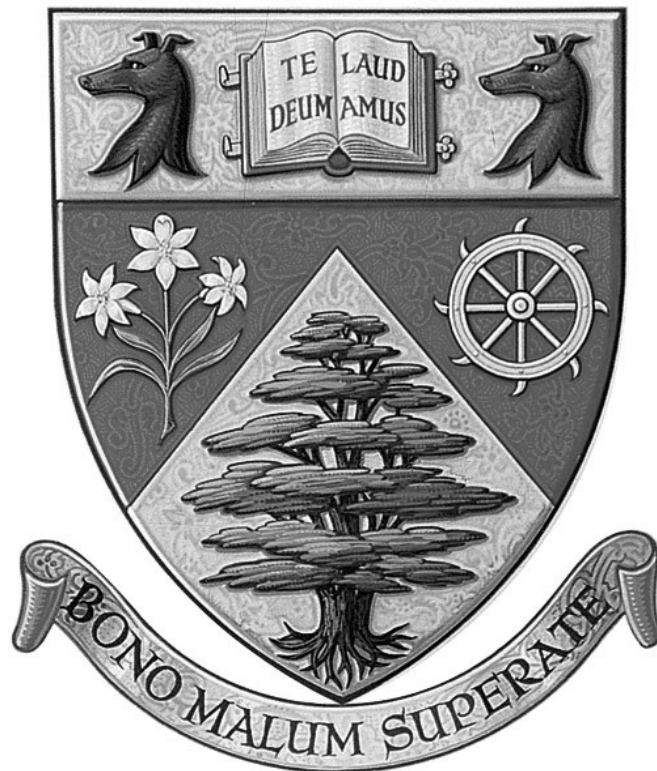


WESTONBIRT SCHOOL

Headmistress: Mrs Mary Henderson MA



PARENT & GUARDIAN HANDBOOK

2011 – 2012

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A copy of this handbook can be found on our website
www.westonbirt.gloucs.sch.uk and will be updated regularly.

INTRODUCTION

It is my pleasure to introduce this Handbook for Parents and Guardians. The purpose of the Handbook is to provide you with information about our main school policies and how they work at Westonbirt. It should also give a clearer insight into the day to day running of the school so that we can all work together to ensure the wellbeing of your daughter. The Handbook is updated annually.

Inevitably, a number of the documents detailed here concern safety and discipline and you should be aware that they are implemented only when necessary. We believe that parents should be clear about how we react to problems and difficulties which arise in school and that openness about our policies can only benefit everyone involved. Your daughter is introduced to these policies by her Tutor and her Housemistress, and they are readily available on our website (www.westonbirt.gloucs.sch.uk). Information and guidance for girls on all aspects of life at Westonbirt is also contained in the Student Handbook and, for girls in the Sixth Form, the Sixth Form House Handbook.

I hope that this Handbook will enable you to find out everything you need to know about our day to day organisation, our policies and our procedures. We welcome parent involvement in the life of Westonbirt and value your support in our aim to achieve the school's purpose of helping all girls to fulfil their potential academically, socially and in their extra curricular activities.



Mary Henderson
Headmistress
July 2011

STAFF LIST 2011 - 2012

HEADMISTRESS

Mrs M Henderson MA (St Andrews), PGCE (Dunelm)

DEPUTY HEAD

Mr M Gluning BSc, PGCE (Aberystwyth), MA (Kingston)

ASSISTANT HEAD - ACADEMIC

Mrs D Browne BA (UC Wales), PGCE (Exeter), MEd (Gloucestershire) NPQH

ASSISTANT HEAD - PASTORAL

Mrs J Barlow BSc (Birmingham), PGCE (Open)

ASSISTANT HEAD - ADMIN & EXTRA CURRICULAR

Mrs J Bell BEd (Bath)

OPERATIONS DIRECTOR

Mr J Olver MA (Cantab)

FINANCE DIRECTOR

Mr J Bain

REGISTRAR

Mrs B Holley BSc (Coventry)

DIRECTOR OF MARKETING

Mrs S Bryan BA (Royal Holloway & Bedford New College), PGDipM, CIM

CAREERS GUIDANCE

Mrs A Dunn CEd (Worcester)

EXAMINATIONS OFFICER

Mrs R Roche BA (Anglia Polytechnic University, Cambridge)

LIBRARIAN

Mrs B Bomford BA (Exeter)

HOUSEMISTRESSES

Badminton

Miss G Fry Cert Ed (Birmingham)

Beaufort

Miss A Pounder BA (Cardiff) - Assistant

Miss S Gould

Dorchester

Miss Anna Leon

Miss S Gould

Holford

Miss E Pollitt BSc (Gloucestershire)

Miss S Burton BA (UWE) - Assistant

Sixth Form

Mrs F Hudson BA (Durham)

Miss M Calvert BA (LCC) - Assistant

Miss M Cryan BSc (USA)

PA TO THE HEADMISTRESS

Mrs C Haines

SCHOOL SECRETARY

Miss E Warne

RECEPTIONIST

Miss L Reid BA (Derby)

MEDICAL OFFICER

Dr A Walsh MB, CHB, DRCOG

SISTER

Mrs S Bath RGN, RMN

GOVERNING BODY

Mr D McMeekin MBA (Chairman)

Miss J Greenwood BSc, FRICS (Vice Chairman)

Mr M Barrow CBE

Mr R Boggis-Rolfe MA

Mrs S Castle BSc, RSA

Mr R Collinson FCA, MBA, FCMC

Mr H Falkenburg BSc, FRICS

Mr S Fisher MA, FCA

Mrs J Jones BA, MA

Mrs P Leggate BA, MEd

Mrs H Metters BSc, PGCE

Mrs S Porter

Mrs A Scott OBE, MA

Mr J Squire

Art

Mrs M Phillips BA, FPS (Photog), CEd (Liverpool), MA (Open)

Mrs M Stockton BA (Hull), MA Hons (Reading), PGATC (S Glam)

Business Studies

Mrs A Sedman BSc (Dunelm), MSc (Bath), PGCE (UWE)

Mrs J Gould BA (UWE)

Classics

Mr C Cheadle BA (Oxon)

Mrs L Pavvey MA (Edinburgh) PGCE (Cantab)

Design Technology

Mr J Sproule Cert Ed (London)

Drama

Mrs C Crosbee BA (Middlesex)

Mrs S English LLAM (London Academy of Music & Dramatic Art)

Mrs C Tohill BA

ELT (English Language Training)

Miss C Lloyd MA (Coventry), Cert TESOL (London)

Miss P Campbell Dip RSA (Cantab)

Miss A Roach BSc (Wales)

English

Mrs D Browne BA (UC Wales), PGCE (Exeter), MEd (Gloucestershire) NPQH

Mrs D Francis BEd (Southampton), MA Educ (Goldsmiths), Adv Dip EdMan (Open)

Food and Textile Technology

Mrs J Bell BEd (Bath)

Mrs J Joyce CEd (Bath)

Geography

Mrs N Gill BA (Manchester), PGCE (Cambridge)

History

Miss A Stredwick MSc (Leicester), BA (UC Cardiff), PGCE (Open)

Information and Communication Technology

Mr C Burkinshaw BA (Manchester Metropolitan), PGCE (Leicester)

Learning Support

Mrs P Reuter BA (London)

Miss C Graham CEd (Bedford), CPE

Mrs E Spyvee Cert Ed, OCR Cert in SPLD (Evesham College), PGC Dyslexia/SPLD (Worcester)

Mathematics

Mrs J Barlow BSc (Birmingham), PGCE (Open)

Mrs G Conway MA (Cambridge) PGCE (Bristol)

Mrs C Hansel BA (Cambridge)

Mrs B Holland BEd (Westminster College), MA (Open)

Modern Languages

Mrs C Rock Licence ès Lettres (Université de Metz)

Miss E Cutts BA (Swansea), PGCE (Gloucestershire)

Music

Dr C Exon BMus, PhD (Birmingham), PGCE (Southampton)

Miss G Carter BMus (Royal Scottish Academy)

14 peripatetic teachers: strings, wind, brass, percussion, singing.

