



Welcome Guide for Parents

2020



VISION

To be at the forefront of girls' boarding education and recognised globally as a world-class school.

VALUES

- Trust • Encouragement • Mutual Respect • Dynamism
- Excellence • Innovation • Service • Balance



WELCOME

Dear Parents,

A very warm welcome to Wycombe Abbey. We are delighted that you have chosen our School for your daughter; an outstanding school by whichever criteria you use to judge it. Built on more than 120 years' experience of educating young women, Wycombe Abbey seeks to prepare girls to be successful leaders – of themselves and of others – through an exceptional school experience.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. We encourage curiosity, innovation and academic risk-taking, and offer every pupil the opportunity to develop her passions and to explore new possibilities through our extensive co-curricular programme.

We are confident that your daughter will thrive at Wycombe Abbey, and that she will feel supported and encouraged in our happy, close-knit community. It is here that she will grow as an individual, and here too that deep and lasting friendships flourish. We seek to nurture a love of learning in the broadest sense, rooted in a forward-looking approach to boarding for the 21st century.

The following guide includes a wealth of information about life in the School and important details for parents and guardians. We hope you find this a useful resource throughout your daughter's time at Wycombe Abbey. Information is also available on the School website and on the Parent Portal. If there are circumstances in which you require additional information, please do not hesitate to contact your respective Housemistress.

Wycombe Abbey's values of mutual respect, encouragement and trust underpin everything that we do. It is my privilege to be the Headmistress of this school. I very much look forward to welcoming you in September 2020 and getting to know your daughter throughout her career at Wycombe Abbey.

With best wishes

Mrs Jo Duncan MA (St Andrews), PGCE (Cantab)
Headmistress

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WYCOMBE WORDS

Every school has its own vocabulary and Wycombe Abbey is no different. To help you understand the rest of the information in this booklet, here are some frequently used 'Wycombe Words':



Big School – Main School Hall where we host Friday morning assembly and events.

Clarence – House for all UVI pupils.

Closed Weekend – the first and last weekend of each term, with an extra one during the Autumn, where all Boarders remain in School to enjoy a range of community activities.

Custodians – security staff based at the Lodge by the main gates who welcome visitors to the site.

Daws Hill – an old hunting lodge which now consists of Wendover, Shelburne and Cloister Houses at the top of the site. There is a path up to Daws Hill from the Abbey.

Dove Day – a whole School celebratory day in the Summer Term named after our founder, Dame Frances Dove. Families are invited to join House picnics and enjoy live music.

DSC – Davies Sports Centre.

Early Beds – activities in House and a chance to wind down before bedtime.

Evensong – Chapel at 20:00 on a Sunday evening for LIV upwards. Parents are welcome.

House Mother – a pupil in the year above your daughter who will share her dorm with her for the first term in Senior House and be her 'go to' person to guide her through her first few weeks – just like a big sister!

House Order – once or twice a week, a meeting in boarding Houses where notices are given out by staff and LVI.

Hubs – the year group areas in the Abbey with work and social space for use during daytime study periods and in the evenings.

Junior House – House for UIII pupils.

LAC – Lancaster Arts Centre, next to the lake where all drama productions take place.

PAC – Performing Arts Centre, adjoins LAC and contains the Music Auditorium, Music Library and music lesson / practice rooms.

Long Leave – seven to ten days' holiday midway through each term, often known as Half Term.

Main School Dining Room – serves main meals, Break and Tea. UIII have breakfast every day and supper at weekends in Junior House. Pupils in Cloister, Shelburne and Wendover have breakfast and supper in their own dining room.

Mufti – non-school uniform.

Open Weekend – once School commitments finish on a Saturday, pupils are free to be off-site until 19:00 on a Sunday evening. Pupils may like to go out for Saturday evening or just for the day on Sunday.

Outhouses – Barry and Butler House make up one Outhouse and Airlie and Campbell the other. These buildings are positioned along Marlow Hill.

Paid Extras – certain co-curricular activities for which there is an additional charge e.g. fencing, music lessons.

School Office – the central point for general enquiries.

Senior House – House for LIV-LVI pupils.

Seniors – alumnae, pupils who have left the School. They are often invited back for events and to talk to current pupils about life after Wycombe Abbey.

Short Leave – weekend break either side of Long Leave (three in the Autumn term) which is Friday-Sunday or Saturday-Monday where everyone goes home or to their guardian.

The Courtyard – our café area where pupils can purchase snacks, meet friends, teachers or invite family for a drink at the weekend. A ParentPay allowance enables pupils to buy items using biometrics.

Tracking – achievement, projection and effort grades shared at points during the academic year.

Trunking – at the start and end of term when pupils move their belongings in/out of their boarding House.

Tuck – snacks pupils can bring into House with them.

Year groups

UIII = Year 7

LIV = Year 8

UIV = Year 9

LV = Year 10

UV = Year 11 (I/GCSE year)

LVI = Year 12

UVI = Year 13 (A Level year)

Staff are addressed as Dr/Mr/Mrs/Miss and Surname at Wycombe Abbey.

LIFE AT SCHOOL

All Houses are led by a dedicated and professional team. Each Housemistress works alongside the Assistant Housemistress, Pastoral Assistant/Housekeeper, Resident Tutor and Academic Tutor team supporting each pupil's academic, personal and social development.

Every House, which has its own colour, meets up to twice weekly (House Order) to foster communal spirit, share notices and to celebrate birthdays, alongside House and individual successes.



OVERVIEW

Junior	Shelburne
Airlie	Cloister
Pitt	Wendover
Barry	Campbell
Rubens	Clarence
Butler	

U111

- Pupils joining the School at 11+ spend a year in Junior House (lilac) before moving into one of the nine Senior Houses.
- Senior Houses are allocated in the second half of the Autumn Term. Pupils will visit their new Houses in the Spring and Summer Terms for sleepovers to meet their House Mothers.
- Junior House is designed to be a home from home experience and is a gentle introduction to boarding.
- Pupils are allocated dormitories and will experience at least three different dorms and combinations of roommates during the year.
- Junior House pupils enjoy a bespoke programme of evening and weekend activities such as arts and crafts, cookery, woodland picnics and outward bound trips, to name just a few.
- Pupils eat breakfast in House all week and lunch and supper in the Main School. On Saturday and Sunday evenings they have supper in Junior House, sometimes these are themed.
- Sunday evenings end with a communal 'Thought for the Day' gathering.
- Pupils are given access to their phones for half an hour every evening. There is restricted access in the first week to enable pupils to settle into boarding life.

LIV-LVI

- From LIV-LVI, pupils join one of nine Senior Houses – Airlie (brown), Barry (light blue), Butler (orange), Campbell (purple), Cloister (green), Pitt (yellow), Rubens (pink), Shelburne (royal blue), Wendover (red).
- The House quickly becomes part of the pupils' identity. LVI pupils have individual or twin rooms with their year group whereas LIV-UV share mixed-aged dorms, moving each term, and develop friendships across the years with older pupils who encourage and support their younger housemates.

- Pupils have 'House Mothers' who mentor them through their time at the School. This tradition means that every pupil in a Senior House is part of a 'family tree' of pupils who feel connected, look out for each other, and offer advice and a listening ear.
- In their LVI year, pupils take on leadership roles in their Senior Houses and, as Prefects, School Officers and Heads of Societies, in wider school life.
- LVI pupils choose from around 26 A level courses and complete our Sixth Form enrichment programme, the Carrington Award, which develops skills in creativity, intellectual curiosity, leadership, global thinking and self-reliance. The theory of the Carrington Award is taught in two double-periods per week, with the skills tested in immersive educational experiences throughout the year.
- Bespoke and expert guidance is provided on higher education applications to universities in the UK, US and further afield through introductory talks, individual meetings, personal statement and essay workshops, admissions test preparation and mock interviews.

UVI

- Pupils move into the standalone Clarence House in individual study bedrooms where they are able to enjoy more freedom and independence in preparation for university.
- Pupils are responsible for cooking their breakfast and supper each day and for ordering supplies (on a budget!) through an online account.
- Pupils wear smart mufti rather than uniform, similar to university life.
- A series of talks and presentations throughout the UVI year – from self-defence to budgeting – mark the transition from school to the 'real world'.
- A Leavers' Ceremony and spectacular Leavers' Ball celebrate the end of the pupils' time at Wycombe Abbey.

DAILY ROUTINES

A Typical Weekday

07:30	Breakfast
08:20	Registration
08:30	Chapel (Mon, Weds, Thu) / Tutor Meeting (Tue) / School Meeting (Fri)
08:45	Period 1
09:25	Period 2
10:00	Break
10:25	Period 3
11:05	Period 4
11:45	Period 5 / Lunch*
12:25	Period 6 / Lunch*
13:00	Period 7 / Lunch*
13:40	Period 8 / Lunch*
14:20	Period 9
15:00	Period 10
15:35	Tea
16:00	Period 11
16:40	Period 12
18:00	Supper

*Pupils are timetabled a single or double period lunch break between 11:45-14:20

On Wednesdays, lessons finish at 16:15 to allow for sports fixtures/music rehearsals and other co-curricular activities.

Saturday

08:00	Breakfast
09:00	Period 1
09:40	Period 2
10:15	Break
10:35	Period 3
11:15	Period 4
11:50	Lunch
18:00	Supper

Sunday

08:30	Breakfast
09:30–13:30	Brunch on Evensong Sundays
10:00/10:30	Chapel (Closed Weekends)
12:00	Lunch
18:00	Supper
20:00	Evensong (not for UIII)
20:15	UIII 'Thought for the Day'

REGISTRATION

(Please also see the Day Boarding section on page 22 for further information)

Morning

Weekdays: Pupils will register with their Academic Tutor before Chapel or Assembly. This is an opportunity for Tutors to pick up any areas of concern with your daughter regarding lessons, prep or subject choices, as well as discussing current affairs or a given theme for the week as a Tutor group.

Weekends: Pupils will register in their boarding House.

Afternoon

Weekdays: Pupils will be registered in their lessons or if they have a free period, are required to register at the School Office.

Weekends: Pupils will register in their boarding House or at the Health and Wellbeing Centre if they are in Main School.

Evening

Pupils will register in their boarding House.

EVENING ROUTINES

Junior House

17:55–19:40	Supper
18:30 onwards	Return to House unless involved in an evening activity (Paid Extra, rehearsal, sport training)
18:30–20:00	Music practice, Quiet Time/Prep Time, Extras, Clubs
19:30	House Order (some evenings) to share news, give out notices and celebrate birthdays for the week
20:00	Phone time (and Tuck at the discretion of House Staff on some days)
20:30	Electronic devices handed in
20:30	Get ready for bed
20:45	Big lights off and little lights on, reading and prepare for bed
21:00	Lights out and time for bed

Senior Houses, LIV–UV

17:55–19:40	Supper
17:45 onwards	Return to House or involvement in an evening activity/work in year group Hub/library areas
20:00	House Order (twice weekly) to share news, give out notices and celebrate birthdays for the week
20:30	House activities (varying weeknights) such as smoothie making, reading group, themed events, baking etc.
21:15	Big lights off and little lights on, reading and prepare for bed
21:30	Shower and hand in electronic devices
22:00	Lights out and time for bed

LVI

Pupils follow the same evening pattern as the younger years in the Senior Houses (LIV–UV) but they keep their electronic devices and do not have a set bedtime. Pupils wake themselves up each morning and have a separate Common Room where they can have breakfast if they wish. They take more ownership over their morning and evening routines in order to prepare for individual study bedrooms in Clarence (UVI).

