

# Parent Handbook

## Upper School

LEARNING FOR LIFE



Wellington  
SCHOOL











## Head of Upper School Welcome

As the Head of Upper School, it gives me great pleasure to welcome you all into this exciting section of the School. We are lucky to have a dynamic and friendly pastoral team who will become central to each pupil's progress over the next three years and beyond.

There is much to look forward to as you begin your journey in the Upper School;



- There will be the opportunity to develop new friendships as we are welcoming many new pupils into Year 9 and 10.
- There will be an even bigger choice of activities in our extensive extra-curricular programme. It's important that pupils are busy and take advantage of as many new activities as possible and also learn to balance the academic expectations with the extra-curricular commitments.
- Expectations are high. Excellent standards of behaviour are expected.
- Pupils will need to show more personal responsibility and become increasingly independent. Parents we ask you to take a small step back and empower your children to be more independent. From time to time things may not always go right and I cannot stress enough the need for communication. I believe that if parents, pupils and tutor can work together from the start we can overcome any problem large or small. At Wellington we pride ourselves on the quality of our relationships and there is no more important relationship than the relationship each Upper School pupil has with their tutor.

I hope this booklet provides you with more information about the practicalities of joining the Upper School but please do not hesitate to get in touch if you have any questions. The Upper School pastoral team and I are really looking forward to meeting you all in September.

A handwritten signature in black ink, which appears to read 'S Dean'. The signature is fluid and cursive, with a long horizontal stroke at the end.

**Mrs Sam Dean**

## First Steps

There are several induction events designed to settle the pupils in quickly and make friends for life!

In addition, a variety of events and opportunities will be available for you to come into School and meet parents and staff and new friends over the coming term.

### Preseason hockey and rugby

We usually run some pre-season session in the weeks before the start of term. We do hope we will be able to do that again this year, and will keep you informed

### Introduction to Year 9/10

In the first half term, we invite parents to come into school for a chance to meet your child's tutors and Head of Year. It is also a chance to meet some of the other parents you will be standing on a touch-line with for the next few years!

### Parents' Evening

Regular Parents' Evenings are held throughout the year to provide an opportunity to talk to individual subject teachers about each pupil's progress.

### Carol Service

A chance to join all staff and our fabulous Chapel Choir for a delightful seasonal celebration, followed by mulled wine and mince pies.

### Snowdonia

We encourage all of our Year 9 pupils to join us on a team building trip to Snowdonia in the Autumn term. Pupils will enjoy many outdoor activities and also climb Mount Snowdon whilst making new friendships and getting to know their tutors.



## Sports Fixtures

We do hope you will come along and support the various teams at home and away matches where possible. They are always very social and enjoyable event and a chance to meet other parents.

## Drama and Concerts

There are frequent drama productions and musical concerts, which give everyone the chance to perform and parents are always most welcome. All events will be published in the diary each term.

## Head's Open Forums

The Head hold regular open forums for parents to come along, hear from him and raise any queries they may have about any aspect of school life.

## The Friends of Wellington School

We are fortunate to have a very active and positive Friends groups, which comprises parents, teachers, ex-parents and individuals from the local community who wish to be involved. They hold many fund-raising and social events, and always meet on the first Friday of each month in the Café for cake, chat and camaraderie. You are warmly invited to join them in any capacity.



# Communication

## My School Portal

Much of the information about your child and communication with the School is done through My School Portal. This will have your child's timetable, grades, reports, activities and much more. You will be sent details of how to sign up – it is an excellent tool for keeping track of everything.

At the beginning of the academic year you will be emailed a reminder to log on and create a password. Pupils will be able to access the pupil portal using your general school log on details which you will receive in September. As a school we use email to communicate with pupils and parents regularly. It is important that we have up to date contact details so if there are any changes could you please let the school office know as soon as possible. All pupils are issued with a school email account and we ask that they get into the habit of checking these regularly.

We use Firefly as an on-line learning platform – tasks and homework can be set on this. Pupils will be given a logon to access all the relevant information.

