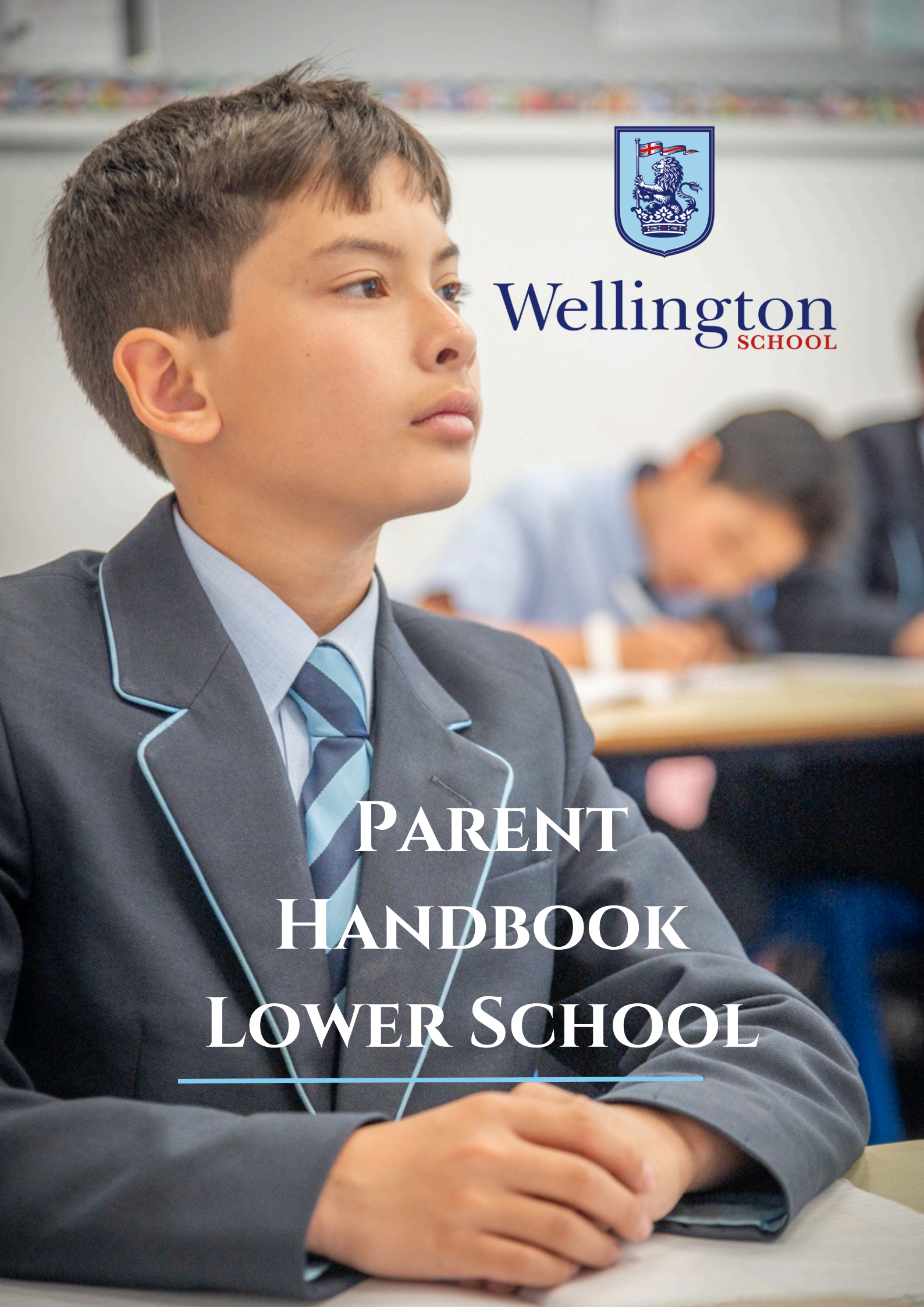


Wellington SCHOOL

Parent Handbook Lower School


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Wellington SCHOOL

Welcome

Welcome to Wellington Senior School.

We are delighted to have you as part of our community.

Whether already part of life in our Prep School, or as one of many joining us from elsewhere, we hope this will soon feel like a second home. 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.
And so, a warm welcome to our community again; we are so looking forward to supporting you to thrive and flourish through the years ahead.



Alex Battison



Head

Welcome to The Lower School

Year 7 & 8

Wellington SCHOOL

Welcome to the Lower School.

The Lower School aims to maximise the potential of every one of its pupils. We achieve this aim with our pastoral structure, where each pupil will have a tutor and be part of a School house. The house structure promotes healthy competition in the Pearce Cup and the pupils will all enjoy representing their houses in a wide range of sports and activities. The competition encourages them to enhance the key attributes of teamwork, confidence and respect. These are all qualities that will prepare the pupils for their time at school and as young adults. Our supportive and inspirational staff will always be on hand to provide guidance and encouragement as pupils start their time at Wellington School. Every pupil's happiness is paramount to their achievement. As you will soon discover, we pride ourselves on our pastoral care and excellent teaching, all within our happy, caring school.

Wherever you are arriving from, you will soon find yourself engaged in an exciting and challenging academic curriculum and a wide range of extra-curricular activities. With such outstanding opportunities, we expect all the pupils to have a 'give it a go' attitude. When they arrive, the pupils should take every opportunity to try something new, to make new friends and to challenge themselves

Jason Swarbrick
Head of Year 7



Ben House
Head of Year 8



Logistics

Pre-season Sport

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

Eden Project

In October, we enjoy a fabulous trip to the Eden Project together. Staff and pupils all have a chance to get to know each other and enjoy the beautiful countryside.

