



# SILCOATES

Independent education for boys and girls aged 3-18

# **Senior School and Sixth Form Parent Handbook 2019-2020**

# Introduction

We hope the information within this booklet will explain some of our daily routines and assist parents in understanding what is on offer in the Senior School at Silcoates. We intend it to be particularly helpful to those parents who are new to the School.

Most information about the School is published on our website, [www.silcoates.org.uk](http://www.silcoates.org.uk). To avoid duplication, below is a list of policies that are included under the tab About>Our Policies. Within this document, therefore, are details about the School which are not directly covered by these policies.

<b>General</b>
Accessibility Plan
Admissions Policy
Attendance Policy
Behaviour, Rewards and Sanctions Policy (Pre-School)
Behaviour, Rewards and Sanctions Policy (Junior School)
Behaviour, Rewards and Sanctions Policy (Senior School)
Bursaries and Scholarships Policy
Complaints Procedure
Equal Opportunities Policy
Exclusions Policy
Mobile Phone Policy
School Rules
Trips and Visits Policy
Whistleblowing Policy
<b>Academic</b>
Able, Gifted and Talented Policy
Assessment, Marking and Reporting Policy (Junior School)
Assessment, Marking and Reporting Policy (Senior School)
Curriculum Policy (Pre-School)
Curriculum Policy (Junior School)
Curriculum Policy (Senior School)
English as an Additional Language (EAL) Policy
Homework Policy (Junior School)
Homework Policy (Senior School)
Special Educational Needs (SEND) Policy (Junior School)
Special Educational Needs (SEND) Policy (Senior School)

<b>Health and Safety</b>
Accident Reporting Policy
Fire Safety Policy
First Aid Policy
Health and Safety Policy
Risk Assessment Policy
Risk Management Policy
<b>Privacy, Data Protection and E-Safety</b>
CCTV Policy
E-Safety Social and Digital Policy
ICT Code of Conduct - Pupils
ICT Code of Conduct - Staff
Privacy Notice
Retention of Records Policy
Taking, Storing and Using Images of Children Policy
<b>Safeguarding</b>
Anti-Bullying Policy
Child Protection and Safeguarding Policy
Drugs and Substance Abuse Policy
Governor Recruitment Policy
Prevent Policy
Relationships and Sex Education Policy
Safer Recruitment Policy
Staff Code of Conduct
Supervision of Pupils Policy (Junior School)
Supervision of Pupils Policy (Senior School)

## General Information

<b>Staff List 2019-2020</b>	
<b>Headmaster:</b> Philip Rowe, <i>M.A., M.Ed., History</i>	PCR
<b>Deputy Head (Academic):</b> Rebecca Dews, <i>B.Eng., Mathematics</i>	RLD
<b>Deputy Head (Pastoral):</b> Chris Evans, <i>B.A., B.Sc., M.Ed., Geography, Business Studies</i>	CE
<b>Head of Junior School:</b> Adrian Boyer, <i>B.Ed., Junior Subjects</i>	APB
<b>Bursar:</b> Matthew Johnson, <i>B.Sc.</i>	MJ
<b>Director of Admissions and Marketing:</b> Helen Lindenmayer, <i>EYP</i>	HML
<b>Head of Sixth Form:</b> Anand Mistry <i>B.A., Design &amp; Technology</i>	ADM
<b>Head of Senior School:</b> Amy Knowles, <i>B.A., Physical Education</i>	AEK
<b>Assistant Head of Senior School:</b> Brian Hutson, <i>B.Eng., M.Eng., M.A., Physics*</i>	BMH
<b>Assistant Head of Junior School:</b> Ellen Moss, <i>B.Ed., Junior Subjects</i>	EKM
<b>Head of Learning Support:</b> Anna Russell, <i>B.Sc., Phd., Science</i>	AR
Richard Austin, <i>B.A.: History, Spencer's House*</i>	RJA
Christopher Barnes: <i>B.Sc., I.C.T.</i>	CSB
James Bentley, <i>B.A: Business Studies &amp; Economics*</i>	JSB
Naomi Chambers, <i>B.A.: Junior Subjects</i>	NC
Julia Conlon, <i>B.A., English</i>	JKC
David Coulson, <i>B.Sc.: Biology, PSHEE*</i>	DBC
Paul Dixon, <i>B.Sc.: Junior Subjects</i>	PMD
Angela Eckersley, <i>M.A., B.Sc.: I.C.T.*</i>	ALE
Rebecca Elliott, <i>B.A.: Junior Subjects</i>	RME
Ross Falloon, <i>B.Sc.: Geography*, House Activities*</i>	RIF
Wendy Forge, <i>B.A.: Junior Subjects</i>	WEF
Thomas Hodson, <i>B.A.: Junior Subjects</i>	TAH
Nicki Hoare, <i>B.A.: Music*</i>	NAH
Laura Hoyland, <i>B.A.: Design &amp; Technology, Yonge's House*</i>	LEH
Mark Jeanes, <i>B.Sc.: Mathematics</i>	MDJ
Emma Jones, <i>B.A.: Early Years</i>	EJ
Sharon McKay: <i>B.A.: Modern Languages*</i>	SJM

Peter Mirrlees: <i>B.A.: Latin, MFL</i>	PGM
Laura North, <i>BA, MSt: Art (Maternity Cover)</i>	LLN
Liz Nuttall, <i>B.A.: Physical Education, Duke of Edinburgh's Award Scheme*</i>	ELN
Liz Olumegbon, <i>B.Sc.: Junior Subjects</i>	EO
Helen Oxtoby, <i>B.A.: Food Technology</i>	HCO
Hilary Peach, <i>B.A.: Physical Education*, Moore's House*</i>	HMP
Cathryn Powell, <i>B.A.: Junior Subjects</i>	CVP
Rebecca Reddish, <i>B.A.: Art (Acting*)</i>	RLR
Riona Redfearn, <i>B.Sc.: M.A., Physics</i>	RBR
Glenn Roberts, <i>B.Ed.: Physical Education, Sport*</i>	GMR
Sarah Roberts, <i>L.L.B.: Mathematics</i>	SCR
Chris Rowe, <i>B.A.: Design &amp; Technology*</i>	CDR
Juliet Rowson, <i>B.Sc., MSc, Phd: Geography</i>	JMR
Simon Rudsdale, <i>B.Sc.: Maths*</i>	SFR
Kathryn Shuttleworth, <i>B.A.: Junior Subjects</i>	KAS
Nadine Simmons, <i>B.A.: English</i>	NS
Jas Singh: <i>B.A.: R.S. Evans' House*</i>	JGS
Maddie Smith: <i>B.A.: English</i>	MNS
Tom Sprott, <i>B.Sc.: Psychology*</i>	TPS
Sarah Tattersall, <i>BA, PGDip: Religious Studies*</i>	SET
Diane Townsend, <i>B.Sc.: Mathematics</i>	DJT
Matthew Trotter, <i>B.A.: Junior Subjects</i>	MST
Tom Verinder, <i>B.A.: Politics*, History*</i>	TV
Leigh Waller: <i>B.A.: Head of Pre-School</i>	LW
Simon Wardle, <i>B.A., M.St.: English*</i>	SWW
Pat Watkin, <i>B.Sc.: Biology*</i>	PVW
Nigel Wears, <i>G.C.L.C.M.: Music</i>	NJW
Victoria Wilkinson, <i>B.A.: Junior Subjects</i>	VCW
Laura Whitworth, <i>B.A.: Art*</i>	LHW
Christopher Williamson, <i>BA, MSc, MA: Chemistry</i>	CMW
Peter Wright, <i>M.Sci., PhD.: Chemistry*</i>	PAW
Aura Zambrano Villamizar, <i>B.A.: Modern Languages</i>	AXZ