## Calendar

A full school calendar is on the website and on My School Portal, so you can plan events, holidays and school commitments. We also produce a termly diary which lists all school activities, fixtures, trips, contact details, staff, parents' meetings and all planned events for the term – it is a fabulously useful little booklet!

## Marketing and Admissions

You will always be able to get hold of someone to answer any questions you may have. You have, so far been dealing with the Marketing and Admissions team and they will continue to guide you until you join the School...and beyond. Please do also send in items of good news – we always love to hear what you have been up to in and out of the classroom

marketing@wellington-school.org.uk [admissions@wellington-school.org.uk](mailto:admissions@wellington-school.org.uk)

## Tutors and Head of Year

Once you join the School in September, pupils are put into tutor groups comprising around 12-15 children. Tutors will be the first port of call for any queries, concerns, questions or conversations – they will see each pupil daily and will know any issues arising, the background and the context. They play a crucial role in overseeing pastoral care and academic progress. You will have regular sessions with your tutors and your house each week.

Separate Heads of Year for Year 9, 10 and 11 will have general oversight of all activities within that year group who will closely monitor day-to-day progress. Both years sit within the Upper School, which is headed up by a Head of School Mrs Sam Dean and Assistant Head of Year - Upper School, Mrs Claire Davies. The Upper School meets regularly for assemblies and is a tight-knit community.



### Requesting Absence

All requests for absence from School (excluding medical issues) must be made in writing. If it is for one day, this should be requested by email and sent to Mrs Sam Dean, if more than one day, then it should come to the Headmaster.

[headmastersoffice@wellington-school.org.uk](mailto:headmastersoffice@wellington-school.org.uk)

Absence must be reported on MySchoolPortal

### General enquiries

The office is staffed from 7.45am – 5.30pm and the staff will be pleased to assist you with any queries or if you need to get hold of any member of staff.

[enquiries@wellington-school.org.uk](mailto:enquiries@wellington-school.org.uk)      01823 668800





# Academic

## Prep (Homework)

Homework is an important part of ensuring our pupils can work independently. In Year 9 the expectations increase as they begin to prepare for Year 10 and external examinations. A homework timetable will be published in September but Year 9 pupils should expect an hour each evening. It is extremely important that the pupil completes work, where possible, on the night it is set otherwise work can build up and become unmanageable by the weekend.

New Parents will be invited to create their own account on Firefly, once term is underway in September, where they are able to view their children's homework tasks. However, parents cannot see marks or feedback from those tasks.

Often there is time to do some homework at school, either at the end of the school day or occasionally at lunch times. The best place for this is in the library which is quiet and supervised; the computer room is also close by should you need it. If it is taking significantly longer than the time given to complete all prep set for one evening, you need to let your teacher or tutor know.

## Academic Work

Grades are given every half term - dates of when grades are due are put in the school diary. They are also published on the School Portal. They are a good way to see how you are progressing. You can also be awarded merits, usually for excellent work, effort and for behaviour.

## Learning Support

We have a fantastic learning support department, and pupils requiring individual support will have their needs assessed and a plan created.

## Grades tracking/Report Cards

Reports are published twice a year for Year 9 and you will be alerted by email when they are ready to access on the parent/pupil portal. Effort grades for classwork and homework are also published regularly. These will be monitored closely by the pupils tutor and support put into place if it is required.

Conversations will be had with tutors if there is a cause for concern and appropriate monitoring put in place.

There are also Parents Evening twice each year.

## Rewards

Merits and super merits are regularly given to encourage our pupils and as a parent you can view these on My School Portal.

## Class structures

All pupils in Year 9 are put into a teaching class, and they take the majority of lessons in that class. There are some exceptions to this such as mathematics and languages. From Year 10 upwards, after they select their GCSE options, they will be in different classes for each subject.





# Activities

## After School Activities

There are an extensive number of activities available at both lunch times and after school. Tutors will discuss these with the pupils at the beginning of each term and pupils will be encouraged to commit to a number of these activities per week.

Once they are registered for an activity they are expected to attend regularly and commit to it fully. Our pupils are very busy and whilst we encourage this, it is important that they do not burn out. Please contact the tutor if you do have any concerns and they will help the pupils manage clashes and workloads.

