



WREKIN

Parent Handbook

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This handbook is offered for guidance and represents procedures as at January 2023, but is subject to change and development.

For iSAMS:

Wrekin College uses iSAMS as our school management system and you can access reports and information about your child through the iSAMS parent portal (<https://wrekinoldhall.parents.isams.cloud/>). You will be sent a temporary username and password when you first join the school which will allow you to set up an account with iSAMS. This temporary username and password will not let you log into iSAMS itself, but just set up your account. When you set up your account, your username will be your email address.

Login issues

Your iSAMS username will most likely be your email address. If you have forgotten your password, there is a link on the Parent Portal login page that you can click which will send you a password reset link. If you have any other problems, please contact the Headmaster's PA for assistance.

Using iSAMS

You may use iSAMS to see your child's timetable and reports. In addition, under communication, you can inform us of any changes to your address or contact details.

iSAMS app

There is an iSAMS parent app that is available from Google Play or the App Store. Just search for 'iSAMS parent' on either store. When asked for a school code, the code you need is WRKN.

THE SCHOOL'S MISSION STATEMENT

Wrekin College is an independent co-educational day and boarding school for pupils aged 11 to 18. Founded in 1880 by Sir John Bayley, the school still works to his original philosophy of providing individual attention to individual pupils.

Wrekin is:

- A school which adds value to the lives of all its pupils
- A school which every child believes is 'their school', and where every child has an equal chance to contribute
- A school that takes pride in itself, but is never complacent
- A school where pupils understand that a first-rate education is a privilege, and one they have a duty to live up to
- A school that challenges every pupil to be the best version of themselves academically and all other ways
- A school that is inclusive and where different types of people want to know and accept each other
- A school that takes seriously our commitment to prepare pupils for life beyond

Academic life: Wrekin has a strong academic record. We pride ourselves on stimulating intellectual curiosity, providing excellent and inspiring teaching, and making learning exciting. Our guiding principle is to help every child achieve the most they are capable of, prepare them for the competitive world they will enter, and give them a lasting sense of the pleasure and value of learning that will enrich their future lives. We pride ourselves on stretching successfully all pupils whatever their native ability.

Co-curricular activities: of course, what happens on the sports pitch and in the music rooms, the theatre and the art studios is just as important in Wrekin life. The range and quality of activities available to every pupil at Wrekin is exceptional, especially for a school this size. Pupils' development and achievements in these areas are supported by wonderful facilities and highly dedicated staff.

Pastoral care: we strongly believe that pupils should be at the centre of any school. The happiness and fulfilment of every child is the first concern of the staff at Wrekin: we offer individual care and attention, both to boarders and day pupils. At Wrekin, the pastoral care is first-rate, the Chapel, charitable activities and consideration for others are very much part of day-to-day life. We recognise that the first duty of any school is to attempt to produce good people, fit to live with and to lead morally.

Wrekin College has a proud and distinguished history, and is a very happy place for staff and pupils to live and work. We are committed to taking the school forwards over the next few years in a way that is true to its traditions and continues to build on its reputation and successes. As a school, we will strive to be better at all we do just as we enjoin our pupils to do the same.

Tim Firth
Headmaster

SYNOPSIS OF GENERAL CARE FOR PUPILS

Pupils are allocated to one of six competitive Houses of approximately 75 pupils. There are five Senior Houses catering for a range of age groups from 13 to 18 years; Bayley (boys), Clarkson (girls), Roslyn (girls), Tudor (boys) and York (boys). Lancaster House is a co-educational House and caters specifically for the needs of pupils aged 11 to 13.

Each House has a Housemaster/Housemistress and an Assistant Housemaster/Housemistress, as well as Tutors and a Matron, who all share in catering for the academic, pastoral and welfare needs of the pupils. Each pupil has a Tutor. The Tutor helps to monitor the pastoral welfare of pupils, to advise them about personal matters and to take an interest in them as individuals. Each pupil also has an Academic Mentor, who takes an overview of their academic progress, including helping them to set realistic targets and to work towards them over time.

Many of the teaching staff live on the school campus and are available to pupils in the evenings and weekends. The House Matron arranges for pupils' laundry (boarders only) and has a team of domestic staff to maintain standards of hygiene and appearance in the House. Each Senior House appoints a School Prefect and a body of senior students as House Prefects who assist with the welfare, safety and discipline of the other pupils. They are expected to have a considerable role to play in the overall happiness and smooth running of day-to-day life in the House. In Lancaster House there are three School Prefects and a number of Lower Sixth Peer Mentors who assist in the day-to-day life of the House and the general welfare of the junior pupils.

Male Boarders are housed in Bayley (11 to 18) or Tudor (13 to 18) and females in Hadden Hall. Hadden Hall is solely a Boarding House catering specifically for the needs of female Boarders aged 11 to 18 and has a resident Housemistress and Assistant Housemistress.

The Health and Wellbeing Centre is staffed by State Registered Nurses. One of the School Doctors visits the Health and Wellbeing Centre twice a week. We have arranged for visits by a male and female doctor.

Pupils are fed in a central facility run by an outside catering organisation. Boarders receive three meals per day, with a choice of dishes, including vegetarian meals, at each one. Day pupils eat lunch in the Dining Hall and supper is available for them if it is required. Special dietary needs are readily catered for and each House has facilities for the preparation of light snacks and hot drinks at other times of day.

BOARDING MISSION STATEMENT

Our aim when looking after our boarders is to ensure that each individual is presented with a safe and happy environment in which to live. The staff attached to each House share the responsibility of looking out for the interests of every boy or girl in the House through acting as Tutors and undertaking house duties. The Tutors take a special interest in the welfare of their tutees and Mentors in the academic performance of their charges and all encourage a good work ethic. All House staff monitor the personal and social development of the boarders and encourage an atmosphere in which each pupil respects the needs of the other boarders. The Boarding House is the home to these pupils for large periods of their life; the Boarding House will respect the individual privacy of pupils, whilst incorporating them into a cohesive community. Everything possible is done to ensure that they feel secure and have an adult they can trust to turn to in time of need.

This statement addresses Standard 1 of the National Minimum Standards for Boarding Schools 2022 - Statement of Boarding Principles and Practice, states:

A suitable statement of the school's boarding principles and practice is available to parents and staff, is made known to boarders, and is seen to work in practice.

This statement is printed in the Staff Handbook, Pupil Handbook, Parent Handbook and may be viewed on the School's website.

WREKIN COLLEGE IS A COMMUNITY WHERE THE INDIVIDUAL MATTERS

We expect that pupils will behave in a sensible and civilised manner with due consideration for other people, their property and their safety. The guiding principles are courtesy, kindness and common sense.

OUR AIMS

- To create a community in which all members – pupils, staff and support staff – feel valued and involved.
- To offer the highest quality of education in a co-educational environment, developing intellectual, physical, aesthetic, moral and spiritual qualities in the school's Christian tradition.
- To nurture interesting and balanced young people in a happy and challenging environment, enabling them to fulfil their potential and preparing them for the modern world.
- To develop in each pupil self-discipline, a clear sense of right and wrong, responsibility and sensitivity towards others and their views.
- To recognise and celebrate individual achievements.
- To instil a sense of pride in our traditions of conduct courtesy and appearance.
- To foster respect and care for our environment.

The objective of this school is that every pupil who has been here should be able to say:

- I have performed to my full potential;
- I have developed my interests beyond the classroom;
- I have the confidence to cope with challenges;
- I have developed the compassion to be sensitive to the needs of others;
- I am going forward to continue learning and to contribute to society.

THE SCHOOL'S CODE OF CONDUCT

(This code of conduct applies to all pupils. See appendix for full School Rules.)

- We are here to study and to learn;
- Everyone should contribute to the happy working atmosphere of the school;
- The best form of discipline is self-discipline;
- When on site or off, we are all ambassadors for the school;
- We take responsibility for ourselves and others.

This means:

- Being honest, kind, considerate, tolerant and courteous;
- Being organised;
- Being punctual;
- Looking after possessions – ours and those of others;
- Looking after our health and safety.

The best relationships are open and responsible ones.

