Felsted

Felsted School

Years 9 -13

A Guide for Parents and Pupils
2026

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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	billings@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 can 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 Times (Term Time only)
Monday / Wednesday: 8.30am - 5.00pm
Tuesday / Thursday: 11.45am - 5.00pm
Friday: Closed

For individual appointments, please make contact to secure a suitable time.

We also have a Second Hand Uniform Shop where good quality uniform is available - please discuss this with the Tailor's Shop as part of your appointment booking.

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, except for appointments booked for overseas pupils as part of the LEAP week, uniforms must be paid for on the day of fitting.

A short appointment is required for Sixth Form entry as the majority of uniform will 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 9.00 am. In the evening, students 'sign out' when they go home.

From time to time day students are required, or may choose, to stay for events in the evening as agreed in advance with their Housemaster/mistress or other member of staff.

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.

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 billingsfelsted.org. For any other finance queries, please contact the Head of Finance, Reena Patel, on rpa@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.**

When you join the school you will be given access to the Billing Portal where you can view your invoices, check your account balance and make payments securely through an embedded payment link.

Further links, instructions videos can be found on the school website: Billing Portal for School Fees.

For all other technical support with the portal, please contact billingportal@felsted.org.

Payment Options

Please note that all fees are payable in GBP.

Esenda - A secure payment link provided through the new school Billing portal. This payment link is supported by Esenda and offers multiple methods of payment, including bank transfers, debit/credit cards and FX payments for international parents. A payment can be made directly without accessing the portal using the following link; esendaPay**.** You will need your invoice number and pupil code to complete the payment, this information can be found on your invoice.

Further support is available on the school's website: Payment Methods | Felsted**.**

Flywire: Flywire offers multiple payment options including bank transfers and 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.

Direct Debits - the school will be launching a Direct Debit collection service from September 2026. This will be managed through Esenda who already provide us with a secure payment platform for payments of invoices. Further information will be shared in due course.

School Fee Plan - A third party credit provider, who are 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. This is a direct credit agreement between the parent and SFP and does not involve the school. 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.

Half Term and Weekend Arrangements

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

Exeats: There are Exeats (long 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). Traditional boarders may stay at school if they wish to do so.

Weekends: Boarders are expected to remain at Felsted for '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 team. 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

From Year 7 upwards all pupils are required to have a laptop-style device. The school uses cloud-based software, which works effectively on both Windows Laptops and Chromebooks, providing pupils and teachers with a stable digital teaching and learning environment, with seamless access to IT systems and digital resources. **Tablets are not appropriate classroom devices and are not permitted for use in classrooms.**

School Managed Chromebooks are used for pupils up to and including Year 5, provided by the school. Teachers distribute Chromebooks to pupils as and when lessons require it and make clear when and how these devices are to be used in lessons. **From Years 7 to 11, the school is currently in the process of migrating to the exclusive use of Microsoft Windows School Managed Laptops (SMLs).** All pupils joining Years 7 to 11 in September 2026 are therefore expected to arrive having purchased a Microsoft Windows SML through the school's contracted supplier. As well as the learning experience, this enhances safeguarding, online safety and cyber security measures for pupils. **Students joining in Year 12 may choose to purchase an SML through the school supplier or an alternative laptop-style device.** In order to purchase a School Managed Laptop, parents should contact the IT department (ict@felsted.org), who will put them in touch with the supplier.

Mobile Phones

In line with UK Government guidance, during the main school day (8.15am-5.45pm) Felsted School is a mobile-free environment.

The mobile phone policy for pupils in the senior part of the school is as follows:

1. Mobile phone numbers must be registered with House staff;
2. Years 9 - 11 have access to their phones for short periods of time:
    a. before the start of the school day at 8:15am
    b. after the end of the school day at 5:45pm until the beginning of prep
    c. phones must be handed in before bedtime
3. During the school day (8:15am - 5:45pm) Sixth Form pupils are not permitted to use their phones in front of younger pupils, and are only allowed to use their phones in the following places:
    - In House
    - In the 6th Form Centre
    - When required to use them in lessons
4. Anyone misusing their phone can expect to have it confiscated.

For more information about Online Safety and ICT Acceptable Use, please refer to our policies here.

Some students who normally live in different time zones will be able 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.

We recognise that this means that pupils who use their mobiles for payment e.g. at SAFI Coffee, or Linsell's will not be able to do so during the main school day as a result of this change. Pupils should therefore ensure they have an appropriate alternative means of payment (e.g. a physical bank debit card).

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 events and communications which includes professional networking, social get-togethers, including some hosted by the Old Felstedian (OF) Society, OF sport fixtures, reunions, and chances to volunteer with careers advice and mentoring for current Felstedians.

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

It is neither desirable nor necessary for students to have large sums of money available. We encourage all pupils not to 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 £10-20 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 on the school website or from burspa@felsted.org.

In particular we would like to draw your attention to the following:

Attendance Policy
Behaviour and Discipline Policy
Felsted Expectations with Parents.

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 staff).
- 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. Students who have passed their driving test may never drive themselves into school without having first applied for, and gained permission from, the Senior Deputy Head.
- 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' is liable to suspension.
- 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 is not normally possible for students to miss school except in exceptional circumstances. Permission for such absences must be sought from the Head's office.

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 iSAMS Portal login (and accompanying iSAMS Parent App), 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 at 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 submit their requests for transport as soon as possible using the Transport Enquiry Form on the web page above. For further details, our Transport Manager can be reached on transport@felsted.org.

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.