Activities run from 4:00pm until 4:45pm each day and enable the school to account for every pupil during that time if they are remaining at school to catch buses, or waiting to be collected. In addition, there are many lunchtime activities which you can participate in.

## Music / instrumental lessons and LAMDA

**If you study an instrument or sing, you can have lessons at school. We have a wide and experienced range of visiting music teacher. You can sign up in the joining pack forms, or let your tutor know. You can also study for your LAMDA (drama) qualifications.**

**When:** Once a week, in class time. The lesson will be in a different period each week.

**Where:** George Corner Music School (Music) – Southside (LAMDA)

**How:** You will be told by the Music/ Drama Departments when your next lesson is. There are also notice boards with timetables in the Music School and outside the Drama office - check the boards regularly.

**Procedure** Ask permission from the teachers whose lessons you are going to miss, at least 24 hours in advance. Make sure you catch up with any missed work.

## Sport and Fixtures

Sports Fixtures are an important part of the Wellington School experience and we hope as many pupils will participate as possible. The school diary which is issued at the beginning of each term has all of the fixtures listed. Many fixtures for Year 9 are scheduled on a Saturday afternoon and the expectation is that pupils will embrace these opportunities. We appreciate that from time to time families may have another commitment but we ask that the sports department are given plenty of notice so another team member can be found.

Team coaches will give everyone the chance to grasp the basics and inter-school fixtures are arranged for pupils in all age groups. We have a reputation to uphold and want the very best participants in the 'A' teams. However, we try to cater for all skill levels and there are A, B & C teams for most sports.

If you are picked to be part of a team you are representing the school. You need to show the right level of commitment and attend practice sessions and matches when asked.

Should you be unable to attend a practice, meeting or a match for any reason please let the team coach or relevant teacher know as soon as possible so that a replacement can be found.





## Matches

### Please remember that School matches on Saturday take priority over social activities

- Make sure you know if you have a match and all of the relevant details.
- Look at your calendar and the notice boards. Make sure you can play and have the right equipment. Tell your coach as soon as possible if you have a problem.
- Make sure your parents know you are in a match especially if it is an away game and you will need to be collected at an unusual time.
- If you are playing at home look after your guests right up to the point they go home and sit with them at tea.
- If you have an away game, be good guests.
- Listen to your coach's instructions.
- Play your hardest (even if things aren't going your way) and support your team mates.
- Never retaliate or argue with the referee/umpire. Remember she/he is right, even if she/he is wrong!
- You are representing the school so be a good ambassador!



Don't forget, there are match teas for parents at home matches after the games and the café is open for you to grab a much needed coffee before, or during the matches. Match teas at Wellington are legendary and a fabulous time to meet other parents and socialise.

## Trips and Events

Throughout the year there will be many opportunities to enjoy a wide range of trips and activities and we encourage all of you to get involved and push yourself to try something new. These are not compulsory, and include the following:

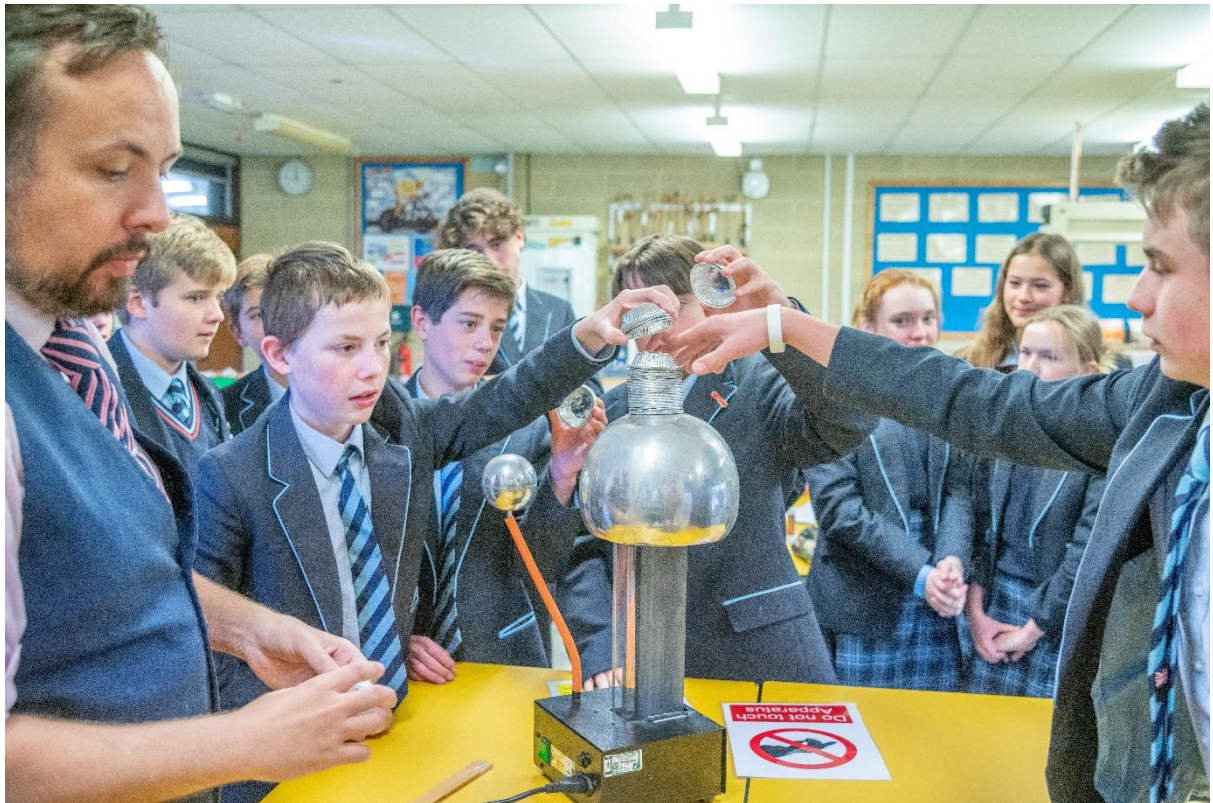
- Snowdonia
- Subject-led day trips
- Battlefields of Northern France
- Ski Trip
- Caving & Surfing





# The School Day

8:25am	Registration –arrive in tutor bases at 8.25 ready for a prompt start at 8.25
	Period 1
	Period 2
	Break
	Period 3
	Lunch
	Period 4
	Period 5
3:45pm	Activities/Practices/Rehearsals
5:00pm	School buses leave from the Sports Centre car park



# Logistics

## Buses, start of the day

If you are coming on the bus, they arrive around 8.15 down at the Sports Centre. If you are being dropped off, the Quad or the “drop-off zone” by the zebra crossing are the best places to be. Make your way to the House Rooms to meet your friends, put your stuff in your locker – then you will go to either a tutor meeting, a house meeting on Chapel depending on the day. You will then go into your first lesson in your class groups.

## Lost Property

If you lose anything, the cleaners scoop it up and take it to a very well-organised room called “The Pound”. If it is labelled, it will be sorted into houses and you can go and look to see if your items are there. It is situated in the cleaning manager’s offices which you pass on the way to the dining room opposite to the Lights Boarding House.

## Lunch

Most pupils have school lunches – this is all enjoyed together in the Dining Room, along with the staff. If you do not want to have school lunches, you can bring a packed lunch which will be eaten in the Dining Room. The catering team provide for all diets, allergies, tastes and religions – so there will always be something delicious for you!

Our current Year 8 pupils will notice a considerable change with the lunch arrangements. They will be eating lunch much later at approximately 1 pm so a snack at break or some money for the cafe may be advisable for the more hungry amongst you!

## Mobile Devices (Home and School)

We are constantly reviewing and updating our mobile phone policy but currently our Year 9 pupils are welcome to use their phones only with the permission of a member of staff.

Any pupil seen with their phone will have it confiscated and will need to collect it from the office at the end of the day.

We encourage pupils to chat to each other and communicate directly, rather than via a device.

We also strongly advise parents not to allow devices in bedrooms or after 9pm at night.