CHILD PROTECTION

Child protection concerns could include sexual abuse, emotional abuse, neglect (physical and emotional), physical injury including self-harming, and serious bullying.

All Lower Sixth students have safeguarding training. All School Prefects have enhanced safeguarding training. They are trained in looking for signs which might indicate that a child's safety or welfare are at risk.

The following is an extract from the school's Safeguarding and Child Protection Policy:

Professionals must combine an open-minded attitude to alleged concerns about a child with decisive action when this is clearly indicated.

1. Life at Wrekin is based upon mutual respect; that

consideration of others and of self have equal value and that the promotion of happiness and contentment for all members of the community is reliant upon ensuring that it is provided for each individual child and adult within the school.

2. Child protection is rooted in ensuring that the school organisation, its activities, staffing and procedures are aimed at providing an environment in which young people feel secure and happy and in which their individual needs are met.
3. Child protection will have the highest priority in the school and as a minimum we will protect young people from physical, sexual or emotional abuse and ensure that they are not neglected.
4. We will also provide a range of opportunities and levels of support to enable each young person to express any fears, concerns or worries that they have either within school or in the home environment.
5. If a young person expresses fears, concerns or worries or makes a disclosure these will be taken seriously and the child protection procedures will be sensitively instigated, always ensuring that the security, safety, happiness and wellbeing of the young person remains the paramount consideration.
6. The school will maintain a register of child protection issues and confidential files on individual children known to be, or suspected of being at risk.

STATUTORY OBLIGATIONS

Wrekin College's Safeguarding and Child Protection Procedures are in-line with the Local Safeguarding Partnership.

Wrekin's policy is to follow Government legislative guidelines on child protection. Therefore, the school has a legal obligation to liaise, informally or formally, with Social Services and the Police in circumstances where matters relating to child protection are suspected.

The school's Safeguarding and Child Protection Policy is published on the school's website.

RESPONSIBILITY FOR CHILD PROTECTION

The School's Supervising Designated Safeguarding Lead (DSL) is Adele Wright – Senior Deputy Head (Pastoral), who can be contacted by telephone on 01952 265600 or by email at awright@wrekincollege.com.

The School's Day-to-Day DSL is:

Darran Tunnah - Telephone 01952 265600

Email: dtunnah@wrekincollege.com

Please contact Darran Tunnah in the first instance.

The School's Designated Persons for Child Protection are:

David Winterton – Telephone: 01952 265600

Email: dwinterton@wrekincollege.com

Simon Platford - Telephone 01952 265600

Email: splatford@wrekincollege.com

The school's Governors with special responsibility for safeguarding and child protection matters are Alison Dixon and Matt Beer.

BULLYING

It is the school's strongly held belief that bullying is never acceptable. If, at any time, a pupil feels that he or she is being bullied or someone a pupil knows is being bullied, the pupil should tell the Housemaster/Housemistress or the Tutor or Matron or any other staff member with whom he or she feels comfortable. This is the key; we cannot help if pupils do not talk to us.

Remember that we can help and the situation can be improved. Talking is vital. Bullying can be:

- Verbal
- Psychological
- Physical
- Social
- Written, including email, text messages/images or via social networking sites

DRUGS

Any pupil found using, supplying or in possession of a controlled drug, must expect to be expelled. Please see the school's policy on 'Controlled Drugs and Misuse of Substances'.

COMPUTERS AND PERSONAL COMPUTERS/LAPTOPS

Parents/Guardians should ensure that their insurance policy covers their child's computer/laptop whilst on school premises. The school cannot accept responsibility for loss or damage to such items.

1. Pupils must not misuse the email and Internet facilities of the school.
2. Pupils may only 'log on' to the school network using their own password and user name.
3. Pupils should not use their computers to watch films during the working day.
4. Films watched during recreation time must be of the appropriate age rating.
5. The use of the email to send inappropriate messages/images is a school offence.
6. The use of the Internet to access inappropriate material is a school offence.
7. The use of social networking sites to post inappropriate comments or images is a school offence.

Pupils misusing computers/mobile devices should expect the privilege to be withdrawn for a period of time and, in certain circumstances, parents/guardians may be notified.

MOBILE PHONE (AND OTHER DEVICES)

Mobile Phone Rules

The guiding principle is that pupils' mobile phones MUST be '**OFF AND AWAY**'.

Mobile phones may only be used in House Common Rooms or the Sixth Form Centre (or following a direct instruction from a member of staff).

The following additional rules apply to the use of mobile phones:

1. First to Fifth Form pupils must hand in their mobile phones to their Housemaster/Housemistress (HsM) at the beginning of each day. Phones will be locked in each pupil's individual locker
2. First to Fourth Form boarders hand in their mobile phones at bedtime.

3. Sixth Formers, in lessons, must have their mobile phones out on the desk and on silent.
4. Mobile phones should never appear or be heard at any time in the Chapel or Dining Room.

Note: in the Library pupils must follow the rules which apply during lesson times. A pupil in First to Fifth Form should expect to have their phone confiscated if it is spotted during the school day.

Other Rules (mobile phones and other devices, including iPods, iPads, PSPs etc):

5. All pupil phone numbers must be registered with their HsM. The HsM must be informed immediately of any change of number.
 6. Mobile phones should be on silent at any time when an official school event is taking place.
 7. Pupils must not walk around the campus accessing their mobile phone or using their mobile phone to listen to music (or any other device).
 8. If for some reason a Sixth Form pupil's phone rings whilst they are in a public place, they should answer only to confirm that they will call back at a more appropriate time.
 9. Pupils **MUST NOT** take pictures or record videos on ANY device without the prior consent of the individual(s) concerned.
 10. Whilst travelling on transport, for any school purpose, pupils **MUST NOT** play music aloud on their device or use flash photography which may distract the driver and compromise the safety of all those on board.
 11. Pupils are not allowed to have inappropriate, offensive or malicious material stored on their phone or other device.
 12. Pupils **MUST NEVER** send unkind or inappropriate text messages or images (this includes sexting).
 13. Pupils **MUST NOT** use anonymity services such as VPN's and web proxies or browsers such as Tor.
 14. Pupils **MUST NOT** use anonymity apps such as Whisper or Nearby.
 15. Pupils under the age of 18 **MUST NOT** use their device to access sites that require them to be 18 to sign up.
 16. Pupils should not use their device to access location based networking sites whilst at school (we recommend for reasons of personal safety that pupils should not access such sites at any time).
 17. Mobile phones **MUST NOT** be taken into an
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examination room.

If a member of staff suspects that an electronic storage device may contain inappropriate material, including pornography, they should confiscate the item and pass it over to the Headmaster or one of the Deputies who will then follow the procedure for conducting searches.

If a pupil does not follow these rules they should expect their mobile phone to be confiscated for the remainder of the day and handed in (switched off) to the Headmaster's Office where it may be collected at the end of the day. A pupil in breach of the rules for a third time will be required to come into school to complete a Saturday Punishment.

If a pupil's mobile phone is confiscated they will be allowed to have access to a telephone if they wish to speak with their parents or guardians

BOUNDS

The following are out-of-bounds, except for those taking part in an officially organised activity or acting under the direction of a member of staff:

- a. Shooting Range
- b. Laboratories
- c. Gordon Room/Staff Common Room
- d. Kitchens
- e. Theatre

f. Study bedrooms and dormitories in another House

g. Changing rooms in another House

h. Lower fields

i. 'The Chockleys' - the pathway past the Astro which runs down to Leegomery.

VISITING THE SCHOOL

Day pupils wishing to return to school during times when they would not normally be present must report to their Housemaster/Housemistress on arrival and sign out when they leave. When on the school premises, pupils come under the school's jurisdiction and must comply with the School's Code of Conduct.

Any pupil wishing to visit the school outside term-time must seek the permissions of one of the Deputy Head Teachers or, if they are not available, the Headmaster. Whilst visiting the school, pupils come under the school's jurisdiction and must comply with the School's Code of Conduct.

PARTIES

When arranging parties during the working week, please be mindful of the timing of examinations and the impact on school the following day.

[The School Rules can be found on page 26 of this handbook.](#)

R MENTALITY

Aim:

To create a community in which pupils, staff and parents consciously grow a mentality towards learning that better enables pupils to achieve their personal bests at school and in life.

