



# Welcome to the World of Woodhouse Grove

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## 2021/2022



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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 child will soon feel settled and part of the Woodhouse Grove community.

The information in this booklet should prove useful as your child 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 child we need accurate background information. Please return the Personal Information Form and the Medical Form as soon as possible. The forms should be returned before your child enters the school.

From time to time you may need to contact the school concerning child'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 Monday, 6<sup>th</sup> 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 Sunday, 5<sup>th</sup> September and assemble for tea in the Dining Hall.**

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

With every good wish,

Yours faithfully

A handwritten signature in black ink, appearing to read "James Lockwood". The signature is fluid and cursive, with "James" on the left and "Lockwood" on the right, separated by a small gap.

**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.

Our main aims are to promote academic excellence and realise the full potential of every individual to be the best that they 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 Day Houses:**

Atkinson  
Findlay  
Southerns  
Stephenson  
Towlson  
Vinter

### **House Heads:**

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

### **The Boarding Houses:**

Head of Boarding  
Miller (Girls) Resident Assistant  
Brodwell (Boys) Resident Assistant

Mr A Whitlam  
Miss S Crawford  
Mr M Dobson

## **The Tutorial System**

At Woodhouse Grove the pastoral and academic overview of every pupil is primarily the responsibility of their 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 their 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 & 10	Mr K D Eaglestone	Assistant Head (Organisation)
Year 11	Mrs D L Shoesmith-Evans	Assistant Head (Teaching & Learning)
Year 12 & 13	Mrs C Nott	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 Barron
Year 8	Head of Year: Mr O Mantle
Year 9	Head of Year: Mrs K Jennings
Year 10	Head of Year: Mr D Sugden
Year 11	Head of Year: Mr P Moffat
Director of Sixth Form:	Mr C Softley
Head of Sixth Form Academic:	Mrs V Limbert
Head of Sixth Form Pastoral:	Mr A Whitlam

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 2021

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 (Curriculum)	Mrs Claire Nott 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 Vicky Atkins BA