## **Lockers.**

Students can request a locker and should bring a padlock and keys so they have a safe place to leave their belongings.

## **Going intoTown**

Year 9 and Year 10 pupils are not allowed to visit town after school as we feel they should be taking advantage of all of the activities on offer.

## **Supervision and Sixth Form Mentors**

There are always members of the Upper School staff team on duty around school and we very often have visits from our Sixth Form mentors who engage with the pupils, advise and guide them in school matters.

## **Café**

The café is open at break time, lunch time and after school and sells delicious home-made cakes, savouries, smoothies, drinks and snacks. Pupils can bring in money for the café.

## **Access to building – wristbands**

All pupils will be given a wristband which gives them access to the buildings they need to get into (so boarders will have different access abilities). If they are lost, there will be a £10 charge for a replacement. They are individually coded, so if one is found, we know who it belongs to.

## **Buses**

We have a huge range of buses picking up across Devon and Somerset. All details about routes, fees and bookings can be done through [transport@wellington-school.org.uk](mailto:transport@wellington-school.org.uk). We expect high levels of behaviour on the journeys to and from school and any misbehaviour would be dealt with in line with school behaviour policy.

All buses leave at 5pm from the Sports Centre.

Activities finish at 4.45, to allow time to collect possessions and get to the bus in time.

## **Illness**

If you child is are unwell and will not be attending school, you need to notify us by telephone or email. 01823 668800 [attendance@wellington-school.org.uk](mailto:attendance@wellington-school.org.uk) by 9am. You can also notify us via My School Portal.

## **Medical Appointments**

Please notify the tutor that there is an appointment, and sign in and out at Reception

## **Health Centre**

If you feel unwell whilst you are in school, then the Health Centre is the place to go. The nurse will call your parents if they think it is necessary. Please ask your teacher/tutor or tutor for permission to leave the class.

## Uniform

All uniform is supplied by SchoolBlazer who will also label items for you. They have an excellent "intelligent sizing" system and a good exchange / return service if items are the wrong size – they will also sew labels onto the uniform.

We would like to remind you all that we do expect our pupils to look neat and tidy so as you all go off for your long summer break please remember no extreme hair cuts or hair dying please. Hair should look neat and tidy. Please spend some time reading the uniform guidelines which can be found on the Schoolblazer website.

In addition, we do have some second hand uniform, and have regular sales. We will notify parents of these as they are planned.

<https://www.schoolblazer.com/>





## House Ethos

All houses are co-educational and run throughout the School from Year 7 to the Sixth Form.

Various competitions will take place throughout the school year which will involve either the whole House or a select group. Not all House activities are 'sport' based and all House members will get involved in fund-raising and other engaging group activities. There are many inter – house competitions throughout the year (sports, quizzes, chess, debating....) which contribute towards the hotly contested Norman Cup awarded at the end of the year.

Older students will mentor the younger ones and welcome them into the School and their House.

Boarders have the houses that they physically live in, but are all allocated School houses along with all the day students.



## **Upper School Staff**



**Mrs Dean - Head of Upper School**



**Ms Stratton  
Head of Year 9**



**Mr Johns  
Head of Year 10**



**Miss Collins  
Head of Year 11**



**Mrs Davies  
Assistant Head of Year - Upper School**



# Our Houses

## Hardwick

History

Named after OW Duncan Hardwick who had a distinguished war record and was Chairman of the Governors

*House Captain*

*Finlay Chant*



## Oak

History

Named to continue the tree theme which started with The Willows (Senior Boys Boarding House)

*House Captain*

*Izzy Clist*



## Price's

History

Named after the Price Brothers (which then became Relyon).

*House Captain*

*Georgia Wheeler*



## Fox's

History

Named after local manufacturing family who have long been associated with and supported the School

*House Captain*

*Lara Moulding*



## Gillard's

History

Named after OW Frank Gillard, famous BBS radio war correspondent and Head of BBC and Chair of School Governors

*House Captain*

*Harriet Joseph-Sanders*



## Richards

History

Named after two OW brothers, WHV Richards and AH Richards. WHV was an Air Commodore and AH was in charge of Wellington Division of the County Surveyors Dept.