At Wrekin we want all pupils to aim to grow and develop the following qualities possessed by good learners, which all happen to begin with the letter 'R':

- Prepared to take **RISKS**
- Able to apply **REASONING**
- Able to show **RESILIENCE**
- Able to be **REFLECTIVE**
- Prepared to take **RESPONSIBILITY** for their own learning and behaviour
- Able to be **RESOURCEFUL**

In addition, we demand that all pupils have **RESPECT**: for themselves, for other people, for the environment, and for their own and other people's property.

ACADEMIC MATTERS

The core purpose of attending Wrekin College is for pupils to develop their full academic potential. For this reason:

- Pupils' work will be carefully monitored – it must be the highest standard of which a pupil is capable;
- Presentation of work must be as good as possible and care must be taken with all books and files (graffiti on books and files is not allowed);
- Pupils must be at the correct classroom on time, fully prepared with the correct books, equipment, lab coats and calculators, as appropriate;
- Pupils must make full and proper use of the Student Planner, which will be checked and signed by their Tutor on a weekly basis;
- Homework/prep must be completed and handed in on time;
- Sanctions are available to the staff if a pupil is not giving of his/her best in academic work.

REPORTS AND GRADE CARDS

Challenge Grades (CGs) for each pupil are set by subject teachers approximately four weeks into the Christmas Term of each academic year. CGs are the grades your teachers are challenging you to attain by the end of the academic year (in First to Third Forms) or end of your course (for GCSE, A level and BTEC). They are what your teachers believe to be your 'personal best' in their subject: they are deliberately aspirational as your teachers want you to aim for as high a grade as they believe you to be capable.

Once a pupil's CGs have been set, each CG Review (CGR) period their subject teachers will score them against the grade, based on the question: have they worked during this Review period as their teacher would expect a pupil/student to who gets this grade in the end?

The scoring system teachers give pupils works like this:

+1 = this pupil's work is even better than I associate with a pupil who finally gets this grade

0 = this pupil is on track to get their CG

-1 = this pupil has for some reason fallen below the quality of work I would expect at this stage

-2 = this pupil has for some reason fallen FAR below the quality of work I would expect at this stage.

A pupil's scores will be followed by two comments: the first will explain the award of their score (e.g. were they awarded a -1 because they have been a bit lazy on their prep or because they worked hard but hit a conceptual difficulty not expected for a pupil destined to attain this CG); the second will offer formative advice as to what to work on during the next Review period (an improvement comment).

Typical reasons for 'awarding' a -2 are that the pupil has been very lazy, or is suffering in some respect. Note: a CGR of -2 is an alarm bell.

A pupil's CGR will be accompanied by a summary comment from their Tutor and they will be sent an electronic copy of their CGR each time one is written, as well as a copy being sent home to their parents. Each pupil will spend some time in their Tutor Period following a CGR reflecting on their report and deciding on their next targets and courses of action for improvement.

MARKING AND FEEDBACK

On each piece of work a pupil should also expect to see reference to their CG and a score reflecting how their work compares to that of pupils/students who go on to get their CG. Each subject has its own marking policy which is relevant for that subject and the stage of study that a pupil is at and they will be given copies of these early in the Christmas term to ensure they know what to expect to see on their work. A pupil should also expect to have some formative comments on their work (improvement advice) on a regular basis from their teachers.

EXAMINATION GRADE SCORES UMS

School examination marks are scaled to a Unified Mark Scale (UMS) so that all subjects use the same grade boundaries.

First to Second Form

Grade	UMS
a	70 and above
b	60-69
c	50-59
d	40-49
e	39 and below

Third Form

Grade	UMS
7	70 and above
6	60-69
5	50-59
4	40-49
3	30-39
2	20-29
1	19 and below

Fourth and Fifth Form (I)GCSE

Numerical Grades	UMS
9	90-100
8	80-89
7	70-79
6	60-69
5	50-59
4	40-49
3	30-39
2	20-29
1	19 and below

Sixth Form (A level)

Grades	UMS
A*	90 and above
A	80-89
B	70-79
C	60-69
D	50-59
E	40-49
U	39 and below

Sixth Form (BTEC Level 3)

Grades	UMS
Distinction*	90 and above
Distinction	80-89
Merit	60-79
Pass	40-59
U	39 and below

(I)GCSE subjects are graded 9-1, with grade 5 considered a good pass and grade 9 being the highest.

CONTROLLED ASSESSMENT/ COURSEWORK

Controlled Assessment/Coursework is a very important part of some examination courses. It must be completed to the highest standard of which a pupil is capable.

The timing of Controlled Assessments/Coursework varies from subject to subject.

LESSONS

Pupils must be at the correct classroom on time, fully prepared with the correct books, equipment, and calculators, as appropriate.

Any pupil missing a lesson for an unauthorised reason should expect a Saturday Detention.

COMMUNICATION

Parents/Guardians will receive regular reports on their child's progress.

There are two Parents' Meetings for each year group during the course of the year, one in person and one online. Beyond these dedicated meetings, parents/guardians concerned with any aspect of their child's progress or welfare are encouraged to contact the relevant Housemaster/Housemistress, Academic Mentor or Tutor via the appropriate email address or telephone contact number:

It is the school's fundamental expectation that pupils will do their best in their work and that they will respect the academic achievements of others.

The parent/guardian of a pupil in receipt of three School Detentions in any one term will be contacted. In the event of a pupil being absent from registration, without authorisation, the parent / guardian will be contacted at the earliest available opportunity.

EXAMINATIONS

Internal and external examinations are detailed on the school calendar for each term. General revision guidance is given through Academic Mentor periods, as well as specific subject guidance during lessons.

TRAVELLING TO AND FROM SCHOOL

USE OF THE SCHOOL BUSES

The organisation of bus routes, lists of pupils on each bus and setting appropriate charges lies with Bernard Crone, the Deputy Bursar (Facilities). Parents wishing to make use of one of the school buses should, in the first instance, contact Mr Crone (bcrone@wrekincollege.com).

Mr Crone deals with routine daily problems in relation to buses and parents should contact him directly. The School Fees Administrator, Mrs Sarah Benson, deals with billing queries; parents should contact her directly (sbenson@wrekincollege.com) about such matters.

BEHAVIOUR ON SCHOOL BUSES

Pupils must conform to the School's Code of Conduct from the moment they are waiting by the side of the road in the morning, until the moment they are dropped off in the evening. In particular, behaviour on the buses should be entirely in line with the best conduct at school. For the duration of any journey the bus driver is the adult responsible and must be obeyed at all times. **Seat belts must always be worn when travelling on school buses. Unacceptable behaviour may lead to a period of suspension from the use of the bus facility.**

Whilst travelling on school minibuses pupils MUST NOT play music aloud on their mobile phone/device or use flash photography which may distract the driver and compromise the safety of all those on board the mini bus.

BAD WEATHER

In the event of very bad weather in a morning, the decision as to whether the buses will run rests with the Deputy Bursar (Facilities). He will make that decision by 6.45 a.m. and inform parents and the Housemasters/Housemistresses of that decision.

If bad weather starts during a working day and it appears there might be problems getting buses home at the normal departure time, the Headmaster and Bursar together will decide if the buses need to depart early. Parents will be emailed and individual pupils should contact parents to make arrangements for getting home. In extreme cases the school

would offer overnight accommodation to those who could not get home or be collected at a later time.

DELAYS

If a bus breaks down or gets seriously delayed, the Transport Supervisor, Eddie Fanneran, will make arrangements to inform parents of what is happening.

DRESS

Pupils brought to school by parents via public transport or travelling on one of the school bus runs, must be dressed in school uniform.

Pupils travelling to school under their own steam (e.g. bicycle or motorcycle) should wear clothing appropriate to their mode of transport. This clothing must not be in any way outrageous or offensive and must be agreed with the relevant Housemaster/Housemistress. They must change into school uniform as soon as they arrive at school.