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 also run regular online Parent Forums.

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 enjoyable and it gives you a opportunity 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 group, which comprises of parents, teachers, ex-parents and individuals from the local community who wish to be involved. They hold many fundraising and social events, and they 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 include 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.

Calendar

A full school calendar is 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.

Tutors & Heads of Year

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 your child daily and will know of any issues arising, the background and the context. They play a crucial role in overseeing pastoral care and academic progress.

A separate Head of Year for both Year 7 and 8 will have general oversight of all activities within that year group and will closely monitor day-to-day progress. Both years sit within the Lower School and meet regularly for assemblies and have shared common rooms.

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 sent to Mr Swarbrick, j.swarbrick@wellington-school.org.uk or if more than one day, then it should be sent to the Head, headsoffice@wellington-school.org.uk

General Enquiries

The Main Reception is staffed from 7.45am – 5.30pm (5pm on Tuesdays) 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 Prep

Your child will have prep work to do every day and often there is time for them to do some of this at school. The best place for this is in the library which is quiet and supervised; the computer room is also close by should they need it. If it is taking significantly longer than the time given to complete all prep set for one evening, your child will need to let their 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 have their needs assessed and a plan created.

Grades Tracking / Report Cards

Grades are issued in each subject every 5 weeks. Conversations will be had with tutors if there is a cause for concern. Reports are issued and there is a Parents' Evening at the end of the Autumn and Summer terms.
If there is persistent lack of effort, pupils may be given a report card which needs to be signed by the tutor daily to ensure focus.

Rewards

Merits and super merits are regularly given to encourage pupils and these will be issued by email.

Class Structures

All pupils in the Lower School are put into a class, and they take all their lessons in that class (with the exception of Maths, for which they are in sets).







Activities

After School Activities



A wide range of clubs and after school activities are available to all pupils in the Lower School. Pupils can sign up to activities through SOCS, and their tutor will help them.

Activities run from 4:00pm until 4:45pm each day, which enables 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 in which pupils can participate in.

Activities may vary slightly from term to term. Some of the clubs have limited availability so it is important to get their form in as early as possible to secure places. There is a Prep club every evening. These are all listed in The Directory each term.

Music / Instrumental Lessons & LAMDA



If your child studies an instrument or sings, they can have lessons at school. We have a wide and experienced range of visiting music teachers. They can sign up in the joining pack forms, or let their tutor know. They can also study for their 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: Your child will be told by the Music/ Drama Departments when their 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 they are going to miss, at least 24 hours in advance. Make sure they catch up with any missed work.

Activities





Sport

Expectations of Pupils

- 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 request must be made in writing and 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 PE 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.

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 is Assembly).

Period 1
Period 2
Break
Period 3
Lower 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.

Years 7 and 8 have games on Wednesday afternoon. They start in lesson time and sometimes do not finish until 4:30pm.



Logistics

Start of the Day

If your child is coming on the bus, they arrive around 8.15am at the Sports Centre. If they are being dropped off, the Quad or the "drop-off zone" by the zebra crossing are the best places for this. They can then make their way to the House Rooms to meet their friends, go to their locker – then they will go to either a tutor meeting, a house meeting in Chapel depending on the day. They will then go into their first lesson in their class groups.

Lost Property

If pupils lose anything, the cleaners will take it to a very well organised room called "The Pound". If it is labelled, it will be sorted into houses and pupils can go and look to see if their items are there.

Lunch

Most pupils have school lunches – this is all enjoyed together in the Dining Room, along with the staff. Lower School pupils go in first! 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!

Mobile Devices

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 and Main Reception. 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.

Common Rooms

We have a delightfully large and airy social space, which is used by all Year 7 and 8 pupils. There are always members of the Lower School staff team on duty and we very often have visits from our Sixth Form mentors who engage with the pupils, advise and guide them in school matters.

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.





Logistics

Access to Buildings - Wristbands

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

Buses - End of the Day

All buses leave at 5pm from the Sports Centre.
Activities finish at 4.45pm, 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

Medical Appointments

Please notify your child's tutor of any appointments via email. Pupils are collected from Reception and they should sign in and out.

Health Centre

If your child feels unwell whilst in school, then they should go to the Health Centre. The nurse will call their parents if they think it is necessary.

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. In addition, we do have some second-hand uniform, and have regular sales, which we will notify parents of. Pupils joining us from the Prep School are permitted to wear their WPS blazer in Year 7.





School Houses

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 fundraising and other engaging group activities.

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

The tutors play a crucial role in overseeing pastoral care and academic progress - if your child has any problems then he/she is the first person they should talk to. Your child will have regular sessions with their tutors and their house each week.

There is also a Head of Year 7 and Year 8 who will closely monitor day-to-day progress and be an essential point of contact.



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
Miss Kelley Zarrett
English Teacher

Student Guide
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 tutor. If it was not named it will be sent to the Pound, which is open break time.

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

See the teacher. Check with the office - it may have been brought in by your 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 Main Reception and sign in and then go to wherever you should be.

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

Go to the Main 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!





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 at the far end of the Quad.
- 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.
- Great Hall — This building will house large school drama and musical productions.
- Homeshaws — The astro-turf hockey pitch.
- 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.
- 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 prep
- Have 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

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/











01823 668800
www.wellington-school.org.uk