



Felsted

Felsted School

Years 9 to 13

A Guide for Parents and Pupils
May 2024

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Useful Information

Please note that all information included in this induction pack, plus other additional information, such as Felsted's aims and other school policies, can be found in the Parents' area of our website www.felsted.org

Term Dates and Beginning of Term Arrangements

All term dates, and the beginning of term arrangements for the Autumn term, can be found on the [term dates page of the school website](#).

Useful Contacts

| | | |
|----------------------|------------------------------|------------------------------|
| Academic Office | 01371 822678 | dhpaacademic@felsted.org |
| Accounts Department | 01371 822628 | accounts@felsted.org |
| Admissions (UK) | 01371 822605 | senioradmissions@felsted.org |
| Bursar | 01371 822621 | burspa@felsted.org |
| Computer Centre | 01371 822698 | ict@felsted.org |
| Deputy Head's Office | 01371 822708 | dhpa@felsted.org |
| Wellbeing Centre | 01371 822673 | wellbeing@felsted.org |
| Head's Office | 01371 822606 | hmpa@felsted.org |
| Medical Centre | 01371 822791 07764 332924 | san@felsted.org |
| Music School | 01371 822685 | mpaadmin@felsted.org |
| Reception | 01371 822600 | reception@felsted.org |
| Tailor's Shop | 01371 822636 | tailors@felsted.org |

General Information

Uniform

A uniform list is included in your New Joiner's pack and can also be found [on the school website](#). The majority of items required can be purchased from the Tailor's Shop, which is located on site. The Tailor's Shop Manager will contact you to make a mutually convenient appointment. Items in bold type on the uniform list must be obtained from the Tailor's Shop.

Opening Hours

Monday / Wednesday 8.30am - 5pm

Tuesday / Thursday / Friday 1.15pm - 5pm

Holidays: By appointment only

Senior School pupils from overseas will have an appointment booked for them within the LEAP week. Please refer to the Overseas Handbook for more details.

Name tapes will automatically be ordered for your child in their full registered name. These are usually available at the time of your appointment and the charge will be added to your initial Tailor's Shop bill. An extra amount will be ordered if your child is boarding and will be sent to his or her House Matron. Please note that uniforms must be paid for on the day of fitting.

A short appointment is required for Sixth Form entry as the majority of uniform can be bought elsewhere, with the exception of ties, house badges and name tapes. Before buying any school games kit from the Tailor's Shop, Sixth Form students should wait until they have confirmed their sports options with the Director of Sport at the start of term.

Informal dress

Home clothes may only be worn on weekdays after 5.45 pm, on Saturdays after games and Sundays (except for any formal school events, when formal or working wear must be worn), unless special permission has been obtained

All clothing should be marked with name tapes ordered by the Tailor's Shop.

Co-Curricular Programme

Students participate in a varied co-curricular programme; all year groups have a number of options from which they can tailor their own programmes. Some of our most popular activities include:

- **Creativity and the Arts**, including our Orchestra, Jazz Band and school Drama productions.
- **Leadership and Service**, including our Combined Cadet Force (CCF), Duke of Edinburgh award scheme and volunteering.
- **International and Charity**, including Model United Nations, Global Citizenship and Internationalism.
- **Skills**, including eSports, Coding and Physical Computing.

In addition, students can also select options from a number of activities which can be found on our website. Please note, that the activities and their timings are subject to change.

Dance

Individual Dance lessons in Ballet, Tap, Modern & Street Dance are available for 30 x 30 minute sessions per year. Exams can be undertaken under the UTD (United Teachers of Dance) syllabus. Dancers also have the opportunity to perform at the annual Dance show.

Day Students

Students are expected to be at school by 8.15 am, where they 'sign in' to their Houses. The working day starts at 8.30 am Monday to Saturday with Chapel, Assembly or tutorials. Lessons start at 8.50 am. In the evening, students 'sign out' when they go home.

Day students may stay for supper and events in the evening by prior arrangement with their Housemaster/mistress. Prep may be completed in the Library, with permission, or in the Sixth Form Centre. Day students who need to board due to evening activities must speak to their Housemaster/mistress in good time to see if arrangements can be made.