ROAD SAFETY

- When they first arrive at school, all pupils will be told by their Housemaster/Housemistress of the dangers they face in having to move between buildings which are separated by public roads. They will be reminded of this on a regular basis, at least twice termly.
- A notice is displayed permanently in each House of the principal dangers and codes of practice that must be followed when moving along or across the public roads on campus.
- Pupils MUST use the internal paths and designated crossing points where possible.
- Pupils are not allowed to congregate in large groups on the public footpaths.
- Those waiting to board school buses must wait in the CCF Quad in an orderly and quiet manner.
- Those getting off coaches and school buses are warned of the danger of crossing the road immediately in front of or behind a vehicle where visibility is severely limited.
- Parents collecting/dropping off their son or daughter are politely requested to pay close attention to road

markings identifying parking restrictions. Please do **not** park illegally on the yellow lines by the school gates or on the pavements. **In order to ease congestion at key times (8am - 8.30am and 5pm - 6.15pm) we ask that parents adhere to a suggested clockwise one-way system around the 'quad'.**

1. Turn off King Street (opposite the Plough Inn) on to Albert Road
2. Continue onto Roslyn Road
3. Turn right onto Sutherland Avenue and go past the Bursary
4. Turn left onto Stanley Road for Bayley House/ Sports Hall; or
5. Continue onto Sutherland Road
6. Continue onto Constitution Hill back onto King Street

BICYCLES

Day pupils may use bicycles to get to and from school, provided that the following instructions are observed:

1. The Housemaster/Housemistress must have written permission from the parents/guardians allowing their children to come to and from school by bicycle.
2. The use of a cycling helmet is compulsory.
3. Parents/Guardians should ensure that their insurance policy covers the bicycle whilst on school premises. The school cannot accept responsibility for loss or damage to the bicycle.
4. The bicycle should be stored in the appropriate place at school, as agreed with the relevant Housemaster/ Housemistress.
5. Bicycles may not be used during school hours, except with the permission of the House staff, e.g. in lieu of games or on an organised cycle ride.

CARS

We are very concerned for the safety of the pupils in our care.

1. A car may only be driven to school by a pupil with the written permission of the Headmaster and this is given by means of a letter which may be obtained from the Headmaster's Personal Assistant. It is necessary for this letter to be completed and approved by the Headmaster BEFORE the car is brought to school. Permission may include

requirements concerning the parking of a vehicle.

2. Boarders may not bring a car to keep at school, except in exceptional circumstances when permission is granted by the Headmaster.
3. No pupil may give lifts to any other pupils during school hours or whilst under the school's duty of care without permission of the Housemaster/ Housemistress and the written consent of both sets of parents, which should be given to the driver's Housemaster/Housemistress.
4. Day pupils may drive cars to and from school provided that the Housemaster/Housemistress has written consent from parents.
5. Boarders may receive driving lessons only from an instructor approved by the school.

Pupils are permitted a maximum of one driving lesson per week in a private study period (providing they are not behind on academic work). Pupils must not arrange driving lessons during lessons or activities time where they have a school commitment.

6. Pupils may not drive in cars driven by Old Wrekinians, except with specific permission from the parents and the Housemaster/Housemistress.
7. During school hours or whilst under the school's duty of care pupils must not drive their cars unless they have had permission from their Housemaster/ Housemistress.
8. Pupils must drive and park safely and responsibly in and around the school campus so as not to put the safety of others at risk.
9. Pupils must not consume any alcohol if they intend to drive their car.
10. Pupils **MUST** park their cars on the Sports Hall car park.
11. The school cannot take responsibility for cars parked on school car parks or on roads.
12. The Headmaster reserves the right to deny permission for a pupil to bring a car to school.

For motorcycles and mopeds see the School's Road Safety Policy which is published on the School's website.

USE OF BUILDINGS AND FACILITIES

CHAPEL

Pupils should sit in their allotted place, except when requested to change by a School Prefect. Pupils will be silent when the member of staff on duty signals that Chapel is about to start.

No-one may miss a service without permission from his or her Housemaster/Housemistress. At the end of a service pupils will leave quietly under the direction of the School Prefects.

DINING HALL

Pupils are expected to attend all meals and should arrive for meals at the appropriate times. They should queue in the order in which they arrive and not push to the front. Day pupils are entitled to lunch only, and tea by prior arrangement with his/or her Housemaster/Housemistress.

No food may be taken from the Dining Hall.

Games clothing will not be worn for meals, except when pupils are changed ready to leave for a match or after late games, when they are accompanied by a member of staff.

Hats must not be worn in the Dining Hall at any time.

THEATRE

No one may use the theatre without permission from a member of staff.

The scaffolding may not be used at any time, unless a member of staff is present.

The lighting box, costume room and scenery store may only be entered by those authorised to do so by the drama staff.

SPORTS CENTRE

- The Halls may only be used when they are supervised; times are published in the Halls.
- Squash, badminton and basketball practice may take place when the building is open and supervised.
- All other activities can only take place when individually supervised by an appropriate member of staff.
- No food or drink other than bottled water; may be

taken into the sports areas.

- Only clean training shoes may be worn in the Halls.
- Squash shoes are to be carried to and from the buildings.
- Accredited school sports clothing should be worn at all times.
- No apparatus is to be set up without a member of staff being present; the store is out of bounds.
- The changing rooms will not be open for general use.

VALUABLES

When using the sports facilities pupils must leave valuables in their lockable space in their House or use the lockable space in the Sports Centre.

SWIMMING POOL

- When going to/from the pool, pupils must wear accredited sports clothing.
- Outdoor footwear on the pool side is not allowed.
- No pupil may use the pool without a competent supervising member of staff present.
- Diving into the pool may only take place in the DEEP END. No one may dive into the pool from the side or shallow end.
- Running around the pool is forbidden.
- No food or drink may be taken into the pool area.

ASTRO TURF

Pupils must observe the following rules for use of the AstroTurf:

- Do not use spike footwear
- Do not consume food or drink on the surface
- Do not deposit used chewing gum (chewing gum is forbidden at school)
- Do not use bicycles on the pitch
- Always ensure that your footwear is clean prior to entering the pitch
- Always ensure that equipment is moved carefully under supervision

GENERAL POINTS FOR GUIDANCE START OF THE ACADEMIC YEAR

An Induction Programme is held for all new pupils and parents before the start of Christmas term.

The Senior Deputy Head (Pastoral) will send out to all parents during August specific details about times and day of arrival applicable to each year group.

New pupils in First to Fifth Form should arrive wearing the school sports jacket and school skirt or trousers, and their House tie, if relevant.

New pupils into Clarkson, Roslyn and Hadden will be provided with their relevant House Badge(s) by their Housemistress(es)

Sixth Form pupils should wear the Sixth Form suit (**tailored jacket, knee-length skirt or trousers**).

For further information concerning uniform please see 'Dress Regulations and Clothing Lists' on page 18.

For Boarders – Suitcases brought by car should be taken to the relevant House. Keys for suitcases should have a label attached to them.

For new pupils arriving after the start of the Christmas term - Housemasters/Housemistresses will be responsible for their induction.

CORRESPONDENCE AND ATTENDANCE

- Correspondence concerning a child's leave of absence, travel and general welfare should usually be addressed to the Housemaster/Housemistress.
- A day pupil is expected to arrive properly dressed and to register at school by 8.25am. If a pupil is unable to attend school for any reason, please telephone or email the Housemaster/Housemistress before 8.25am and send in a letter or email to explain the absence on the day when the child returns to school. **Late arrivals must report to the Headmaster's Office and sign the 'Late Arrivals Book' before going to Chapel, the classroom or to House.**
- In the event of a pupil being absent from registration, without authorisation, the parent/guardian will be contacted at the earliest available opportunity.

- If a child is fit enough to attend school, but unfit for games, a letter or email must be sent to school to the Health and Wellbeing Centre (healthandwellbeingcentre@wrekincollege.com) to that effect in the morning.
- Day pupils may leave after their last school activity, but not before 4.30pm on a Wednesday without their Housemaster's/Housemistress' permission. Arrangements may be made with the Housemaster/Housemistress for pupils to stay for tea or until the end of prep.
- Pupils will be expected to stay for some evening functions such as the House Singing Competition.
- Should day pupils wish to return to school during times when they would not normally be present, they must report to the Housemaster/Housemistress on arrival and sign out when they leave.