WEEKENDS

Saturday afternoons are always busy with scheduled sports fixtures or games practices. Parents are always welcome to watch the matches and to come and spend time afterwards with their daughter in our café, The Courtyard.

Parents are also warmly encouraged to support all other School activities such as concerts, plays and Evensong services.

Two weekends a term are 'Closed Weekends' when all Boarders have to stay at School and special events are organised for the whole school community. These have ranged from a funfair, a rock concert and an ice skating rink shipped on-site, to a roller disco and a circus.

Every weekend is packed with leisure opportunities for the pupils to relax and enjoy life with their friends and almost all the activities are included in the School fees. Weekend activities include: cookery classes, Spa days, trips to Thorpe Park, the Warner Bros and Harry Potter Studio Tour, skiing at the Snow Zone, shopping trips to London, punting in Oxford and orienteering in the countryside.

Socials with local boys' schools are also an integral part of life at weekends and we have strong links with Eton, Harrow, Radley and the Royal Grammar School, High Wycombe. Dinner parties, discos and informal ceilidhs are regular events. Yearly highlights include the Burns' Night Ball organised by our Caledonian Society with Eton College and Harrow School.

All pupils (apart from UIII) attend Evensong on Sunday night usually at 20:00. At Closed Weekends, Chapel services usually take place in the morning and the whole School (including UIII) attend. Day Boarders are also welcome to attend any weekend Chapel service.



FOOD

Please complete the relevant section on the Parent Portal.

Menus and Nutrition: we offer a wide range of options throughout the day, and those with special dietary requirements are catered for at every meal. Pupils learn about healthy eating habits in the Wellbeing curriculum, and the PE Department and Health and Wellbeing Centre advise on sports nutrition. Our Food Committee provides an opportunity for pupils to discuss catering arrangements and to feedback on the most or least popular dishes.

Facilities: main meals, Break and Tea are served in the Main School Dining Room, whilst our café, The Courtyard, is open throughout the day as a space where pupils can eat, work, socialise and entertain parents and visitors. Houses located further away from the Main School have dedicated facilities. At Daws Hill, Cloister, Shelburne and Wendover pupils have their own dining room where they eat breakfast and supper; Junior House has breakfast every morning in their own dining room and at weekends has a chef who prepares supper in House. The rest of their meals are eaten in the Main School Dining Room. In UVI, pupils can choose whether they wish to cook for themselves in their House kitchens or eat at The Courtyard or the Main School Dining Room.

Sharing Meals: every day at Break and Tea time, pupils gather in their Houses or in the Main School Dining Room for home-baked treats. Staff share meal times with the pupils and Tutors often arrange to have tea with their Tutees. Older pupils regularly participate in formal meals with visiting speakers.

LAUNDRY

The School Laundry washes all bed linen, towels, nightwear and school shirts. All other laundry is washed in the Boarding House.

Pupils do not need to provide their own washing powder. Items which require special laundering/handwashing are the pupil's responsibility.

SCHOOL TRIPS

Trips (academic/sport/music/drama/other co-curricular) vary from day excursions to longer residential trips and tours both in the UK and abroad.

Some trips take place during term time and others during the holidays.

Certain trips and excursions are compulsory components of academic courses or important and enjoyable features of co-curricular activities.

Parents will be contacted regarding all trips which incur a cost greater than £30.

Parents will be given as much advance notice as possible of the scheduled trips on offer to various year groups.

CHAPEL

Wycombe Abbey has a Christian ethos and Chapel plays a central part in our community life. Pupils are required to attend Chapel and are encouraged to participate: leading services, reading, singing and playing music.

At Sunday Evensong (20:00), Sermons are given from a wide variety of visiting speakers.

A regular mid-week service of Holy Communion is held for both pupils and staff.

Confirmation Classes are held every year for our Anglican pupils and bi-annually for our Roman Catholic pupils. The classes are open to UIV pupils and above.

Roman Catholic pupils have the opportunity to attend morning Mass at 11:00 on Sundays at the local Roman Catholic Church. They are still expected to attend the short Evensong Service on Sunday at 20:00.

Our pupils represent a wide variety of religious backgrounds and are encouraged to continue to practise their faith. If any particular support or instruction for our pupils is needed, the Chaplain will make every effort to try to accommodate this. Societies such as the Fisher Society, Catholic Society and Islamic Society support faith development and fellowship of our pupils.

The Chaplain is available to all, regardless of faith, to support the spiritual care and growth of our pupils. The Chaplain has a regular drop-in session for support and advice. The Chaplain hosts pizza parties for Junior House during the Autumn Term to get to know every pupil.

CHARITY

Charitable work is an integral part of our community life. We have a culture of 'giving back' through charity fundraising or community placements.

Our fundraising supports the Wycombe Abbey foundation charities set up by founder Dame Frances Dove. Our pupils select two charities (one local and one national/international charity) to be supported for two years, as well as reacting to emergency appeals.

Pupils have the opportunity to embrace their leadership qualities as a House Charity Representative or School Prefect, serving on the Charity Committee with the Chaplain and other members of staff.

Each term, a pupil who has made an outstanding charitable contribution is recognised as a 'Charity Champion'. There is one 'mufti charity day' in both Spring Term and Summer Term and two in Autumn Term where pupils pay £1 to wear their own clothes on a school day.

PUPIL VOICE

Pupils enjoy a Listening@Wycombe service, through the Pupil Portal which allows them to express ideas and ask questions about School life at any time.

The School has an active School Council. This is made up of pupil representatives from each House and year group. Pupils meet with the Deputy Head (Pupils) to discuss aspects of School life which they feel could be improved.

House representatives meet staff from our catering company, Holroyd Howe, to discuss ideas for future meals as part of the Food Committee.

The School provides an Independent Listener - pupils can text or call 'an independent listener' about any concerns they may have.

Doctors, nurses and counsellors are available in the Health and Wellbeing Centre for pupils to drop in and talk to or appointments can be arranged. The School also operates a Peer Listening service supported by MIND, with a dedicated Listening Room.

There are always people to turn to in School but we inform pupils about agencies whom they can contact themselves such as Child Line, Kidscape, The Samaritans, Beat Eating Disorders and DrugFam.



ACADEMIC

Wycombe Abbey enables pupils to open their minds and to develop their personal passions. The learning environment is supportive, yet challenging, with a sense that pupils and teachers are on an educational journey together.



OVERVIEW BY YEAR GROUP

UIII–UIV (Years 7–9)

- A comprehensive introduction to a wide range of academic, creative and technical disciplines.
- English; Mathematics; Sciences: Biology, Chemistry, Physics and Computer Science; Languages: French, German, Spanish, Latin and Greek; Humanities: Geography, History and Religious Studies; Art; Cookery; Design and Technology; Drama; Music; PE and Wellbeing.
- Class sizes of 18–22.
- Setting: pupils are taught in divisions for Mathematics and French (from Spring Term in UIII). From LIV Classics is also taught in divisions. These are reviewed regularly.
- Supervised (UIII) homework/prep: usually two or three subjects for 35 minute prep per day.

LV–UV (Years 10–11)

- i/GCSE syllabus
- Six compulsory subjects: English, English Literature, Mathematics, Biology, Chemistry and Physics.
- Pupils also select four or five other subjects from a range of 15.
- At least one of those choices must be a Modern Foreign Language and another must be a Humanities subject.
- Class sizes of 10–20.
- Setting: pupils are taught in divisions for Mathematics and French.
- Homework/prep: 70 minutes per subject per week.

LVI–UVI (Years 12–13)

- The timetable is devised around a pupil's individual subject choices where possible.
- A level syllabus (pre-U offered for Chinese and German).
- Four A level subjects are chosen from 26 options.
- Pupils may also choose the Extended Project Qualification.
- Carrington Award – a unique programme of enrichment, designed to develop critical thinking, leadership and research and presentation skills, university applications, careers, and health and wellbeing.
- Class sizes up to 15.
- Homework/prep: four to six hours of private study per subject per week.

LANGUAGE AND CREATIVE OPTIONS

Please complete the relevant section on the Parent Portal.

Classical Languages

- UIII–LIV: all pupils will study Latin and Classical Greek.
- UIV: Latin and Classical Greek remain compulsory for most pupils. Pupils with no previous experience of Latin study a beginners' course.

Modern Languages

- UIII–LIV: all pupils will study two languages from French, German and Spanish during their first two years.
- UIV: all pupils study at least two modern languages from French, German, Spanish and /or Beginners' courses in German, Chinese, Russian and Spanish. It is possible to study three languages but not two beginners' courses at the same time.
- GCSE: at least one i/GCSE subject must be a modern language.
- In UIII, private language tuition will not begin before the Summer Term to allow pupils to settle into their curriculum studies. Languages available on request include Chinese, Italian and Russian. Please email Mrs Hilary Horne, Modern Languages Administrator horneh@wycombeabbey.com.

UIV – New Subject Choices

1. Group A – Modern Languages

Pupils are required to choose **2 or 3** subjects from the following blocks (only one choice per block is allowed):

1	2	3
French Continuers 3 periods	Spanish Continuers 3 periods	German Continuers 3 periods
German Continuers 3 periods	German Continuers 3 periods	German Beginners Spanish Beginners Chinese Beginners Russian Beginners 4 periods

2. Group B – Creative subjects

Pupils are required to choose **2 or 3** subjects from the following:

1	2	3	4
Art 2 periods	Music 2 periods	Drama 2 periods	DT 2 periods

From the two groups above, pupils must choose **5 or 6** options in total.

LEARNING ENHANCEMENT

Please complete the relevant section on the Parent Portal.

- The Learning Enhancement Department is staffed by teachers who are specifically trained to teach pupils who have learning needs such as dyslexia.
- All new pupils on entry to the School complete a free online dyslexia screening assessment. This is one tool of many that may help us to identify whether a pupil might need extra support with their learning.
- Drop-in sessions are offered to pupils who need a little extra boost with their studies. We also offer 1:1 lessons which carry an additional charge. These lessons are offered for Study Skills, English as an Additional Language, Mathematics and Science.
- Small spelling group sessions are offered to pupils who have been identified by the screening assessment and/or English Department as requiring extra support, at no additional cost.
- Appropriate access arrangements may be put in place for pupils who enter with an existing diagnostic report from a specialist such as an Educational Psychologist and further testing for such students can be arranged when required.
- Pupils who have an existing diagnostic report may be re-tested once they have entered the School, to bring their arrangements in line with JCQ and CIE exam board regulations.
- The Head of Learning Enhancement is happy to meet with any parents of new pupils before they enter the School to discuss their daughter's learning needs.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

- All pupils for whom English is an Additional Language are assessed via the online dyslexia screening assessment (without charge) to determine the level of assistance they need on arrival at the School.
- Specialist teachers determine how many extra lessons each pupil needs a week and makes a recommendation. Charges for extra English lessons will be added on to the School bill.
- Sixth Form pupils without an English Language i/GCSE who want to study at a UK University can be prepared for the IELTS exam which they normally take at some stage in the LVI. Preparation for this exam carries an additional cost.