Jan Alkadi, <i>R.G.N.: School Nurse</i>	JA
Helen Barras: <i>Junior School Secretary</i>	HB
Sandra Beeching-Smith: <i>Classroom Co-ordinator</i>	SBS
Sarah Bowden: <i>Admissions Officer</i>	SEB
Kate Burton: <i>Academic Administrator</i>	KB
Emma Cole: <i>SEND Assistant</i>	EIC
Michael Collinson: <i>ICT Systems Manager</i>	MAC
Heather Cooper: <i>Classroom Co-ordinator</i>	HC
Karl Fulford: <i>Head Groundsman</i>	KF
Simon Gibson: <i>Design Technician</i>	SG
Bethanie Grundell: <i>Classroom Co-ordinator</i>	BG
Beryl Hancock: <i>Catering Manager</i>	BH
Chloe Harrington: <i>Classroom Co-ordinator</i>	CH
Sarah Lloyd: <i>Classroom Co-ordinator</i>	SL
Hannah Masser: <i>Classroom Co-ordinator</i>	HM
Phil Noble: <i>Head Porter</i>	PN
Amanda Obridge: <i>School Secretary</i>	AJO

Jane O'Brien: <i>Accounts Assistant</i>	JOB
Teresa Ogden: <i>Librarian</i>	TB
Lindsay Parker: <i>Payroll Officer &amp; Finance Assistant</i>	LP
Fiona Reed: <i>Operations Manager</i>	FR
Charlotte Slaski: <i>Graduate Sports Assistant</i>	CLS
Corrina Slaski: <i>SEND Assistant</i>	CS
Ruth Skelton: <i>Marketing Officer</i>	RVS
Martin Sutherland: <i>Lead Hockey Coach</i>	MAS
Christine Swift: <i>Biology Laboratory Technician</i>	CDW
Sharron Taylor: <i>Accounts Office Supervisor</i>	ST
Kath Thackray: <i>Purchasing and Projects Officer</i>	KT
Ruth Thomson: <i>HR Officer</i>	RT
Rebecca Thompson: <i>Data &amp; Exams Manager</i>	RLT
Madeleine Thursby: <i>Chemistry Technician</i>	MT
Annie Townsend: <i>Graduate Sports Assistant</i>	AJT
Michelle Wardman: <i>Classroom Co-ordinator</i>	MW
Lauren Watson: <i>Classroom Co-ordinator</i>	LW
Paul Webb: <i>ICT Technician</i>	PW
Ellen Wood: <i>Clerk to the Governors</i>	EEW
Gillian Wood: <i>Cleaning Supervisor</i>	GW
Carol Woodhead: <i>Headmaster's P.A.</i>	CPW

## Term Dates 2019-20

### **Autumn Term 2019**

SLT	Tuesday 27 <sup>th</sup> August
New Staff Induction	Wednesday 28 <sup>th</sup> August
INSET (all staff) & Years 7/12 Induction	Thursday 29 <sup>th</sup> August
INSET (all staff)	Friday 30 <sup>th</sup> August
Term begins	Monday 2 <sup>nd</sup> September 8.35am
Open Morning	Saturday 12 <sup>th</sup> October 10.00am-12.30pm
Half-Term begins	Friday 18 <sup>th</sup> October 4.00pm
Term resumes	Monday 4 <sup>th</sup> November 8.35am
Term ends	Friday 13 <sup>th</sup> December 12.30pm

### **Spring Term 2020**

INSET (all staff)	Monday 6 <sup>th</sup> January
Term begins	Tuesday 7 <sup>th</sup> January 8.35am
Half-Term begins	Thursday 13 <sup>th</sup> February 4.00pm
INSET (teaching staff only)	Friday 14 <sup>th</sup> February
Term resumes	Monday 24 <sup>th</sup> February 8.35am
Term ends	Friday 3 <sup>rd</sup> April 4.00pm

### **Summer Term 2020**

INSET (all staff)	Monday 20 <sup>th</sup> April
Term begins	Tuesday 21 <sup>st</sup> April 8.35am
Early May Bank Holiday (VE Day)	Friday 8 <sup>th</sup> May
Half-Term begins	Friday 22 <sup>nd</sup> May 4.00pm
Late May Bank Holiday	Monday 25 <sup>th</sup> May
Term resumes	Monday 1 <sup>st</sup> June 8.35am
Term ends	Friday 3 <sup>rd</sup> July 12.30pm

## **School Leadership**

Silcoates School is set in 50 acres of grounds in Wrenthorpe, near Wakefield. It offers an all-through, fully co-educational experience for children from 3 to 18.

The Pre-School is for 3 year olds, the Junior School for 4 to 11 year olds and the Senior School for 11 to 18 year olds, which includes its own distinctive Sixth Form. The postal address is: Silcoates School, Wrenthorpe, Wakefield, WF2 0PD and the telephone number is 01924 291614.

The Board of Governors has overall responsibility for all the sections of Silcoates School. **The Chairman of the Governors is Mrs Sue Lee.** Any correspondence for her should be sent via Silcoates School and it will be forwarded without delay.