*House Captain*

*Isabella Vallance*



## Heads of Houses



**Hardwick**  
*Mrs Georgia Michael*  
*Drama Teacher*



**Oak**  
*Miss Sarah Middleton*  
*French & German Teacher*



**Fox's**  
*Mr Ben Elkins*  
*RS Teacher*



**Price's**  
*Mrs Kelley Bishop*  
*English Teacher*



**Gillard's**  
*Mr Toby Sampson*  
*Head of Hockey*



**Richards**  
*Mr James Bird*  
*Geography Teacher*



## What if...?

- **...I lose something**

1. Ask a friend to help you try to find it or see your tutor. If the item has been found by someone else and was named it will be handed to your tutor. If it was not named it will be sent to the Pound (details of when the Pound is open is available from the School Office)

- **...I forgot something (a book or games kit)**

1. See the teacher. Check with the office - it may have been brought in by parents

- **...I am unhappy about something**

1. Talk to a friend or your tutor and then speak to your parents when you get home

- **...I am feeling ill**

1. Go to the Health Centre, but tell someone you are going first. If you are in a lesson, ask the teacher

- **...I am late for registration**

1. Go to the School office and sign in and then go to where ever you should be.

- **...I need to find a member of staff**

1. Go to Reception - someone will be there to help you

# Rules and Advice

We want you to enjoy your time at Wellington and to take advantage of all the opportunities provided. You will have more freedom than before but with that comes responsibility - to yourself and others. The following rules and advice are designed to help you get the balance right.

## BRM.... Behaviour, Respect, Manners

### We do expect you to....

Use your common sense

Tell the truth - always be honest

Be polite - say please and thank you

Smile - little acts of friendliness and consideration go a long way

## Bullying

Bullying is unkind behaviour. It may be physical, name calling or being left out of activities on a regular basis. If someone is unkind to you try to ignore it. Bullies love to get a reaction. If it is an isolated incident, don't take it too personally as it's probably just because somebody is having a bad day. If it continues you must speak to an adult - your parents or a teacher. Bullying is something you should not have to put up with and in most cases talking to an adult will result in the bullying stopping.



# Wellington Words

There are some words that are unique to Wellington School

<b>Alan Rogers Centre</b>	The newly built English and Exams Centre, next door to the Sports Hall
<b>Bulford</b>	The main area of games pitches
<b>Cloisters</b>	The corridor along Classroom Block
<b>George Corner Building</b>	The Music Department
<b>Demerits</b>	For poor work or bad behaviour
<b>Dukes</b>	The centre of the school. This building has computers, the library and the study centre
<b>Gills</b>	The games pitches you reach by carrying on the path to your left as you go through the gates at Bulford
<b>George Corner Music School</b>	Music School building and classrooms at the far end of the Quad
<b>Great Hall</b>	This building will house large school drama and musical productions
<b>Homeshaws</b>	The astro-turf hockey pitch
<b>Lemmings</b>	At the end of the Spring Term everyone takes part in the 'Lemmings' run. At the end of the Summer Term everyone swims a length of the pool. This is called the 'Lemmings' swim.
<b>Merits</b>	For excellent work/conduct
<b>Northside</b>	The modern building where you study Modern Languages and Maths
<b>PC Block</b>	Practical Centre. The building where you study Computing and Technology (Prep School Year 5/6 are also in here)
<b>The Pound</b>	Lost property office
<b>PRSC</b>	Princess Royal Sports Complex
<b>Quad</b>	Also known as the 'Quadrangle'. This is the area of tarmac outside of Great Hall
<b>School Field</b>	Playing field near Quad
<b>Southside</b>	Drama classrooms
<b>Wellbeing</b>	Part of the Sports provision—includes fitness, nutrition, leadership, judo etc.