Physical Education

Mrs H Siwek BEd (London University)

Miss C Graham CEd (Bedford), CPE

Miss E Pollitt, BSc (Gloucestershire)

Miss M Cryan BSc (USA)

Psychology & Religious Education

Mr P Bolam BSc (Bradford) MA (Keele) PGCE (Wolverhampton)

Science

Mrs S Barr BSc, PGCE (Leeds)

Mrs A Billinger, BSc (Bristol) PGCE (Bristol)

Mr M Gluning BSc, PGCE (Aberystwyth), MA (Kingston)

Mrs E McAllister BSc (Glasgow) PGCE (Glasgow)

Dr J Stimpson, PhD (Leicester), BSc (Leicester), PGCE (Leicester)

Mrs B Stephens BSc (Birmingham), PGCE (Cantab)

GOVERNING BODY AND ITS ROLE AT WESTONBIRT

The Governors play the same role as the directors of a public company, but all are non-executive. Various powers are reserved to the governing body, including the appointment of the Head, the approval of the development and operating plans and budget, and the determination of school fees.

The Governing Body may be contacted through the Chairman,
c/o The Director of Operations, Westonbirt School, Tetbury, Gloucestershire, GL8 8QG

Name of Governor	Responsibilities/Committees (In addition to Main Governing Body)
Dermot McMeekin, MBA	Chairman of Governing Body
Martin Barrow, CBE	Risk Management Executive Committee
Richard Boggis – Rolfe, MA	Nominations Chairman, Holfords of Westonbirt Trust (HOWT)
Susan Castle, BSc	Martyrs Memorial Trust (MMT) Risk Management Committee
Rob Collinson, FCA, MBA, FCMC	Finance & Estates Executive Committee Westonbirt Leisure Ltd
Hans Falkenberg	Chairman, Admissions and Marketing Executive Committee
Simon Fisher, MA, FCA	Finance and Estates
Jenefer Greenwood, BSc, FRICS	Deputy Chairman of Governing Body Executive Committee Finance and Estates Nominations
Jacqui Jones, BA, MA	Personnel Committee Nominations
Pippa Leggate, BA, Med, PGCE	Executive Committee Chairman, Education Committee Risk Management Committee
Henrietta Metters, BSc	Education Committee Martyrs Memorial Trust (MMT) Nominations
Sarah Porter	Admissions and Marketing Westonbirt Leisure Ltd
Annabella Scott, BA, OBE	Holfords of Westonbirt Trust(HOWT) Discipline/Appeals Martyrs Memorial Trust (MMT) <i>AGBIS rep</i>
Julian Squire, FIH	Chairman, Westonbirt Leisure Ltd Holfords of Westonbirt Trust(HOWT)
Mrs S Whitfield	Chairman, Personnel Committee Executive Committee
Mr M Porter	General Manager / Allied Schools

COMMUNICATION IN SCHOOL

Effective communication is one of our main priorities in school. The table below offers guidance about whom to contact about what in the first instance:

Subject	Who to speak to
Girls' academic progress	Tutor or Head of Department / Head of Sector / Housemistress
Girls' pastoral issues	Tutor / Head of Sector
Girls' out-of-school time	House Staff
Girls' medical issues	Medical Centre Sister
Girls' general organisation	Tutor / Housemistress
Parental Issues	Tutor / Housemistress / Head of Sector
Extra Curricular commitments	Housemistress / Senior Housemistress
Uniform	Miss Fry (01666 881317) Shop (01666 881399)
Fabric of the School	Director of Operations. Copy to the relevant Head of Department if classroom
Security	Director of Operations
Health and Safety	Director of Operations
Admissions	Registrar

Head of Sector	
Mrs Joy Bell	Yrs7, 8 and 9
Ms Mo Stockton	Yrs 10 and 11
Mrs Mary Phillips	Sixth Form

Most members of the academic staff may be reached during morning break (11.20-11.45am), lunch (1-2pm) or afternoon tea (4.05-4.35pm) via a telephone call to the School Office (01666 880333).

Members of House Staff can be contacted via telephone to their offices:

Badminton	01666 881346
Beaufort	01666 881396
Dorchester	01666 881345
Holford	01666 881344

However, if your matter is urgent, please contact the School Office 01666 880333. This telephone is manned between 8am and 6pm Monday-Friday and 8am until 12.00noon Saturday in term-time and 9am-1pm during the school holidays. Messages may be left at other times and will be checked regularly.

DIRECT LINE TELEPHONE NUMBERS & EMAIL ADDRESSES

		Direct Line Telephone Numbers (Prefix 01666)
Henderson Mrs M	Headmistress	881377
Bomford Mrs	Librarian	881365
Browne Mrs D	Head of English	881335
Bryan Mrs S	Director of Marketing	881327
Bursary	John Bain Denise Keighley Jacky Holloway Wendy Rice	880242
Cook Mrs J	Housekeeper	881336
Crosbee Mrs C	Drama	881337
Doyle Mr J	Business Manager	881338
Exon Dr C	Director of Music	881325
Frayling Mr B	Head Gardener	881315
Gluning Mr M	Deputy Head / Director of Studies	881306
Haines Mrs C	Head's Secretary	881377
Holley Mrs B	Registrar	881301
Lindsay Mr J	Sports Centre	881404
Lloyd Miss C	Head of ELT	881310
Olver Mr J	Director of Operations	881312
Parnell Miss J	Operations Assistant	881384
Phillips Mrs M	Head of Art	881318
Reid Miss L	Reception	880333
Reuter Mrs P	Head of Learning Support	881341
San Health Centre	Susan Bath Deborah Stephenson Shirley Wyse Bridget Jansen-Van-Vuuren	881304
	Science Department	881324
Siwek Mrs H	Head of P.E	881323
Spalek Mr P	Maintenance	881381
Sproule Mr J	Head of DT	881320
Tasker Mr G	Senior Lab Technician	881324
Warne Miss E	School Office	880333

EMAIL

Each staff member can be contacted using this simple format:

initialsurname@westonbirt.gloucs.sch.uk

(without a dot or dash between the initial and surname)

For example **Mark Gluning** becomes mgluning@westonbirt.gloucs.sch.uk

If you wish to contact The Headmistress please use headmistress@westonbirt.gloucs.sch.uk in the first instance.

HOUSEMISTRESS' DIRECT LINE TELEPHONE NUMBERS & EMAIL

House	Housemistress	Telephone Number	Email
Badminton	Miss G Fry	881317	gfry@westonbirt.gloucs.sch.uk
Beaufort	Miss S Gould	881303	sgould@westonbirt.gloucs.sch.uk
Dorchester	Miss S Gould	881303	sgould@westonbirt.gloucs.sch.uk
Holford	Miss E Pollitt	881308	epollitt@westonbirt.gloucs.sch.uk
Sixth Form	Mrs F Hudson	881316	fudson@westonbirt.gloucs.sch.uk

POST

SCHOOL MATTERS

If you wish to write to the school on any particular subject, please use the following guide:

Headmistress	Academic work Extra Subjects Request for Special Leave
Housemistress	Uniform Weekend Leave Travel End of Term arrangements
Housemistress	Health (including notification of medical appointments e.g. orthodontist) your Housemistress will also immediately inform the Sanatorium
Registrar/ School Office	Change of Address or Contact Details Changing from Day to Boarding or Vice Versa

PERSONAL POST

If you would like to send any post to your daughter, please make sure that you include Her Name, Boarding House, followed by the school address; this will ensure all post will reach your daughter without delay

VISITING

If you are intending on visiting the school to see your daughter, housemistress, or for any other purpose, we kindly ask that you do so through the main reception in the Marble Hall. Please sign in at the reception desk, where you will be given a visitor pass, which must be worn the duration of your visit and returned to reception on your departure.

DAY GIRLS

When your daughter joins Westonbirt she will be welcomed into Beaufort House during Year 7 and either Dorchester, Badminton or Holford House for Years 8 - 11 and will remain a member of that House until she joins the Sixth Form when she will become a member of the Sixth Form House, she will still be attached to her main school house for inter house events.

Day girls are welcome to stay one night a week in school free of charge and parents are asked to contact their Housemistress in advance so that she can ensure there is a bed available. Parents find this particularly useful if they have a social or work engagement which would prevent them from collecting their daughter at the usual time. It is helpful if your daughter can bring her own sleeping bag for these occasions. More frequent overnight stays may be arranged, subject to availability and an additional charge (currently £45). If your daughter has a late evening school commitment e.g. a theatre trip, which would make her very late home then she is also welcome to stay on these occasions without charge. Please contact your daughter's Housemistress for further information.