### English & Media Studies

Miss Lisa Oakley BA

Miss Laura Evers MA

Mrs Katy Goodwin-Bates MA #

Miss Laura Hughes BA

Miss Claire Jemmett BA

Mr Matthew Keegan BA

Mrs Vicki Limbert BA

Miss Beth Monk BA

Mrs Rebecca Sharpe # BA

### Modern Foreign Languages

Mrs Helen Mitchell BA

Miss Megan Barnes 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

Mrs Charlotte Couper BA

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 Katy Curtis BSc

Mr Nathan Barr BA

Mr Paul Borrington BSc

Mr Anthony Cadman BA

Mr Matthew Dobson BSc

Miss Lucy Dudley MSc

Mr Roger Howard BA Bed

Mrs Kerren Jennings BEd

Mr Robin Jones BA

Miss Caroline Pearce BA #

Mr Chris Softley BA

Miss Georgina Thompson BA

Mrs Rebecca Vernon BSc

Mr Fred Wenham BSc

### Mathematics

Mrs Anna Kerr BSc

Mr Andrew Crawford BA

Mr Matthew Dobson BSc

Mrs Sarah Dawson BA

Mr Kevin Eaglestone BSc

Mr Daniel Higgins BSc

Mrs Claire Nott MA

Mrs Eleanor Smith BSc

Mr David Sugden BSc

Mr Ed Wright BSc

### Information Technology

Mr M Gill BSc

Mr Daniel Higgins BSc

### Science Faculty

#### Physics

Mr Edward Bean BSc

Mrs Samantha Harder BSc

Mrs Jane Edgar BSc

#### Chemistry

Mr Tom Davis BA

Miss Kate England BSc

Mr Jangheir Shah BSc

#### Biology

Mrs Laura Richardson BSc

Mr Chris Garbutt BSc

Dr Anna Ingham BSc

Miss Ellie Landy MA

### PSHEE

Mrs Rebecca Vernon BSc

### Psychology

Mrs Helen Fisher BSc

Miss Lucy Dudley MSc

### Learning Support & ESOL

Miss Beth Monk BA

Miss Claire Jemmett BA

Miss Polly Slater BA

### History & Politics

Mr Philip Madden BA

Mr Matthew Dawson BA

Miss Lucy Holloway 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

### Business Studies & Economics

Mrs Louise Watmough BA

Mr Oliver Mantle BA

Mrs Emma Nulty BA

Mrs Claire Spencer LLM

Mrs Louise Watson MA

### Art & Design Technology Faculty

Mr Andrew Pickles BA #

### Art and Design

Mrs Patsy Charlton MA #

Miss Emma-Jayne Emmott 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 Jo Stephens #

# Denotes part-time

## Form Tutors 2021/22

<b>Head of Year 7</b>	<b>Miss A Barron</b>
7W	Mr M Dobson
7H	Mr M Keegan
7G	Miss G Thompson
7S	Miss E Smith
7V	Mrs R Warner*
7E	Mr T Exeter
<b>Head of Year 8</b>	<b>Mr O Mantle</b>
8W	Mrs S Harder
8H	Mrs C Jemmett
8G	Mrs D Smith
8S	Miss E Corson
8V	Miss H Spiller
8E	Mr J Shah
<b>Head of Year 9</b>	<b>Mrs K Jennings</b>
9W	Mrs S Dawson
9H	Mr J Bedford
9G	Miss F Alimundo
9S	Mrs L Richardson
9V	Mr J Allison
9E	Mrs R Wickens
<b>Head of Year 10</b>	<b>Mr D Sugden</b>
10W	Mr A Jennings*
10H	Miss L Evers
10G	Mrs H Priestley
10S	Mr J Robb
10V	Mr M Dawson
10E	Mr M Gill
<b>Head of Year 11</b>	<b>Mr P Moffat</b>
11W	Mrs L Watmough
11H	Mr N D Barr
11G	Miss K England
11S	Miss L Follos
11V	Miss L Smith
11 E	Miss L Holloway
Director of Sixth Form	Mr C Softley
<b>HOY Sixth Form Academic</b>	<b>Mrs V Limbert</b>
<b>HOY Sixth Form Pastoral</b>	<b>Mr A Whitlam</b>
VI A	Miss L Hughes
VI B	Mr P Madden
VI C	Mrs K Curtis
VI D	Ms H Fisher
VI E	Mrs C Spencer
VI F	Mr D Higgins
VI G	Miss C Couper
VI H	Mr A J Pickles*
VI J	Mrs J L Edgar
VI K	Mr E Bean
VI L	Dr A Ingham
VI M	Mr C Garbutt

## 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/Form Period*
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

\*During the week, pupils can ordinarily expect year group and house assemblies, a chapel service and form periods.

## **Arrival**

Pupils may be dropped off at school from 7:30am 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.

All external school doors are locked throughout the school day and access is through a keypad, this is activated by a wristband or code. All Year 7 pupils will be given a wristband at the start of the Autumn Term to activate school doors.

## **DEPARTURE**

School buses depart at 5.20pm to allow for pupils to attend after school activities and clubs.

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 6.00pm they are asked to contact the school before 5.30pm 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. Attend a co-curricular activity.
2. Attend a supervised work area for their year group.

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 6:00pm 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 (0113 2502477) or emailed (WGSadminoffice@woodhousegrove.co.uk) after 8.00am 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 1<sup>st</sup> 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 your child, you must sign and return the Form of Acceptance to the Headmaster before the first day of your child's first term. Without this agreement, there will be no 'agreement to educate'.

### **Books**

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 or form period. 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 years 10 and 12/13 have a one-to-one careers appointment to help them with future career choices. All pupils in year 8, 9 and 11 are given talks regarding options choices.

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. (Please note due to COVID -19 this will be reviewed in line with current guidance).