Doctors - Boarders

The Medical Centre is open throughout term time. A Doctor's Surgery takes place daily

All traditional and weekly boarders should be registered with the school doctors.

There is a daily (Monday to Friday) doctor's surgery in the Medical Centre during term time. This service is provided by Blandford Medical Centre, Braintree. This means that registered students will be able to get treatment as soon as they fall ill. This is greatly advantageous and avoids disruption to their education. If they are too unwell to attend lessons, they may stay in the Medical Centre and be cared for by the nurses.

If a student requires treatment at home during the holidays, he/she may make an appointment at Blandford Medical Centre or register as a 'temporary resident' at their local GP surgery.

Please note that if you wish your child to be seen by one of the school doctors, the doctor will not be able to make home visits outside their catchment area. If your son or daughter is ill during the holidays it is essential that the Medical Centre is informed of any illnesses and treatment given.

Doctors - Day and Contemporary Boarding Students

Day and Contemporary Boarding students living within the catchment area of Blandford Medical Centre, Braintree may register with the School Doctor and take advantage of the "drop in" nature of the daily surgeries. If they are too unwell to attend lessons, they will be looked after in the Medical Centre until their parents can collect them.

Doctors - Students not registered with the School Doctor

It is strongly recommended that any student eligible to be registered with the School Doctor should do so. However, day students outside the catchment area should stay on the list of their family doctor when they join Felsted. Except in the case of emergency, they will not be able to be seen by the School Doctor, but will be looked after in the Medical Centre until a parent can collect them. They should then make an appointment to see their own doctor. The school nurses are always willing to advise on matters relating to health and fitness and all students are encouraged to speak to them if they have any concerns about their health or well-being. Any student who is not registered with the school doctors must provide printouts showing that they are up to date with routine vaccinations.

Electrical Equipment

Please note that all electrical equipment is tested by the school in the Autumn Term. If you are using adaptors on any personal electrical appliances, please only use those that conform to the British Standard 7671. If you are uncertain of this, the correct adaptors are available from the Tailor's Shop or Bookshop.

Fees

School fees and Supplemental Charges can be found [on our website](#).

“Supplemental Charges” means any items charged to you that are supplemental to the fees. By way of example, this includes any extra-curricular activities (such as private music lessons, trips and visits), cost of damage to School property or property of other people, and all public examination charges.

Payment of Fees

The Finance Department will be happy to answer any queries you may have regarding your school bill. Please call 01371 822626 or email tag@felsted.org. For any other finance queries, please contact the Bursar on +44 (0)1371 822621 / burspa@felsted.org.

You should have now paid an entrance deposit on Final Confirmation of Entry (unless otherwise agreed). This is refundable against the final term's extras once your son/daughter has left the School. The deposit is non-refundable if a place is offered and not taken up. A full term's notice is required in writing if your son/daughter does not take up the place offered, or leaves the School at a later date, otherwise a full term's fees will be payable.

You will be sent the first fee account in August for the Autumn Term fees. All extras are charged for in arrears at the end of each term. Please ensure that your account is paid in full by the first day of each term. The late payment of fees is subject to an interest charge of 5% per annum in accordance with the School's terms and conditions.

Payment Options

Please note that all fees are payable in GBP.

Flywire: Flywire allows you to pay by bank transfer and by debit/credit card payments. Please go to felsted.flywire.com to begin the payment process. You will need an email address to set up an account with Flywire and you will be able to track your payment from start to finish. You must also include your child's pupil code and billing code on your payment – these can both be found on your school bill.

Bank transfer Please arrange payment of your account by bank transfer. Our bank details will be provided on the school bill. Please use your child's pupil code and billing code as references on your payments - these can both be found on your school bill.

Cheque: All cheques should be made payable to 'Felsted School' and sent to the Finance Department, Felsted School, Felsted, Essex CM6 3LL.

Monthly Direct Debit: In association with School Fee Plan we are pleased to be able to offer parents the option of spreading the cost of school fees and any extras by monthly Direct Debit. You can apply online at www.myschoolfeeplan.com/felsted-cm6 to pay your school fees by monthly instalments. It is quick, easy and once approved, we will notify School Fee Plan of your termly fees, including any extras. If you are currently using School Fee Plan for the payment of school fees by Direct Debit, your arrangement will continue.

