Pamela Margaret ESSLER Bsc (Hons), PGCE</p> <p>Chairman, Audit & Risk Management Committee Education Committee</p> <p>Church of England</p>	<p>Board member, Airedale, Wharfedale and Craven Clinical Commissioning Group Trustee of a number of local charities Former Science Co-ordinator of Keighley Preparatory School Appointed Foundation Governor January 2009</p>

<p>Dr Georgina HASLAM, MB, Ch.B, PgC Med Ed</p> <p>Vice Chairman of the Board Chairman, Nominations & Governance Cttee Moorlands Committee Prep Schools Education Committee Health & Safety Committee Appeals & Complaints Committee Moorlands Enterprises Limited Safeguarding Representative</p> <p>Catholic, former parent</p>	<p>Honorary Lecturer, Leeds Institute of Medical Education Chairman, Local Care Direct Chair of Trustees HALE, Shipley Former General Practitioner, Bingley Medical Practice Former Vice Chairman of the Board September 2003 to August 2005 Appointed Foundation Governor June 1999</p>
<p>Mr Richard Colwyn HEMSLEY, FCA MA</p> <p>Chairman, Finance & General Purposes Committee Budget Committee</p> <p>Church of England</p>	<p>Treasurer of the National Association of Official Prison Visitors (NAOPV) Trustee – Heart Research UK Retired Consultant at Redmayne-Bentley LLP (RB), Stockbrokers Former Clerk & Receiver, Wakefield Grammar School Foundation Former Partner in RSM UK (left in 1999) Former Clerk to the Governors of Woodhouse Grove School (2008 – July 2013) Appointed Foundation Governor September 2013</p>
<p>Ms Palwinder KAUR, BSc (Hons), MSc</p> <p>Moorlands Committee</p> <p>Seikh Old Grovian Current parent at Moorlands School</p>	<p>Director at Deloitte UK Former Private Secretary to Government Ministers, worked on Education Policy in Whitehall Appointed Foundation Governor November 2016</p>
<p>Mr Francis Joseph McALEER, BA (Arch), Dip.Arch, RIBA (Known as Frank)</p> <p>Finance & General Purposes Committee Moorlands Committee</p> <p>Catholic</p>	<p>Director of Rivermouth Developments Ltd. Former Director – Candelisa (Thorpe Park) LLP and Candelisa Barbados Ltd Former Managing Director of Watson Batty Architects Ltd, Guiseley, Leeds Appointed Foundation Governor September 2012</p>
<p>Professor Michael MANOGUE, BDS, MDSc, PhD, FDS, MRD, DRD, RCS (Ed), NTF, FHEA</p> <p>Education Committee</p> <p>Current Parent</p>	<p>Academic Dental Surgeon Director of Student Education University of Leeds School of Dentistry National Teaching Fellow (Higher Education) Former Honorary Secretary of the Faculty of Dental Surgery, The Royal College of Surgeons of Edinburgh Former Editor in Chief, European Journal of Dental Education Appointed Foundation Governor November 2016</p>

<p>Mr Martin PEARMAN, MA, PGCE</p> <p>Church of England, former parent</p>	<p>Former Headmaster of Ripon Grammar School (2004 – 2017) Former Deputy Head of Woodhouse Grove School (1999 – 2004) Appointed Foundation Governor June 2018</p>
<p>Mr Ian Murray SMALL, BA Hons, Dip Ed</p> <p>Chairman, Education Committee Moorlands Committee Governor with a specific interest in Boarding</p> <p>Communicant Anglican, Quaker Attender</p>	<p>Theatre Historian Governor of Abbotsholme School (Derbyshire) and Minster School in York Retired Headmaster of Bootham School, York Former Chairman, Boarding Schools Association 1993 – 95 Appointed Foundation Governor November 2005</p>
<p>Rev Dr Roger Leonard WALTON, BSc, BA, MA, EdD</p> <p>Chairman, Methodist Schools Committee Education Committee</p> <p>Methodist</p>	<p>Chair of the Yorkshire West District of the Methodist Church Former President of the Methodist Conference 2016/17 Ex Officio from September 2011</p>
<p>Rev Peter WHITTAKER, BA Hons Manchester</p> <p>Chairman, Moorlands Committee Chairman, Prep Schools Education Cttee Vice Chairman, Nominations & Governance Committee Budget Committee Appeals & Complaints Committee</p> <p>Methodist</p>	<p>Former Chair of the West Yorkshire Methodist District from 1 September 1995 to 31st August 2011 Ex Officio from September 1995 Appointed Foundation Governor September 2011</p>
<p>Mrs Gill WILSON, CertEd</p> <p>Education Committee Moorlands Committee Appeals & Complaints Committee Governor with specific interest in EYFS</p> <p>Church of England</p>	<p>Former Head, Lady Lane Park School, Bingley ISI Inspector Former Head of KS1, Moorfield School, Ilkley Former member of GEMS Governance Board Appointed Foundation Governor March 2015</p>
<p>Mr Alan WINTERSGILL, BEM, FCA</p> <p>Chairman of Governors</p> <p>Budget Committee Director, Woodhouse Grove Enterprises Ltd</p> <p>Church of England Former Parent</p>	<p>Chairman, Naylor Wintersgill, Chartered Accountants Former Vice Chairman of the Board 2008 – 2009 Appointed Foundation Governor September 2002</p>

Complaints Procedure

WOODHOUSE GROVE SCHOOL

Registered Charity No 529205

INTRODUCTION

Woodhouse Grove School (the School) has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the School in accordance with this Procedure.

STAGE 1 – INFORMAL RESOLUTION

- It is hoped that most complaints and concerns will be resolved quickly and informally.
- If parents have a complaint, they should normally contact their son/daughter's Head of Year. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the Head of Year cannot resolve the matter alone, it may be necessary for him/her to consult the Headmaster.
- Complaints made directly to the Headmaster will usually be referred to the relevant Head of Year unless the Headmaster deems it appropriate for him to deal with the matter personally.
- The Head of Year will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved within 5 days or in the event that the Head of Year and the parent fail to reach a satisfactory resolution, then parents will be advised to proceed with their complaint in accordance with Stage 2 of this Procedure.

STAGE 2 – FORMAL RESOLUTION

- If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Headmaster. The Headmaster will decide, after considering the complaint, the appropriate course of action to take.
- In most cases, the Headmaster will (meet/speak) to the parents concerned, normally within 5 days (and in any event within 10 days) of receiving the complaint (outside term-time 20 days), to discuss the matter. If possible, a resolution will be reached at this stage.
- It may be necessary for the Headmaster to carry out further investigations.
- The Headmaster will keep written records of all meetings and interviews held in relation to the complaint.
- Once the Headmaster is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Headmaster will also give reasons for his decision.
- If parents are still not satisfied with the decision, they should proceed to Stage 3 of this Procedure.

STAGE 3 – PANEL HEARING

- If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to (the Chairman of the Complaints Panel), who has been appointed by the Governors to call hearings of the Complaints Panel.
- The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of at least three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the school. Each of the Panel members shall be appointed by the Board of Governors on behalf of the Panel. The Panel will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 21 days during term time.
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 5 days prior to the hearing.
- The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation.
- Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all the facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within 5 working days of the Hearing. The Panel will write to the parents informing them of its decision and the reasons for it. The decision of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Headmaster, the Governors and, where relevant, the person complained of.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the school by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003; where disclosure is required in the course of the school's inspection; or where any other legal obligation prevails.