The school uses a digital platform called START as part of their careers programme. This consists of structured and progressive activities that students can access to help them make more informed decisions about their future study and careers options. The programme has tailored activities for each year group and will provide each student with the opportunity to keep a running record of their careers related activities.

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

The Library houses careers information and pupils also have access to careers and course data-bases via the Internet. There are also a large range of resources on Firefly.

## **Cars**

Sixth Formers who have passed their driving test may drive to school. There is a Car Driver's Contract to fill out on firefly which will be signed off by the Assistant Head Organisation before a car can be driven onto school site.

Students should park in the Sports Centre car park at all times and may not drive into the playground or to the Sixth Form Centre. Cars should not be used except to drive to and from home and school at the start and end of each school day. No passenger is to be carried in the vehicle unless prior written permission is obtained from the Assistant Head Organisation. This permission must be received in writing from both the driver's parents and any passenger's parents. Permission to carry passengers will only be granted if sufficient need can be justified.

As much as possible driving lessons for Sixth Form students should be undertaken outside of the school day (8:35am-4pm). However, there are occasions where they might have to be undertaken in the school day. If this is the case, they should not take place during lesson time, or when a pupil is required for other school activities. This includes timetabled private study, assemblies and games afternoons. There should be written permission from parents prior to the lesson/s taking place and this will need to include details of times, dates, and the driving school including the full name of the Instructor and their contact details. This should be sent to the Director of Sixth Form.

## **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 can be purchased online at <https://www.schoolblazer.com/>. Sports/PE kit can be purchased at <https://www.graysteamsports.com/collections/woodhouse-grove-school>

Studded boots and muddy trainers should be worn outdoors only. The Appearance Code is available on the school website in the uniform section.

## **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.

## **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.

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 child'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.

## **Fixtures**

If your child is included in a team list for a School fixture, they are expected to participate. If, due to a family commitment, they are going to be unable to attend, a note should be sent directly to the Director of Sport, 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.

## **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 2021/2022 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 the Admissions team.

## **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 sports fixtures on Saturdays and at other times. Fixtures are usually published in advance in the school calendar and on the school sports website. The website can be downloaded to the homepage of a mobile phone and used as an app - <https://www.woodhousegrovesport.co.uk/>

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**

Pupils are all issued with a prep timetable and are responsible for noting down and completing, on time, all work set. The pupils also use Firefly, our learning platform, to organise their work. All prep is listed on Firefly by the member of staff who has set the work.

Parents are encouraged to familiarise themselves with the number of preps their child 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 they are ill.

### **Insurance**

Every pupil is covered for personal accident insurance, details of which can be obtained from the Finance Manager. 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, their personal property is covered by insurance which is included in the Fee Bill. 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 register at the Sports Hall Reception area. They should then go directly to their first lesson.

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

### **Learning 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.

### **Meals and Special Diets**

All pupils 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. 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 via the booking form on Firefly. 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 regularly 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 mostly 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**

At the time of publication we expect all Parents' Evenings to be held virtually. The date of each year groups Parent's Evening will be advertised at the start of the academic year.

In the Lower School, where a few members of staff teach many pupils, it may not be possible to see everyone who teaches your child; please do not feel the need to do so.

## **Report Cards**

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

## **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 Reception team and they 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. The school's email address is [enquiries@woodhousegrove.co.uk](mailto:enquiries@woodhousegrove.co.uk). The Headmaster can be contacted directly at [headmaster@woodhousegrove.co.uk](mailto: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, pupils must follow the Mobile Phone Protocol.

## **Firefly**

Parents are given access to our Firefly site ([woodhousegrove.fireflycloud.net](http://woodhousegrove.fireflycloud.net)) where they can access a range of school related information. There are sections on subjects (which contains course and examination details as well as resources for pupils), Sport, Pupils (where pupils can find information related to their life in school) and one section specifically designed for parents.

Firefly also allows you to see your child's reports and tasks (homework/prep) that has been set to them and when they are due. The only information that Firefly is unable to deliver are the details regarding public exams (GCSE and A levels), where a separate system is deployed for pupils to see their entries, timetables and results.