All applications for payment of the termly fees by Direct Debit should be submitted as soon as the bills are received in order to avoid two DD claims in the first month.

Payment of fees in advance: Felsted is able to offer a modest discount on fees where funds are paid to the School in advance of a student joining the School, or at any time during the student's time at the School. These may cover all or part of the expected fees for future terms and must be a minimum of three terms fees. Please contact the Head of Finance on headfinance@felsted.org if you would like to consider this option.

Half Term and Weekend Arrangements

Half Term Holiday: Two weeks in the Autumn Term and one week in the Spring and Summer Terms. All students are expected to go home or to guardians.

Exeats: There are Exeats (home weekends) in each half of the Autumn and Spring Terms and one in the first half of the Summer Term (the early May Bank Holiday weekend). Arrangements can be made for students to stay at Felsted if necessary.

Weekends: Boarders are expected to remain at Felsted for a number of 'In Weekends' during the year, usually attending social events on the Saturday night and a chapel service on Sunday morning. After Sunday morning chapel, students may go home, returning either Sunday evening, or Monday morning.

On the majority of weekends there is no chapel service and all students are allowed to leave the school from 4.00 pm on Saturday, or after they have fulfilled their games' commitments. There is a full programme of sports and activities for students on Saturday afternoons. Additional social activities and other events including trips away from school are organised on many Saturday evenings and Sundays throughout the year and students are encouraged to remain at school for these.

The parents of boarders are required to communicate with HMs to plan for weekend leave. It is expected that traditional boarders will remain in school unless parents inform their child's house parent otherwise. A full activity programme is offered for those staying for the weekend. It is expected that weekly and contemporary boarders will go home for weekends (other than 'In Weekends') unless parents inform their child's house parent otherwise.

Health Matters

If your child is ill and unable to attend school, please telephone School Reception (01371 822600). The office opens at 8.00 am, and there is a voicemail service out of office hours. The information will then be passed on to the House Parent, Medical Centre, teachers and other relevant members of staff. Parents should also contact the student's House Parent explaining the reason for the absence and its expected duration. Work may be sent home if appropriate. Parents who wish to excuse their child from games or activities should send a note to school via their son or daughter.

If your child is ill while at school and requires emergency treatment, this will be provided by the school's doctor and nursing sisters. The student either remains in the Medical Centre until normal collection time or parents will be contacted to collect the child immediately. However, if a student is ill at home then his or her own GP should be consulted. If parents or the GP consider that the student should be excused from games then a signed note should be submitted to the House Parent, who will pass this to the Medical Centre.

High Temperature: If your child has a fever above 37.8 they must remain at home until their temperature returns to normal (below 37.5). If your child develops a temperature in school that is above 37.5 and has been assessed by one of the school nurses, we will request you collect them from school and keep them at home until their temperature settles.

Insurance

We are able to offer access to a variety of insurances offered by a third party including student absence, personal effects and personal accident. Details of this will be sent at a later date and you will be able to indicate then which insurance options you would like to take. Premiums for the term are non-refundable. Further details of each insurance cover are available on the [New Joiners Information page of our website](#).

LAMDA

LAMDA lessons can prepare pupils for examinations in a number of syllabi to improve their communication skills and confidence. Public speaking, Acting, Verse & Prose and Musical Theatre LAMDA lessons are very popular amongst our Felstedians; high grade awards also gain UCAS points. Lessons are organised on a similar basis to music lessons; 30 x 30

minute sessions per year for individuals, pairs or group lessons. Students also have the opportunity to share their work or perform in regular presentation evenings.

Laptops

All pupils are required to have a laptop-style device for their academic work in and out of the classroom. The School makes extensive use of the Google Workspace For Education applications both in class and for prep work and the tight integration between Chromebooks and these products provides the students and teachers with a stable digital learning and teaching environment with seamless access to key school IT systems and digital resources.

Chromebooks are our preferred device for pupils across the whole school, although a Windows laptop or Macbook is permitted as an alternative. Tablets are not appropriate devices in Years 9, 10 and 11.

The school is able to manage Chromebooks ('school-managed'), which enhances the protection of children in their online behaviour and engagement.

Pupils should also have a pair of headphones, which can connect to their device.