There are several notice boards throughout the school which give information of particular interest to Day Girls e.g. special events, match timings and teams and rehearsal times, and your daughter is asked to familiarise herself with their whereabouts. Your daughter's Housemistress will be able to provide further information if required regarding events which require an unusual pick up time.

IMPORTANT: If your daughter is unwell or otherwise unable to attend School please contact reception (01666 880333) before 8.25am on the day, otherwise a member of staff may need to contact you in order to account for your daughter's absence.

DATA PROTECTION

Under the Data Protection Act, the school will not give out your home contact details to other pupils and parents if you withhold your permission.

Only if you wish to withhold your permission, please contact office@westonbirt.gloucs.sch.uk or telephone 01666 880333. Otherwise we will assume your consent.

(Please note that this applies to your home contact details only. Under no circumstances will we disclose your business contact details to anyone except Westonbirt School staff.)

TRANSPORT ROUTES 2011-2012

Route 1: Cotswold Outdoor Centre / Cirencester / Culkerton / Tetbury

Route 2: Stroud / Bentley / Box / Nailsworth / Didmarton

Route 3: Wootton Bassett / Brinkworth / Little Somerford / Malmesbury

We run an extensive private daily bus service throughout Gloucestershire and North Wiltshire. The exact routes are adapted to suit current pupils' needs, so please do not hesitate to ask if you may be added to the route

TERM DATES 2011 – 2012

All boarders and weekly boarders are expected to remain in School during the closed weekends.
Day girls are also strongly encouraged to join the boarders for any events organised.
Parents are asked to adhere strictly to the dates shown below when arranging flights or other travel arrangements so that disruption to the school routine is avoided.

<i>AUTUMN TERM 2011</i>	
Start of Term	Sunday 4 September (Yr 12 and boarders) (Day Girls Monday 5 September)
Exeat	4.30pm Friday 23 September – Sunday 25 September
Half Term	4.30pm Wednesday 19 October – Sunday 30 October
Exeat	4.30pm Friday 18 November – Sunday 20 November
End of Term	12.30pm Saturday 10 December
Closed Weekends	10/11 September 15/16 October 5/6 November 3/4 December

<i>SPRING TERM 2012</i>	
Start of Term	Wednesday 4 January (Day Girls Thursday 5 January)
Exeat	4.30pm Friday 20 January – Sunday 22 January
Half Term	4.30pm Friday 10 February – Sunday 19 February
Exeat	4.30pm Friday 9 March – Sunday 11 March
End of Term	4.30pm Friday 23 March
Closed Weekends	7/8 January 17/18 March

<i>SUMMER TERM 2012</i>	
Start of Term	Wednesday 18 April (Day Girls Thursday 19 April)
Exeat	4.30pm Friday 4 May – Monday 7 May
Half Term	4.30pm Friday 1 June – Sunday 10 June
Exeat	4.30pm Friday 22 June – Sunday 24 June
End of Term	12.30pm Saturday 7 July
Closed Weekends	21/22 April

<i>AUTUMN TERM 2012</i>	
Start of Term	Sunday 2 September (Yr 12 and boarders) (Day Girls Monday 3 September)
Exeat	4.30pm Friday 21 September – Sunday 23 September
Half Term	4.30pm Wednesday 24 October – Sunday 4 November
Exeat	4.30pm Friday 23 November – Sunday 25 November
End of Term	12.30pm Saturday 15 December

<i>SPRING TERM 2013</i>	
Start of Term	Monday 7 January (Day Girls Tuesday 8 January)
Exeat	4.30pm Friday 25 January – Sunday 27 January
Half Term	4.30pm Friday 8 February – Sunday 17 February
Exeat	4.30pm Friday 8 March – Sunday 10 March
End of Term	4.30pm Friday 22 March

<i>SUMMER TERM 2013</i>	
Start of Term	Tuesday 16 April (Day Girls Wednesday 17 April)
Exeat	4.30pm Friday 3 May – Monday 6 May
Half Term	4.30pm Friday 24 May – Sunday 2 June
Exeat	4.30pm Friday 21 June – Friday 23 June
End of Term	12.30pm Saturday 6 July

IMPORTANT SCHOOL DATES

The year is divided into three terms, each of which has a half-term break. There are also two Fixed Exeats each term and, if your daughter is a boarder, she is also welcome to go out with friends and family when invited on other weekends providing her School commitments have been met. There are usually one or more Closed Sundays (see below).

A School Calendar will be sent to parents and guardians before the start of every term, giving the dates of school events which welcome guest attendance.

CLOSED SUNDAYS

These are Sundays during which all boarders, including weekly boarders, must remain in school. Their dates are marked in the School Calendar. This is usually because they include a whole-school event such as Inter House competitions. Day girls are encouraged to attend House and Year activities arranged on Closed Sundays. We really appreciate it when daygirls are able to join the boarders for any weekend inter-House competition or activity.

EXEATS

There are two Fixed Exeats each term during which the school is closed and all girls depart to spend the weekend out of school. The dates of Exeat weekends are published well in advance.

OBLIGATORY EVENTS

As a school we are very proud of our history and as a consequence there are some annual events which we insist upon every girl attending. These are specifically the Carol Service at the end of the Autumn Term and the Prize giving ceremony at the end of the academic year. From time to time the Headmistress may deem other specific dates to be days of obligation for girls and will endeavour to give as much advance notice as possible of these events.

TRAVEL INFORMATION

Parents or guardians are asked to make travel arrangements for girls for the beginning and end of term and for term breaks, including Exeats and half terms. Details of the travel arrangements for 2011/12 can be found within this section of the handbook, however parents are asked to be aware that precise timings may be changed as a consequence of arranging coaches and taxis more than one term in advance. We will endeavour to keep such changes to a minimum.

If you live overseas, travel can be easily organized by speaking to your daughter's Housemistress. It is very important that your daughter **gives details of her return travel arrangements** to her Housemistress. The school organises transport to airports at the start and end of term and at the beginning and end of half-term breaks (and at Exeats on request). Where possible, girls are encouraged to share taxis, minibuses or coaches to keep the cost down. To book a place, please contact your Housemistress or the Transport Manager Clair Wilkinson a week before you plan to travel, at the latest. A London coach is organised at the beginning and end of half-term breaks and at Exeat weekends (but not at the start or end of term). To book a place, your daughter should give her name to her Housemistress at least a week before she plans to travel.

Should parents or guardians wish to make travel arrangements at any other time or to other destinations, they should advise Clair Wilkinson of the details.

Parents and guardians are reminded that travel arrangements should be made to coincide with the school's term dates, which are published at least a year in advance. A detailed list of dates is included within this handbook in addition to the termly calendar which parents receive in each end of term envelope. Girls are also given their own copy of the calendar by their Housemistress at the start of each term. **Parents and guardians are strongly discouraged from allowing girls to return later or leave earlier than these published dates.**

The Transport Manager can be contacted through the following means, direct line 01666 881329, mobile 07919235410, or email at travel@westonbirt.gloucs.sch.uk. Please note that the office is open from 9am until 5pm on weekdays only. Any correspondence should be sent to Clair Wilkinson at the main school address.

The School provides considerable assistance for pupils' travel arrangements including the issue of rail tickets, travel to airports, railway stations, Exeat coach to London and for medical appointments etc, but to make the service effective we rely on the co-operation of parents providing details of their daughters' travel requirements by the requested dates. Please refer to 'Travel Arrangements' sheet.

BEGINNING & END OF TERM

TRAIN TRAVELLERS

Transport is available by Licensed Private Hire Vehicles to and from local railway stations at Kemble, Cheltenham, Chippenham, Gloucester and Bristol on request.

AIRPLANE TRAVELLERS

HEATHROW AIRPORT

a. FIRST DAY OF TERM

Provided details are received, **pupils are met at Heathrow from 0600 – 0930 and then 1400 – 1700 hrs**, as near to their arrival time as is possible, at their exit from the Customs Hall in the terminal at which their flight arrives. Due to the scattered layout of the airport there may be a slight delay at certain times and so the pupil must remain at the terminal until the staff escort collects them. Each terminal has a meeting point and pupils are asked to wait at this point. **To enable us to ensure the safety of pupils, FULL details of the flight must reach the school no later than THREE WEEKS before the arrival date. Details should be emailed to travel@westonbirt.gloucs.sch.uk and to Housemistresses.** Should a flight be delayed the staff escort will make whatever arrangements are necessary to ensure the safety of the pupils, and will remain at or return to the airport to meet them. **We ensure that the progress of the delay is monitored and appropriate action taken.** In the event of bad weather when road conditions may be unfavourable, arrangements will be made to ensure that flight arrangements are met. This may involve the use of a hotel prior to departure or at the time of arrival.

b. END OF TERM & HALF TERM

Please ensure that where possible departures are after **19.30** on the last day of term or half term. Where school finishes at lunchtime, please ensure that flights are booked no earlier than 16.45. Pupils are taken direct to the airport, and the staff escort remains on hand to assist with check-in if needed.