Full details on how to login to Firefly will be provided as well as instructions on how it can be used.

## **Term Dates**

### **Academic Year 2021/2022**

#### **AUTUMN TERM 2021**

Boarders return	Sunday 5 <sup>th</sup> September from 4pm
Term begins	Monday 6 <sup>th</sup> September 8.30am
Half term	Friday 15 <sup>th</sup> October 4pm – Monday 1 <sup>st</sup> November 8.30am
Term ends	Boarders return from 6pm Sunday 31 <sup>st</sup> October Wednesday 15 <sup>th</sup> December 4pm

#### **SPRING TERM 2022**

Boarder return	Tuesday 4 <sup>th</sup> January from 6pm
Term begins	Wednesday 5 <sup>th</sup> January 8.30am
Half Term	Friday 18 <sup>th</sup> February 4pm – Monday 28 <sup>th</sup> February 8.30am
Term ends	Boarders return from 6pm on Sunday 27 <sup>rd</sup> February Friday 1 <sup>st</sup> April 4pm

#### **SUMMER TERM 2022**

Boarders return	Sunday 24th April 6.30pm
Term begins	Monday 25 <sup>th</sup> April 8.30am
Exeat weekend	Friday 29 <sup>th</sup> April 4pm – Monday 2 <sup>nd</sup> May 6pm
Half term	Friday 27 <sup>th</sup> May 4pm – Monday 6 <sup>th</sup> June 8.30am
Term ends	Boarders return from 6pm on Sunday 5 <sup>th</sup> June Friday 8 <sup>th</sup> July midday

#### **Notes**

*Easter Sunday 17<sup>th</sup> April*

*May Bank holiday for Queens Platinum Jubilee 2/3rd June – changed from Mon 30th May*

**Whilst every attempt has been made to publish the dates accurately, the School reserves the right to change these dates should it be necessary to do so.**

## **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.

For more specific details on uniform please visit our website

[Uniform | Woodhouse Grove School](#)

### **Daily wear**

School uniform can be purchased from our appointed provider Schoolblazer online at

<https://www.schoolblazer.com/> (from 28<sup>th</sup> June 21)

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

**All the following items are compulsory unless indicated otherwise.**

Boys	Girls
School blazer (green with school badge)	School blazer (green with school badge)
Charcoal grey trousers – from Schoolblazer	Kilt in school colours or Charcoal grey trousers – from Schoolblazer
White school shirt	
Burgundy school v-neck sweater (with school crest)	White revere collar blouse
School tie	Burgundy school v-neck pullover (with school crest)
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.
<b>Hoodies are not permitted</b>	<b>Hoodies are not permitted</b>

The above sets out the expected dress code for boys and girls. The school is also supportive of those pupils who wish to make a thoughtful and considered choice about the uniform worn at school in relation to their gender identity. Choices regarding uniform would be made with parental consent and with the Headmaster's approval. Whilst this may not affect many pupils, we believe it is the right course of action to support those individuals for whom this is a significant matter.

## SPORTSWEAR

**Supplied by Grays Sportswear**

<https://www.graysteamsports.com/collections/woodhouse-grove-school>

**Items Compulsory unless stated.**

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

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.

## 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-83GTX model) 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.

**A termly diary of co-curricular activities (including times) can be found on the website.**

<https://www.woodhousegrove.co.uk/the-grove/co-curricular/>

### Sport

There is a large variety of co-curricular sporting activities available on a weekly basis at the Grove. Pupils are encouraged to try as many clubs as possible in their first few weeks at the school so they have exposure to sports which they may not have had the opportunity to try before.

Sports Fixtures are usually published in advance in the school calendar and on the school sports website.

The sports website can be downloaded to the homepage of a mobile phone and used as an app -

<https://www.woodhousegrovessport.co.uk/>

### 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.

**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.

#### 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.

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

## **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 denominations 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 temporary 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 for weekly boarders) and return on Sunday evenings (or Monday mornings for conversion boarders). They are invited to participate in specified weekend activities and can stay for the weekend if required.