WELLBEING AND PSHE

(Personal, Social, Health and Economic Education)

- Wycombe Abbey is proud of its pastoral care and its approach to Wellbeing, based largely on Positive Psychology and Dr Martin Seligman's PERMA (Positive emotions, Engagement, Relationships, Meaning and Achievement) model.
- Pupils in the UIII, LIV and UIV have Wellbeing lessons each week. The LV undertake a Wellbeing carousel of lessons with different teachers weekly and Wellbeing is a regular feature in the UV General Studies programme.
- Our Sixth Form pupils have an opportunity to discuss and discover Wellbeing issues and topics as part of the Carrington Award.
- The School also hosts a large range of awareness days on Wellbeing topics.

CAREERS AND WORK EXPERIENCE

- We recognise the need to inspire, inform and support pupils in preparing for their future career.
- In a rapidly changing world where young people today are likely to enjoy a series of careers in their lifetime, the focus of our Careers Guidance is on empowering pupils to take control of their own career path and to equip them with the necessary skills and confidence.
- From UIII onwards, pupils begin to explore possible career paths through interactive events and guest lectures.
- Highlights include the Future Tech Careers event, showcasing alternative energy and biomedical engineering, and 'Breaking the Mould' highlighting more unusual career journeys; our most recent speakers included a landscape designer and a hostage negotiator. Throughout the year, there are a number of Careers Spotlight events.
- In UV, pupils take the Morrisby Online assessment which can help to direct them towards certain career and education options, useful when making their A level choices.
- Pupils are encouraged to be proactive in securing their own two-week work experience placements; one in UV and another in LVI but there is support available.
- Wycombe Abbey is fortunate to have Parents, Seniors and other contacts who are able to offer work experience or work shadowing opportunities.
- In the Sixth Form, practical workshops support CV writing and work experience preparation, whilst The Careers Library is an excellent source of information.

TRACKING AND REPORTING CYCLE (any changes to dates are published on the Parent Portal)

	UIII	LIV	UIV	LV	UV	LVI	UVI
Autumn Term	Effort Grades Parents' Meeting	Achievement & Effort Grades	Achievement & Effort Grades	Achievement & Effort Grades	Sixth Form Options Fair	Projection & Effort Grades Report	Optional Parents' Meeting Projection & Effort Grades
Autumn Term Long Leave							
Autumn Term	Achievement & Effort Grades Report	Achievement & Effort Grades Report	Achievement & Effort Grades Report	Projection & Effort Grades Report	Projection & Effort Grades Report Mock GCSE Exams	Projection & Effort Grades Parents' Meeting	Projection & Effort Grades Report
Christmas Holidays							
Spring Term	Achievement & Effort Grades	Achievement & Effort Grades	Parents' Meeting Achievement & Effort Grades	Projection & Effort Grades Parents' Meeting	Exam Results Projection Grades Parents' Meeting	Projection & Effort Grades	Projection & Effort Grades Report
Spring Term Long Leave							
Spring Term	Achievement & Effort Grades Report	Achievement & Effort Grades Report	Achievement & Effort Grades Report	Projection & Effort Grades Report	Projection & Effort Grades Report	Projection & Effort Grades Report	UVI Practice Papers Exam results Report Parents' Meeting
Easter Holidays							
Summer Term	School Exams	Parents' Meeting		School Exams		LVI Summer Exams Exam results Report Predicted Grades Parents' Meeting	
Summer Term Long Leave							
Summer Term	Exam results Parents' Meeting HM Report	School Exams Exam results Report	School Exams Exam results Report	Exam results Projection & Effort Grades Report	HM Report	HM Report Tutor University Letter	Tutor Report

PARENT/TEACHER MEETINGS 2020/21

U111	Thursday 22 October 2020, 15:30
LVI	Friday 13 November 2020, 15:30
UV	Tuesday 12 January 2021, 14:00
UIV	Friday 12 February 2021, 13:00
UVI	Saturday 6 March 2021, 12 noon
LV	Thursday 25 March 2021, 12:30
LIV	Wednesday 21 April 2021, 14:00
LVI	Friday 28 May 2021, 15:40
Learning Enhancement Meeting Thursday 25 March 2021, 10:30	



HEALTH AND WELLBEING

A healthy, balanced lifestyle is key to physical, mental and social wellbeing and this is promoted in all our teaching and activities.



REGISTERING WITH THE SCHOOL DOCTOR

Please ensure you have completed the Health History and Medical Consent Form and return it directly to the Healthcare Manager.

- All Boarders **must** be registered with one of the School Doctors from Wye Valley Surgery. This will be arranged by the Healthcare Manager who will need the name and address of your daughter's current Doctor.
- If a pupil subsequently has to be seen by a Doctor during the school holidays, she **must not** be re-registered with him/her, but seen as a temporary patient and the appropriate form completed, available at all Doctors' surgeries.
- It is essential that the School Doctor is kept up to date with any treatment prescribed and details given of any specialists seen.
- Day Boarders should remain registered with their home Doctor or alternatively can be registered with the School Doctors.

ALLERGIES

- **The Healthcare Manager must be given full details of any allergic condition. Your daughter's name and photograph will then be displayed in key areas of the School, e.g. the Health and Wellbeing Centre, dining areas, and Houses to alert all to the potential urgency of treatment.**
- In order for the School's catering company Holyroyd Howe to provide a special diet, confirmation/details from either a medical specialist or dietician must be submitted to the Health and Wellbeing Centre.

MEDICAL TREATMENT

- If a pupil is under 16 years, medicines of any kind, including those bought over-the-counter, must be handed to House staff on arrival.
- Pupils over 16 years may be able to self-medicate with certain drugs once a risk assessment has been completed, but all medicines must be handed in to House staff on arrival/return.
- The Housemistress and Health and Wellbeing Centre staff must be given a record, in writing, of any course of medicine currently being taken by a pupil or other treatment.
- Parents are requested to notify the Healthcare Manager if their daughter has had vaccinations etc. at home in order to keep medical records up-to-date. This is especially important in the case of Tetanus.
- If your daughter requires vaccinations for travel abroad, please notify the Health and Wellbeing Centre in ample time, ideally at the beginning of term and these can be arranged.
- If your daughter needs to bring back medication which does not have a description or instruction for use in English, a translation and a Doctor's letter must accompany it, or it cannot be administered.
- Pupils on a Tier 4 Student Child Visa pay a health surcharge as part of their visa and are entitled to the same NHS healthcare as UK pupils.

MEDICAL APPOINTMENTS OUTSIDE SCHOOL

- If your daughter needs to see a specialist, it is important that the Healthcare Manager is aware of any treatments prescribed so these can be added to your daughter's medical records and continuity of care can be provided on her return.
- If a pupil requires orthodontist treatment, for example, which often requires regular follow-up appointments, we strongly encourage parents to make these appointments for a time when they can accompany their daughter themselves. We appreciate that this is not always possible and we ask that parents liaise closely with the Health and Wellbeing Centre and Housemistress so that any appointments are made for a time when a member of House staff is able to accompany her.

DAY BOARDING

Our aim is to integrate Day Boarders fully into School life so that all pupils receive equal benefit from the community life here. The more time your daughter can spend involved with the Boarders in her leisure time, the easier it is for her to make friends and settle in.



Junior House Day Boarders please see further information in this section.

- It is both expected, and very much to each pupil's advantage, that Day Boarders participate fully in the life of the School, and House, and avail themselves of the wide variety of opportunities and activities that are on offer.
- Parents of Day Boarders are asked to liaise closely with their daughter's Housemistress at least during the early part of the first term; they are also asked to email her with details of any routine activities undertaken by their daughter at the start of each term.

ARRIVAL AT SCHOOL

- It is essential that pupils arrive promptly for school each day. Day Boarders need to arrive at the Main School by 08:10 to be ready for registration at 08:20.
- Day Boarders are also welcome to join the rest of the School for breakfast from 07:35.
- Pupils should be dropped off in the car park by the Custodians' Lodge or at House.
- It is a legal requirement for all pupils to be registered both in the morning and in the afternoon. Day Boarders should register with their Tutors in the morning and will be registered during their first lesson after lunch or should visit the School Office if they have a free period.
- If pupils arrive after Registration has taken place, they should report to the School Office to sign in. Out of School Office hours, pupils are asked to sign in with the Custodians or in House.

Saturday: register with the School Office on arrival before 09:00.

Sunday: sign in with the Custodians or in House.

RETURNING HOME

- It is essential that Day Boarders sign out each day.
- If pupils need to leave before 17:30 (Monday to Friday), they should sign out at the School Office or in Reception.
- After this time, pupils should sign out with the Custodians or with the member of staff on duty in their House.
- Day Boarders are also welcome to join the rest of the School for supper until 19:40.

- If leaving after the gates close at 20:45, when the Custodians will no longer be in their Lodge, Day Boarders should telephone their House and speak to a member of House staff to confirm departure.
- All Day Boarders should have left by 21:00 (20:00 for Junior House) unless by prior arrangement with the Housemistress.
- If pupils are being collected from the Abbey at the end of the day, pupils should wait either near the Custodians' Lodge or inside Reception where they can see when their transport has arrived.
- Day Boarders remain representatives of the School (especially when they are still in uniform) after leaving the School premises. They need, at all times, to have regard for the reputation of the School in the normal manner.

Saturday and Sunday: sign in and out with either the Custodians or in House.

SCHOOL EVENTS

- A copy of the School Diary, giving detailed information about daily arrangements for co-curricular events, will be sent to you before the beginning of each School term and is available on the Parent Portal.
- There will be some compulsory commitments which will mean that a pupil will have to stay later or be at school during a weekend, e.g. the regular Friday night lectures for the Sixth Form or Inter-House Competitions.
- Day Boarders are welcome to take part in any of the optional weekend activities which pupils will sign up for by the Wednesday of each week. Experience has shown that the more they are involved with the Boarders' leisure time, the easier it is for them to make friends and settle in. The Weekend Activities Brochure is available on the Parent Portal. Please ensure you know the timings of these events. Closed Weekends are advertised in the School Diary and include a wide array of events which are worth noting for your family diaries.
- It may be possible to stay overnight occasionally, for example, after late theatre trips, for House parties or in exceptional family circumstances. There is a supplementary charge for this and arrangements are subject to a bed being available. Parents should liaise with their daughter's Housemistress to make the necessary arrangements.
- Chapel is an important part of school life at Wycombe Abbey and Day Boarders (LIV and above) and their families are invited to join the rest of the School community for Sunday Evensong services at 20:00. Details of services are notified in the School Diary and on the Parent Portal.

ILLNESS

- If a Day Boarder is ill, parents are asked to notify the School by 08:15 at the latest, using the School Office telephone number (+44) (0)1494 520381 or by email to: dept-office@wycombeabbey.com. This will need to be done **each day** she is away.
- Day Boarders should remain registered with their home doctor, i.e. they do not re-register with the School Doctor.
- Any pre-arranged absence to attend a medical appointment should be notified to the Housemistress in advance, by email.