BRISTOL AIRPORT

Bristol International airport is 34 miles from Westonbirt School and less than an hour's drive away. There are daily flights to most European, and some international flight destinations provided by most airlines including budget operators. Destinations and airlines that fly to them can be viewed at www.bristolairport.co.uk

TRAVEL TIMES

The following travel arrangements apply to Fixed Exeat weekends and Half-Terms only. Transport is not provided after Parents' Meetings.

Car travellers	Leave	4.30 pm
London coach	Leaves Westonbirt:	4.30 pm
	Arrives Theale National Express Pick Up Point	5.45 pm
	Arrives Eastbourne Terrace:	7.00 pm
London coach	Leaves Eastbourne Terrace to return:	6.30 pm
	Leaves Theale National Express Pick Up Point	7.45 pm

HALF TERM & EXEAT TRAVEL

The London coach service operates at all Fixed Exeats, together with transport to rail stations as required for other destinations. We rely on details being provided by the dates specified in the **Termly Travel Arrangements**. Requests for this transport should be **emailed** to Housemistresses and a copy sent to travel@westonbirt.gloucs.sch.uk

TRAVEL ABROAD

- a. It is the responsibility of the parents to book flights **well in advance** as this cannot be undertaken by the School. **Pupils may not return late or leave early unless prior permission has been obtained from the Headmistress.** This is given only in exceptional circumstances as term dates are published a year in advance. Where pupils require transport to the airport before the official end of term, the school is unable to guarantee that the school's own transport will be available.
- b. Where transport is requested for travel to an airport, the return details for travel back to the UK **must** be provided at the same time.

Parents are requested to check that Passports, Visas and International Health Certificates are up to date. Pupils holding non-British Passports, and who attain the age of 16 years during a term, will require 2 copies of their Passport Photograph for official registration if required by the Immigration Department.

LUGGAGE

a. Trunks

Girls travelling long distances by public transport may leave trunks at School during the Christmas and Easter holidays. Only girl's resident abroad may leave trunks at School during the summer holidays. Arrangements will be made for clothes to be washed or cleaned and the cost charged to the pupil's account. Trunks must be clearly and permanently named on the end and on the lid. Please note, however, that suitcases are considered preferable, and easier for girls to handle and pack.

b. Luggage

Please ensure that your daughter is aware of **weight limits** with regard to airport baggage allowances, any **excess baggage charges must be paid by pupils** and cannot be charged to school accounts. Pupils using school minibuses will only be allowed to travel with one piece of hand luggage and one suitcase.

COSTS

The cost per pupil for group journeys (minimum 3 persons) using **school transport** is listed below:

	(One Way)	(Return)
Bristol, Bristol Airport	£10	£20
Bath & Cheltenham	£10	£20
Theale	£15	£30
London	£25	£50
London Heathrow	£25	£50

N.B Where a group of three or more does not materialise, individual taxi rates will apply.

TRAVEL ARRANGEMENTS 2011 - 2012

Please find below a table for each term for the next academic year. These tables outline the term dates and the date by which travel arrangements should be with the school. Please be aware that if you do not provide travel details by these dates it will be assumed that you have made alternative arrangements.

Air Travellers will be met as detailed in the Travel Information sheet. Trains will be met at local stations by request.

Please send travel details to Housemistresses and travel@westonbirt.gloucs.sch.uk

AUTUMN TERM 2011

SUNDAY 4 SEPTEMBER - Year12 & Boarders return

MONDAY 5 SEPTEMBER - Rest of school returns

<u>AUTUMN TERM 2011</u>		TRAVEL DETAILS BY:
START OF TERM	SUNDAY 4 SEPTEMBER Y12 Induction Day (Boarders by 11am/ Daygirls by 12noon) Y7-11 & Y13 Boarders by 5.00pm Monday 5 September - Rest of School	<u>MONDAY 1 AUGUST</u>
FIXED EXEAT	FRIDAY 23 SEPTEMBER 4.30pm to Sunday 25 September 8.30pm	<u>FRIDAY 2 SEPTEMBER</u>
HALF TERM	WEDNESDAY 19 OCTOBER 4.30pm to Sunday 30 October 8.30pm	<u>TUESDAY 27 SEPTEMBER</u>
FIXED EXEAT	FRIDAY 18 NOVEMBER 4.30pm to Sunday 20 November 8.30pm	<u>MONDAY 31 OCTOBER</u>
END OF TERM	SATURDAY 10 DECEMBER 12:30pm after the Carol Service	<u>MONDAY 21 NOVEMBER</u>

SPRING TERM 2012

WEDNESDAY 4 JANUARY - Boarders by 5.00pm

THURSDAY 5 JANUARY - Day Girls

<u>SPRING TERM 2012</u>		TRAVEL DETAILS BY:
START OF TERM	WEDNESDAY 4 JANUARY Boarders by 5.00pm Thursday 5 January - Day Girls	<u>WEDNESDAY 7 DECEMBER</u>
FIXED EXEAT	FRIDAY 20 JANUARY 4.30pm to Sunday 22 January 8.30pm	<u>WEDNESDAY 28 DECEMBER</u>
HALF TERM	FRIDAY 10 FEBRUARY 4.30pm to Sunday 19 February 8.30 pm	<u>FRIDAY 20 JANUARY</u>
FIXED EXEAT	FRIDAY 9 MARCH 4.30pm to Sunday 11 March 8.30 pm	<u>FRIDAY 17 FEBRUARY</u>
END OF TERM	FRIDAY 23 MARCH 4:30pm	<u>FRIDAY 2 MARCH</u>

SUMMER TERM 2012

WEDNESDAY 18 APRIL - Boarders by 5.00pm

THURSDAY 19 APRIL - Day Girls

<u>SUMMER TERM 2012</u>		TRAVEL DETAILS BY:
START OF TERM	WEDNESDAY 18 APRIL Boarders by 5.00pm Thursday 19 April - Day Girls	<u>WEDNESDAY 28 MARCH</u>
FIXED EXEAT	FRIDAY 4 MAY 4.30pm to Monday 7 May 8.30pm	<u>FRIDAY 14 APRIL</u>
HALF TERM	FRIDAY 1 JUNE 4.30pm to Sunday 10 June 8.30 pm	<u>FRIDAY 11 MAY</u>
FIXED EXEAT	FRIDAY 22 JUNE 4.30pm to Sunday 24 June 8.30 pm	<u>FRIDAY 1 JUNE</u>
END OF TERM	SATURDAY 7 JULY 12:30pm after Speech Day	<u>FRIDAY 15 JUNE</u>

TIMINGS OF THE SCHOOL DAY

MONDAY TO FRIDAY *		SATURDAY	
8.30-8.35am	Registration	8.30-8.55am	Registration & Hymn Practice
8.35-8.45am	Prayers in the Chapel (<i>Great Hall if wet</i>)		
8.45-8.55am	Tutor Time	8.55-9.30am	Period 1
		9.30-10.15am	Period 2
8.55-9.30am	Period 1		
9.30-10.05am	Period 2	10.15-10.40am	<i>Break</i>
10.05-10.10am	<i>Five minute break</i>		
10.10-10.45am	Period 3	10.40-11.20	Period 3
10.45-11.20am	Period 4	11.20-12noon	Period 4
		12noon	End of Lessons
11.20-11.45am	<i>Break (6th Form Dining Room)</i>	12.10pm	<i>Lunch</i>
11.45-12.20pm	Period 5	Afternoon	Matches
12.20-12.55pm	Period 6		Outings
12.55-1.00pm	<i>Five minute break</i>		In House events
1.00-2.10pm	<i>Lunch (Main & 6th Form Dining Rooms)</i>		
2.00-2.10pm	Tutor Time & Registration		
2.15-2.50pm	Period 7		
2.50-3.25pm	Period 8		
3.25-3.30pm	<i>Five minute break</i>		
3.30-4.05pm	Period 9		
4.05-4.35pm	<i>Tea (Main School Dining Room)</i>		
4.35-5.10pm	Period 10		
5.10-5.45pm	Period 11		

* On **Thursdays** Lifeskills takes place from 8.30 until 9.15am. This is followed by 4 x 30 minute lessons until break time, when the normal timetable resumes.