**Mr Philip Rowe is Headmaster of Silcoates School**, a role that includes the overall leadership of all the sections the School, with the focus of ensuring the delivery of an effective and consistent education within the following Ethos and Aims. The Headmaster is supported by a Senior Leadership Team comprising Mrs Rebecca Dews (Deputy Head, Academic), Mr Chris Evans (Deputy Head, Pastoral), Mr Adrian Boyer (Head of Junior School), Mr Matthew Johnson (Bursar) and Mrs Helen Lindenmayer (Director of Admissions and Marketing).

## **Ethos and Aims**

Silcoates is a 3-18 co-educational independent day school.

We aim to provide an all-round education, in which each and every pupil has the opportunity to develop the skills, qualities and aptitudes they will require to live a full, productive and happy life.

We aim for every child to reach, and even exceed, their academic potential. We aim to accomplish this through the provision of a challenging and exciting curriculum, expert and enthusiastic teaching and a learning environment which is safe, well-resourced and inclusive.

We aim for our pastoral care to be robust, nurturing and proactive, at all times focused on the needs of the individual. Through the offering of a comprehensive range of co-curricular opportunities, including trips and expeditions in the school holidays, we aim to inculcate a sense of adventure, confidence and resilience.

The spiritual ethos of the School is broadly Christian, in line with our foundation, but we are a community open to families of all faiths and none, our approach being underpinned by a spirit of kindness, decency and mutual respect and an acceptance of the fundamental British values of tolerance, freedom and democracy.

We aim for Silcoates to be an open and welcoming community, where staff feel valued and developed and families are supported and included. More broadly, we aim to play our full part in the sporting and cultural life of Wakefield and the wider region.



## The Senior School Day

### Monday to Friday

8.30am	Warning/Movement Bell
8.35-8.45am	Registration
8.45-9.00am	Assembly/Tutor Time
9.00-9.55am	Period 1
9.55-10.50am	Period 2
10.50-11.10am	Break
11.10am-12.05pm	Period 3
12.05-1.00pm	Period 4
1.00-2.10pm	Lunch
1.00-1.30pm	Activity Slot 1
1.30-2.00pm	Activity Slot 2
2.10-3.05pm	Period 5
3.05-4.00pm	Period 6
4.15-6.00pm	Late Stayers Supervision in the Library
4.15-5.15pm	Optional Activities
4.15pm	School Buses Depart

**Saturday** - Matches and activities as shown in the School calendar.

### School Contact Details

Number (01924)	Title	Name
291614	Main school number	All Departments
885245	Admissions	Mrs Helen Lindenmayer
885201	Senior School Secretary	Mrs Amanda Obridge
885202	Headmaster's P.A.	Mrs Carol Woodhead
885276	Junior School Secretary	Mrs Helen Barras
885252	Operations Manager	Mrs Fiona Reed
885255	Accounts Office Supervisor	Mrs Sharron Taylor
885254	Accounts Office	Mrs Jane O'Brien
885235	Examinations Officer	Mrs Rebecca Thompson
885219 07826 949460	School Nurse	Mrs Jan Alkadi
885217	Catering	Mrs Beryl Hancock
07774 773340	Senior School mobile (late-stayers)	Emergency contact with member of staff on duty after 4.15pm
07585 338624	Junior School mobile (late-stayers)	Emergency contact with member of staff on duty after 3.30pm

If you wish to email the School, please use one of the following addresses:

Mrs Carol Woodhead	Headmaster's PA:	<a href="mailto:head@silcoates.org.uk">head@silcoates.org.uk</a>
Mrs Jan Alkadi	School Nurse:	<a href="mailto:janalkadi@silcoates.org.uk">janalkadi@silcoates.org.uk</a>
Mrs Helen Lindenmayer	Admissions	<a href="mailto:admissions@silcoates.org.uk">admissions@silcoates.org.uk</a>
Mrs Helen Barras	Junior School Secretary	<a href="mailto:helenbarras@silcoates.org.uk">helenbarras@silcoates.org.uk</a>
Mrs Fiona Reed	Operations Manager	<a href="mailto:fionareed@silcoates.org.uk">fionareed@silcoates.org.uk</a>
Mrs Sharron Taylor	Finance Office	<a href="mailto:finance@silcoates.org.uk">finance@silcoates.org.uk</a>
Mrs Beryl Hancock	Catering Manager	<a href="mailto:berylhancock@silcoates.org.uk">berylhancock@silcoates.org.uk</a>

If you need to contact a member of staff by email, the format is forename/surname@silcoates.org.uk, e.g., johnsmith@silcoates.org.uk. Please be aware that staff will make every effort to reply promptly but it may not be possible to respond immediately, due to teaching and other commitments.

### **Reception**

The Senior School Reception is open from 8.00am to 5.00pm on weekdays during term-time. Outside of these hours, there is an answer machine where a message can be left. Between 3.30pm and 6.00pm, the member of staff on late-stayers duty can be contacted on 07774 773340.

The Junior School Reception is open from 8.00am to 4.00pm. A message can be left on the answer machine, if no one is available to answer the phone. Between 4.00pm and 6.00pm, the Junior School late-stayers supervisor can be contacted on 07585 338624.

### **Safeguarding**

The Designated Senior Lead is Mr Chris Evans, Deputy Head (Pastoral). The Deputy Designated Safeguarding Leads are Mr Adrian Boyer, Head of Junior School, Mrs Ellen Moss, Assistant Head of Junior School, Mrs Amy Knowles, Head of Senior School and Mr Anand Mistry, Head of Sixth Form. Please refer to the Child Protection and Safeguarding Policy for further details or if you need to contact them.

### **The School Nurse**

The School has a well-qualified and experienced nurse, Mrs Jan Alkadi, who operates from our Clinic. She is available from Monday to Friday, 8.00am to 4.30pm. Her role in the School is varied as she deals with medical issues, assists with the PSHEE programme and is also available to pupils for counsel and confidential advice. Alongside the nurse, there are a high number of staff who are qualified in first aid.

All medication must be handed to the School Nurse for safety and she oversees the administration of the medication. In the event of an accident, she contacts parents and where necessary accompanies pupils to hospital. She ensures that the necessary forms are completed.

Pupils must not be sent to school unwell, but if a pupil is taken ill at school then the School Nurse contacts parents. She looks after the pupil in the Clinic until such time as parents are able to come to school.

No pupil should contact parents over illness, without reference to the School Nurse or Reception.

It is the parents' responsibility to inform the School Nurse immediately of any changes relating to their son/daughter's health record.

Further details about our medical provision are included within the First Aid Policy.

### **Home/School Communication**

We believe that education is a partnership between home and school. The following outlines the ways in which we seek to promote this partnership and, in particular, how we seek to achieve clear lines of communication between home and school.