The 'Week Ahead' details are emailed regularly to parents..

BREAKS DURING TERM TIME

We ask that parents do not request permission for their children to leave early at the end of a term, at half-term or at an exeat weekend. When this is unavoidable, permission should be sought directly from the Headmaster.

Please note that taking holidays during term time is highly undesirable and is sure to upset the child's progress. Permission for such holidays must always be sought, in writing, from the Headmaster:

EXEAT WEEKENDS (for boarders)

All boarders may remain in Houses during exeat but must book their place well in advance. **Boarders not remaining at school are expected to stay with their designated guardian.** If other arrangements have been put in place, the Housemaster/Housemistress should be informed in writing at least 24 hours before the exeat begins.

TRAVEL ARRANGEMENTS (INTERNATIONAL PUPILS)

The school's online system is in place for travel to and from school. Please read through the points at the beginning of the Travel Form as they include very important information and guidance to ensure that everything is in place for the safe and smooth outbound (from school) and inbound (to school) journeys for your child at the beginning and end of school breaks.

The Travel Form is in two parts and it is vital that both parts are completed so that the school is clear when their duty of care begins and ends and so that the relevant taxis may be booked. However, when completing the outbound part (from school) you may not have the details for your child's inbound (back to school) journey. That is not a problem providing that the second part of the Travel form is completed at least 5 days before your child is due to return to school.

All additional enquiries about your child's travel arrangements should be directed through the following email: travel@wrekincollege.com.

CHAPEL AND OTHER FUNCTIONS

All day pupils are very welcome to join the boarding pupils and attend Sunday Evening Prayer (usually at 5.30pm on two Sundays per term). The expectation is that all pupils will attend Whole School services (usually once a term), Open Day events (Christmas and Summer terms), Remembrance Day Service and Carol Service.

Parents are also encouraged to attend school functions such as matches, concerts, services and plays. Your child should keep you informed of events but a calendar will be sent out each term and updated weekly (the 'Week Ahead').

GUESTS

Day pupils may invite boarding pupils to their homes, but their Housemaster's/Housemistress' permission must be obtained.

POCKET MONEY (for boarders)

Any money that a parent may give to a pupil can be 'banked' with the Housemaster/Housemistress and it may be withdrawn under House arrangements. Pupils must not bring large sums of money into school or keep large sums of money, more than £10, in their rooms. The school cannot take responsibility for monies lost or that may go missing.

GUARDIANS (for boarders)

When a boarder's family lives outside the UK, we insist that a guardian be appointed with whom the pupil can go and stay when the school is closed for short breaks. In cases where the appointed guardian is not a relative of the pupil, the school maintains the right to vet the suitability of the guardian.

We advise a guardianship company to be appointed whenever possible. Please ask the Admissions Officer for details.

Parents are responsible for the welfare of their children while they are staying with their guardians.

Parents arranging for their child to stay with a guardian, who is not an immediate birth relative, should be mindful that a stay in excess of 28 days, for a child under the age of 16, constitutes a private fostering arrangement. If such an arrangement comes to the attention of the school, the school would be obliged to notify the local authority to allow the local authority to check the arrangement is suitable and safe for the child.

MEDICAL MATTERS

The medical responsibility for a day pupil lies with his or her parents. Day pupils will remain registered with their home doctors, whom should be consulted on all medical matters. If a day pupil falls ill during the day, they can go to the Health and Wellbeing Centre and the nurse on duty will triage the pupil and telephone parents if they need to go home.

All new boarding pupils who need to be registered with the School Doctor will have a medical examination during their first term, and consent for this examination will be implicit in the parents sending their child to the school. **It is very important that we receive the completed Medical Questionnaire, even though day pupils remain registered with their family doctor.**

We rely upon parents to exercise discretion and not to send their children to school if they are known to have been in touch with an infection, until they are out of quarantine. Pupils

should not be sent to school if they are unwell. Advice, if needed, can be sought from the Health and Wellbeing Centre either by telephone or email regarding common infections. Only prescribed medication should be brought to school and handed in to the Health and Wellbeing Centre. All over the counter medication/homely remedies are available during the day to boarders and day pupils and the same is available to boarders in the Boarding House after hours.

Please make sure that all routine dental needs have been dealt with and that your child has recently been seen by an optician.

Tetanus – This disease is highly dangerous and the School Doctor hopes that new pupils will have been immunized shortly before they join the school. Immunisation consists of three injections over a period of six months. If your child has not been immunised, we would advise you to arrange for him or her to have the first two injections before September and the third could then take place in the Christmas holidays or at school in January.

Meningitis – All current pupils at Wrekin College have received meningitis immunisation. Any new pupil should indicate on the Medical Questionnaire whether or not they have been immunised.

Pupils needing to see the School Doctor should report to the Health and Wellbeing Centre before 8.30am. For minor complaints pupils may attend one of the surgery times as posted by the Senior School Nurse in each House.

If a pupil feels too unwell to attend a lesson, he or she must report to the Health and Wellbeing Centre. If the School Nurse does not admit the pupil, then the pupil must return to lessons and is not allowed to return to House to lie down. Pupils needing an 'Off Games' chit must obtain one by lunchtime at the latest. No 'Off Games' chits will be issued in the afternoon, unless under exceptional circumstances. Parents of day pupils must send their child in with a note or should email healthandwellbeingcentre@wrekincollege.com if they wish them to be excused from games.

SAFETY OF PUPILS' PERSONAL PROPERTY

It is not possible for the school to accept liability for personal items belonging to pupils. Parents are encouraged to make their own arrangements to insure these items, especially valuable ones such as jewellery, mobile telephones, sound

systems, cameras or computers. Staff members are generally willing to look after valuables of any pupil and will always take all possible precautions to look after them, but cannot take any responsibility if the valuables are lost or stolen while in their care.

SMART WATER

All full and weekly boarders are given a SmartWater pack to mark their valuables. SmartWater is forensic coded water which deters criminal activity and improves the safety of individuals and their possessions.

DATA PROTECTION

Wrekin College works within the requirements of the Data Protection Act 2018, therefore all personal data held about our pupils or customers will only be used for the specific purpose for which it has been obtained. Information will not be passed on to or sold to any other interested parties and will be kept for no longer than is required.

TIMETABLE

We offer a two week timetable with seven lessons per day. At the end of each day (in period 8) there is either activities or games. This timetable is detailed in the Pupil Handbook and on the final page of this handbook (see p.27).

SATURDAY ACTIVITIES

On Saturdays we offer a range of academic and recreational activities. There will be an additional small charge for some of these activities. This programme is optional for day pupils, but all boarders (below Fifth Form) are expected to attend Saturday morning activities.

GAMES FIXTURES

If a pupil is selected to represent the school, they are expected to honour this commitment, and this includes any fixtures scheduled for Saturdays. School games kit is compulsory and pupils are expected to wear the correct school kit (see details on p. 20 and 21).

LEAVE AND EXEAT ARRANGEMENTS

LEAVE OUT: Pupils who need to miss a lesson for interviews, games matches, theatre visits etc. should seek permission from the members of staff whose classes would be affected. It is preferred that dental and optician appointments are arranged so that lessons are not missed. Lessons and other school commitments must not be missed for driving lessons.

DOWN TOWN: Only Sixth Formers, with the permission of their Housemaster/Housemistress, may visit town for one hour on a Wednesday afternoon following their games commitments and one hour on a Friday afternoon after 4.30pm if they do not have any other school commitments.

All should be back at school before 5.45pm. Town leave will not be granted during lunch hour other than for exceptional circumstances. When visiting town pupils should wear uniform or games kit, to include tracksuit bottoms.

SATURDAYS: Boarders, with the permission of their Housemaster/Housemistress may visit the town in the afternoon.

SUNDAYS: A pupil may go out with their Housemaster's/Housemistress' permission after lunch until tea.

Pupils may go out with their parents/guardians after matches on Saturdays and Sundays with the Housemaster's/Housemistress' permission.

EXEATS: Pupils may choose to remain at school during an exeat, or stay with other families if the Housemaster/Housemistress has the agreement of both sets of parents. Pupils must return directly to school after exeat.