EVENING TIMINGS

MONDAY/WEDNESDAY/FRIDAY		TUESDAY/THURSDAY	
5.45-6.30pm	Free Time	5.45-6.30pm	Free Time
6.30-7.00pm	Supper	6.30-6.35pm	House Drawing Rooms
7.00-8.00pm	Prep	6.40-6.50	Vespers
		6.50-7.15	Supper
		7.15-8.15	Prep

PARENTS' MEETINGS AND REPORTS

YEAR	DATE AND TIME	DISCUSSION AREAS
Y11	<u>AUTUMN TERM 2011</u> Thurs 6 Oct : 6.00pm	AS Information Evening
Y10	Wed 19 Oct : 4.30pm <i>(Half Term)</i> <i>(Yr10 Tutors)</i>	Transition to GCSEs Workloads Coursework dates
Y7 + Y8/Y9 new girls	Wed 19 Oct : 4.30pm <i>(Half Term)</i>	Transition to Westonbirt
Y12	Fri 18 Nov : 4.30pm <i>(Exeat)</i>	Transition to AS & Introduction to ALIS Work loads Coursework dates
Y9	Thurs 24 Nov : 6.00pm	GCSE Information Evening
Y11	<u>SPRING TERM 2012</u> Fri 20 Jan : 4.30pm <i>(Exeat)</i>	GCSE progress AS Choices
Y7 +Y8	Fri 10 Feb : 4.30pm <i>(Half Term)</i>	Progress
Y9	Fri 9 March : 4.30pm <i>(Exeat)</i>	KS3 exams; GCSE choices
Y13	Fri 16 March : 4.30pm <i>(Last but one Friday in the Term)</i>	A2 progress; module results UCAS requirements
Y10	<u>SUMMER TERM 2012</u> Fri 4 May : 4.30pm <i>(Exeat)</i>	GCSE progress. Introduction to YELLIS Thinking ahead to AS subjects
Y12	Date TBC (June) 4pm	A2 Potential Higher Education applications

ASSESSMENT AND REPORTING TIMETABLE 2011-2012

	Y7	Y8	Y9	Y10	Y11	Y12	Y13
SEPTEMBER							
OCTOBER	Parents' Afternoon 19 th October	Parents Afternoon 19 th October (new Girls)	Parents Afternoon 19 th October (new Girls)	Parents' Evening 19 th October	AS Choices Evening 6 th October		
HALF TERM	Grade Card	Grade Card	Grade Card	Grade Card	Grade Card	Grade Card	Grade Card
NOVEMBER			GCSE Evening 24 th November			Parents' Evening 18 th November	
DECEMBER	Progress Report	Progress Report	Progress Report	Progress Report	Progress Report	Progress report	Progress report
JANUARY					Exams Parents' Evening 20 th January	Public Exams	Public Exams
FEBRUARY	Parents Evening 10 th February	Parents' Evening 10 th February					
HALF TERM					Mark Sheet		
MARCH			Parents' Evening 9 th March				Parents' Evening 16 th March
EASTER	Grade Card	Grade Card	Grade Card	Grade Card	Grade Cards	Progress Report	Progress Report
APRIL MAY				Parents' Evening 4 th May			
HALF TERM							
JUNE	Exams	Exams	Exams	GCSE Modules	GCSE	AS	A2
JULY	Progress Report	Progress Report	Progress Report	Progress Report		Parents' Afternoon TBC June	

DRESS CODE

All personal possessions and items of uniform should be **clearly and permanently marked** with your daughter's name. Parents are also advised to ensure these items are covered by their own insurance. Name tapes, large and small, are available from the School Uniform Shop. The school can take no responsibility for the loss of any item. Electrical items such as hairdryers may only be used after being safety checked by the School Electrician.

No valuable jewellery should be brought into school other than a watch which should be engraved with the owner's name. No jewellery may be worn with uniform except a cross (or religious equivalent) and plain stud earrings. Make-up and nail varnish are not allowed.

Daygirls must keep their games clothing in school, except when taken home for washing. Games kit may be worn only for gym or games. All games kit must be clearly labelled inside.

After Lessons:

Girls may change out of uniform into jeans/trousers/skirt and a top, with comfortable and safe footwear.

Formal Occasions – Sunday Chapel, Theatre, etc

For more formal occasions, such as Sunday Church services, Carol services, Prizegiving, Theatre trips, etc, girls are expected to dress smartly in either a dress or skirt and top. They should wear shoes, not trainers.

The Sixth Form

The Sixth Form House handbook gives details of the Dress Code for Years 12 and 13

Ear Piercing

Girls are allowed to wear one stud in each ear which must be removed or taped over for games. As most reputable jewellers will not pierce the ears of girls below the age of eighteen years without parental permission, we ask that you, as her parent or guardian, personally arrange for the piercing and accompany your daughter whilst she has the piercing done. We advise that this may be best left until the holidays when you can supervise the six week period following the piercing, when infection is most likely to occur.

However, should you decide to allow your daughter to have her ears pierced during term time, please inform your daughter's Housemistress that you have given permission. It is very important that the Medical Centre is made aware so that they can monitor the wound whilst it heals.

Body piercing, jewellery or tattoos are inappropriate and are not permitted.

A member of staff will ask girls to change if the items they are wearing are unsuitable.

SCHOOL SHOPS

BOOKS

Reading for pleasure is encouraged at Westonbirt and in order to support this Miss Bomford the Librarian runs the School Bookshop, supplied with appropriate books by local bookseller Mr Buchanan. The Bookshop is situated in the main school building and is open three times a week selling hard and paperback books, fiction and non-fiction to suit a wide range of tastes and ages. The shop also sells a range of cards and gift items. Girls can arrange to have an account with the shop or simply pay from their pocket money.

NEWSPAPERS

A local newsagent delivers newspapers daily to the school and if your daughter wishes to order her own copy of a particular paper she may do so by advising the school office in writing before the beginning of term. The charge will be added to your termly account. There is also a selection of magazines and newspapers available in the Fiction Library.

TUCK SHOP

The Tuck Shop, located in the covered walkway near the Careers Centre, opens several times a week. Opening times (posted on the shop door) are staggered for different year groups so that everyone has the chance to be served. It carries a large stock of sweets, drinks, crisps and toiletries. A shop allowance is agreed for each girl at the start of term.

UNIFORM SHOP

All items of uniform plus some second-hand uniform are stocked in the school's own Uniform Shop on Badminton House Landing. It is normally open during one lunchtime per week or on other occasions during term-time by appointment only.

POCKET MONEY

Girls are encouraged to use their pocket money for purchases in the School Bookshop and Tuckshop. The amount varies according to the age and parents' wishes; however the guidelines published in the pupil handbook are as follows:

		Autumn Term	Spring & Summer Terms
Year 7		£50	£30
Years 8 & 9	Resident in the UK	£75	£50
	Resident abroad	£100	£75
Years 10 & 11	Resident in the UK	£75	£50
	Resident abroad	£100	£80

The bursary regrets that it **cannot provide cash advances** to be added to end of term accounts and parents are advised that those who wish their daughter to have additional pocket money may contact the bursary and request the following:

- Money be taken from a debit or credit card and given as cash to the girl
- Pay the money directly into the School's Bank Account:
Sort Code: 20 03 84
Account Number: 30951927
- Send a cheque made payable to Badminton / Beaufort / Dorchester or Holford House.

SCHOOL UNIFORM LIST

UNIFORM

All uniform must be correctly worn and in a good state of repair. If hair touches the shoulders, it must be tied back when in uniform and at all times in the dining room. Hair ties should be black or maroon. Housestaff check uniform on a regular basis.