**It is essential, please, that the School has your current mobile phone number(s) and e-mail address, and we ask that you inform us immediately if any of your contact details change.**

The first and main point of contact for you on any matter concerning your son/daughter is normally the Tutor, who takes direct responsibility for his/her academic and pastoral care. It may be that it is more appropriate to get in touch with the respective Head of Section but, in general, the Tutor should be contacted first.

The principal way in which School contacts parents is through the Firefly platform. Parents should download the app onto their mobile phone or computer. A school calendar is published via Firefly at the end of each term, in order to give parents as much notice as possible of events in the following term. Firefly also enables parents to access information about the curriculum and reports on their child's progress. They are able to see positive and negative behaviour points that their child have been given. If you experience a problem logging on to the site, please contact the IT helpdesk by emailing [ITHelpdesk@silcoates.org.uk](mailto:ITHelpdesk@silcoates.org.uk)

Further information about the School is communicated through the Weekly Bulletin and in the Headmaster's letters at the beginning and end of every term. 'The Phoenix', a termly magazine of events that have taken place in the School, is sent to all parents by post.

There is an online parent platform called Classlist, which is open to all current parents. Please download the Classlist app and enter Silcoates School. The Admissions department will then admit you and this enables you to contact other parents and post notices to your class and year.

### **The School Council**

The School Council, made up of pupils throughout the Senior School, meets at least every half-term. Meetings are chaired by the Deputy Head (Pastoral) and the Student Voice prefects attend. Minutes are taken and copied to the Headmaster.

## **The Parents Association (the PA)**

The PA represents the whole school, from the age of 3 to 18. The aim is to organise events throughout the year, both to raise money for the School and to promote a friendly and social place for the children, parents and school staff.

The main events range from Christmas fairs, parties and discos to bun sales and book fairs. They organise a Spring Ball and help the School with the Summer Ball, as well as supporting the staff by serving refreshments at Sports Days and plays. Regular coffee mornings/afternoon teas are also held, to which all parents are invited. Some of these are for charity such as Macmillan, while others are simply a great way to meet others and make new friends. Termly used clothes collections are organised, which raise money for the PA while clearing out your wardrobes! They are also present at Open Morning and New Parents Evenings to speak to prospective parents and pupils.

Examples of items that they have purchased in the past are display cabinets, playground equipment, golf clubs, sports kits, gazebos, projectors, as well as equipment for various clubs including photography, cookery and radio. We contributed to the Astro and Food Technology classroom, as well as funding and physically helping to renovate the Key Stage 1 play area.

The PA Committee usually meets twice a term, and is supplemented by a number of volunteers who are keen to help out at events without getting too involved in the meetings. We look forward to seeing you at one of our many events throughout the year.

Please contact Mrs Woodhead if you require any further information and/or would like to get involved with this important aspect of school life.

## **Complaints Procedure for Pupils**

If a pupil has a suggestion, comment or complaint about an aspect of his/her treatment at Silcoates, he/she should speak to his/her Tutor in the first instance. Alternatively, the pupil can speak to the Head of Senior School, the Head of Sixth Form or the Deputy Heads.

All complaints will be taken seriously and action taken to resolve the problem as soon as possible. If a complaint cannot be satisfactorily resolved, a pupil should contact the Headmaster.

## **Complaints Procedure for Parents**

The Complaints Procedure for Parents is published on the School website under About>Our Policies.

# Appearance and Uniform

## Appearance of Pupils

We consider the appearance of pupils to be of the highest importance. We believe our uniform and appearance guidelines offer a common sense approach and we ask parents to support us in upholding these guidelines. However, please note that, in all circumstances, it is the School that decides what constitutes reasonable standards.

Extremes of fashion are not allowed. Pupils must wear the correct uniform, with top buttons fastened, ties properly done up and shirts tucked in at all times.

**Jewellery:** No bracelet of any description may be worn other than a 'medic-alert' bracelet. No jewellery is allowed, with the exception that girls may wear single symmetrical plain ear studs or sleepers (one pair only in the lobes) and girls in Year 11 and Sixth Form may wear one ring, provided it is not ostentatious. Any jewellery brought into school is at the owner's risk. Jewellery worn as a result of body piercing, other than that listed above, is not permitted at any time. Jewellery must be removed for all sports lessons and fixtures.

**Make-up:** In Years 7 to 9, **no** make-up is to be worn by pupils. In Years 10 to 11, discreet mascara and foundation only are allowed: lipstick, eye shadow, blusher, nail varnish, eyeliner, etc., are **not** allowed. Nail extensions are not allowed on Health and Safety grounds.

**Hair:** Hair must be clean, tidy and neatly cut. Significantly dyed, streaked or highlighted hair is not allowed. For girls, long hair must be tied back for safety reasons when requested. Hair bands, ribbons, etc., must be either black or dark green. Large flowers or bows should not be worn.

**Facial Hair:** Boys must be clean shaven.

**Tattoos:** Visible tattoos are not acceptable.

## School Uniform and Sportswear

### **Supplier**

Uniform and sportswear are ordered online from Schoolblazer Ltd at [www.schoolblazer.com](http://www.schoolblazer.com). When you log on to the Schoolblazer website, you will be asked to enter sizing details, gender and year group. This will ensure that you will only view clothing that is applicable to your son/daughter. The website is very straightforward and easy to use. It includes a 'Frequently Asked Questions' section and a help line.

The PA runs a second-hand uniform shop called New2You. Please contact Reception if you wish to know when it is next open. The PA also alerts parents via Classlist as to opening times.

### **Uniform Requirements**

Details of the uniform and sportswear requirements for each section of the School are published on the relevant section of the School's website.

# Attendance and Transport

## Attendance

Attendance is compulsory:

- during the working day (Monday to Friday 8.35am-4.00pm for the Senior School and 8.35am-3.35pm for the Junior School);
- at team practices, etc., which, with due notice, take place after 4.00pm (seniors) or 3.35pm (juniors);
- at all school representative sports fixtures where selected, including reserves; team lists will be published 48 hours in advance;
- on all occasions when a commitment undertaken by a pupil, e.g. acting in a play, opting for a school trip, involves pre-arranged attendance out of normal school hours;
- at special events published in the calendar or with due notice.

Attendance at games is excused only on presentation of a note, signed by a parent or the School Nurse, to the member of staff concerned.

Any pupil who becomes ill during the School day must report to the Clinic or Reception. Contact with parents must be through the School Nurse or Reception. Direct communication between the pupil and parent is not acceptable. If a pupil is sent home due to illness, he/she must sign out at Reception.