SIGNING OUT: Pupils must sign out to a destination whenever they leave their Houses. Pupils must not go into town unless the Housemaster/Housemistress has granted permission.

EVENING LEAVE: Upper Sixth Formers, with permission from their parents, may be granted evening leave

OLD WREKINIAN ASSOCIATION

We hope that all our pupils will wish to become members of the OWA when they leave school and we invite you to pay your child's subscription of £324 by paying nine instalments of £36 added to the account for each of the nine terms of a pupil's enrolment. For pupils joining at Sixth Form the membership contribution will be £54 per term for six terms. If you prefer not to use this method, your son or daughter may, of course, still join the OWA on leaving school by making a lump sum payment at the then current rate, in which case, please inform the Bursar accordingly. Membership of the OWA enables a pupil to keep in touch with the school and friends. All members of the OWA receive the twice yearly Old Wrekinian Record, together with invitations to Old Wrekinian events at the school.

The OWA has branches in London, Liverpool, Manchester, Birmingham and Shropshire. Each branch holds its own functions throughout the year to which members of the OWA are invited. If you wish to opt out of the OWA, you must notify the Bursar in writing.

THE FRIENDS OF WREKIN

This is an association formed to provide parents and friends with a highly enjoyable programme of social, cultural and sporting events, in line with the school's aims of fostering a strong parental involvement. It started in 1995, since which time strong friendships have been formed and much effort has touched the community beyond the school gates.

Membership is offered to all parents on their child's entry to school and the committee is always looking for new people who will help run the association and its events. The current annual membership fee is £6 per parent.

DRESS REGULATIONS AND CLOTHING LISTS

SCHOOL SHOP

School uniform may be purchased through the Wrekin College School Shop, online at www.schoolshopdirect.co.uk or from School Shop Direct, 17-18 Sundorne Trade Park, Shrewsbury SY1 4NS.

Appointments with the School Shop can be made during the summer break by contacting info@schoolshopdirect.co.uk or calling + 44 (0) 1743 440449. Please check the website for the latest opening hours.

OVERSEAS BOARDERS

Boarders arriving from overseas should restrict luggage to a minimum. Other than trainers the School Shop provides ALL sporting equipment. Pupil bedding packs are available at a small cost from the boarding Houses. Please contact your House Matron on arrival in school.

LOWER SCHOOL (FIRST TO FIFTH FORM)

- Jacket: Wrekin green tweed jacket (available in straight fit or fitted at the waist). (*Note: pupils who still possess the previous navy blazer may wear this for one more year.)
- Wrekin tartan skirt (must be knee length) or charcoal grey trousers (various fits available)
- Long-sleeved white shirts or blouses. These must be tucked in and top button done up. Sheer fabrics are not allowed.
- Black opaque tights (with skirt) or short black plain socks (with skirt or trousers). In Summer term skin-coloured tights may be worn instead.
- NO make-up (or fake tan) or nail varnish (or acrylic nails) are allowed.
- Hair should be neat, must be of a natural hair colour and should not be cut shorter than a number 3 cut, and must be tied back if long enough to do so. Facial hair is not allowed.
- Jewellery: up to two small stud earrings may be worn ONLY in the lobe of each ear; no hoops, dangly earrings or spacers are allowed; pupils are permitted a maximum of one ring, one bracelet and one necklace. No tattoos or other piercings or jewellery (including ankle bracelets) are allowed

- Jumper: navy V-necked plain.
- Shoes: black, polishable material; not suede, no high heels (max. 4cm), no boots, stilettos or open-toed shoes are allowed.
- Coats: plain black, dark grey or navy. No large emblems or logos; no shiny fabrics or fur hoods.
- Hats and caps are not allowed at any point in the working day.
- Pupils in Lancaster Boys' House, Bayley, Tudor and York wear a tie in their House colours.
- Pupils in Lancaster Girls' House, Clarkson, Roslyn and Hadden Hall wear a badge in their House colours (available from the Houseparent on the first day of school).

SIXTH FORM DRESS

- A black, navy or dark grey plain suit (trousers or knee-length skirt suit). Suits must be of a tailored fabric, and not shiny or a stretchy (lycra) type material. A fine pinstripe fabric is allowed. Skirt suits should be purchased from the school shop.
- Blouses or shirts must be plain in colour (but may be any colour). These should not be cropped in any way or low-cut.
- Plain black opaque or skin-colour tights should be worn with skirts; short black socks with trousers. Patterned tights are not allowed. In hot weather short black socks may be worn with skirts instead of tights.
- Make-up, if worn at all, must be discreet and look natural. False eyelashes, eyeshadow, eye liner, heavy blusher, fake tan, and similar are not allowed. Nail varnish is not allowed (nor are acrylic nails).
- Hair should be neat, must be of a natural hair colour and should not be cut shorter than a number 3 cut. Facial hair is not allowed.
- Jewellery: up to two small stud earrings may be worn ONLY in the lobe of each ear; no dangly earrings or spacers are allowed; pupils are permitted a maximum of one ring, one bracelet and one necklace. No tattoos or other piercings or jewellery (including ankle bracelets) are allowed.
- Jumper: navy, black or dark grey V-necked plain knit

- Shoes: black or brown, polishable material; not suede, no high heels (max. 4cm), no boots, stilettos or open-toed shoes are allowed.
- Coats: plain black, dark grey or navy. No large emblems or logos.
- School scarf (optional).
- Hats and caps are not allowed at any point in the working day.
- Sixth Formers in Bayley, Tudor and York wear a tie in their House colours.
- Sixth Formers in Clarkson and Roslyn wear a badge in their House colours.

PREFECT PRIVILEGES

There are extra options for (Upper Sixth Form) Prefects only:

- A (trouser or skirt) suit of any colour may be worn, although this must still be of tailored fabric and skirts must be knee-length.
- Patterned blouses or shirts may be worn (instead of plain) and a coordinating tie of their choice.

KIT FOR GAMES AND ACTIVITIES

General kit (all pupils require): Wrekin navy quarter-zip top, Wrekin tracksuit bottoms (track pants or skinny track pants), Wrekin games t-shirt, Wrekin reversible sports shirt (for hockey/netball/rugby), Wrekin games shorts, Wrekin games socks, white PE socks, a good set of trainers, boots with studs

(suggested: boots with changeable studs), shin pads, gum shield. In addition: a Wrekin holdall or sports bag. Optional: Wrekin long-sleeved base layer top, waterproof jacket, Wrekin navy leggings/base layer, House shirt.

Please note: pupils are required to wear the Wrekin quarter-zip and trousers over shorts/under skorts when travelling to matches and if wearing kit around school prior to or subsequent to a fixture (if uniform isn't required to travel in). Pupils should never be in chapel, the dining room or lessons in shorts or skorts, but should be wearing Wrekin sports trousers and the quarter-zip over the top. **No external (club) kit of any description should be worn instead of, or in combination with, Wrekin games kit please.**

PLUS (depending on age, and options at Senior level), the main items required for the main sports are as follows (please note Wrekin follows the clothing requirements for these sports as per the national level guidance, which require some different items via gender in some cases, where stated):

Rugby - Wrekin navy rugby shorts, Wrekin reversible playing shirt, rugby boots with studs, gum shield (see general kit list above for latter three items). Optional: head guard.

Football - Wrekin reversible playing shirt, Wrekin games shorts, Wrekin games socks, shinpads, boots with studs. Gloves for goalkeepers, as appropriate.

Hockey - Wrekin navy skort or shorts, Wrekin reversible playing shirt, hockey stick and hockey shinpads, gum shield (strongly recommended, as per England hockey guidelines), trainers or astroturf trainers. Optional: hockey glove.



Netball - Wrekin navy skort, Wrekin reversible playing shirt. For Senior teams (U16s, 1sts and 2nds), playing dresses will be loaned to players for the season. Optional: Wrekin navy netball dress (juniors only). Note: in cold weather, Wrekin base layers may be worn underneath the shirt and skort or dresses.

Cricket - Wrekin cricket whites and cricket box (boys); Wrekin PE kit (girls - see general list above); cricket spikes (strongly recommended); Wrekin baseball cap; it is advised for pupils to have their own pads, gloves, helmet, but it is possible some of these can be provided. All players **MUST** wear a helmet when batting or keeping wicket (in line with ECB and HMC recommendations). Optional: Wrekin cricket jumper over cricket whites.