ADDITIONAL INFORMATION FOR JUNIOR HOUSE DAY BOARDERS

- Day Boarders are welcome to be dropped off at Junior House for breakfast from 07:15.
- Day Boarders may stay for supper on weekdays which is served from 17:55 as this is an important time for socialising.
- Lessons finish early on Wednesdays and are followed by clubs and team practices after Tea.
- Pupils should be collected after lessons or after supper at 18:30 unless they are involved in an evening activity. They should wait to be collected in Reception or by the Custodians' Lodge. They must sign out of School at the Custodians' Lodge.
- If you are delayed you may leave a message with the Health and Wellbeing Centre on (+44) (0)7973 790062 and staff will inform Junior House. Your daughter should then walk up to Junior House to await your arrival if after 18:30.
- You may also choose to collect your daughter from Junior House between 18:30 and 20:00. She must sign out at Junior House with a member of staff on duty.
- If your daughter is attending a club or sporting competition at the Davies Sports Centre, you can collect her from there, but she must call staff on duty in Junior House to notify them before leaving.
- Day Boarders can use any of the communal areas as a base when they come to Junior House, in particular the TV, Library, Dining, Recreation and Sitting Rooms.
- Pupils in U111 and L11V must hand their mobile phones into the School Office during the School day.

- There may be occasion for your daughter to stay overnight in Junior House occasionally, subject to a bed being available, and by prior arrangement with the Housemistress. A supplementary charge is made for each night.
- The first weekend is particularly significant in the creation of a happy, secure community atmosphere; the more the Day Boarders can join in with planned activities, the easier they will settle into their new school life and make friends. Please check the School Diary and ask Junior House staff for details.
- There will be additional weekend activities, advertised in the School Diary, throughout the year which Day Boarders may wish to join.
- The Junior Housemistress, Miss Crampton, will be in touch in advance if there are one-off events which we think will be beneficial for the Day Boarders to be involved in, such as concert previews, guest speaker lectures, themed evenings or important House Orders etc.
- Other events which we ask Day Boarders to attend are:
 - Autumn Term: the Christmas £15 Enterprise Challenge and Christingle Service.
 - Spring Term: there is usually an outing or activity on the first weekend and House outings at the end of term.
 - Summer Term: there is usually an outing on the first weekend and House outings at the end of term.
- Please email juniorhouse@wycombeabbey.com if you have anything you wish to discuss.



UNIFORM

School uniform is another element which strengthens our cohesive community. Our uniform is practical, ensuring all pupils are comfortable day to day and able to carry out their activities.



DRESS CODE

An important life skill is the ability to judge appropriate dress for a given situation. The School gives clear guidance as to appropriate dress and staff will also help guide pupils if they do not make a reasonable judgement for themselves. When pupils are permitted to wear smart mufti, for example when attending certain events or meeting prospective families, they are still expected to look well-presented and to be dressed in a manner that is appropriate to the occasion. All pupils are permitted to wear their own clothes (mufti), including jeans, for Saturday morning lessons.

We understand that pupils may want to have their ears pierced and we ask that this occurs during the summer holiday so that by September, pupils are able to remove earrings for activities as necessary. Pupils will not be able to participate in PE lessons with earrings.

Required uniform:

- Navy School skirt
- Long sleeved blouse
- Tie
- Navy School jumper
- Navy ankle socks (not trainer socks) or navy tights
- Shoes should be plain, black, and appropriate for school with low or flat heels
- Shoes should be robust and well fitting
- Hair tied back (using black, navy or brown hair ties)
- Unnatural colours of hair are not acceptable at any time and the style and colour of hair should, like clothing, be uncontroversial
- Navy blue or black coat (without fur trims)
- House jumper
- Trainers

Pupils can also wear:

- A simple chain necklace with a religious symbol
- A bracelet where required by religion
- A simple ring
- Matching pair of ear studs (one in each ear lobe)
- Headscarves worn for religious reasons must be navy in colour with no patterns
- PE Kit at the appropriate time with a Kit Slip; this should be School PE kit

Pupils should not:

- Wear make-up or nail varnish with uniform
- Wear PE kit unless they have a Kit Slip
- Wear additional jewellery (e.g. anklets or multiple earrings)

The following garments are inappropriate for smart mufti:

- ripped, torn or frayed garments
- clothes with any inappropriate wording
- skirts that are excessively short
- shorts (unless they are smart and of decent length)
- low cut, strappy or strapless tops
- tops which reveal the midriff (garments must meet even when the pupil is sitting down)
- hats and caps (except outside in cold weather)
- flip flops, mules, platforms or excessively high heels
- tracksuit bottoms or similar trousers
- PE kit

Socials: pupils should not be dressed in a manner which is overly revealing or they will be returned to their House and will forfeit the opportunity of going to the Social.

LVI–UVI: a tailored suit is required for certain events. It may be a skirt or trousers and the jacket should be clearly co-ordinating. Suitable tops and shoes are also required.

The Headmistress and all staff reserve the right to require pupils to return to their House to change into more appropriate clothing if it is deemed necessary. The Housemistress will be informed. If an individual repeatedly fails to co-operate with the dress code she may be asked to use a dress code report card.



SCHOOL SHOP

Situated in The Courtyard area, all school uniform is sold here, along with additional day to day items for the pupils (stationery, tuck, toiletries).

Uniform fittings will take between one and one and a half hours.

Parents may use our naming service or can take the uniform away to sew on name tags which are enclosed.

UK based pupils should complete their uniform fitting by booking an appointment using the following link <https://wycombeabbeysschoolshop.setmore.com>

Please note that payment for uniforms can be made by credit card (not Amex), cheque or bank transfer. Cash is accepted up to £100.

Overseas parents should contact Mrs Julie Godsoe via shop@wycombeabbey.com or (+44) (0)1494 897042 to arrange an appointment and we will do our best to arrange this around your travel plans.

At the same time as the uniform fitting, you can have an appointment for a check-up in the Health and Wellbeing Centre. The Healthcare Manager, Mrs Laura Chandler, will contact parents directly once a uniform fitting has been confirmed.

UNIFORM PRICE LIST 2020

(Prices correct at the time of print and may be subject to change)

Item	Quantity Needed	Price	Required By
Long Sleeve Blouses	5	£15.00 - £19.00	UIII-LVI
Winter Kilts	2	£48.00 - £55.00	UIII-LVI
Pullovers	2	£38.50 - £48.50	UIII-LVI
Quilted Navy Jacket	1	£59.95	Optional
All pupils will need a dark blue warm, waterproof outdoor jacket			
Gilet		£55.00	Optional
Ties	2	£6.90	UIII-LVI
Navy Socks (3 pr pack)	6 pairs	£5.95 - £7.75	UIII-LVI
Navy Tights (cotton)	5 pairs as a combination	£7.50 - £8.95	UIII-LVI
Navy Tights (70 Den, 2 pr pack)		£6.75 - £7.75	UIII-LVI
Navy Socks and Tights are available in the Shop but may be supplied from home			
Drama T Shirt*	1	£3.50 - £4.50	UIII-UIV
Drama Leggings*	1	£24.75	UIII-UIV
Drama Joggers*	1	£19.50	Optional
Ballet Leotard		£15.00 - £17.50	UIII - UIV
Ballet Wrap Skirt		£15.75 - £16.75	As required
Ballet Tights		£12.25 - £14.75	As required
Base Layer Top*	1	£34.50	UIII-UIV
Base Layer Legging*	1	£34.50	UIII-UIV
Games Skort*	2	£35.00	UIII-UIV
Match Shirt*	1	£34.50	UIII-UIV
Midlayer*	1	£42.00	UIII-UIV
White Practice T Shirts*	3	£15.25	UIII-UIV
Tracksuit Trousers*	1	£36.00	UIII-UIV
Athletic Shorts*	1	£28.00	UIII-UIV
Games Socks – White*	2	£4.80 - £6.95	UIII-UIV
Games Socks – Navy*	2	£9.50 - £10.25	UIII-UIV
Sports Waterproof Jacket*	1	£59.50	UIII-UIV
Swimsuit*	1	£35.00	UIII-UIV
Swim Cap*	1	£6.50	UIII-UIV
Sports Bras		£18.00 - £20.00	As required
Lacrosse Sticks*	1	£80 - £120	UIII-UIV
Lacrosse Goggles*	1	£49.50	UIII-UIV
Lacrosse Gloves		£15.00	Optional
Book Bag	1	£45.00	Optional
Sports Bag	1	£36.00	UIII-UV
Boot Bag	1	£7.50	Optional
Duffle Bag	1	£10.50	Optional
Stationery Starter Pack			UIII
Bible		£13.00	
Maths Set		£2.80	
Calculator		£29.95	
Advanced Calculator A Level		£75.00 - £89.95	Optional
Net Wash Bags	2	£8.00	UIII-LVI
Tuck Box		£70.00	Optional

*All or some of these items may be required by LVI pupils depending on subject choice and for curriculum sport lessons.

OTHER KIT REQUIRED

Please note that all belongings must be clearly labelled.

Optional Extras Kit (not provided by School Shop)

Ballet	Pointe shoes (for advanced levels)
Tap	Tap shoes
Tennis	Tennis racket
Fencing	Under-plastron
	Glove
	Breeches
Squash	Squash racket (some school rackets are available to borrow).

Clothing

- **Footwear for PE:** one pair of football boots with moulded or screw in studs (for lacrosse on grass pitches); two pairs of trainers - one pair with good grip suitable for use outside - one pair with non-marking soles for inside use (not fashion trainers); optional: one pair of Astroturf boots (Winter); one pair of athletic spikes (Summer).
- **Footwear to wear in House:** one pair of mufti trainers; one pair of bedroom slippers or other shoes suitable for indoor use only – not flip flops. These should preferably be rubber soled and suitable for Fire Drills at night. During the winter months the site can be wet and muddy so suitable shoes are required.
- **Casual wear and personal items:** these items are to be named with small name tapes on the inside: a smart outfit suitable for concerts, lectures, theatre visits, etc. long or three-quarter length sleeved tops in Winter; short sleeved in Summer; six changes of underwear (minimum); three pairs of pyjamas or nightdresses; one dressing gown; sponge bag; hairbrush; coat hangers; umbrella; lockable cashbox, in which money and valuables must be kept (spare keys may be left with the Pastoral Assistant); flat music case/folder; sewing kit (optional); net wash bags; book bag; sports bag; tuck box (optional) and a padlock. Most of these items are available from the School Shop.
- Please remember that storage space in your daughter's dormitory is limited.

Boarding House

- **Bedding (single bed size):** duvet; two duvet covers; (the School provides the bottom sheet); pillow and two pillow cases; throw or blanket optional.
- **Towels:** medium sized bath towels - not larger than 80cm x 140cm; a swimming towel.
- **Alarm clock.**
- **Suitcases:** should be lightweight and foldable or the jumbo zip-up bags (available from the School Shop). Trunks are not suitable. Cases must not exceed 15 Kgs in weight once full. A small overnight bag or case.
- **Water bottle:** water fountains are situated around the site for your daughter to re-fill her reusable bottle. Bottles can be purchased in the School Shop.

School

- **Classroom accessories:** exercise books and file paper are provided by the School. Many pupils choose to supplement these with their own files. Pupils should bring fully equipped pencil cases with an ink pen.
- **Geometrical instruments:** pupils will require a set of Geometrical instruments (available from the School Shop).
- **Calculators:** each pupil entering the U111–LV year groups will need a calculator that has various functions, including fractions, exponential and trigonometrical. We would suggest the Casio FX-991EX scientific calculator, which is available through the School Shop. This has all the functions necessary for both IGCSE and A level Mathematics. However, many other scientific calculators would also be suitable provided they meet the new requirements for the new Mathematics A level; your daughter may use her own calculator if she already owns one.
- **A level calculators:** we would recommend the Casio FX-CG50 colour graphical calculator. This has numerous facilities, which enable pupils to check their work and can be used in all A Level papers and in both IGCSE examinations. These calculators are available through the School Shop.