For the academic year 2021/22 the school is running a discounted conversion boarding fee for current pupils moving from a day place to a conversion boarding place. Details of this can be obtained from the Admissions department.

### **Flexible Boarding**

If there is space then 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. Overnights 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](mailto: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 excluded.

**Bullying:** The Grove seeks to nurture a culture in which pupils are valued as people. In line with the School's Anti-Bullying Policy, 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 exclusion.

**Trading:** The buying and/or selling of any articles by pupils on school premises is not allowed.

**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 including sharing items in "private" groups. Pupils should recognise that their internet footprint can prove to be damaging both to friends, family and school, and any item posted or shared (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 their misdeeds – thus making a positive, rather than a negative contribution. Any damage must be reported immediately to a Head of Year/Assistant Head or Deputy Head.

**Smoking:** The School disapproves of smoking (including the use of e-cigarettes, vapes etc). Sanctions for those who offend will be appropriate and proportionate, and in line with School's Smoking Policy.  
If smoking has taken place outside the school buildings, the pupil is entered into a Saturday Detention.  
If smoking has taken place inside the school buildings, the pupil will be externally suspended for two days.  
For repeated offences, the School reserves the right to suspend or permanently exclude pupils concerned.

**Drinking:** In inexperienced hands, alcohol can be more immediately dangerous than tobacco. Sanctions against those who have possession of, or who use, alcohol in School, will be appropriate and proportionate. In considering sanctions for alcohol offences the School will take into account any instances of drinking or other major contraventions of school rules by the pupil in the recent past.

If a pupil is caught consuming or suspected of consuming alcohol, is in possession of, or is found in the company of another pupil who is, then disciplinary action will be taken.

If a pupil is found to be guilty of supplying alcohol to others, they in the most severe cases could be permanently excluded.

Depending on the nature of the offences, the Headmaster will be informed and will have the full range of sanctions at his disposal.

**Drug abuse:** Solvent abuse or the use or possession of illegal drugs, including substances known as legal highs, 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 or legal highs in to school with the intention of supplying others can expect to be excluded.

The School reserves the right to test any pupil who they suspect may be under the influence of drugs.

## **SUSPENSION**

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

## **EXPULSION**

The Headmaster reserves the right to suspend pupils from attendance, or in the last resort, recommend to the Chairman of Governors that a pupil be permanently excluded from school for serious breaches of school discipline. Pupils and their parents will have the right of appeal against this decision to a panel of Governors. This will be restricted to very serious breaches of discipline and persistent/sustained abuse of routine schools standards and expectations.

## School Code

A Woodhouse Grove Pupil should be expected to:

- Adopt high standards of social responsibility.
- Be polite and helpful to all members of the school community.
- Move about the school in a quiet and orderly manner.
- Make every effort to keep the premises tidy.
- Wear school uniform smartly each day.
- Be mindful of good timekeeping.
- Complete work to the best of their ability and according to deadlines set.
- Uphold the reputation of the school at all times.
- Make the most of the opportunities on offer and participate positively in all areas of school life.
- Respect the property and feelings of others.

Area	
Self-respect (e.g. appearance)	We should look smart. Top button must be done-up. Skirts should be a suitable length ( to the knee). Small amounts of make-up to cover up spots should be allowed. Hair needs to be smart and not obviously dyed. We should put our name in all items of clothing (including sports kit) and on other personal items. We should arrive at school and leave school in school uniform unless we have attended an after-school practice. Persistently sloppy dressers should be issued with an Appearance Report Card.
Dealing with staff	We should complete all requests from staff at the first time of asking. We should be polite to all members of staff.
Respect for others	We should treat others as we wish to be treated ourselves.
Before, in and after lessons	We should follow the classroom code of conduct.
Prep	We should record what the prep is and when it is due in. We should do our prep to the best of our ability and meet deadlines.
Around school (corridors/open areas)	We should be polite and hold doors open for others. We should remember that other lessons are going on during our lunchtime and we should not be loud near classrooms. We should be quiet near examination venues. We should not run or push in the corridors or in locker rooms. There should not be any physical intimacy. Sixth formers should not drive through the playground. 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 in any area of school.
In the locker rooms / lounge areas	We should respect others people's property. We should respect our own locker – no graffiti etc. We should leave other people's lockers alone – no vandalism. We should not play ball games inside school buildings.
Journey to and from school. On the bus etc	We should look smart. We should behave on the bus and on the train.