Athletics - Wrekin running vest, Wrekin games shorts, white PE socks. Optional: Wrekin games t-shirt (instead of vest), if desired; running spikes.

Swimming - black or navy one-piece swimsuit (preferably racer-back style) or swimming trunks (NOT beach shorts), swimming goggles, Wrekin swimming hat.

Racquet sports, such as badminton, tennis and squash, we strongly suggest pupils purchase their own racquet, but these can be provided if needed. Note: badminton and squash are Sixth Form only options, but juniors will require a tennis racquet.

Other sports may require other equipment and kit, as appropriate. Specialist kit (e.g. for a hockey goalkeeper, or for fencing) is often lent to pupils for the duration of an activity, although pupils are welcome to bring their own if they possess it.

CHARACTER ADVENTURE TRAINING (INCL. CCF AND DofE)

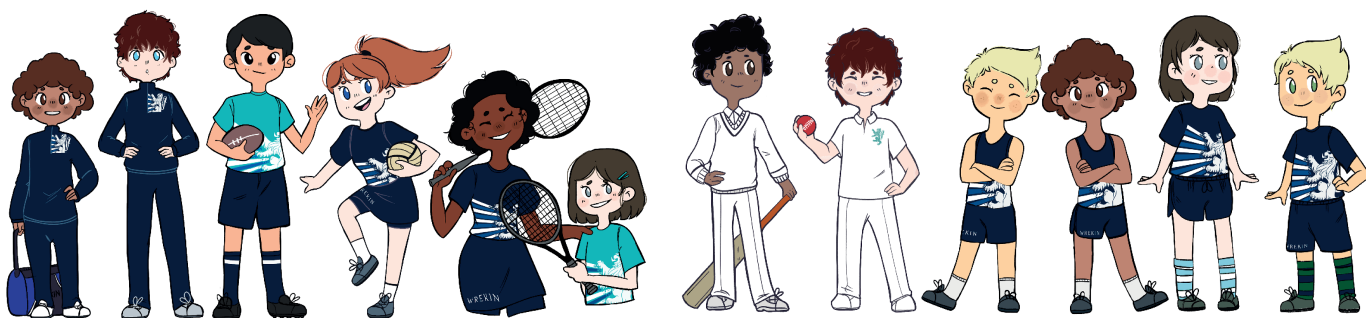
Kit for the Combined Cadet Force is loaned to pupils each year, and collected back in at the end of their time with CCF. Pupils may be charged for lost kit. Pupils in Third Form can purchase CCF boots or wear dark coloured walking boots. Pupils in senior years are expected to wear black shoes or CCF boots, depending on the uniform being worn. Pupils change into CCF kit at lunchtime of the relevant day. During the day, pupils are to wear the CCF trousers with the disruptive pattern material (dpm) shirt tucked in, belt and boots. T-shirts and Norwegian shirts are not to be worn as a top layer during the day but may be worn beneath the dpm shirt. Berets are not required to be worn until period 8.

Pupils who choose to take part in the Duke of Edinburgh's Award will be given a specific list of equipment at an appropriate time well in advance of expeditions.

DRESS FOR TRAVELLING TO AND FROM SCHOOL

Pupils brought to school by parents or travelling on one of the school bus runs should be dressed in school uniform.

Pupils travelling to and from school under their own steam should wear clothing appropriate to their mode of transport. This clothing must not be in any way outrageous or offensive and must be agreed with the relevant Housemaster/ Housemistress. They must change into uniform as soon as they arrive at school.



DRESS FOR SCHOOL TRIPS AND FUNCTIONS

Some school trips and functions require school uniform, for others the teacher will specify what clothing should be worn. For trips and functions when home clothes may be worn, the following rules apply:

- Make-up and nail varnish are not allowed (except for social events)
- Shorts and mini skirts are not allowed
- Leggings must not be worn unless under a skirt or dress of appropriate length (no more than a couple of centimetres above the knee)
- Tops should not have a plunging neckline and should be of a sufficient length so as to cover the midriff
- Torn jeans are not allowed
- Logos and artwork on clothing must not be offensive

MISCELLANEOUS ITEMS

All pupils

Bag/holdall/briefcase for files and books

A scientific calculator is required for pupils joining the Lower School

A padlock is also useful to secure changing room lockers

Boarders

2 bath towels (loops attached)

2 hand towels (loops attached)

2 sets of pillow cases (name tapes outside)

2 duvet covers (name tapes outside)

2 single sheets (school beds are 190.5cm x 91.5cm)

2 x small laundry bag

2 x plug adaptor (suitable for the UK)

Alarm Clock (First to Fourth Form pupils have phones locked away at night)

Toiletries and Wash Bag

Smart clothes for non-uniform days

Casual clothing for evenings and weekends

Nightwear

Slippers/sliders/flip flops

Dressing gown

Evening outfit for boarding social events

Please Note:

All items must be plainly marked. Spare name tapes should be left at school with Matron. Name tapes should have the initials of the House (e.g. B – Bayley), then surname, then initials. The School Shop can provide these.

There is the opportunity to purchase more items locally. Items can also be purchased online and delivered to school.

STATIONERY

The school provides pupils with exercise books for the majority of subjects. However, for some subjects pupils will require a file, hard-backed book or sketch pad. These items can be purchased from the School Shop.

ADDITIONAL SIXTH FORM PRIVILEGES:

- **Dress Down Fridays** for all members of the Sixth Form, at the discretion of the Headmaster. The dress code for these days is smart casual - no jeans, trainers or jumpers with big logos. Skirts and dresses should not be too short or with plunging necklines. If in doubt see Mrs Wright for clarification.
- **PPP (Prep, Pizza and Pint) Nights:** every two weeks (Week B) and pupils sign up for catering purposes on the Monday of the week of the PPP Night. £5 per evening attended added to the end of term bill to part cover the cost of drinks and pizza.
- **Relaxed Down Town Rules and Timings:** the existing down town rule is in place for all members of the Sixth Form i.e. one hour on a Wednesday and after 4.30 on Fridays (Lower Sixth as from the beginning of the Lent term) once all school commitments have been fulfilled, and with permission of the HsM plus signing in and out of House. Additional relaxed timings for some Upper Sixth bolt on to this and are linked to individual students' Challenge Grades. Upper Sixth on relaxed timings may come into school later and go home early if they do not have a lesson(s) or other commitments, but must sign in and out of House in the usual way. An Upper Sixth student wishing to come into school later or go home earlier MUST liaise with their HsM in good time and sign in and out of House in the usual way.

USEFUL CONTACT DETAILS

Main switchboard
01952 265600

Headmaster - Tim Firth
headmaster@wrekincollege.com

Headmaster's PA - Katy Daniels
01952 265602
headmastersPA@wrekincollege.com

Senior Deputy Head (Pastoral) and Supervising DSL -
Adele Wright
01952 265562
awright@wrekincollege.com

Deputy Head (Teaching & Learning) - Ben Smith
01952 265610
bsmith@wrekincollege.com

Assistant Head (Head of Boarding) - Guy Roberts
01952 265648
groberts@wrekincollege.com

Assistant Head (Co-Curricular) - David Winterton
01952 265648
dwinterton@wrekincollege.com

Assistant Head (Planning) - Peter Stanway
01952 265529
pstanway@wrekincollege.com

Assistant Head (Head of Middle School) - Simon Platford
01952 265625
splatford@wrekincollege.com

Day to Day DSL - Durran Tunnah
01952 265650
dtunnah@wrekincollege.com

Head of Marketing- Clare Hendy
01952 265619
chendy@wrekincollege.com

Head of UK Admissions - Ros Curel
01952 265603
rcurel@wrekincollege.com

Head of International Admissions - Paula Bottomley
01952 265645
pbottomley@wrekincollege.com

MISCELLANEOUS

Bursar's Office
01952 265600

Emergency Number for Bus Run
07840 951975

Facilities/Bus Run Administration - Bernard Crone
01952 265605
bcrone@wrekincollege.com