TERM ARRANGEMENTS

The term dates and start times (see overleaf) are also available via the School Diary and on the website. Pupils are expected to arrive and leave on the dates and times specified. These dates are published well in advance and we ask all parents to adhere to this timetable as we do not wish pupils to miss lessons or School activities. Parents must seek extraordinary permission from the Headmistress should their daughter need to arrive after the start or leave before the end of a term.



Pupils travelling from abroad and in particular those studying with us on a Tier 4 visa must always inform their Housemistresses, in advance, of their flight details and travel arrangements during any School break.

TERM DATES 2020-2021

AUTUMN TERM 2020

Term Starts	Tuesday 8 September / Wednesday 9 September
New girls in LVI:	Tuesday 8 September by 12:30
LVI:	Tuesday 8 September by 13:30
UVI:	Tuesday 8 September by 16:30
UV:	Tuesday 8 September by 20:00
UIV:	Wednesday 9 September by 11:00
New girls in LIV and UIV:	Wednesday 9 September by 12:00
LIV and LV:	Wednesday 9 September by 12:30
UIII:	Wednesday 9 September by 14:00
Short Leave	Saturday 3 October at 12:00 – Monday 5 October at 20:45
Long Leave	Thursday 22 October at 15:30 – Monday 2 November at 20:45
Short Leave	Friday 13 November at 15:30 – Sunday 15 November at 20:45
Short Leave	Thursday 26 November at 17:20 – Sunday 29 November at 20:45
Term ends	Wednesday 16 December (UIII–LV at 11:45 UV–UVI at 15:30)

SPRING TERM 2021

Term Starts	Tuesday 12 January
UV:	Tuesday 12 January by 14:00
UIV:	Tuesday 12 January by 16:00
LV:	Tuesday 12 January by 17:00
UIII and LIV:	Tuesday 12 January by 18:00
LVI:	Tuesday 12 January by 19:00
UVI:	Tuesday 12 January by 20:00
Short Leave	Friday 29 January at 15:30 – Sunday 31 January at 20:45
Long Leave	Friday 12 February at 13:00 – Sunday 21 February at 20:45
Short Leave	Saturday 6 March at 12:00 – Monday 8 March at 20:45
Term ends	Thursday 25 March at 12:30

SUMMER TERM 2021

Term Starts	Wednesday 21 April
LIV:	Wednesday 21 April by 14:00
LVI:	Wednesday 21 April by 14:45
UIV:	Wednesday 21 April by 17:00
UIII and LV:	Wednesday 21 April by 18:00
UV:	Wednesday 21 April by 19:00
UVI:	Wednesday 21 April by 20:00
Short Leave	Friday 30 April at 15.30 – Monday 3 May 20.45
Clarence Leavers' Ceremony for UVI	Saturday 1 May
Long Leave	Friday 28 May at 15.30 – Sunday 6 June at 20.45
Short Leave	Friday 18 June at 15.30 – Sunday 20 June at 20.45
Term ends	Friday 2 July at 12.00

KEY DATES AUTUMN TERM 2020

Closed Weekend	Saturday 12 September, Sunday 13 September
Open Morning	Saturday 19 September
Seniors' Day	Sunday 27 September
Activities Days	Thursday 1 October, Friday 2 October
UV Parents talk, followed by Sixth Form Options Fair	Saturday 3 October, 10:15 - 13:00 (ARH)
Bonfire Night	Wednesday 4 November
Closed Weekend	Saturday 7 November, Sunday 8 November
Archer Concert	Sunday 8 November, 18:30 (ARH)
UV–UVI Careers Seminar	Thursday 12 November, 19:30 – 21:30
UIV Parents: GCSE Options talks	Friday 13 November, 14:30 (ARH)
Closed Weekend	Saturday 12 December, Sunday 13 December
U111 Christmas Carol Service	Saturday 12 December, 17:00 (Chapel)
Seniors' Carol Service (with LIV–LV pupils)	Sunday 13 December, 17:15 (Chapel)
UV–UVI Carol Service	Wednesday 16 December, 13:30 (Chapel)

START OF TERM ARRANGEMENTS

New Pupil Induction

We recognise the importance at Wycombe Abbey of helping all new pupils at the School make an excellent start. Each year group has its own bespoke induction programme at the beginning of the term, which covers the following aspects:

- Academic expectations relating to lessons and prep
- Pupil wellbeing and support
- Co-curricular inductions for extra activities
- Site orientation and day-to-day logistics
- Digital resilience
- Boarding House induction

Pupils will be guided through their induction at Wycombe Abbey by their Form Tutor, Housemistress and other key staff. On the first day there is also a Welcome Talk from the Headmistress for new parents, as we recognise the importance of helping you manage the transition to being a boarding school parent.

U111 Start of Term Arrangements

Wednesday 9 September

12:00 – 14:00	U111 arrive at Junior House in mufti, a light lunch will be available
14:00	U111 Day boarders arrive in mufti. U111 Tutors escort girls from Junior House to Archer Recital Hall Parents go to Big School
14:30 – 15:15	Welcome talk for U111 parents in Big School
14:30 – 15:15	Flourishing Induction for new U111 (Archer Recital Hall) which includes fun/getting to know you activities Cookies and juice in Main School Dining Room
15:30 – 17:30	Tutor Group Induction with Form Tutors
17:45	U111 Supper (Junior House)
19:30	Day Boarders can return home



LIV, UIV, LV Start of Term Arrangements

Wednesday 9 September

12:00	New LIV, UIV and LV pupils arrive with Parents at their Boarding House, wearing mufti, to unpack. Each new pupil will meet their 'House Mother', an older girl in the same House who will look after her as she settles in
13:00	House mothers take new pupils and Parents to the Carrington Room for a buffet lunch, during which the Headmistress will give a Welcome Talk. Other Senior Staff, Housemistresses and Heads of Year will be there to meet as well
14:00	Pupils leave with their House Mother to begin their Induction Programme in their Tutor Room Parents depart after lunch at 14:00
18:00	Supper for pupils
19:45	Day Boarders can return home

LVI Start of Term Arrangements

Tuesday 8 September

13:00	New LVI pupils arrive with Parents at their Boarding House, wearing mufti, to unpack Each new LVI pupil will meet their 'LVI Buddy', a girl in the same House who will look after her as she settles in
13:00	LVI Buddies take new pupils and Parents to the Carrington Room for a buffet lunch, during which the Headmistress will give a Welcome Talk. Other Senior Staff, Housemistresses and the Head of Year will be present
14:00	LVI pupils and their Parents will attend a Welcome Talk for in the Archer Recital Hall. This is followed by tea in Big School where Senior Staff, the Sixth Form Team and LVI Tutors will be present
15:30	LVI pupils return to their Boarding Houses with their Buddy to begin their Induction Programme Parents depart after lunch at 15:30
18:30	Sixth Form and staff drinks followed by dinner for pupils
20:00	Day Boarders can return home



EXEATS, LEAVES AND VISITS

The School term is structured around Short Leaves, Long Leaves, 'Open' and 'Closed' Weekends.

Long Leaves, half term breaks of seven to ten days, and Short Leave weekends are scheduled each half term (with two in the second half of the Autumn Term). The School closes during these periods and all pupils take these holidays. Please inform the relevant Housemistresses of all travel details at least five days in advance. If you are not collecting your daughter personally, please provide details of how she will be travelling home or if she is staying with a host family. During the academic year pupils may generally return from 18:00, and no later than 20:45, at the end of Leaves (20:00 for Junior House). Please check the School Calendar and website for details.

Closed Weekends: all pupils are required to stay in School to take part in House and School activities. Closed Weekends take place on the first and last weekends of each term with one extra during the Autumn Term. Day Boarders are encouraged to take part.

Open Weekends: these provide all pupils with the opportunity to go home after Saturday lessons and sports fixtures (or other co-curricular commitments) and return on Sunday in time for Evensong at 20:00. This does not apply to Junior House pupils as they do not attend Evensong but pupils need to be back in Junior House by 20:00. Pupils are also allowed out on Sundays. Pupils are required to honour all School commitments and should not request leave if they have a sporting fixture, rehearsal, performance or similar commitment.

If you are visiting the School to support a sporting fixture, a theatrical production or a musical performance over the weekend and wish to take your daughter out for a meal, we ask that you arrange this in advance with her Housemistress.

All requests for leave must be communicated in writing to your daughter's Housemistress at least three days in advance. Please include all relevant details especially if your daughter is staying with a host family or is being collected by someone other than a parent or guardian.

Requests for additional leave due to special circumstances: permission may be given for absence for medical appointments, to visit sick relatives, to go to a family funeral or wedding, to attend ceremonial occasions involving family members, for occasion of religious observance or to attend a particularly prestigious event or fixture. Pupils whose parents live overseas or who have particularly difficult family

circumstances will be given special consideration. We ask that requests for additional leave to be made in writing with a minimum of two weeks' notice.

Arrangements for Leaves and during the holidays: it is essential that whilst on leave and during overnight weekends pupils are supervised by an appropriate adult. Unfortunately, there have been occasions when some pupils have spent Leaves alone. The School has been advised by Family Services to explain in strong terms to parents that a pupil thus left alone is deemed to be 'put at risk' because there are 'no arrangements made by her parents for supervision' which is 'unacceptable.'

TRAVEL TO AND FROM SCHOOL

London transport and London Heathrow transport is arranged by the School and services can be reserved on a termly basis. Each term parents will be sent a link by email and the cost of these services will be added to your School bill. Please note bookings will close five working days prior to the date of travel.

London: the School provides escorted transport to and from Prince Consort Road, Queens Gate, London, SW7 2BX at Short and Long Leaves. The current cost of this service is £20 each way. The coach will depart one hour after School finishes, and will leave at 18:45 to return to School. On arrival, pupils should be met by a named adult or permission must be given to enable them to travel onwards independently. Once handed over we relinquish responsibility for any pupil. The journey takes 75–90 minutes depending on the traffic.

London Heathrow: The School offers escorted transport to the airport at the start of Long Leave and the end of term at a cost of £40 per pupil. Transport will leave from Wycombe Abbey approximately three and a half hours prior to flight departures, at the times advertised when booking.

A member of staff accompanies this service but he/she is not responsible for ensuring that the pupils are checked in for their flight unless a special request has been made for the Unaccompanied Minor service. We shall relinquish responsibility for any pupil on arrival at London Heathrow Airport unless the Unaccompanied Minor service is requested. The Unaccompanied Minor service is charged at a cost of £12 per hour. This charge may be divided between several Unaccompanied Minors when they are travelling from the same airport terminal.

In an emergency, on the day of travel only, the duty member of staff can be contacted on (+44) (0)7760 577879 otherwise by email to transportservices@wycombeabbey.com.

Bookings should be made no later than five working days before the appropriate leave starts.

For further information regarding transport arrangements, please email transportservices@wycombeabbey.com.

Taxis: Wycombe Abbey uses certain taxi firms with drivers who have been DBS checked, and are used regularly within the school. Their fee will be added to your School bill. Please inform your daughter's Housemistress if you have made your own booking.