Because of last-minute injury or illness, pupils may be called upon at short notice to play in a team. We would be most grateful if you would do all that you can to enable us to field the best available teams, though we understand that it may not always be possible for other arrangements to be changed at short notice.

## Illness

If a pupil is ill and unable to come to school, parents are asked to notify Reception on the first day of absence, using the relevant contact details below:

via Email:

[seniorabsence@silcoates.org.uk](mailto:seniorabsence@silcoates.org.uk)

via Telephone:

01924 291614, between 8.00am and 9.00am

Any pupil who becomes ill during the School day must report to the Clinic or Reception. Contact with parents will be through the School Nurse or Reception. We ask that pupils do not communicate with parents directly, principally to avoid confusion, and we would appreciate your support in this. If a pupil is sent home due to illness, he or she must sign out at Reception.

## Planned Absence

**The School requests that absence within term time is kept to a minimum.** You are particularly asked that holidays and excursions take place in the published school holiday periods. Term dates are published sufficiently in advance to allow parents to make use of remaining days in the calendar year for holiday purposes. You are therefore asked not to make plans for holidays, excursions, routine medical or dental appointments, etc., which clash with your son's or daughter's school commitments.

Missed lessons place pupils at an academic disadvantage and may have unsettling effects, both socially and academically. Other pupils may be disadvantaged due to the disruption caused by absence and it is always the responsibility of the pupil to catch up with any work that is missed in the Senior School and the responsibility of the parent in the Junior School.

In exceptional circumstances, if parents wish their child to be away from school at any time during term, they should email [seniorabsence@silcoates.org.uk](mailto:seniorabsence@silcoates.org.uk) in advance to request leave of absence for authorisation. Parents should inform the School and pupils must follow the procedures for signing in and out at Reception.

### **Absence of Parents**

These reporting arrangements also apply when parents are absent from a pupil's home overnight or longer. The address and telephone number for twenty-four hour contact with the adult who has the care of the pupil should be provided.

### **Signing In and Out**

There will be occasions during the School day when a pupil arrives at or leaves the School at times other than those scheduled. In order to ensure that our monitoring of the whereabouts of pupils is as complete as possible, we operate a signing in and out system. This is updated and recorded electronically via 'Lesson Monitor'.

If a pupil arrives after registration or if he/she comes into School once the school day has begun then he/she must report to Reception (whether Junior or Senior School) to sign in. In the Junior School, we ask parents to escort children who are late to the Junior School Reception, in case no one is there and/or the child's class is working elsewhere in the School.

Likewise, if a pupil leaves the site before 4.00pm then he/she must sign out at Reception before departing. To ensure safeguarding, pupils will not be allowed off site without written permission by parents.

Sixth Form students who have a private study session in Period 6 are free to leave school at 3.05pm.

If a pupil comes into school during holiday time or official study leave, he/she must sign in and out at Reception so that we know who is on site in case of an emergency.

### **Registration**

The registration of pupils in the morning is a legal requirement. All parents and pupils need to be aware that attendance at morning registration, between 8.35-8.45am, is therefore compulsory and all pupils must attend this registration punctually.

In addition, all pupils are registered electronically in every lesson.

Sixth Form students who earn the privilege of a late start must sign in upon arrival at Reception.

## **Delivery/Collection of Pupils and Car Parking**

In the interests of pupil safety and in order to minimise congestion, please comply with the following arrangements:

- Observe the one-way system which is clearly marked and the five miles per hour speed limit.
- Do not wait or park on Silcoates Lane. It is an offence to park or wait where there are double white lines and the police make periodic checks, imposing fixed penalties on offenders. Do not upset our neighbours by parking in the nearby cul-de-sacs or by blocking driveways.
- Ensure that you do not obstruct the parking area designated for the School coaches.
- There are two disabled parking bays in the lay-by near the science and technology building. Please do **not** park in these, unless you have a blue badge.
- On dark evenings or at quieter times, the lay-by may be used for drop-off and pick-up. At peak times, queuing to enter the lay-by holds up the main flow and should be avoided.
- The roads inside the school grounds must not be obstructed. They are used by delivery vehicles and coaches and must be kept clear for emergency vehicles.

## **School Transport**

There are buses which provide a service to Silcoates from outlying districts. A current list of these services is published on the School's website under Admissions>Bus Routes. These are organised by the School or local transport companies with the support of the School. Parents who wish to take advantage of these services should contact Mrs Jane O'Brien, via the Accounts Department, for further information.

A Code of Conduct for the School coaches is sent to parents when a pupil starts to use the service. This must be signed by both parents and pupil, explained by the parent and followed. The Deputy Head (Pastoral) deals with any behavioural problems on school transport. A copy of the Code of Conduct is available on request.

## **Sixth Form Drivers**

Students in the Sixth Form who have successfully obtained a full driving licence and completed the necessary form held by the Head of Sixth Form may be granted permission to use a car or motorbike on school grounds. This is discretionary and due regard must be given to safety whilst driving on the premises. Failure to adhere to the rules will result in permission to drive on to the School grounds being withdrawn.

## **Wearing Seatbelts in Vehicles**

In order to ensure that all journeys by Silcoates pupils are undertaken in the safest possible manner, it is the School's policy that seatbelts must be worn at all times by all staff and pupils in cars (including taxis), minibuses and coaches. All staff and pupils are made aware of this and are asked to adhere to the policy strictly. We will do everything we reasonably can to enforce this policy.

Members of staff do not travel on the School buses to and from school each day so it is not possible for us to guarantee that seatbelts are worn by pupils. Depending on the age of the passengers, the current law does not insist that the coach driver is responsible for ensuring that everyone is wearing a seatbelt. We have asked the coach companies to make sure that all



their drivers are aware of the School's policy, but ultimately each pupil is responsible for ensuring that he/she is wearing a seatbelt at all times.

We therefore ask parents to help us to reinforce this message about the use of seatbelts to pupils, so that we can continue to ensure their safety when they travel in vehicles.

### **Pupils Staying at School after 4.15pm**

'Late Stayers' runs each weekday evening from 4.00pm until 6.00pm in the Senior School library. Pupils in Years 7 to 11, who stay behind after school, must be in late stayers if they are not involved in a supervised after school activity. It is the responsibility of the pupil to go to late stayers.

'Late Stayers' is always supervised by a member of staff and pupils are expected to work in silence until 5:00pm. This allows pupils to complete homework and keep on top of any deadlines they may have.

