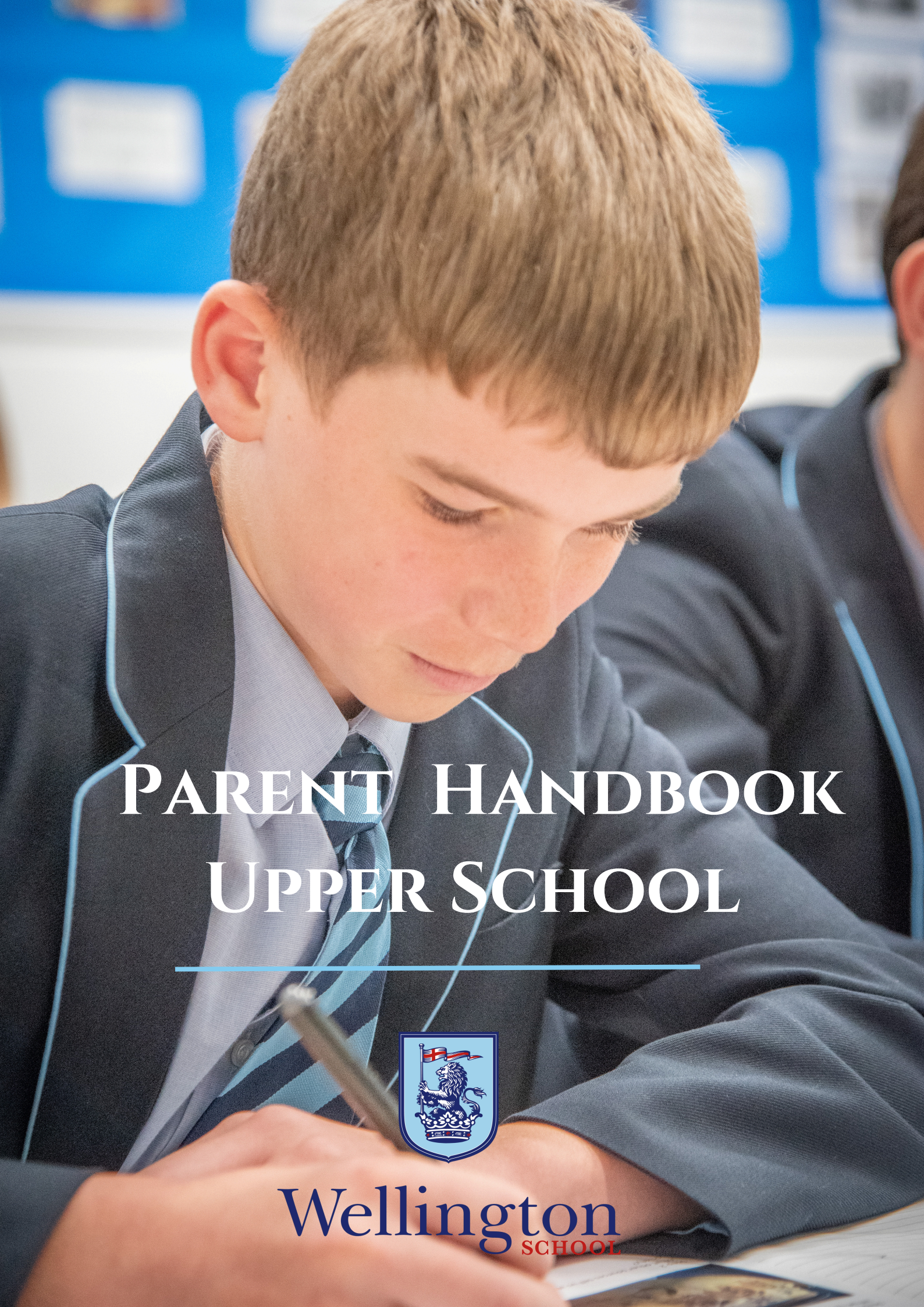


# Parent Handbook
# Upper School

Wellington
SCHOOL


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Wellington SCHOOL

# Welcome

Welcome to the Upper School at Wellington - Year 9,10 and 11. We hope this will be another amazing step in your school adventure. We want this to be a place and a family that you will cherish for the rest of your life.