	Members of the Sixth Form wishing to drive to and from school should refer to the document in the Sixth Form Handbook.
Punctuality/ lateness	We should be on time. We should apologise if we are late. We should knock before entering if the lesson has already started. We must sign in if we are too late to register in class.
In the dining hall	We should use good manners in lunch. We should not take food we are not going to eat. We should not take food out of the dining room. We should queue in an orderly fashion. Mobile phones should not be used in the dining room.
At events – plays/sports etc	We need to wear appropriate clothes and to check if uniform is required. We need to check the team lists and let teachers know in lots of time if we are unavailable. We should always respect the other team, no matter how they behave.
In chapel/ In assemblies	We should be quiet and respectful. We should sing as requested, always involve yourself in the service.
Regarding the environment (e.g. litter, lights)	We should not drop litter; we should use the bins provided. We should pick up any litter we see and put it in a bin. We should use the recycling bins if appropriate. We should turn off the lights if we are the last people to leave a room/area. We should only print out what is really needed and we should print on both sides of the paper where possible.
Regarding health and safety	We need to be sensible when moving from place to place. Years 7-11 should not carry bags around except for going to and from PE/Games.
Regarding bounds	No pupil may go outside the boundary of the school, during the school day, without the permission of their Head of Year. Pupils must sign out at the Sports Centre Reception and sign in again when they return to the school.
Regarding Technology	We should only use mobile phones at appropriate times and in appropriate places. They should only be used in class with the permission of the teacher and only for research or recording prep. We should not bring electrical items or devices and hand held computer games into lessons, prep, private study, assembly, or the Dining Hall. (Laptop computers used for study purposes in appropriate areas are an exception). Mobile phones may only be brought into school if they need to be and they will be confiscated if being used at inappropriate times or in inappropriate areas.

## 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.
- If any pupil needs to cross the main road they should do so using the pedestrian crossing by the railway station entrance.
- The road leading up from the main entrance to the School Reception is out of bounds to pedestrians.
- 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**

## **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 2020).

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 Mental Health 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.
  7. **Sexual Violence & Sexual Harassment:** Sexual violence refers to sexual offences under the Sexual Offences Act 2003 and sexual harassment refers to unwanted conduct of a sexual nature. Incidents of this nature will be dealt with by following DfE guidance outlined in [Sexual violence and sexual harassment between children in schools and colleges \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges)

## **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 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) and the Deputy Head 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. We work with organisations such as Barnardo's in combating bullying e.g. staff training received through the Barnardo's Anti-HBT Bullying Programme.
- XI. 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.
- XII. 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.
- XIII. 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.
- XIV. There are sign posting notices for pupils to identify avenues for support around the school and on Firefly.
- XV. Notice Board dedicated to anti-bullying
- XVI. "The Hub" provides an excellent peer counselling scheme, where older trained pupils are encouraged to offer advice and support to younger pupils.
- XVII. The prefect team receive training and regular meetings are held where relevant information can be shared and pupil issue are discussed.
- XVIII. Pupils attending Anti-bullying Ambassador Training through the Diana Award
- XIX. Running co-curricular activities promoting teamwork and valuing the contributions of others.