Pupils must register when entering late stayers and sign out when they leave. This is vital to ensure that we know exactly where each pupil is at all times.

During late stayers normal school rules apply, except pupils will have access to their mobile phones. If persistent bad behaviour occurs, pupils will not be allowed to use this service.

If you need to make contact with the member of staff supervising late stayers for any reason, please use the following number 0777 4773340.

Parents should not enter the School building in order to pick up their son or daughter from late stayers. Please contact the late stayers phone or your son or daughter directly to inform us of your arrival. Your son or daughter will then sign out and meet you in the layby.

Please could you ensure that pupils are picked up before 6.00pm. If persistent lateness occurs, pupils will not be allowed to use this service.

### **Poor Weather Routine**

Every effort is always made to keep the School open but, in extreme weather, such as heavy snow, it may be necessary to close the School. The decision about opening and closing is made by the Headmaster. Details about the School's opening and closure are sent out by Firefly at the earliest opportunity. Updates are texted and posted on the website.

If parents living in outlying areas wish their child to leave school early, they must telephone Reception to give details. Pupils are only allowed to leave school once parental permission has been granted and all pupils must sign out at Reception before they leave.

# Catering

## Meals and Food

At lunchtime, a selection of meals is provided for all pupils. Special dietary requirements may be catered for, depending upon specific circumstances. Please contact Mrs Beryl Hancock in the Catering Department, on 01924 855217, should your child have a medical reason for requiring special dietary consideration. The Catering Department will liaise with the School Nurse accordingly. To ensure the health and safety of our pupils, it is the School's policy that food is not brought into school from home.

All pupils are expected to attend lunch in the Dining Hall at their designated time and the importance of healthy eating is stressed through both academic subjects and in the PSHEE programme. The School ensures that a balanced range of meals is available to pupils. Drinking water machines are located at various points around the School and pupils are encouraged to bring water bottles to school.

The School runs a daily breakfast club between 7.45am and 8.30am, offering a range of food and drinks at the start of the day.

For school trips, a packed lunch is provided for all pupils by the Catering Department. We ask that parents do not supply children with their own packed lunches for school trips unless specifically asked to do so.

### Sample Lunch Menu

<b>Main Dish</b>	<b>Vegetarian Dish</b>	<b>Pasta Station</b>	<b>Light Bites</b>	<b>Sweet</b>
Roast Topside of Beef with Yorkshire Pudding & Horseradish Sauce Szechuan Chicken with Boiled Rice Tuna & Pasta Bake	Szechuan Quorn & Vegetables Quorn Curry Quorn Casseroles	Pasta with Bolognaise or Tomato & Basil Sauce Ciabatta or Garlic Bread	Jacket Potato  <b>Salad Bar</b> Honey Roast Ham Home-made Quiche Tuna Mayonnaise Grated Cheese Tomatoes & Cucumber Mixed Leaf Salad  <b>Sandwiches</b> Selection of White & Wholemeal Sandwiches	Summer Fruit Crumble with Cream Treacle Sponge with Custard Sauce Fresh Fruit Assorted Yoghurts

# Academic

## Academic Information

Most of the information about the academic life of the School is included in the policies listed under the Academic section of the About>Our Policies section of the website.

## Equipment

Although individual teachers may request the pupils obtain specific equipment relevant to their subject, it is expected that Senior School pupils will have the following in lessons:

- a fountain or gel pen;
- a dictionary;
- a protractor
- a ruler;
- an HB pencil, sharpener and rubber;
- a pair of compasses;
- a scientific calculator. Appropriate versions of this are available from the Maths department.

## Learning Support

The SEND policy for the Senior School is published on the School's website. The Head of Learning Support, Dr Anna Russell, leads a team which seeks to intervene promptly, usually following comments from subject teachers, assess whether there is a learning need and then put in place a plan to assist with any learning difficulty. Any parent who has a concern regarding their child should, in the first instance, contact their Tutor, who can then facilitate a meeting with Dr Russell.

## Parents Evenings

During the academic year, we organise two Parents Evenings for each year group, as well as an introduction evening in September for Years 10 and 12. The dates of Parents Evenings are published in the calendar.

As the focus of the parents evening is clearly pupil progress, we ask that the pupils attend too. This gives all parties the opportunity to discuss academic matters. However, it is quite in order, if it seems appropriate, for either the parents or a teacher to ask the pupil to retire for part of the conversation.

The School recognises that for many families it is more convenient for pupils to stay in school after 4.00pm until the parents evening begins. In order that we are aware of who is in school and so pupils can be properly supervised, it is important that this protocol is followed:

- Any pupil who stays in school before a parents evening must go to late-stayers in the Library, unless he/she is at an official school activity. If that activity finishes before 5.30pm, he/she must then go to the Library.
- Parents should inform the Head of Section by email if a pupil is going to stay at school. There will be a reminder about this in the previous Friday's Weekly Bulletin.
- A sandwich tea, which will be supervised, will be provided at 5.30pm in the Dining Hall for pupils whose parents have notified the School.
- Pupils who stay in school may not leave the school grounds nor may they order takeaway food.

## Public Examinations and School Examinations

The examination timetable is published on the website and individual timetables are given to students. It is essential that all details are checked. If you have any questions about the administration or timing of exams, please contact Mrs Rebecca Thompson, the Examinations Officer.

General and individual timetables for public and school examinations are published on Firefly.

Formal school examinations are held at the following times:

- **Sixth Form** in February: a mock exam week is held for the Years 12 and 13, with study leave, immediately after half-term.
- **Year 11** in January: GCSE mock exams start on the first day of the Spring Term and last for just over two weeks. Results are uploaded on to the parent portal. Study leave is in operation for these examinations.
- **Year 10** in January: there is a week of examinations immediately following the Year 11 mocks. There is no study leave, though normal lessons are suspended. Pupils are supervised during their revision sessions.
- **Years 7-10** in May: the whole school sit exams immediately **before** the summer half-term.

**Study Leave:** The dates for study leave for the main exam period in the summer are published in the calendar. Letters are sent to parents outlining arrangements prior to the examinations.

# Pastoral

## Pastoral Information

Most of the information about the pastoral life of the School is included in the policies listed under the General and Safeguarding sections of the About>Our Policies section of the website.

## Pastoral Support

The Tutor is responsible for the day-to-day care of the pupils in their form. If specific issues arise, they will consult the Head of Senior School, Mrs Amy Knowles, who, in turn, may contact the Deputy Head (Pastoral), Mr Chris Evans. The School offers a counselling service for those pupils who we feel could benefit from specialist intervention. In such cases, Mr Evans will contact parents for their consent.