We are proud to offer both historical stability and fresh perspectives; academic excellence combined with progressive practices and a community as inspiring as it is welcoming. We represent the strength of tradition, the confidence to evolve and the humility to respect new challenges. We also live by four concrete principles designed to give our young people everything they need to not just inherit the future, but to create it.

- Our first principle is Embrace complexity. The real world is incredibly complex, so it's important to accept that you can't control everything. Instead, we urge pupils to stay grounded and curious. To play freely with the pieces to reveal opportunities. Because it's with loose frameworks, not tight constraints, that the most exciting and unexpected outcomes happen.
- The second principle is Spark connections. Nothing exists in a vacuum. There are links and overlaps in all aspects of life and work. So it makes no sense to isolate any one subject or observation. We encourage pupils to continuously broaden their perspectives. To hungrily combine knowledge and experiences in order to build a fuller, richer picture.
- The third principle is Lead together. It's natural to compare ourselves to one another; to compete for opportunities. And that's not going to stop. But along the way, we can all learn, grow and multiply our potential by working more openly and collaboratively. Side by side instead of top-down. Every voice is valuable. So invite others in to multiply what's possible.
- And the fourth principle is Act today. Don't wait for the future to happen. It's already unfolding. You can make a mark on the world, however small, here and now. This is something we instil right from prep school. Every child at Wellington believes that they can make a real difference.

Living by these principles sets up Wellington pupils for extraordinary success in life, not only equipping them with the skills they need for an uncertain future, but building their character too. Indeed - as you've no doubt recognised already - when you walk around the Senior School, you'll not meet an arrogant or entitled student. You'll meet wonderfully grounded young people who are quietly becoming leaders without even realising it.

We are so looking forward to supporting you to thrive and flourish through the years ahead.

**Alex Battison**



**Head**



Wellington SCHOOL

# Welcome to The Upper School

## Year 9,10 & 11

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 welcome 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.



**Sam Dean**
**Head of Upper School**

# Logistics

There are several further 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.

## Pre-season Sport

We run some pre-season session in the weeks before the start of term. You will receive information about pre-season training over the coming weeks.

## 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 house mistress or master. 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. We will also be running an online Parents Forum in the fourth week.

## Camping Trip

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

## Carol Service

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





# Logistics

## 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 events and a chance to meet other parents.

## Drama & Concerts

There are frequent drama productions and musical concerts, which give everyone the chance to perform and parents are always most welcome.

## Head's Open Forums

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

## 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 their general school log on details which they 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 online 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 my schoolportal, so you can plan events, holidays and school commitments. We also produce an on-line diary which lists all school activities, fixtures, trips, contact details, staff, parents' meetings and all planned events for the term.

## Requesting Absence

All requests for absence from School (excluding medical issues) must be made in writing. If it is for one day, this should come to Mrs Sam Dean - s.dean@wellington-school.org.uk - or if more than one day, then it should come to the Head, headsoffice@wellington-school.org.uk

## 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
01823 668800



# Academic

## 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 homework 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 my schoolportal. 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

At the end of each term, pupils will either receive a full academic report or parents will be offered appointments to speak individually with subject teachers at a Parents Evening. Effort grades are published regularly and monitored. Conversations will be had with tutors if there is a cause for concern and appropriate monitoring put in place.

## Rewards

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





# 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.
These are all listed in The Directory each term and pupils sign up each term on SOCS

## Music / Instrumental Lessons & 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

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.