The school colours are grey and maroon. The house colours are:

Badminton Green

Dorchester Purple

Holford Red

All uniform is stocked in the School Uniform Shop, which also has a limited supply of second-hand uniform. It may be purchased by cash, cheque, card or debited, with parents' permission, to the end-of-term account. The shop is run by Miss Fry, Badminton Housemistress, in conjunction with suppliers Frank Harrison of Leeds. Her telephone number is 01666 881317 and the Shop telephone number is 01666 881399. She may also be contacted by email gfry@westonbirt.gloucs.sch.uk

UNIFORM

YEARS 7-11

Key:

* = standard uniform which must be obtained from the School

= available from the School Uniform Shop

CLOTHES FOR SCHOOL DAY

- 2 School kilts *
- 2 Maroon school pullovers *
- 4 Cream winter blouses *
- 4 White summer blouses (*optional*) *
- 1 Pair plain black leather low-heeled appropriate school shoes
- 8 Pairs black opaque tights #
- 8 Pairs black ankle socks #
- 1 Black coat or jacket with no colour trim of any kind #
- 1 Black scarf (*optional*) #
- 3 Nightdresses or pyjamas
- 1 Warm dressing gown (*optional*)

PE KIT

- 1 Black games kitbag *
- 1 Black games skirt *
- 1 Westonbirt tracksuit *
- 1 Westonbirt polo shirt *
- 1 Polo sports shirt in House colour *
- 1 Pair black sports boots for lacrosse (*moulded studs*) #
- 1 Pair white tennis shoes with non-marking soles (*not raised*)
- 1 Pair trainers with non-marking soles (*not raised*)
- 1 Pair athletic spiked shoes (*optional, Summer Term*)
- 1 Boot bag #
- 1 Pair black sport shorts *
- 1 Pair black games socks *
- 4 Pairs white socks #
- 1 Plain black one-piece swimsuit #
- 1 Swimming cap in House colour #
- 1 Pair of swimming goggles
- 1 Swimming towel
- 1 Pair lacrosse gloves
- 1 Lacrosse stick (*from PE Dept*) #
- 1 Tennis racquet
- 1 Tennis dress/skirt white (*optional*) #

Please note that the PE Department recommends that girls wear a suitable sports bra when exercising.

UNIFORM

(CONTINUED)

HOME CLOTHES

MUFTI – *All items of clothing, from home must be clearly labelled with name- tapes*

- 2+ Skirts including a non-denim skirt suitable for church, theatre visits and other formal occasions
- 2+ Tops
- 2+ Pairs trousers/jeans
- 2+ Pullovers
- Home shoes (not high heels)

CHOIR MEMBERS

- 1 Long black skirt
- 1 Long-sleeved white blouse with a collar

ACCESSORIES

Traditional & large sports name tapes are available to order from the Uniform shop. All items brought to school must be clearly named or labelled.

- 1 School book bag (Y7–9) *
- 1 Linen bag #
- 2 Net wash bags for underwear laundry #
- 1 Duvet - boarders (day girls will find a sleeping bag much more convenient)
- 2 Duvet covers - boarders (visibly named on outside corner)
- 2 Bath towels
- 2 Hand towels
- Clothes brush, hairbrush and comb
- Hair bands, ties, ribbons or clips (black or maroon) #
- 1 Mug
- 1 Mending kit (needle & thread etc)
- Name tapes including sports size for PE kit labelling
- 1 Shoe cleaning kit
- 1 Purse
- 1 Medium-sized tuck box with padlock #
- 1 Trunk or preferably two large wheeled suitcases (boarders only)
- 1 Small suitcase or bag for weekend travel (boarders only)
- 1 Hot water bottle (optional)
- Coat hangers and skirt hangers
- 1 Large Combination padlock for games locker

UNIFORM

YEARS 12-13

SIXTH FORM DRESS CODE

Girls are expected to wear clothing of a smart appearance in school during the day for lessons and activities 8.00am to 5.45pm.

Suitable outfits should consist of a neat skirt, or smart tailored trousers and jacket with smart shoes – no denim, no hoodies, no trainers, flip-flops or UGG boots. Girls are expected to have their hair tied back at meals.

All Sixth formers are required to have a smart tailored skirt suit for formal occasions.

CLOTHING FOR EVENINGS AND WEEKENDS

Your own clothes are required for evenings and weekends – all items must be clearly labelled with your name. High heeled shoes may not be worn in school at any time.

EXTRAS

- 1 Duvet (*named*)
- 2 Duvet covers (*visibly named on outside corner*)
- 2 Bath towels
- 2 Hand towels
- 1 Suitcase or bag for weekend travel (*boarders only*)
- 2 Laundry bags – clearly named

GAMES & PE

- 1 Pair of navy tracksuit bottoms #
- 1 Plain one-piece swimsuit
- 1 Swimming towel
- 1 Pair of studded boots for hockey/lacrosse
- 1 Pair of trainers with non-marking soles
- 1 Plastic lacrosse stick (*from PE Department-optional if you have not played lacrosse before*)
- 1 Tennis racquet (*optional*)
- 1 White tennis dress or white skirt and top (*optional*)

CHOIR MEMBERS

- 1 Long Black Skirt
- 1 Long-sleeved white shirt with collar

SECOND HAND UNIFORM

Items of second hand school uniform are often available in the Uniform Shop, and may be purchased by cash or cheque, or debited to your daughter's end of term account.

Notes

- No jewellery may be worn with uniform, with the exception of a plain cross and plain stud earrings
- All watches must be engraved with the owner's name
- Trunks and suitcases must be clearly and permanently named
- Electrical items such as hairdryers are only permitted for use if clearly and permanently named, and only after being checked for safety by the school electrician

MEALS, SNACKS AND SPECIAL FOOD NEEDS

THE WEEKLY MENU

An interesting, varied and healthy menu is always available. The current week's menus are displayed on noticeboards outside the upper and lower dining rooms, giving details of breakfasts, lunches and suppers. There is something different for every meal every day and repetition is kept to a minimum. There are drinks, biscuits and fruit served for morning break and bread, butter, a variety of spreads, cake and fruit for afternoon tea.

SNACKS

Girls may use their pocket money to buy snacks from the School Shop, including crisps and sweets, to supplement the small amount of non-perishable food that will have been brought from home at the beginning of term for storage in a tuckbox.

SPECIAL REQUESTS

If your daughter has a special dietary need, e.g. an allergy to or dislike of a particular food –please inform her Housemistress before the beginning of term and she will arrange for your daughter to be served a balanced diet taking into account this need throughout the term.

HOW MAIN MEALS ARE SERVED

Year 7 has lunch in their own Dining Room, but all other meals in the Main Dining Room. Years 8-11 eat in the Main Dining Room and the Sixth Form eat in the Lower Dining Room. The meals are served as follows:

- * **Breakfast** is a buffet-style meal
- * **Lunch** begins and ends with the Grace said by a member of staff; this is a more formal arrangement where all girls stay until the last person on the table has finished.
- * **Supper** is a buffet-style meal

THE FOOD COMMITTEE

A group of girls meet the Head Chef twice a term to discuss the menu. Your daughter will have the opportunity to contribute her ideas before the meeting even if she does not join the committee herself.

BIRTHDAY CAKES

Parents may choose to order a birthday cake through the School. If so, please contact your daughter's Housemistress, who will arrange for it to be made and decorated with a special message of your choice. Cakes cost approximately £25 depending on size - this will be charged to your account

THE ENRICHMENT WEEK PROGRAMME

During the final week of the academic year all girls in Years 7, 8, 9, 10 and 12 take part in a programme of enrichment organised by the School. Final confirmation of your daughter's programme is usually sent to the parents during the latter part of the Spring Term. This will include an itinerary and an estimate of the cost to be incurred.

In 2011 girls in the main school enjoyed activities such as Watersports, Stop Motion Animation and working with Special Needs children.

Year 12 take part in a separate three day programme which includes a cultural day visit, UCAS preparation and a team building day with another local Sixth form.

COACHING AND INDIVIDUAL TUITION

We offer individual coaching to reinforce classroom teaching in Mathematics, Science and Modern Foreign Languages. The costs per 35 minute lesson for 2011/12 are as follows:

Years 7-11	£30
A Level	£35

Heads of Department will be pleased to discuss your daughter's requirements with you and arrange for the extra tuition if agreed. Occasionally Heads of Department may contact a parent or guardian directly if it is felt extra tuition in the above subjects would benefit their daughter. They will also be able to give an indication of the number of sessions required. If you would like further guidance as to whether extra tuition is necessary, please do not hesitate to contact the relevant Head of Department or the School Office (01666 880333).

If an agreed number of lessons have not been prearranged, please note that parents are asked to give a full half-term's notice in writing if the lessons are to be discontinued.