Recommended Chromebook Specifications

We recommend that you look for the following specifications:

- Date of Manufacture: most models manufactured in 2022 benefit from Google's *Automated Expiry Update* Operating System (OS) i.e. these devices will work with future releases of the OS until at least 2029. Anyone buying a Chromebook should check the 'expiry date' for the model, which you can look up on: <https://support.google.com/chrome/a/answer/6220366?hl=en>
- 8G of RAM minimum
- 32G of local storage
- USB-C charger connection
- 11" or 13" screen

Other recommendations to consider:

- Multi-point touchscreen
- Buying a 3 year warranty and insurance on the device, as the responsibility for insurance and repairs is with the owner of the device.
- A protective case/sleeve

You do not need to buy any specialist software as each student is provided with a Google Workspace for Education account by Felsted School.

Using Chromebooks at school and for any school work

Whilst the School can carry out small fixes in the case of an emergency, we expect the student devices to:

- be clearly named in permanent marker or permanent labels for identification
- be fully charged each evening and to be in School each day
- be upgraded regularly in terms of operating system software and security releases
- be password protected
- be insured under a personal/household insurance scheme in case of damage or loss.

Any damage or loss of device will be the pupil's responsibility.

The IT department will be ready to connect the Chromebooks to the school system during the first week of the Autumn term.

The individual subject teachers will make clear when and how these devices are to be used in lessons. The expectation is that students will abide by the School rules, the Pupils' Computer / Device Usage Agreement and the [Online Safety and ICT Acceptable Use Policy](#) whenever using school systems. We recommend that parents are familiar with the policy and encourage their children to comply with it both at home and in School.

Mobile Phones

The Government has recently updated its guidance on mobile phone use in schools (2024), including specific reference to boarding schools: [Guidance for schools on prohibiting the use of mobile phones throughout the school day February 2024](#)

As a result of this guidance, Felsted has made the following changes¹, which take precedence over previous policy.

1. Years 9, 10 and 11 will hand in their phones during the school day (handing in at the latest at 8.15am). Collection time for all houses will be the end of the school day - 5.45pm².
2. Years 9, 10 and 11 will hand in their phones overnight when boarding and we recommend that all pupils switch off and charge their phones outside their bedroom whenever possible.
3. From September 2024, during the school day (8.15am - 5.45pm), Sixth Form will only be allowed to use their phones in the following places:
 - In House
 - In the 6th Form Centre
 - In the Coffee Shop
 - When required to use them in lessons
4. Anyone misusing their phone can expect to have it confiscated.

¹ Some students who live in different time zones will need to make special arrangements with their HM to have their phone at different times. Similarly, if a student needs a phone in the case of an

emergency or urgent call, that will be permitted

² We recognise that this will mean that those who use their phone for payment will not be able to do so at SAFI Coffee, or Linsell's as a result of this change. Please think through an appropriate alternative means of payment if this is important for you.

Music

Specialist tuition is available on all orchestral instruments as well as piano, organ, guitar, percussion and singing. There are numerous peripatetic instrumental and vocal teachers associated with the department. To begin tuition, please complete the form enclosed with the New Joiner's pack. However if a student should decide they want lessons during a term, this will usually be possible to arrange, depending on the relevant teacher's schedule. If notice is given verbally by the student, written consent from parents will still be needed before the lessons can commence.

Old Felstedians

Keeping Connected

At the end of your child's time at Felsted, we want to ensure that they can fully benefit from being part of our powerful, diverse, global network of OFs. We offer lots of opportunities to keep in touch with each other and the school. Felsted's Development Office delivers a wide-ranging annual programme of event and communications which includes professional networking, social get-togethers, including those hosted by the Old Felstedian (OF) Society, OF sport fixtures, reunions, and chances to volunteer with careers advice and mentoring for current Felstedians.

A fee of £300 is spread over the first six termly fee bills at the Senior School, with the first instalment of this being (£50) appearing on your account. If you have any questions, please contact the Bursar's Department (burspa@felsted.org).

iSAMS Parent Portal

At the start of the Autumn Term, you will receive instructions from the IT Department, which will allow you to access the iSAMS parent portal. As well as other relevant information, the portal allows access to your child's school reports. Queries regarding the parent login should be directed to ict@felsted.org / 01371 822698.