# Activities





# Sport

## Expectations of Pupil

- Pupils at Wellington are expected to be available for all sports sessions and school fixtures if they are selected. This is stipulated in the schools terms and conditions. This includes all Saturday matches and training as well as post-match teas on fixture days.
- Pupils are also expected to adhere to school rules on the field of play at all times. Bad language, dissent and any other unsporting actions will be dealt with following the school rules and regulations.
- Pupils are expected to bring the appropriate kit for Sport and PE lessons.

## Match Day Procedure

All confirmed fixtures will be in the school diary and on SOCS. Additional fixtures may be added and these will be advertised as soon as possible. Team sheets will be sent via SOCS to pupils and parents three days prior to matches. All specific information about fixtures will be found on SOCS.

**Match Teas**

Match teas are available for pupils in the dining room after the game and it is expected that all attend. There are refreshments for parents in the café before, during and after matches.

**Request for Absence Procedure**

In exceptional circumstances, pupils may be allowed to miss a Saturday fixture. In this case, a note will need to be sent to the Director of Sport and the member of staff in charge of the side a MINIMUM of 2 weeks in advance. The request for absence will then be considered by the School staff and will be judged on an individual basis. The school, through the Director of Sport, reserves the right to not grant absence requests.

**Supporters Information**

- Cheer and encourage good play by either team
- Remain outside the field of play and behind the Designated Spectator Area (where provided)
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Always respect the match officials' decisions
- Never criticise a player for making a mistake - mistakes are part of learning
- Encourage students to respect the opposition and match officials
- Let the coaches do their job and not confuse the players by telling them what to do

**It is hoped that supporters will uphold the School's Code of Conduct at all times. If an issue does arise which is deemed a breach of the code, the school reserves the right to ban supporters from school matches.**

# Additional Guidance

- Watches and jewellery must be removed for PE lessons
- Hair tied back
- Appropriate trainers for lessons
- Black or blue swimming costumes are required for swimming
- Goggles and swimming hats must be worn by all pupils.



# Trips & 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:

- ·Team building trip
- ·Subject-led day trips
- ·Battlefields of Northern France
- ·Ski Trip
- ·Caving & Surfing







# The School Day

8:25am Registration & Tutor time (arrive ready for a prompt start at 8.30am)
(One morning each week is Chapel, and one morning an Assembly).

Period 1
Period 2
Break
Period 3
12.45 - School Lunch
Activities /Practices/Rehearsals
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 8.15am 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 bags in your locker – then you will go to either a tutor meeting, a house meeting or 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! Lunch is at 12.45

## Mobile Devices

Year 9 Pupils are not permitted to have mobile devices at school. We completely understand that in an emergency they may need to contact parents, and this can be done via their Tutor or Head of Year. The Mobile Phone policy can be found on the website. We encourage pupils to chat to each other and communicate directly, rather than via a device.

We are constantly reviewing and updating our mobile phone policy but currently our Year 10 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 also strongly advise parents not to allow devices in bedrooms or after 9pm at night.







# Logistics

## Cafe

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 buildings - 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 charge for a replacement. They are individually coded, so if one is found, we know who it belongs to.

## Uniform

All uniform is supplied by SchoolBlazer https://www.schoolblazer.com/ 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, which we will notify parents of.

https://www.schoolblazer.com/





# Logistics

## Buses - end of the day

We have a huge range of buses picking up across Devon, Dorset and Somerset. All details about routes, fees and bookings are on our online system **wellingtonschool.vectare.co.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 your child is unwell and will not be attending school, you need to notify us by telephone or email. 01823 668800 attendance@wellington-school.org.uk. You can also notify us vis 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.





# School Houses

All houses are co-educational and run throughout the School from the Prep School 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.



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



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



**Fox's**
**Miss Beth Dancer**
**Biology Teacher / Head of Science**



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



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



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

# Tutors & Heads of Year

Pastoral care is crucial to the care of of all our students and there is a network of pastoral staff to ensure students are nurtured and supported throughout their school life.

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 you child 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. The Upper School meets regularly for assemblies and is a tight-knit community.