## School Rules

**It is important that both pupils and parents are aware of the School Rules.** These are reviewed at the start of each academic year and the School Council are consulted on any changes. The current version is published on the website under About>Our Policies.

## Classroom Code of Practice

A shortened version of the following document is posted in all classrooms and is published on Firefly.

### **What we expect from you in the classroom:**

- Arrive punctually and properly equipped for lessons.
- Enter the classroom in a sensible manner and sit where the teacher indicates.
- Place appropriate books/equipment on the table and settle down quickly, so that the lesson can start in an orderly fashion.
- During the lesson, stay in your seat unless the teacher gives you permission to leave it.
- Show respect for other pupils and staff by listening carefully and courteously when they are speaking, and raising your hand if you wish to ask, or answer, a question.
- When instructed to do so, work quietly, without disturbing other pupils.
- Do your best to make positive contributions and always complete work to the best of your ability.
- Respect all school property and equipment.
- Show respect to any member of staff or visitors, by standing up when they enter your classroom.
- Eating or chewing gum is not allowed. Pupils may carry a water bottle but no other drinks may be consumed in class.
- Permission from the teacher must always be sought before leaving the classroom during lessons.
- At the end of the lesson, wait for the teacher's instruction to pack up your books. Leave the classroom neat and tidy, as you would expect to find it.

# Co-Curricular

## The Co-Curricular Programme

The co-curricular programme at Silcoates widens the experiences available to pupils, gives them the opportunity to try something new and promotes the idea that education continues beyond the classroom. We try to offer a variety of activities and hope that you will support us by encouraging your child to participate.

Activities mostly take place at lunchtime and after school. A termly schedule of events is produced, the details of which are posted on the website at the start of each term, and activities usually begin in the second week of term, although sporting practices start as soon as possible.

In the Summer Term, there is an Activities Week for pupils in Years 7 to 9, when the timetable is suspended and pupils are given the opportunity to participate in a wide range of additional co-curricular activities.

This section provides information about life beyond the classroom. Pupils are encouraged to develop their interests and abilities outside of the classroom, to take full advantage of the many opportunities on offer. However, it is important for all pupils to have a balance between their academic life and their co-curricular activities.

## Sport

Physical Education plays an important part in the co-curricular programme. A major emphasis of the programme is the pursuit of excellence and school representation in the major sports teams, which include rugby, hockey, netball, cricket, tennis, athletics, cross-country running and football.

Silcoates has a strong reputation for the quality of its sports teams and all pupils are encouraged to join in. Team squad practices take place at lunchtimes and after school, with inter-school fixtures on Saturday mornings and afternoons, and mid-week matches, usually during timetabled games afternoons. In addition, we try to offer a wide range of activities for pupils to enjoy, including badminton, table tennis, fitness and the use of the weights room, life-saving and swimming training. Whether or not pupils are a beginner, an expert or keen to learn and improve, they are welcome to try any or all of the activities.

It is well-established that physical exercise is extremely beneficial for those who wish to succeed in their studies, and the facilities at the School allow plenty of opportunities for pupils to get involved with the busy sporting programme.

Pupils chosen to represent the School by playing in a school team are expected to play on Saturdays and during the week as required, as well as attending the weekly training sessions. Parents are asked to support the great sporting traditions of Silcoates by ensuring that their children are available to play for the School if they are chosen.

## Safety in Sport

The PE Department always endeavours to ensure that your child's participation in school sport is as safe as possible. Occasionally, of course, accidents do happen, but if correct preventative measures are taken, we hope that we will be able to keep sporting injuries to a minimum. This includes games lessons and sports practices as well as competitive matches.

For each sport, our policy is to follow the guidance from the relevant national governing body, as follows:

**Rugby:** The Rugby Football Union strongly recommends that players at school level wear a mouthguard. It also recommends that such mouthguards should be custom fitted. Mouthguards are compulsory for all school players involved in rugby activities above school level (County, Division and England Representative Squads). Other protective equipment that a player may also consider includes shoulder pads and headguards.

**Hockey:** England Hockey recommends that all players wear a mouthguard and shinguards. Again, custom fitted mouthguards offer the best protection. A handguard is another piece of protective clothing that some players may wish to wear.

**Football:** The Football Association states that shinguards are compulsory.

**Cricket:** The English Cricket Board states that players at school level should wear a helmet with a faceguard when batting against a hard ball. Wicketkeepers should also wear a helmet with a faceguard when standing up to the wickets. This is in addition to the other normal protective equipment worn when batting (pads, gloves and, for boys, an abdominal protector – i.e. a box). This protective equipment is provided by the School but pupils may wish to have their own.

The PE Department and Games staff always remind pupils before lessons, practices and matches to be adequately protected, especially with regard to mouthguards and shinguards. However, we must emphasise that the final responsibility must inevitably lie with the pupil to wear these items.

## **Music**

The Music Department offers many opportunities for pupils to participate in musical activities, whether or not they are studying music at GCSE or A Level. The Music School has ten practice rooms, two large teaching rooms and a computer laboratory housing twenty-one computers.

All pupils receive class music lessons from the ages of 5 to 14, after which the subject may be studied at examination levels. In the first years, the emphasis is on practical experience, broadening later to include theory topics, listening, composing and performing, along with regular use of the computer laboratory.

Singers are encouraged to join the Choir and there are a range of ensembles available to instrumentalists: Concert Band, Strings, Recorders and others tailored to suit the young musicians in school.

The Head of Music, Miss Nicki Hoare, will be pleased to consult with parents at any time on their son or daughter's musical education. The student admission forms include a pro-forma regarding instrument lessons and it would help if this was returned promptly for pupils who wish to start lessons at the beginning of the School year.

## **Instrumental Lessons**

Any pupil may request individual lessons, which take place on a rota basis throughout the day until Year 10 is reached, and thereafter during free time. At present, lessons are available for the following: piano, organ, strings, woodwind, brass, guitar and electric guitar, drum kit and orchestral percussion, keyboard and singing.

Thirty-one lessons, each lasting thirty minutes, are given in a school year, usually with twelve

allocated in the Autumn Term, eleven in the Spring Term and eight in the Summer Term. The cost per term is subject to annual review and the Finance Office can advise of our current charges. One half-term's notice of cancellation is required. Arrangements can be made for the hiring of most instruments at nominal cost.

Associated Board, Guildhall/Trinity and Rock School practical and theory music examinations are held in school every term. Free theory and aural classes are held for all pupils to help with these examinations.