Fees Administrator - Sarah Benson
01952 265647
sbenson@wrekincollege.com

Health and Wellbeing Centre
01952 265654
healthandwellbeingcentre@wrekincollege.com

HOUSES

Bayley Housemaster - Guy Roberts
01952 265636
groberts@wrekincollege.com

Clarkson Housemistress – Michelle Warner
01952 265637
mwarner@wrekincollege.com

Hadden Hall (Girls' Hall of Residence) – Helena Milton
01952 265665
hmilton@wrekincollege.com

Lancaster Boys' Housemaster – Jonny Longfellow
01952 265632
jlongfellow@wrekincollege.com

Lancaster Girls' Housemistress – Janine Kotas
01952 265633
skotas@wrekincollege.com

Roslyn Housemistress – Elizabeth Boffey
01952 265680
eboffey@wrekincollege.com

Tudor Housemaster – Howard Brown
01952 265656
hbrown@wrekincollege.com

York Housemaster - Jonathan Mather
01952 265660
jmather@wrekincollege.com

SAFEGUARDING AND CHILD PROTECTION

Adele Wright 07951 289717 (24hrs)
Darran Tunnah 01952 265650

David Winterton 01952 265648
Simon Platford 01952 265625

PAYMENT INFORMATION

Payment Reference:

Pupil's Full Name - surname first

Registration Fee, Deposit and Fee Payments

Account Number 90988553

Sort Code

20-03-50

Account Payee

Wrekin College

Bank and Branch

Barclays Bank plc
Barclays Business Centre
32 Bridge Street
Banbury
Oxfordshire
OX16 9PS
United Kingdom

IBAN Code

GB71 BARC 2003 5090 9885 53

SWIFTBIC Code

BARCGB22

TERM DATES

Up-to-date terms dates may be viewed on the School's website:

www.wrekincollege.com/term-dates

Appendix I

School Policies and Procedures

The following school policies can be downloaded from the website at:

www.wrekincollege.com > Parents > School Documents or you can request hard copies from the Headmaster's Personal Assistant headmasterspa@wrekincollege.com

Anti-Bullying and Peer-on-Peer Abuse Policies

Behaviour, Rewards and Sanctions Policy

Complaints Policy and Procedures

Controlled Drugs and Misuse of Substances Policy

Data Protection Policy (Confidentiality of Information)

Equality and Diversity Policy

E-Safety and Online Safety Policies

Health and Safety Policy

Homestay Policy

Medical Centre and First Aid Policy

Our House Policy

Recruitment Policy

Safeguarding and Child Protection Policy

Welfare and Health Policies - Pupils (includes Alcohol and Smoking Policies)

Wellbeing and Mental Health Policies and Guidelines - Pupils (includes depression, self-harm, eating disorders and suicide intervention)

Whistleblowing Policy

A full list of all Wrekin College policies can be found at:

www.wrekincollege.com > Parents > School Documents. A copy of any policy can be provided upon request.

SCHOOL RULES

Breaching any of the following 15 rules constitutes a very serious offence for which a pupil will be placed within our disciplinary system. Dependent on the seriousness of the breach, a pupil might be asked to leave the school even for a first offence. The following (including any criminal act, contravening UK law, committed at any time) are unacceptable.

1. Any form of bullying (including offences against gender, race, religion, disability, sexuality and learning differences).
2. Unauthorised physical contact between pupils of any age (including that of a sexual nature).
3. Offensive, threatening or sexually rude behaviour towards others (pupils or staff) by physical, verbal or written means (including electronic communication).
4. Buying, trying to buy, selling, consuming or using drugs, alcohol or tobacco, attempting to bring such items into school or encouraging other pupils to use them. Misuse of substances including solvents etc. The use or supply of illegal and other unauthorised drugs whether within the school boundaries or beyond are unacceptable.
5. Smoking at any time or place during term time, including any outing, visit or match organised by the school. Electronic cigarettes are not allowed.
6. Entering licensed premises (except those Upper Sixth pupils who are given permission from the relevant HsM to use specified public houses. On these occasions only eighteen year olds are permitted to consume alcohol).
7. Taking or using another pupil's possessions without his/her permission.
8. Breaking the school's use of cars policy. This includes driving a car without written consent from the parents and permission from the Headmaster/HsM and riding in a car driven by someone other than parents or a member of staff, unless specific permission has been obtained from the relevant HsM.
9. Possessing offensive or dangerous weapons, including laser pens or laser pointers, explosives or fireworks.
10. Breaking the school's use of mobile devices policy and inappropriate use of mobile devices. This includes making or receiving calls or texts during lessons or while on the paths or roads in and around the campus; walking around the campus listening to music; the use of mobile devices, email or internet to access or send inappropriate material, messages or images; or to be in possession of inappropriate material, messages or images, including pornographic material. Taking photographs or making recordings of pupils or staff, without prior consent, are also forbidden.
11. Betting or gambling, including online betting or gambling.
12. Bringing the school, its staff or pupils into disrepute or danger through poor behaviour at any time or via any media including the internet and social networking sites or by breaking the school's Acceptable Use Policy.
13. Tampering with electrical or mechanical appliances, including fire alarms, fire extinguishers etc.
14. Unauthorised absence (truancy).
15. Breaking bounds, including being out of House after lock-up time, without prior permission from the HsM or entering the private areas within another House.

Other school rules

The following are forbidden:

16. Pupils below the Sixth Form are not allowed to visit the town, unless there is a legitimate reason and only then with the permission of the HsM. Members of the Sixth Form are allowed to visit town on a Wednesday afternoon for one hour and after 4.30pm on Fridays (Lower Sixth from the beginning of the Lent term) providing that they do not have any other commitments. Uniform or full games kit must be worn when going down town.
17. Bringing bicycles and skateboards to school without prior written consent from parents and approval of the HsM.
18. Eating in the streets and shops of the town and around the school grounds. No food or drink, other than water, may be taken into teaching buildings, the Music School, Theatre, Swimming Pool or Sports Hall.
19. Chewing gum.
20. Ball games in the immediate vicinity of all school buildings and snowballing (except on the lower playing fields).

Please note that this is not an exhaustive list and only some of the most common misdemeanours are given.

Please see the school's Behaviour, Rewards and Sanctions Policy for further information.

A TYPICAL WEEK AT WREKIN

	Monday	Tuesday	Wednesday	Thursday	Friday
7.45am - 8.15am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8.25am	Registration in house	Registration in house	Registration in house	Registration in house	Registration in house
8.35am	Assembly	Chapel	Chapel	Congregational Hymn Practice	Chapel
9 - 9.55am	Period 1	Period 1	Period 1	Period 1	Period 1
10 - 10.55am	Period 2	Period 2	Period 2	Period 2	Period 2
10.55 - 11.05am	Break	Break	Break	Break	Break
11.25am - 12.20pm	Period 3	Period 3	Period 3	Period 3	Period 3
12.25 - 12.55pm	Tutor Period Lancaster Lunch	Period 4 / Prep Lancaster Lunch	Lunch	Period 4 / Prep Lancaster Lunch	Period 4 / Tutor Period Lancaster Lunch
12.55 - 2pm	Senior Lunch	Senior Lunch	Lunch	Senior Lunch	Senior Lunch
1.30 - 2pm	Lunch Tutor Period	Lunch Period 5 / Prep	Lunch	Lunch Period 5 / Prep	Lunch Period 5 / Tutor Period
2.05 - 3pm	Period 6	Period 6	Games	Period 6	Period 6
3.05 - 4pm	Period 7	Period 7	Games	Period 7	Period 7
4 - 4.20pm	Afternoon break	Afternoon break	Afternoon break	Afternoon break	Afternoon break
4.20 - 5.45pm	Games / Lancaster activities / Fourth Form Bronze DofE	Games / Third Form CCF / Prep	Games	Games / Activities / Prep	Friday Activities and Games all year groups.
6 - 6.40pm	Buses End of school day for day pupils	Buses End of school day for day pupils	Buses End of school day for day pupils	Buses End of school day for day pupils	Buses End of school day for day pupils
6pm	Tea	Tea	Tea	Tea	Tea
7pm	Prep	Prep	Prep	Prep	Prep