Angel Executive Cars Tel: (+44) (0)1494 712020
Airport transfers.
(Public service Vehicle operators licence pf 1125309)
Email: info@angelexecutivetravel.co.uk

AI Taxis Tel: (+44) (0)1494 441000 or (+44) (0)1628 851466
(WDC licence op 002)
Email: info@aitaxiservice.co.uk

Greyhound Cars Tel: (+44) (0)1494 444751
(WDC licence op 057)
Email: greyhoundcars@aol.com

Public Transport: U111, L1V and U1V pupils are not permitted to use public transport for Leaves unless accompanied by an adult. LV pupils must travel in pairs. Specific written parental permission must be given for each occasion.

It is important that your daughter does not leave school before the specified time at Leaves and the end of term. As new parents, you should check with your daughter's Housemistress before booking end of term flights.



SITE SECURITY

We warmly welcome the visits of family or friends. You will understand that we have policies to ensure, as far as we can, the safety of all our pupils.

Access to the site is restricted, as far as is practical, to individuals who have been security checked through the Human Resources Department, and to current Wycombe Abbey pupils. All staff wear a visible identity badge with a blue lanyard, signifying that they have security clearance.

Residents, volunteers and contractors who have had required regulatory checks, wear identity badges with a green lanyard and those without required checks wear red lanyards and must be accompanied at all times.



TRAFFIC LIGHT SYSTEM

We operate a traffic light system, depending on the activity and time of the School year for all other visitors and users of the School site and premises.

RED: Normal school-time hours

All visitors are directed to use the Main Entrance, which is located on Abbey Way, with the exception of pre-planned visits of parents or guardians,

- In the case of pre-planned visits, the organiser informs the Custodians and Main Reception in advance (date, time, name of visitor). Custodians, in consultation with pastoral staff, can allow access through Crispin Way or Clarence Gate to authorised visitors, who in the main will be parents visiting their daughter in a boarding House. Visitors will be supervised by staff.
- All visitors (with the exception of those pre-planned visitors who enter by Crispin Way or Clarence Gates) sign in and out at Main Reception during the hours when it is staffed or the Custodians' Lodge. They are given a red lanyard and security pass, and must be accompanied at all times around the School site by an adult visibly wearing a blue or green lanyard and identity badge, or in the case of uniformed staff, a visible identity badge. They may, by pre-agreement, be left in a room unaccompanied but must not stray out of that room unless there is an emergency.
- Visitors can wait for the person they are visiting in their car in the Main Car Park or in Reception when it is staffed.
- Visitors' vehicles should be parked in the area adjacent to the Custodians' Lodge (apart from those exceptions previously mentioned).
- Special arrangements are made for disabled visitors to enable easy access to the appropriate parts of the School site. They are badged and accompanied in the normal way.
- On departure, all visitors must sign out and return their security pass.

AMBER: 06:30–08:15 and 17:30–20:30 on days when lessons are taking place

All controls are in place as at Red times, but parents/guardians can gain access to the grounds via the other gates. They are not given the gate codes, but gain entry by communicating via the intercom with the Custodians. If an appointment has been made to meet a member of staff, parents are asked to follow the visitor protocol detailed above in Red.

GREEN: Boarders' drop-off and pick-up times, sports matches with visiting schools, other large school events

Some other external gates may be open and staffed. All visitors are asked the reason for their visit, and if it is legitimate, entry is allowed. Wherever possible, the event organiser will produce a list of visitor names for the Custodians to disseminate to all who are staffing the external gates. It will not be necessary for visitors to wear badges or sign in.

GENERAL

Gate Codes: the pedestrian and vehicle gate codes are different from each other and are changed regularly. Parents will not be issued with these codes; pupils know the pedestrian code; employees and residents are given both.

Supervision of Visitors: if a member of the Wycombe Abbey community sees someone on site who is not badged, they should challenge the person, providing they feel safe doing so. In any event, the Custodians should be informed immediately by phoning **(+44) (0)7961 563749**.

CODE OF CONDUCT

As parents: Always ensure your daughter's Housemistress is informed when you are visiting the School. Your daughter letting her Housemistress know will be sufficient.

Give your written permission for your daughter to receive a visit from other family or friends. Her Housemistress will need to know the name of the person who is coming, his/her time of arrival and departure, where he/she will be whilst he/she is here and, if you are happy for them to go into High Wycombe together (only LV and above).

Ensure your daughter meets her visitor on arrival, signs them in on arrival, accompanies them at all times and signs them out on exit.

There are areas in each House where visitors can sit and have a cup of tea or coffee etc. Only parents may go to dormitories or study bedrooms. This is only at certain times and in line with house guidelines. Staff should be alerted and appropriate sensitivity shown towards other pupils' privacy. Male visitors should not go alone into dormitories or study bedrooms except by arrangement with House staff.

COMMUNICATIONS

In order to run an effective school community, strong communication between parents, guardians, your daughter and her Housemistress is key.



Please complete the relevant section regarding emergency and additional contacts on the Parent Portal.

CONTACT DETAILS

It is very important that you keep the School updated with any new contact details by emailing changeofdetails@wycombeabbey.com.

- This should include both parents' address/es, emails, mobile and landline numbers.
- Emergency/additional contact details in case we are not able to contact you.
- If you are going to be away from home for more than 24 hours in term time (especially where you may not be contacted easily by mobile or out of the country) it is important that this information is conveyed directly to the Housemistress and alternative contact details provided. Please note this should not be conveyed by pupils.

PARENT PORTAL

Wycombe Abbey uses 'Parent Portal', a secure web-based service, to keep you in touch with news and events and also to provide important information about your daughter's progress, reports and other routine matters.

The information which will be available to you, in due course, about the School and your daughter includes:

- Termly calendar, dates and times of Parent/Teacher Meetings, House Dinners/Parent Days
- A copy of your daughter's timetable
- Mid-term and end of term tracking grades and reports – dates are published for when each of these are released to the Parent Portal
- Regular news updates
- The Daily Bulletin which displays news, updates and the weekly menu
- Details relating to public examinations
- Beginning and end of term arrangements
- Chapel services
- Other helpful information

The Parent Portal is updated on a regular basis, so please ensure that you log in and check for current information during the term or for changes to weekend sporting fixtures etc.

Please note: only selected items are sent via hard copy. All other communication is by email and some will need a swift response or urgent attention.

MOBILE PHONES

The School recognises that most pupils will have a mobile phone but we ask that phones are used appropriately in order to promote harmonious relationships within school and appropriate balance in the lives of pupils.

We request that:

- Phones are not used in corridors, libraries and dining areas at lunch, and only in lessons when directed to by teachers
- U111 Boarders will be given a half hour slot daily to have access to their phone in Junior House. U111 Day Boarders may keep their mobile phones in their lockers
- L111 Boarders leave their mobile phones in the Boarding House during the school day
- L111-UV phones must be handed in to House staff by 21:30
- Pupils in L111 are asked not to make calls after 22:00
- Pupils have only one phone in School
- Pupils read and understand the Responsible Digital Device Use Policy and act accordingly when using their phones and all internet enabled devices

Please refer to the Online Safety Policy for further guidance: www.wycombeabbey.com/download/10031

EMAIL

We will seek to respond to all emails within a 48-hour time frame but it must be recognised that emails are not a form of instant communication. Both pupils and staff may be absent from their emails at times during the School day and week.

- Pupils are told their email address in the first few days of term
- All pupils have access to email and wi-fi across the site
- Staff can be contacted via email: surnameinitial@wycombeabbey.com
- We encourage pupils, staff and families to refrain from emailing between the hours of 22:00 and 06:30

COMPUTERS AND OTHER DEVICES

Computers: These are available for pupils to use in the Main School. LIV upwards will need their own laptop/tablet. If a Junior House pupil still wishes to bring a device, it has to be handed in to staff and use will be restricted.

Devices (LIV upwards): We highly recommend that your daughter is equipped with a Windows 10, touch-enabled device, with a keyboard and preferably pen/stylus input. 2 in 1 devices (those which can either be detached or folded to create a writing surface for pen/stylus input) are also recommended.

Examples of recommended devices include but are not restricted to:

- Microsoft Surface Laptop / Surface Book / Surface Pro
- Dell XPS 13
- HP Spectre 15 X360 / Pavilion X360
- Lenovo Yoga 530 / 740
- Asus ZenBook
- Apple MacBooks have traditionally been a popular choice but they currently do not offer full touch-screen or stylus support.
- iPads and other tablet devices are not recommended as a sole working device as productivity can be limited.

BRING YOUR OWN DEVICE (BYOD)

This allows pupils to use their personal laptop/tablet on the School's filtered network, providing access to the internet/ MyWycombe (our Intranet/VLE)/ Microsoft 365 and School shared-drives. The scheme will automatically check devices for anti-virus software and critical updates and, when an appropriate level of protection is confirmed, will allow access to the Internet.

SOFTWARE

The full versions of the complete suite of Microsoft Office products can be downloaded for free once your daughter is issued with her school email address. This will allow your daughter to install these applications on up to five separate devices. The licence for this software will be valid for all the time she is a pupil at Wycombe Abbey. Universities and colleges around the world will allow your daughter to renew this licence once she leaves Wycombe Abbey.

ICT SUPPORT

- Email support via our helpdesk system.
- Basic diagnostics: a 15-minute assessment of the laptop; additional work may be carried out depending on the resources available.
- Internet connectivity while on site.
- All equipment must be in English; we are unable to support other languages.
- Windows and Apple devices: both are accepted on the network providing they have up to date anti-virus software.
- We are currently unable to provide any hardware support.

ONLINE SAFETY

We teach pupils how to enjoy the advantages of the internet within safe boundaries. An E-safety Committee, made up of teachers, pupils and parents, meets regularly to consider our policies regarding the safe use of internet technologies and social networking sites.

SOCIAL NETWORKING SITES

We support the use of sites for LIV–UVI pupils and we are constantly educating them on the safe use of these facilities. The policy of these sites is that users should be 13 years old, therefore the E-safety Committee feels that Junior House should not be given access. Pupils are taught about Digital Safety and the good use of social networking in Junior House and then allowed access from LIV upwards. If your daughter is joining us in U111, please discourage her from setting up social networking sites.

RESOURCES

Here are some of the excellent resources available:

- Child Exploitation and Online Protection Centre (CEOP) - <https://www.ceop.gov.uk>
- UK Safer Internet Centre - <https://saferinternet.org.uk>
- NSPCC Online Safety <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>
- Terms of Service (simplified versions for popular websites and apps) - <https://tosdr.org>

TAKING, STORING AND USING IMAGES OF PUPILS

Please complete the relevant section on the Parent Portal.

- Parents who accept a place for their daughter are invited to agree to our use of images of their daughter as set out in our Terms and Conditions and Taking, Storing and Use of Images Policy and from time to time if a particular use of the pupil's image is requested. However, parents should be aware of the fact that certain uses of their daughter's images may be necessary or unavoidable, for example if they are included incidentally in CCTV or a photograph.
- We hope parents will feel able to support us in using pupil images to celebrate the achievements of pupils, sporting and academic; to promote the work of the school; and for important administrative purposes such as identification and security.
- Any parent who wishes to limit the use of images of a pupil for whom they are responsible should fill in the relevant section on the Parent Portal. We will respect the wishes of parents (and pupils themselves) wherever reasonably possible.