Pocket Money

A potentially difficult area, as it is neither desirable nor necessary for students to have large sums of money available. We encourage all pupils to not hold cash but for parents to make arrangements for pupils to have a contactless card for any ad hoc purchases they need to make - it is suggested that a sum of £10.00 per week should be adequate. Most shops now require contactless payment. We are unable to recommend any contactless cards but Monza, GoHenry, Revolut are used by current pupils and lots of UK bank accounts offer under 18's an account with a contactless card.

Purchases under £25.00 made at the Tailor's Shop or in the Bookshop can be charged to the school fees account. A chit will be required from the Housemaster or Housemistress for purchases in excess of £25.00.

Policies

There are a number of school policies that parents may wish to read in full. These are obtainable from the Bursar's office and are also posted on the [school website](#).

Rules

Full school rules are provided in the [Behaviour and Discipline Policy](#), but parents should be aware of the following rules:

- Students must not leave the school grounds without their HM's permission. Students must not go out after dark unless accompanied by at least one other student.
- Students may go out with their parents or accept other invitations only with the permission of their HM.
- Leave of absence for a boarding student for any night during term-time must be requested by parents in writing to the HM, with reasonable notice, and may be subject to the approval of the Head.
- Students may miss chapel only with the permission of their HM.
- No student may travel in a car driven by another student, or anyone under 25 (apart from a brother or a sister or member of the Common Room).
- No student may drive a motor vehicle in Felsted unless accompanied by a parent or a driving instructor. Permission for driving lessons at school must be obtained by parents from the HM. The school requires the completion of a form obtainable from the HM.
- No student may bring smoking materials into school, and any student found drunk, visiting licensed premises other than the Sixth Form Club, bringing alcoholic drinks into school or purchasing alcohol with intent to consume it, breaking out of the House between 'lock-up' and 'rising bell' is liable to suspension. A student is deemed to be culpable if found in the company of smokers.

- Permission to go alone to functions, during term-time will only be given to those in the Upper Sixth Form, providing the parents' written permission has been received in good time by the HM concerned.
- It will not normally be possible to miss school except in the most unusual circumstances. The HM passes the parents' letter to the Headmaster for a decision.
- Permission will not be given to any Upper Sixth Form students close to, or in the examination period of their final term.

School Trips & Excursions

The school continues to review our provision of trips and excursions, taking into account a number of factors, including costs, offering a breadth of opportunities and experiences, and our commitment to sustainable practices.

A calendar of proposed trips can be found [on our website](#) to help with planning.

Stationery

You should not need to buy any specific items, but it is suggested that all students should arrive with writing equipment (pen, pencil, and ruler) and an A4 notebook. Exercise books will be provided for Year 9, 10 and 11 students, and folders need to be purchased for Year 12 students.

Timetable

The senior part of Felsted School follows a fortnightly academic timetable, comprising weeks A and B, which starts in September and rotates throughout the academic year.

Boarders and day pupils register in houses by 8:15 am each day (Monday - Saturday inclusive), with the formal part of the day starting at 8:30 am (depending on the day of the week this will either be Head's Assembly, Tutorials, Chapel or House Assembly).

Lessons, sport and activities take place throughout the day, as per each pupil's detailed timetable, which is viewable on iSAMS from the start of the Academic Year. Parents are provided with their own separate login, through which they can view the timetable, Progress Reports and other key information as regards their child(ren).

The school's All Round Educational ethos means that all pupils, whether day or boarding, engage in the Academic and Co-Curricular programme over the course of the main school day, which draws to a close around 5.45 pm on weekdays and 4.00 pm on Saturdays.

Transport

The School Transport department operates a number of daily bus routes - please see the [transport page of our website](#) for more information

Places are limited on all bus routes and parents are advised to contact Mrs Gaye Flower, the Transport Manager as soon as possible on 01371 822639 or e-mail transport@felsted.org for information and charges.

If requested, the school assists in arranging taxis for travelling between Felsted and airports including Gatwick, Heathrow, Luton, Stansted, and various railway stations at the beginning and end of each term, half term and exeat weekends. The cost of this is debited to the following term's school fees bill.