# The Word on the Street...

## What the Good School Guide Says About Us...

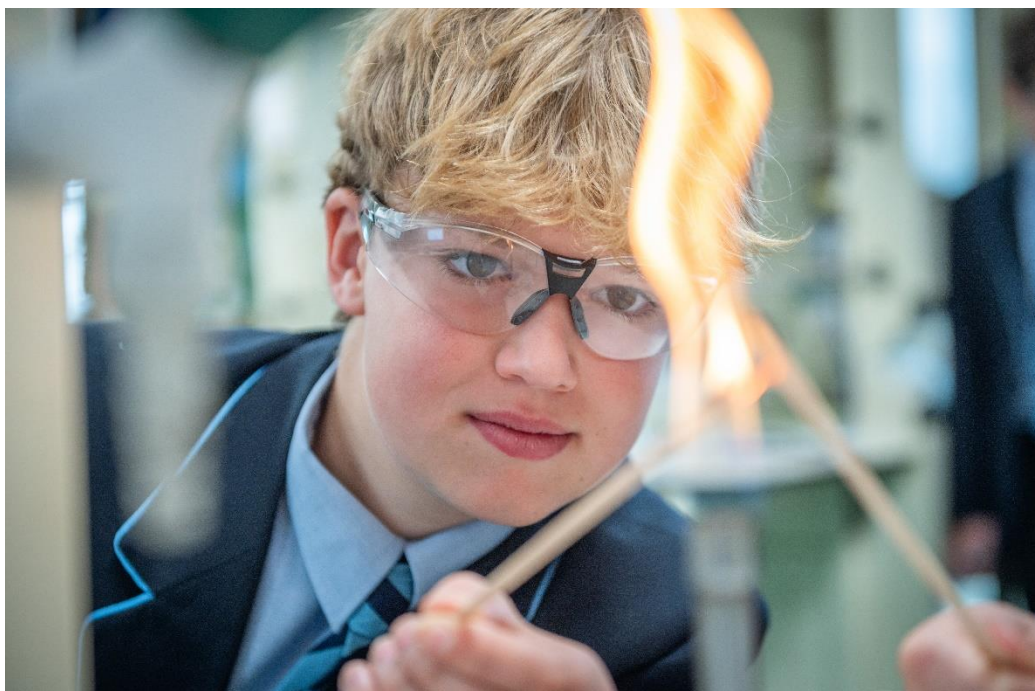
- There's no doubting its strong sense of identity; we've rarely encountered such ardent loyalty from both students and parents.
- It's the sort of school where it's cool to work hard and make something of yourself
- 'Wellington is good at finding out what your child is good at
- This is a meritocratic environment whose grammar school inheritance lives on.
- Sound and recently reinforced systems for pastoral care.
- Parents report rapid response to problems and feel their views count
- Exceptional special needs provision
- Novel approach to physical exercise - may even be trend-setting.
- Music exceptionally strong,
- Art department buzzy as can be, lots of big ambitious work in progress, everything from paint through ceramics to digital. Well impressive.
- Heaps of extracurricular activities likely to render students paralysed for choice
- Down to earth. Punches above its weight. No sense of entitlement.





## What Our Parents Say About Us...

- We were made to feel as though we were being welcomed into a family.
- We knew we had found the right place within minutes of walking through the door.
- Happy, confident children in the corridors.
- We are very pleased with the way the school encourages our children to behave.
- The school's best marketing comes from the behaviour of the children.
- We feel that high standards of academic achievement have been met and are currently very pleased with the progress our children are making.
- The extra-curricular programme and pastoral care have developed and broadened significantly over the past few years.
- The Governors are extremely hard-working and I have had some really stimulating conversations with some of them. I have never seen any sign of discord.
- The school clearly runs efficiently and is a happy place for children.
- It is very reassuring knowing that our children are happy learning and growing in such a wonderful environment.
- I wouldn't change anything.
- A happy school with polite, grounded pupils who are confident and independent
- An all-round, down-to-earth, unpretentious offering is greatly valued.



## And Finally...

### You will...

- Lose things
- Forget prep
- Have their moments
- Have a wobble
- Be tired
- Be hungry!

### But you will...

- Learn
- Laugh
- Have a great time!



You have a wonderful opportunity to try a variety of new skills and experiences. It is vital that you are receptive and able to take full advantage of the opportunities we offer - try to develop the 'Have a go' mentality!