OVERSEAS PUPILS

We strive to develop all our pupils into global citizens for the future. We celebrate the cultures and traditions of our overseas pupils from 26 countries through school wide Global Opportunities initiatives or House based events.



VISAS AND PASSPORTS

- It is the parents' responsibility to ensure that their daughter has the right to reside and study in the UK and that passports and visas are up-to-date. These should be checked carefully each holiday and any changes must be communicated.
- Pupils should hand their passports and visas to the Housemistress for safe keeping. Similarly, we advise travel tickets etc. to be sent directly to the Housemistress.
- Should visas and passports change/expire you must let the School know immediately, especially if your daughter is a Tier 4 visa holder. Copies will be held on your daughter's record for immigration audit purposes.
- It is essential that we have notice in writing of all travel details and the precise address at which pupils will reside for the duration of the holidays and all Leaves.

GUARDIANS

Please complete the relevant section on the Parent Portal.

- Wycombe Abbey regards the role of Guardian as essential in providing support for those pupils at the School whose parents live or spend considerable time overseas. It is hoped that the Guardian and his/her family will establish a close personal relationship with your daughter.
- It is the responsibility of parents who live or spend considerable time overseas to appoint a suitable Guardian. ***It is essential that Guardians, as well as parents, understand the commitment required of the Guardian.***
- Guardians are welcome to attend School functions. Guardians will be sent a copy of the termly School Diary and information about dates and other communications.
- Ideally, the Guardian should be someone known to your daughter and her family, and could be a relative living in the UK. If this is not possible, there are agencies which provide introductions to potential Guardians.
- A Guardian helps with any emergency decisions and provides support for the pupil if the parents are not immediately available. It is, therefore, important that the Guardian is suited to such great responsibility and we recommend they should be over 25 years of age, should be resident in the UK during term time and live within a 50-mile radius of the School.
- A Guardian should also be fluent in English as well as the parents' first language.
- No pupil may remain in School during Leaves. A Guardian invites the pupil to stay at Short and Long Leaves if necessary. Pupils are sometimes invited to stay with friends for Leaves but parental permission is required; most overseas pupils return home for Long Leaves.
- Guardians are welcome to take your daughter out on an Open Weekend but must confirm arrangements with her Housemistress via email.
- If the pupil flies into the UK at a time when the School is not open (e.g. in the morning at the end of a Leave), the Guardian makes arrangements for the pupil to be met and cared for.
- Similarly, at the end of term or at Long Leave, Guardians must make arrangements for pupils to be picked up no more than five hours after the start of Leave, unless special arrangements have been made with the Housemistress. Pupils must be picked up no more than two hours after the start of Short Leave.

GUARDIANSHIP AGENCIES

We have included below, for your information and convenience, three agencies (AEGIS accredited) that we understand some parents have found helpful in the past. Other agencies are available but should be AEGIS accredited. Please note that we do not recommend agencies in any way and parents must satisfy themselves that any agency selected is appropriate for their requirements.

Alpha Plus Guardians
www.alphaplusguardians.co.uk
Alpha Plus Guardian Services
The Old Forge
Brimpsfield
Gloucestershire
GL4 8LD
Tel: (+44) (0)1865 428320
office@alphaplusguardians.co.uk

Gabbitas Educational Consultants
www.gabbitas.co.uk
4 Carlton Gardens
St James's
London
SW1Y 5AA
Tel: (+44) (0)20 7734 0161
guardian@gabbitas.com

Pippa's Guardians
5 Grosvenor House
127 Church Street
Malvern
WR14 2BA
Tel: (+44) (0)1684 252757
office@pippasguardians.co.uk

PACKING AND STORING PUPILS' BELONGINGS OVER THE SCHOOL HOLIDAYS

Please complete the relevant forms on the Parent Portal.

We offer a packing and storing professional external service, School Trunk. This service is optional for UK pupils but compulsory for overseas pupils. Pupils are not permitted to store anything in Houses over the main holidays.

Storage Allowance

- One Suitcase (airline approved only – no plastic bags)
- Three Large School Trunk Crates (rented to the pupils as part of the package)
- One School Trunk Duvet Bag (to be purchased @ £9.85 per bag)

The annual package cost of £168.00 (£56 per term) for School Trunk's service and any excess charges e.g. the purchase of a duvet bag and/or additional storage charges (£21.80 per additional item) will be added to the School bill.

School Trunk Crate: All pupils will be required to pack their belongings into School Trunk Crates, which will be rented to the pupils as part of the annual package. This is a strong, reusable, collapsible storage option with built-in safety features, which help to minimise risks and the specific size has been carefully selected to limit the weight it will carry +/- 25kg per crate.

School Duvet Bags: These duvet bags must be used by all pupils wishing to store a duvet and pillow for the holidays. The reusable bags can be ordered through the House teams.

Storage: The storage of all the pupils' belongings will be contracted to School Trunk. They will be responsible for collecting pupils' belongings from their rooms and returning them directly to their new rooms at the beginning of term.

Uniform Gold Care Service: School Trunk is also able to offer a uniform service where they will unpack, sort the uniform and report back directly to you against the School's requirements. They will also clean, mend and name tape up to 40 items as required, delivering them back for the start of term. This service is available as an add-on to families for £95 per term or £215 for three terms: www.schooltrunk.org. This service is billed directly with School Trunk.



CO-CURRICULAR

Wycombe Abbey offers a wealth of choice in co-curricular activities and, whether your daughter's interests lie in sport, music, art, dance, speech and drama, environmental issues, politics, debating or engineering, she will have the opportunity to pursue current interests in addition to developing new skills.



OVERVIEW

Whilst we are keen that pupils take full advantage of all that is on offer here, we recommend that you and your daughter exercise caution in the number of 'Paid Extras' she attends and discuss the options with her. Taking on a large number of Paid Extras will mean that she may be unable to be involved in sports team practices, music groups or drama productions.

- In a pupil's first few terms in particular it is important that the pupils have time to socialise and develop friendships.
- We do not want your daughter to take on so many Paid Extras that she becomes too busy to enjoy herself or indeed, to do her work. New pupils, in particular, may find life stressful if they take on too many Paid Extras in the first year of boarding.
- We do not take pupils out of academic lessons for Paid Extras so these are fitted into free periods in her timetable, which would otherwise be used for private study, reading and completing homework/prep.

- In our experience it is better to take up a Paid Extra later on when your daughter has a better idea of how well she is managing her time and coping with the free activities/training sessions on offer.
- In addition, some co-curricular activities and Paid Extras are timetabled in the evening and this may be up to a two/three hour commitment (horseriding/polo/golf), in which case pupils may not return to House until bedtime. Please take this into consideration when choosing any of these activities.
- When Paid Extras are missed due to other School commitments, every effort will be made to reschedule, however charges will still occur if this is not possible.

Please be aware that the School requires a full term's notice in writing from parents if your daughter wishes to discontinue any Paid Extra. Discontinuations always coincide with the end of a term and it is not possible to give notice at Long Leave to discontinue lessons at the next Long Leave. To discontinue tuition, please email extras@wycombeabbey.com.





PHYSICAL EDUCATION

Please complete the relevant section on the Parent Portal. Associated charges are provided in the Fees and Finance pages of this Welcome Guide and venue details can be found on the sign up forms.

Curriculum: A diverse Physical Education and Games programme forms part of the timetable for all pupils.

Participation: Pupils in every year group have the opportunity to be involved in training squads, fixtures and recreational clubs for a large number of sports.

Training squads: Lacrosse, Netball, Hockey, Swimming, Athletics, Football, Squash, Tennis, Fencing, Gymnastics, Badminton and Cricket. These take place in the morning, during the day, in the evenings and on Saturdays.

Recreational clubs: these are also offered for Badminton, Basketball, Climbing and Dance.

Paid Extras: specialised coaching is provided for all levels of experience and incurs a charge. These include Trampoline, Rowing, Polo, Riding, Golf, Kickboxing, Karate and Pilates, along with individual, paired or group coaching in Tennis, Squash, Ballet, Pointe, Modern, Tap, Fencing and Athletics. Some of these activities take place off-site with time commitments and transport costs. Any comments on your daughter's sporting/dance experience may assist the appropriate timetabling of lessons.

Dance: a vibrant department offers private and group lessons where pupils can work towards the RAD and ISTD syllabi to vocational level. We offer onsite examination days in Ballet, Tap and Modern and run numerous dance companies including Junior and Senior Ballet, Pointe, Senior and Junior Modern, Advanced Dance, Idance, Junior Dance Club and choreography competitions for both solo and groups. All these companies work towards an annual dance show, 'Highlights'.

The Aspiring Athlete Support Programme: this initiative involves workshops, training sessions and a support network in a range of conditioning, nutritional and training concepts to encourage pupils who aspire to reach a high level in their chosen sport.

Lacrosse Summer Camp: PE Teacher and England Lacrosse player Miss Ruby Smith will be running SportStart for UIII–UIV pupils. This will take place on Wednesday 26 and Thursday 27 August from 10:00 to 16:00 and will cost £85. SportStart is designed to increase your daughter's skills and confidence in our most popular winter sport and will give her the opportunity to make new friends. Please complete the relevant section on the Parent Portal if you would like to sign your daughter up for this camp.

MUSIC

Please complete the relevant sections on the Parent Portal. Associated charges are provided in the Fees and Finance pages of this Welcome Guide and time commitments are listed on the sign up forms.

Academic: Music is offered at iGCSE and A-level and is also on the UIII–UIV timetabled curriculum.

Tuition: our 40 full-time and visiting music teachers offer individual tuition (Paid Extra) on all instruments and voice. Parents and pupils must take into account that, in order for progress to be made, a robust routine of weekly private practice between lessons is expected. The duration of practice sessions will vary depending upon the level at which a pupil is working, but we recommend five practice sessions per week for pupils learning one instrument/singing; and four per discipline for those learning two.

New Instrument: We recommend that any pupil entering the School in UIII–LV and planning to take up a new instrument should wait until the Spring Term before starting lessons.

Individual lessons: these take place on Monday–Friday throughout the day and into the evening. No pupil misses an academic lesson to attend her instrumental or singing lessons as these are scheduled during free periods or prep slots. In order for the Director of Music to assign pupils to the most appropriate teacher, please provide detailed information about your daughter's prior experience and interests when completing the relevant section on the Parent Portal.

Double lessons: Pupils working at an advanced level may wish to have double lessons, or two lessons per week subject to timetabling. Please indicate this when completing the Parent Portal form.

Co-Curricular: there is a rich and varied programme of orchestras, choirs, bands and chamber ensembles (sign up is at the start of term and there is no charge for participation). Instrumentalists and singers are expected to take part in ensembles appropriate to their level. This inspires practice, supports progress, and provides opportunities for pupils to take part in enriching activities such as concerts, competitions and international tours.

Orchestras: (sign up at the start of term):

- Sinfonia – for orchestral instrumentalists in all year groups, approx. Grade 4–7.

- Symphony Orchestra – for orchestral instrumentalists in all year groups, approx. Grade 7–8+.
- Chamber Orchestra – for string players in all year groups, Grade 8+.