- XX. 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.
- XXI. 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 the perpetrator and where helpful to the resolution of the problem an appropriate apology will be made. Additionally, the use of restorative meetings will be an important part of the reconciliation process, provided all parties are happy to participate.
- 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 Safeguarding Committee will also have oversight of the policy. 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 Pastoral Team will give support and guidance to all pupils who either refer themselves or are referred by other staff (including victims and perpetrators of bullying) 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**

- a) Tell yourself that you do not deserve to be bullied and that it is **WRONG**.
- b) Be proud of who you are. It is good to be an individual.
- c) Try not to show that you are upset. It is hard but a bully thrives on someone's reaction.
- d) Where possible stay with a group of friends/people. There is safety in numbers.
- e) Be assertive. Walk confidently away. Go straight to a teacher or member of staff. This will show the bully/bullies you mean business.
- f) 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 they 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 their 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 their 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’.
- Replies 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

### Register of Woodhouse Grove Governors - September 2021

Contact can be made with any of our Governors by email through the Headmaster's PA, Mrs Rachel Dodds ([dodds.r@woodhousegrove.co.uk](mailto:dodds.r@woodhousegrove.co.uk)), or by post using the school address.

<b>Mr Alan WINTERSGILL, BEM, FCA</b>	
<u>Chairman of the Board</u> Director, Woodhouse Grove Enterprises Ltd  Church of England  Former Parent	Chairman, Naylor Wintersgill, Chartered Accountants  Former Vice Chairman of the Board – 2008 - 2009  Appointed Foundation Governor September 2002
<b>Mr Christopher ALLEN, LLB</b>	
Audit, Governance & Risk Committee  Church of England	Managing Partner, Blacks Solicitors LLP Member of the Law Society  Appointed Foundation Governor February 2020
<b>Mr CL Mark BEST, ACA</b>	
Finance & General Purposes Committee Trustee of the Woodhouse Grove School Foundation  Methodist  Former parent	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
<b>Mr Stephen Benjamin BURNHILL, BSc (Hons)</b>	
Education Committee Finance & General Purposes Committee Chairman, Woodhouse Grove Enterprises Ltd Trustee of Woodhouse Grove School Foundation  Old Grovian Church of England	Owner of Northern Game Feeds Limited Governor and Trustee of Whitcliffe Mount School in Cleckheaton Former Rugby Player  Appointed Foundation Governor January 2009
<b>Mrs Alison COOK, BA (Hons)</b>	
Moorlands Committee Audit, Governance & Risk Committee Moorlands Enterprises Limited  Former Parent Catholic	Managing Director – Finance, York Bioanalytical Solutions Limited  Appointed Foundation Governor May 2019
<b>Mr Ronald Stephen DRAKE, LLB (Hons), ACIArb, Solicitor</b>	
Vice Chairman of the Board Audit Governance & Risk Committee Chairman, Appeals & Complaints Committee Woodhouse Grove Enterprises Limited GDPR Representative  Church of England/Methodist	P/T Employment Tribunal Judge (since 1997) Member of the Clinical Governance and Board Appointments and Remuneration Sub Committees (since 2007) Fee paid Judge of the First Tier Immigration and Asylum Tribunals (since Feb 2017) Retired Legal Consultant  Appointed Foundation Governor September 2013

<b>Rt Rev Christopher Paul Edmondson, BA, MA, Dip.Th</b>	Hon. Assistant Bishop in the Diocese of Leeds Chair of Trustees for Scargill House, North Yorkshire Honorary Chaplain of Yorkshire County Cricket Club from October 2018
Education Committee Audit Governance & Risk Committee Trustee of Woodhouse Grove School Foundation  Church of England	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

<b>Mrs Pamela Margaret ESSLER Bsc (Hons), PGCE</b>	
Chairman, Audit, Governance & Risk Committee Education Committee Appeals & Complaints Committee  Church of England	Board Member, Airedale, Wharfedale and Craven Clinical Commissioning Group Former Science Co-ordinator of Keighley Preparatory School Chair Bradford & Airedale Citizens Advice Bureau Chair Keighley Healthy Living Trustee Project 6 and Community Action, Bradford  Appointed Foundation Governor January 2009