EXTRA SUBJECTS

Lessons in a number of extra subjects are available at an additional charge, as outlined in the chart. Please indicate your choices on the separate Permission Slip and return to the School as soon as possible as places can be limited.

Many of these subjects are taught by visiting staff, therefore **a full half-term's notice is required if an extra subject is to be discontinued**. If an additional extra subject is required during the course of the year, please request this within a week of the end of the previous term. Charges are listed alongside each subject.

Extra Subject advice for Year 7

Unless a girl has already been learning two instruments before she joins Westonbirt, she should take only one extra subject – an instrument OR Speech and Drama – during the Autumn and Spring Terms. Provided her academic work is progressing well and she shows marked musical ability or would benefit from an additional subject, she may take a second extra subject in the Summer Term.

MUSIC				Charge per term <i>(Average 10 lessons)</i>
Piano	Cello	Bassoon	Drums	£260
Organ	Guitar	Clarinet	Solo Singing	£260
	Viola	Flute	Horn	£260
	Violin	Oboe	Trumpet	£260
			Saxophone	£260

If a pupil learns more than one instrument, a reduced charge of £220 is made for the second

GAMES		SPEECH & ADDITIONAL DRAMA	
Tennis Coaching – Individual	£150	Individual	£200
Tennis Coaching - Pairs	£115	Pairs	£125
Tennis Coaching – Groups of 3/4	£80	Small Groups	£110
Golf (<i>all ages as an activity</i>)	£75		

OTHER			
Driving (<i>Girls over 17 only</i>)	As per driving school charges	Polo	£65 approx (lesson charged at cost + travel)
Ballet for beginners	No charge (<i>limited places</i>)	Riding	£45 approx (lesson charged at cost + travel)
Intermediate Ballet	£50 per term		

Charges for tennis coaching and driving lessons are raised as and when the Instructors increase their fees

MUSIC LESSONS

At Westonbirt we set great store by individual music lessons. The benefits to pupils are considerable, and the lessons provide skills and engagement that can last a lifetime. Pupils gain further by being able to play in our many ensembles. The following notes are intended as a reference document, to answer some of the more general queries parents often have. N.B. “Instrument” and “playing” should also be taken as referring to “singing”.

Queries or matters arising should be addressed to the Director of Music rather than to the Bursary or music teacher concerned.

LESSONS AND TEACHERS

Applications for individual lessons are made to the Director of Music via an application form available from the School Office or in writing to the Director of Music. In September, when there are many new applications, the notice boards should be consulted for details of starting time and day. When starting in other terms, students will be notified of lesson times via their tutor.

There is a general undertaking that 30 lessons will be given during the academic year. For account purposes, this is regarded as three variable periods, typically (not specifically) 12 weeks, 9 weeks and 9 weeks in Autumn, Spring and Summer Terms respectively. Sometimes the number of lessons for the term will not have been given e.g. through teacher’s illness; in such cases, lessons will either be made up or not charged for.

FEES, ABSENCES AND DISCONTINUATION OF LESSONS

The fees for individual lessons are set out on the Fees Sheet. Fees are always charged in arrears and are charged as 10 lessons in the Autumn Term, 10 lessons in the Spring Term and pro rata at the end of the Summer Term, i.e. if a girl has had a total of 28 lessons during the year, 8 lessons will be charged at the end of the Summer Term. Parents may request a double lesson and these are highly recommended for girls working towards the higher grades (6 - 8). Where a pupil is absent from a lesson and the teacher is present, the lesson is regarded as having taken place. If a lesson is missed for medical and dental appointments made by parents in school time, the lesson will be charged as normal. Teachers will try to make up lessons missed for medical reasons, but this cannot be guaranteed. **A girl must give notice of absence when an event involving her appears on the school calendar, or when she is required for a specific assessment - it must not be assumed that the teacher is aware she will be involved.** If a girl misses a lesson due to a clash with a pre-planned school event, parents are not charged for that lesson, providing adequate notice has been given.

To discontinue lessons, a full half term’s notice in writing must be given to the Director of Music, otherwise fees for the whole term will be due. Fax and e-mail are acceptable. Temporary discontinuation for a term is not recognised; a full discontinuation must be made and a new application for lessons then submitted. We will try to allocate the same teacher.

PRACTICE, MUSIC AND INSTRUMENTS

At the start of each term, boarders in Years 7, 8 and 9 are asked to identify when they are free of commitments so that they may be allocated regular practice times for their instruments. There are regular checks to make sure they are there! Girls in Years 10 - 13 are considered responsible enough to make their own arrangements. Teachers obtain any music required without reference to parents/guardians unless the cost is unusually high. The charge for sheet music appears on the end of term account. Reeds, strings and small ancillary items provided by the teacher, whether for a girl’s own or for a school instrument, are charged to the termly account. If, however, music or accessories arrive towards the end of term, the charge may not appear until the following term.

MUSIC LESSONS

(CONTINUED)

Certain school instruments are available for hire, the termly charge for which appears on the account. However, parents are urged to see hiring as a temporary measure and to buy an instrument as soon as possible - ownership encourages a real sense of “instrument affinity” and encourages progress. The school insurance policy does not cover a girl’s own instrument brought onto school premises, even in the instrument store room, and therefore your own insurance policy should cover this. It is always a good idea to make note of make, model and serial number. Instruments must be kept in the designated place in the Music School when not in use. No undertaking for the instrument’s safety is given otherwise.

EXAMINATIONS

When a girl has reached an appropriate standard, she is expected to take part in groups as the benefits of playing under specific direction and with others has an inestimable impact on progress and skills. Full and regular commitment needs to be given to these activities. Girls learning outside school are equally encouraged to join a suitable ensemble or choir. Girls are normally entered for practical examinations by mutual agreement between themselves and their teachers when their standard is judged high enough. The cost will appear on the end of term account. We reserve the right not to make an entry, even at parents’ or pupils’ request, if the teacher considers it ill-advised. Girls learning instruments outside school are also welcome to take their examinations at school.

Practical examination sessions are held towards the end of each term. If a girl is unable to take an examination through illness or injury, **a doctor’s certificate covering the day of the examination must be provided immediately.** A portion of the examination fee might then be recoverable at the Board’s discretion. There is no refund for any other absence. If a girl seems likely to fail the examination, the teacher will discuss with parents/guardians whether she should withdraw.

Grade 5 Theory and Aural classes are provided at a time when girls are available. Girls are strongly encouraged to attend these **well before the examination is taken.** For instrumental examinations **accompanists** are provided, if the teacher does not do this, plus rehearsals free of charge. It is not essential that a girl takes music examinations; if she and her parents prefer learning without that pressure, this is quite acceptable.

Lunchtime concerts take place two or three times each term. Girls from all years are encouraged to perform. Numerous musical events take part each year including a traditional Carol Service, formal school concerts and various music workshops.

LEARNING SUPPORT INFORMATION

The Learning Support Department offers support on a 1:1 or small group basis (as appropriate) to meet girls' needs and curriculum timetables. If there has been an indication that your daughter may require Learning Support she will be assessed by a member of the Learning Support team prior to entry. Any relevant support to help your daughter feel confident and achieve at Westonbirt will then be discussed with you. Your daughter's Learning Support provision will be reviewed at the end of each term to ensure that we continue to provide the correct ongoing assistance to support her needs.

At various times during their school career pupils are given a range of literacy assessments to identify any potential difficulties. If any scores fall below the expected level then members from the LS department will contact parents to discuss the next step. This may be simply alerting teachers to monitor the situation or the recommendation for further assessments.

Information from internal school assessments and Educational Psychologists is very useful to make the most of each pupil's strengths and raise awareness of any barriers to learning. However, as this type of data is classified as 'sensitive personal data' we ask you to sign a consent form, allowing this information to be made available to relevant professionals and examination boards (Examination boards only require the information if special access arrangements, e.g. additional time, are being requested).

Fees for Learning Support will be added to your daughter's account. The fees include:

- tuition on a 1:1 or group basis,
- Preliminary/Diagnostic assessments in addition to Learning Support lessons
- application for access arrangements for external examinations, if appropriate,
- provision of readers, scribes and/or invigilators in examinations, when applicable.

If it is thought necessary to have an assessment carried out by an Educational Psychologist, we will contact you.

All teaching staff in the Learning Support Department have been trained to assess and teach pupils with Specific Learning Difficulties. In some cases an extra person will provide support to pupils in class and with prep. This support is monitored by the Learning Support Department and has proved very useful in giving the reassurance that some pupils require at times.