## **Drama**

For those who have an interest in drama, there is always a lot going on. Plays and performances are put on regularly in the School Hall. Rehearsals take place at lunchtimes and after school in the run-up to performances.

Recent examples of Silcoates productions include 'Grease' and 'Alice in Wonderland'. All productions require a cast, a technical crew, a stage crew and lots of helpers.

## **Colours**

Colours represent steps on a ladder, and for some Sixth Form students, especially newcomers to the School, Minor Colours may be the appropriate starting point. Students in the Lower Sixth may be nominated for Half Colours and those in the Upper Sixth for Full Colours in sport, music, drama or other significant co-curricular contributions. In a few exceptional instances, Full Colours may be awarded to Lower Sixth students if, for example, they represent their county.

Full Colours represent the pinnacle of non-academic achievement and are awarded very sparingly, using the guidelines published by the Deputy Head. As with Minor Colours, the Sixth Form Colours are ratified by a Colours Committee, which is chaired by the Deputy Head (Pastoral).

Guidelines on nominations for Colours at different levels are provided to the relevant staff by the Deputy Head (Pastoral), with a clear indication of what is expected of pupils, plus a suggested limit on the number of nominations.

## **House Competitions**

There are four Houses, named after former Headmasters – Evans', Moore's, Spencer's and Yonge's. Each pupil is allocated to a House when they join the School. Siblings are usually placed in the same House and pupils transferring from the Junior School will retain their House membership. Each House is overseen by a Head of House who is a member of the teaching staff. House Meetings take place every fortnight to celebrate pupil achievement and organise team lists for competitions.

The main purpose of the House system is to provide the structure for an annual competition for House points, the Pearson Cup, in various co-curricular activities. Competitions take place throughout the School year, for example in cookery, photography, quiz league, swimming, athletics, cross-country and music. The range of House activities has been extended to include even more competitions, e.g. such as dodgeball, Ultimate Frisbee, 'Crystal Maze' and 'Lip Sync'. There are also a number of subject-specific quizzes. All pupils are encouraged to take part in House competitions during the year as part of their commitment to the co-curricular programme.



## **Duke of Edinburgh's Award Scheme**

Towards the end of Year 9, a meeting is held in school to introduce parents and pupils to the Duke of Edinburgh's Award Scheme. The scheme, described by the Duke as a 'do it yourself growing-up kit', challenges pupils to take part in a hobby, sport, community service and expeditions. The award is progressive and pupils can move up through the three levels - Bronze, Silver and Gold.

Pupils start the Award Scheme during the Summer Term in Year 9. The School provides a framework to closely train, support and encourage the pupils to complete their Bronze Award and then helps them to work independently on their Silver and Gold.

Through Outdoor Pursuits activities and the Duke of Edinburgh's Award Scheme, senior students are trained to develop leadership skills. There are opportunities, in and out of school, for students to use their time, energy and leadership skills helping others. Many Silcoates students have a fine record of service to others.

## **Clubs and Societies**

There are many clubs and societies that operate in the School. Activities on offer vary each term according to the particular expertise of staff or the particular interests of pupils. A full list of clubs is publicised at the start of every term.

# Finance

## Payment of Fees

A School Account invoice is produced for each pupil prior to the commencement of each term. There are two main elements to your account:

1) **Tuition Fees** – These are payable in advance. All meals, stationery, books, normal tuition expenses and learning support provision are **included** in the fee. Textbooks are also included, with the exception of certain set books for A Level study which pupils retain when they leave school.

**Please note that all public examination charges are charged as supplemental to the fees.** Details about these charges, which apply for GCSEs and A Levels, are updated annually and are published on the website.

2) **Personal Incidental Expenses** – All items other than tuition fees are charged in arrears for the previous term. These may include music tuition fees, school bus fees and all other items of a personal nature, such as the cost of any school trips.

## Methods of Payment

The School's method of payment of fees is by Direct Debit. Please complete and return the Direct Debit Instruction to the Accounts Office.

Your School Account must be settled either:

- In full, two working days before the start of each term;
- Via the School's termly instalment scheme, which facilitates either three or four payments during each term.

Details of the School's termly instalment scheme are available from the Accounts Office.

Fees are kept under constant review by the School's Governors. Inevitably, rising costs have to be reflected by increases in fees, but the Governors strive to keep such increases to the minimum.

All parents are welcome to approach the Bursar at any time to discuss fees. If you have any queries about the payment of fees, please call in at the Accounts Department, or telephone 01924 885255 during normal school hours.

## Insurance

**Personal Accident Insurance.** All pupils are covered by this insurance. The premium is paid by the School. The scheme produces a guaranteed scale of benefits for **permanent** disabilities, irrespective of legal liability and payable without prejudice to other remedies available. Pupils are covered at school during term time or while away on authorised school trips and visits. Parents who wish to cover their sons and daughters for temporary injury should take out individual policies.

**Possessions and Property.** School property is covered by insurance. Cover is also included for clothing and personal effects of staff and pupils, but this cover is limited. To qualify, loss or damage must involve normal risks such as fire or flood, or theft **involving forcible entry**. Thus, a sports bag stolen from a locked locker should be covered in most circumstances: if

removed from a bench in a changing room or from a classroom, it would not be. Parents should carefully check their household policies, ensuring that they have cover under the **All Risks** section, which should cover items temporarily removed from the home. Note that these items are not normally included in the **Contents** section. There should be no additional premium charges for cover under All Risks rather than Contents.

### **Safeguarding of Property**

Pupils must be aware of their own responsibilities for safeguarding their possessions, using the lockers provided, or handing items to members of staff for safekeeping, for example during Games or P.E. periods. All items must be clearly and indelibly marked and losses must be reported promptly to a member of staff.

Tutors impress on pupils the importance of naming and labelling property. Each year large quantities of unnamed items end up in lost property. Lost property is administered by Mrs Alkadi in the Clinic. Any enquiries are dealt with by her. Her telephone number is 01924 885219. At the end of each term, unclaimed items are put on sale and the proceeds are donated to charity.

The Governors feel that all reasonable steps are taken to encourage pupils to safeguard their property, and they therefore cannot be held responsible for any losses. The School cannot accept claims for compensation or replacement of lost or damaged property, except in circumstances of negligence.



Silcoates School  
Wrenthorpe Wakefield WF2 0PD

Tel: (01924) 291614 Fax: (01924) 368693 e-mail: [head@silcoates.org.uk](mailto:head@silcoates.org.uk)