<b>Mr Richard Colwyn HEMSLEY, FCA MA</b>	
Chairman, Finance & General Purposes Committee  Church of England	Treasurer of the National Association of Official Prison Visitors (NAOPV) Trustee – Heart Research UK Retired Consultant at Redmayne-Bentley LLP (RB), Stockbrokers Former Partner in RSM UK (left in 1999) Former Clerk & Receiver, Wakefield Grammar School Foundation Former Clerk to the Governors of Woodhouse Grove School (2008 – July 2013)  Appointed Foundation Governor September 2013

<b>Ms Palwinder KAUR, BSc (Hons), MSc</b>	
Moorlands Committee  Sikh  Old Grovian  Current parent at Moorlands School	Director at Deloitte UK  Former Private Secretary to Government Ministers; worked on Education Policy in Whitehall  Appointed Foundation Governor November 2016

<b>Professor Michael MANOGUE, BDS, MDSc, PhD, FDS, MRD, DRD, RCS (Ed), NTF, FHEA</b>	
Education Committee  Current parent	Academic Dental Surgeon  Director of Student Education at the University of Leeds School of Dentistry National Teaching Fellow  Former Honorary Secretary of the Faculty of Dental Surgery, the Royal College of Surgeons Edinburgh Former Editor in Chief, European Journal of Dental Education  Appointed Foundation Governor November 2016

<b>Mr Simon MORRIS, MA (Hons), PGCE, NPHQ</b>	
Education Committee	Current Headmaster of Kingswood School Current Governor of Queenswood School Former Governor of Oldfield School
Church of England	Appointed Foundation Governor February 2020
<b>Mr Martin PEARMAN, MA, PGCE</b>	
Chairman, Education Committee Safeguarding Representative for WGS	Former Headmaster of Ripon Grammar School (2004 – 2017) Former Deputy Head of Woodhouse Grove School (1999 – 2004)
Church of England	
Former parent	Appointed Foundation Governor June 2018
<b>Rev Kerry TANKARD, BA (Hons), MA,</b>	
Chairman, Methodist Schools Committee Education Committee	Chair of the Yorkshire West District of the Methodist Church
Methodist	Faith and Order Committee of the Methodist Church  Ex Officio from September 2019
<b>Rev Peter WHITTAKER, BA Hons Manchester</b>	
Chairman, Moorlands School Committee Chairman, Prep Schools Education Committee Audit Governance & Risk Committee Appeals & Complaints Committee	Former Chair of the West Yorkshire Methodist District from 01 September 1995 to 31 August 2011
Methodist	Ex Officio from September 1995  Appointed Foundation Governor September 2011
<b>Mrs Gill WILSON, CertEd</b>	
Education Committee Moorlands Committee Appeals & Complaints Committee	Former Head Lady Lane Park School, Bingley Former Head of KS1, Moorfield School, Ilkley Former member of GEMS Governance Board IAPS Mentor for new Headteachers
Governor with specific interest in EYFS	
Safeguarding Representative for Moorlands	
Church of England	Appointed Foundation Governor March 2015

# **Complaints Procedure**

## 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. This policy applies to all pupils at The Grove.

## 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 of receiving the complaint, 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 within 14 days.

### 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.
- 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) days of the Hearing. The Panel's findings and recommendations will be sent by electronic mail or otherwise given to the complainant and, where relevant, the person complained about. The panel's findings and recommendations will then be made available for inspection on the school premises by the governors and the headmaster.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. A written record will be kept on file of all complaints, and of whether they are resolved at the preliminary stage or proceed to a panel hearing.

Correspondence, statements and records will be kept confidential except in so far as is required of the school by the Education (Independent Schools Standards) Regulations 2014 (Part 7, paragraph 33 k); where disclosure is required in the course of the school's inspection; or where any other legal obligation prevails.

Parents can request the number of complaints registered under the formal procedure during the preceding school year.