Fees for 2011 / 12 can be obtained from the school bursary for the following sessions:

- 1:1 Learning Support Lessons
- 1:1 support by an additional adult (either in prep time or in class)
- Shared Learning Support lessons (if appropriate)
- Preliminary/Diagnostic Assessments
- Application for Access Arrangements in examinations
- Provision of Access Arrangements requiring an extra person e.g. a reader

If you have any queries regarding Learning Support please do not hesitate to contact the Department on 01666 881341.

ENGLISH LANGUAGE TRAINING (ELT DEPARTMENT)

The ELT Department is dedicated to all girls whose first language is not English. This department has a team of widely experienced teachers, headed by Miss Lloyd, whose role it is to equip the girls with the command of English necessary to:

- follow a full academic programme and succeed in GCSE and A Level examinations
- gain access to higher education in English speaking countries and/or to jobs for which a good knowledge of English must be demonstrated
- gain internationally recognised qualifications in English Language that will be of use in their future lives
- make friends and participate fully in all aspects of school life

As specific needs, objectives and levels vary some lessons will be taught in group format as well as one to one. Each pupil's ELT programme is drawn-up on an individual basis, the number of lessons being determined by their placement tests. ELT is a requirement for all overseas girls until we are satisfied they have reached an adequate proficiency in the language. However, it is our recommendation that students continue with ELT until the completion of Year 13. This will ensure they broaden their knowledge sufficiently to cope with the academic rigours of university study.

EXTERNAL ELT EXAMINATIONS, The department prepares and enters pupils for Cambridge ESOL examinations at the following levels: PET (Preliminary English Test), FCE (First Certificate in English) and CAE (Certificate in Advanced English). In exceptional circumstances pupils will be prepared for CPE (Certificate of Proficiency in English). Generally PET will be taken at the end of Year 9, FCE at the end of Year 10 and CAE in Year 12 or Year 13. Please visit the Cambridge website for more information about these examinations –

<http://www.cambridgeesol.org/exams/index.html>

Girls arriving in Year 12, directly from overseas, will require an IELTS (International English Language Testing System) English Language qualification to enter university. The minimum overall score requirement is Band 6.5, with 6.0 in the individual disciplines. More linguistically demanding courses, such as Economics, Medicine and Law, will require at least Band 7 overall. To study at Art College, a foundation course will normally require Band 5.5, depending on the institution. Training for IELTS begins immediately on arrival with the aim of achieving the required score towards the completion of Year 13 or before. Please visit the IELTS website for more information about this examination – <http://www.ielts.org>

Mostly girls are entered at our nearest IELTS test centres.

We are a very busy and diverse department but small enough to cater for the individual needs of your daughter. Miss Lloyd meets regularly with representatives of all nationalities to discuss any issues or problems they may be experiencing. Our door is always open – day and night! Please feel free to contact us directly by email

clloyd@westonbirt.gloucs.sch.uk or by telephone +44 (0)1666 881310

SAN/MEDICAL CENTRE INFORMATION

The San is situated in the main building and the San Sisters provide medical and nursing care for your daughter. A registered nurse is available in the San on a drop-in basis during 'surgery time' and at anytime, day or night, for emergencies. The San is closed from Saturday (after the matches) until Monday am. If girls are unwell during this time they should see their Housemistress who will decide what action to take.

The San has seven beds in two dormitories, a kitchen and a living room available to girls who are unwell. Boarders may stay overnight in the San where they will be cared for by the Sister on duty. Day girls are expected to be taken home if they are ill but will be cared for in the San until they can be collected. Meals and drinks are provided in the San.

SERVICES

1. Doctors

Boarders are registered with the school doctor based at Romney House Surgery, Tetbury. The Doctor holds surgeries in the San on Monday afternoon and Thursday lunchtime. Appointments to see the doctor are made through the Sister. Day girls are encouraged to see their own GP but can see the school doctor if necessary. If your daughter needs to see a doctor outside these times, an appointment will be made at Romney House Surgery. If it is an emergency or outside normal working hours the emergency doctor will be contacted by the Sister and appropriate action taken. The nearest out of hours surgery is at Cirencester Hospital. Accident and Emergency Departments are at Cirencester, Gloucester, Cheltenham, Bristol and Bath. In the event of an emergency, every effort will be made to contact you. Your daughter will always be accompanied by a House Mistress or Assistant House Mistress if they need to visit the doctor or hospital.

2. Physiotherapist

A private physiotherapist will visit the San when required. She provides individual care for a range of ailments and sports injuries. The cost is divided between the girls receiving treatment. This reduces the waiting time for an appointment and time spent out of school.

3. Counsellor

The counsellor comes to the school on Thursdays. Girls can refer themselves to her directly or make an appointment through the Sister. Dealings with the counsellor are strictly confidential between the girl and the counsellor.

4. Asthma Clinic

An asthma clinic is held once a term by the asthma specialist nurse from Romney House Surgery. Asthmatic girls are reviewed by her as necessary

ADMINISTRATION

You will be asked to complete a medical questionnaire for your daughter. It is important that as much detail as possible is included in order to deliver the best care. All new boarders will undergo a medical with one of the Sisters which will include taking details of their past medical history, allergies, blood pressure, urinalysis, height and weight. The school doctor likes to meet all the new girls.

MEDICATION

You will be asked to sign a form to say whether medicines can be given to your daughter. Medication is kept locked in the San and is administered by the Sister when necessary. Non-prescribed medicines administered are those that are readily available over the counter. Repeat prescriptions can be ordered through the Sister for those girls registered with the school doctor.

PLEASE NOTE THAT IN LINE WITH LEGISLATION, THE SISTER IS NOT ALLOWED TO ADMINISTER MEDICINES FROM OVERSEAS THAT ARE IMPORTED INTO THE U.K.

CONFIDENTIALITY AND CONSENT

The San operates under a strict code of confidentiality. Medical information is not shared with anyone else in the school without permission from your daughter and/or you. Your daughter is legally entitled to receive medical advice and treatment without your knowledge if she is deemed medically competent. Every effort will be made to encourage your daughter to share this information with you.

IMMUNISATIONS

All vaccinations that form part of the Childhood Immunisation Programme will be offered to your daughter, free of charge at the school. The Flu vaccination is offered annually by the school doctor for a fee. Information regarding other vaccinations is available from the San Medical Centre. Written consent is required for all vaccinations.

HOLIDAYS

If your daughter requires medical treatment during the holidays, this can be obtained as a temporary resident with the local GP.

Please notify the school if your daughter has been in contact with any infectious disease during the holidays, in order that our quarantine regulations may be fulfilled. Please inform Sister if your daughter has received any vaccinations, medical, surgical or dental treatment during the holidays. If your daughter is bringing back any medication (prescribed or non-prescribed), please inform Sister. She will then know exactly what your daughter is taking and she will decide best how to store and administer it.

SUPPLIES

Tissues and personal hygiene products are available for your daughter to purchase from the San. These items will be added to her end of term account.

TRANSPORT

Transport for medical and dental appointments is provided by an approved local taxi firm. Your daughter will be accompanied by one of the House Staff. The taxi will normally charge for 'waiting time'. The costs will be added to your daughter's account.

SAN OPENING TIMES

MORNING

7:30am – 8:15am
11:20am – 11:40 am

10:45am - 11:10am
(Saturday)

AFTERNOON

1:30pm – 2:10 pm
4:05pm – 4:30 pm
5:45pm – 6:15 pm

EVENING

8pm – 9:30pm

Emergencies will be seen at any time

The San is here to ensure the health and wellbeing of your daughter during her time at Westonbirt. The Sisters carry out routine health checks, provide first aid treatment, health promotion and a listening ear. Girls are encouraged to come to the San. The Sisters aim to provide a peaceful and welcoming sanctuary to those in need, whatever their requirement. They also have very good links with external agencies for advice and referral for pupils and staff. Please feel free to contact the Sisters in the San if you have any concerns over your daughter's health or wellbeing. Equally, the Sisters will do their best to keep you informed.

San Contact Details

Telephone: 01666 881304

Fax: 01666 881389

E mail: san@westonbirt.gloucs.sch.uk

ESSENTIAL POLICIES

Essential policies can be viewed on the school website please visit www.westonbirt.gloucs.sch.uk

Hard copies of all the policies can be obtained by request from the school office.