**Head of Year 9**
**Claire Davies**
**Director of Drama**



**Head of Year 10**
**Ms Rebecca Stratton**
**Maths Teacher**



**Head of Year 11**
**Mr Tom Johns**
**Physics Teacher**

# What If...

- **....I lose something**

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 Housemaster/mistress. 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)**

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

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

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

- **..I am feeling ill**

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**

Go to the School office and sign in and then go to whereever you should be.

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

Go to Reception - someone will be there to help you









# Rules & Advice...

## Our Values

- We're kind...
- and compassionate
- We treat everyone as equals
- We're empathetic
- We're inclusive....
- and we believe in being a strong community
- We're courteous
- We value honesty...
- and integrity
- We're resilient when the going gets tough...
- and we show courage in the face of adversity
- We like to participate and contribute
- We are curious about the world around us
- We trust each other to do the right thing
- We're committed to the environment
- ...and we're optimistic about the road ahead!




## 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

- Alan Rogers Centre — The English and Exams Centre, next door to the Sports Hall
- Bulford — The main area of games pitches
- Cloisters — The corridor along Classroom Block
- George Corner Building — The Music Department
- Dukes — The centre of the school. This building has computers, the library and the study centre
- Gills — Sports pitches you reach by carrying on the path to the left of Bulford
- George Corner Music School — Music School building and classrooms at the far end of the Quad
- Great Hall — This building will house large school drama and musical productions
- Homeshaws — The astro-turf hockey pitch
- Lemmings — 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.
- Merits — For excellent work/conduct
- Northside — Modern Languages and Maths - Common room is in here
- PC Block — Practical Centre. The building where you study Computing and Technology (Prep School Year 5/6 are also in here)
- PRSC — (Princess Royal Sports Complex) Sports Facilities.
- The Pound — Lost property office
- Quad — This is the area of tarmac outside of Great Hall
- School Field — Playing field near Quad
- Southside — Drama classrooms
- Swains — The furthest rugby pitch on Bulford
- Wellbeing — Part of the Sports provision—includes fitness, nutrition, leadership



# And Finally...

## You will...

- Lose things
- Forget homework sometimes
- 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!





# Our Site


Welcome to
Wellington
SCHOOL
To A38 Bypass and
M5 Junction 26
To Town Centre
Main School Entrance
Senior School Reception & Visitor Parking
Café 37 & WCs
Chapel
Quad & Parking
Great Hall
George Corner Music School
CCF
Southside Drama Studio
Classroom Block
Dining Room & Kitchens
Duke's Library & Study Centre
Sixth Form Centre
Northside
John Kendall-Carpenter Science Block
Lippincott – Learning Support Centre
Campus Workshops
Prep School
Prep School Car Park & Bus Zones
Nursery
The Studio
Avenue Music School & Garden
Health Centre
Rose Cottage
Art Block
DT & Prep Block
The Alan Rogers Centre (ARC) & Princess Royal Sports Complex (PRSC)
Greenacres Open Space
Sports Facilities
Princess Royal Sports Complex (PRSC)
School Field
School Pavilion
Swimming Pool
Squash Courts & Climbing Walls
Cricket Nets
Homeshaws Astro & Parking
Bulford – Sports Field
Bulford Pavilion
Swains Athletics Track
Netball/Tennis Courts
Gills - Sports Field & Courts
Boarding Houses
Beech
Lights
Overside
The Grange
Willows
Residences
Caretaker's Cottage
Grange Close
Southside Cottage
The Manse
The Paddocks

# Social Media

We share lots of amazing and inspiring stories that pupils, teachers, (past and present) are doing and we promote future events that are happening within the school community that you may want to get involved with.
On the admissions form, you will be asked for permission for your child to appear on social media. We never post a pupil's full name. Please take a look at the feed to get a feel of what we do.

https://www.facebook.com/WellingtonSchool
https://x.com/wellingtonsch1
https://www.instagram.com/wellingtonschool1/