Bands: (sign up at the start of term)

- Junior Concert Band – for woodwind and brass players plus rhythm section, approx. Grade 3–5 and principally UIII–UIV.
- Concert Band – for woodwind and brass players plus rhythm section, approx. Grade 5+ and principally Fifth Form.
- Jazz Ensemble – for advanced woodwind and brass players plus rhythm section, by invitation.

Choirs: (sign up at the start of term)

- UIII Singing – all UIII sing together for one period per week.
- Chancel Choir (Junior Chapel Choir) – for UIII and UIV; singing lessons are not essential and instrumentalists are strongly encouraged to sing in Chancel Choir, as are all those who aspire to join Chapel Choir in later years.
- Chapel Choir – for LV–UVI, by audition; singing lessons are not essential and older instrumentalists are strongly encouraged to sing in Chapel Choir or Choral Group.
- Holst Singers (Chamber Choir) – for advanced members of Chapel Choir, by invitation.
- Choral Group (joint with Eton College Music Society) – for LV (sometimes UIV) –UVI.
- Phire (pupil-led) – Gospel Choir, open to all by audition.
- A Capella Society (pupil-led) – Glee Choir, open to all by audition.

Chamber Ensembles: (sign up at the start of term)

- A diverse range of chamber ensembles is formed each year – these include: string quartets, piano trios, woodwind trios/quartets, flute ensembles, brass group.
- Chamber Ensembles perform at concerts throughout the year, as well as in Chapel, and the best groups compete in the South East Schools' Chamber Music Festival which Wycombe Abbey runs jointly with Harrow and North London Collegiate School.

Rock Bands: (sign up at the start of term) We have a thriving rock scene with several bands rehearsing and performing regularly; we run termly Rock Soc gigs with Harrow and Eton, put on our own outdoor rock festival in the Summer Term, and take part in the Buckinghamshire Battle of the Bands competition.



Music Exams: Pupils may work towards the exams of the Associated Board of the Royal School of Music (or Rock School and, very occasionally, Trinity Guildhall, whose exams take place outside school), or may work towards other, non-examined goals. The chosen approach must be supported by both pupil and parents, and must be supported by an appropriate level of private practice.

Grade 5 Theory of Music: to enter for a Grade 6+ practical music exam with the ABRSM, pupils must have passed the Grade 5 Theory of Music exam. Tuition, in small groups, is available with pupils commonly sitting the exam in the third term of study. Lessons take place weekly and prep is set every week. Prior knowledge of approximately Grade 3 level is assumed. If pupils lack this foundation, it is recommended that they work through Grades 1–3 books independently.

SPEECH AND DRAMA

Please complete the relevant sections on the Parent Portal. Associated charges are provided in the Fees and Finance pages of this Welcome Guide and time commitments are listed on the sign up forms.

11+

LAMDA: Pupils can opt to take Speech and Drama lessons (Paid Extra) at the end of the Spring Term in UIII. These lessons

will start at the beginning of LIV and will be conducted in small groups. In LIV and UIV pupils will be working towards Grade 3 and Grade 4 examinations.

Curriculum: All pupils are involved in one double period of curriculum Drama per week and, in the UIII, also have one double period of 'Performing Arts' each week.

Plays: In UIII all pupils will take part in an UIII production, and in LIV pupils can audition to take part in the school musical or the summer production (these take place on a bi-annual cycle). We aim to ensure all pupils have the opportunity to take part in at least one large-scale production per year.

Drama Society: Pupils can sign up to be part of Drama Society which runs a selection of activities at least once a half term.

13+

LAMDA: Pupils can have Grade 4 LAMDA Speech & Drama lessons (Paid Extra) as part of a group in UIV. In the Spring Term of UIV they need to re-affirm their interest or can apply to begin lessons in LV as soloists or duos at Grade 5. Pupils can opt to work towards Acting, Public Speaking, Verse and Prose, Musical Theatre or Shakespeare exams in LV and above.

Plays: Pupils in UIV / LV can choose to take part in the summer production, the school play, the upper school play, the drama society play and in the creative project which all occur on a

bi-annual rotation. All pupils will be given the opportunity to be involved in at least one large-scale production every year.

Drama Society: Pupils can sign up to be part of Drama Society which runs a selection of activities at least once a half term.

Shakespeare Schools Festival: LV pupils participate and compete in this national festival of school Shakespeare productions.

16+

LAMDA: Pupils can opt to take Grade 7 LAMDA Speech & Drama lessons (Paid Extra) as a soloist or duo (dependent on

experience). This will automatically carry through to UVI unless notice of discontinuation is received. Pupils can opt to take exams in Acting, Public Speaking, Verse and Prose, Musical Theatre or Shakespeare.

School Plays: Pupils can audition to take part in the upper school play, the school musical, the drama society play and the creative project which all happen on a bi-annual rotation.

Drama Society: Pupils can sign up to be part of Drama Society which runs a selection of activities at least once a half term. Pupils can also apply to write or direct a 'Drama Society Production' which takes place at the start of the Autumn Term.

Societies and Clubs: (this list may be subject to change)

On the first Sunday of the Autumn Term, your daughter will attend a Societies Fair where she can find out more about the groups listed below and register her interest.

Levels of commitment vary from weekly to half termly.

A Capella Society
African Society
Amnesty International
Animal Welfare Society
Architecture Society
Art Society
Bee Society
Caledonian Society
CathSoc
Chess Club
Classics Society
Computing Society
3D Print Society
Debating Society
Drama Society
Economics Society
Engineering Society
Enterprise Society
FI in Schools Society
Fisher Society (Junior Bible Study)
Geography Society
Green Power Car
History Society
History of Art Society
Identity Society
Islamic Society
Junior Classics Society

Junior History Society
Junior Politics Society
Law Society
Literary Society
Mathematical Society
Medical Society
Model United Nations
Modern Linguists Society
Music Society
Newspaper, 'The Publication'
Oriental Society
Philosophy Society
Phire (Gospel Choir)
Photosoc
Politics Society
Public Speaking Society
Psychology Society
Rock Society
Sanskriti Society
Science Society
SOLA Virtual Exchange (Afghanistan School partnership)
Sustainability Society
The Thinkery (Philosophical debate)
Tycoon Enterprise Competition
Wine Society
World News Club
Wyconomist (Economics)

FEES AND FINANCE

At the time of publication, fees for the academic year 2020/2021 are currently under review. Revised fees will be published at the beginning of the Summer Term 2020 together with further information on the insurance schemes available and payment options.



FEES

These are the standard fees for the academic year beginning September 2019. Fees are charged in advance.

2019-2020	£ per Term
Boarders	13,450
Day Boarders	10,090

At the time of going to print, and in light of the current Covid-19 pandemic, Council is waiting to determine the fees for the academic year 2020- 2021. These will be communicated to you as soon as possible.

Council hopes to maintain the fees at the same level throughout the year but reserves the right to vary the fees to meet unexpected circumstances.

INSURANCES

Parents should check the relevant policy leaflets carefully for precise details as to the cover provided. The leaflets are published on the Parent Portal.

Personal Accident (incorporating dental) insurance is included within the termly fees and all pupils are automatically covered.

The School offers the following insurances which are optional:

School Fees Refund Scheme	1.05% of fees
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School fees will be refunded for absences from school of at least eight consecutive days or more due to illness or injury following an accident for Boarders, five consecutive days for Day Boarders.

Pupils' Personal Effects Scheme

Total sum insured £5,000, single item limit £2,000	£8.57 per term
Total sum insured £7,500, single item limit £2,500	£12.60 per term

(Both schemes have a limit on watches and individual items of jewellery of £500. The claims excess for both schemes for each and every loss is £25.) Please note that these are the insurance charges for the academic year beginning September 2019.

AXA PPP Healthcare Pupils' Medical Insurance Scheme	£99 per term
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CO-CURRICULAR ACTIVITIES (PAID EXTRAS)

Charges for co-curricular activities (Paid Extras) will be in arrears.

Permission will not be sought for recharged costs which are under £30. Competition and examination costs will be charged in addition when relevant.

The School requires a full term's notice in writing from parents if your daughter wishes to discontinue any Paid Extra.

Discontinuations always coincide with the end of a term and it is not possible to give notice at Long Leave to discontinue lessons at the next Long Leave. To discontinue tuition, please email extras@wycombeabbey.com.

PHYSICAL EDUCATION

Please note that a minimum number of five pupils is required for an activity to run.

Athletics

Additional athletics coaching is available throughout the year. Training takes place on site or at the Little Marlow running track. The charge per session is £7.75. Transport costs for training at Marlow will be additional.

Ballet and Pointe Lessons (Grade 3-8 RAD)

	Autumn 2019	Spring 2020	Summer 2020
Group of seven+	£142.20	£106.65	£106.65
Group of three to six	£184.20	£138.15	£138.15
Pair	£244.80	£183.60	£183.60
Individual	£420.00	£315.00	£315.00

* There will be an extra charge for piano accompaniment.

Tap Dancing and Modern Dance

If group lessons cannot be accommodated, pair / individual lessons may be provided, at an additional cost.

	Autumn 2019	Spring 2020	Summer 2020
Group	£169.80	£127.35	£127.35

Fencing Lessons

The School supplies some of the equipment needed, however it is recommended pupils purchase their own clothing after an initial trial period. If your daughter wishes to take Fencing Lessons, investment in some personal protective equipment will be required.

	Autumn 2019	Spring 2020	Summer 2020
Pair	£207	£155	£155
Individual	£352	£270	£270

Golf Lessons

Golf tuition is provided at a local course in small groups. The charge per lesson, including the cost of transport, is £36.

Horse Riding

The School offers weekly riding lessons at stables in the evening:

- **Widmer Equestrian** (one hour lesson)

The charge per lesson, including transport, is £55.

If your daughter is competing, she will need to register with the National Schools Equestrian Association (NSEA).

Karate

	Autumn 2019	Spring 2020	Summer 2020
Group	£130.80	£98.10	£98.10

Kickboxing

	Autumn 2019	Spring 2020	Summer 2020
Group	£96.00	£72.00	£72.00

Pilates

	Autumn 2019	Spring 2020	Summer 2020
Group	£153.60	£128.00	£89.60

Polo

Pupils can have polo lessons at a cost of £72.50 per session which includes transport. If your daughter is competing, there will be additional costs of membership of the Schools & Universities Polo Association, chukkas and transport.

Rowing

Pupils can receive expert coaching at Dorney Lake, Eton. The charge of £46.50 for the two-hour session includes the cost of transport. Rowing lessons for U11 pupils are all land-based, free of charge and take place during the week at school on ergometers.

Squash

The charges per lesson are:

2019 - 2020	
Pair	£19.55
Individual	£33.70

Tennis

Extra Tennis Coaching is provided by Living Tennis and the charges will be added to the end of term bill. The charges per lesson are:

2019 - 2020	
Group of up to eight (minimum 3)	£11.20
Pair	£19.55
Individual	£33.70

For pupils wishing to develop their tennis training further, living Tennis offers Advanced Academy training. This is by invitation only.

Trampolining

	Autumn 2019	Spring 2020	Summer 2020
Group	£153.60	£102.40	£102.40

MUSIC

- All instrumental and singing tuition is charged at £36.00 per 35 minute lesson. Generally, up to 12 lessons are offered in the Autumn Term, and up to nine lessons in the Spring and Summer Terms.
- Theory lessons are offered in small groups at a charge of £12.00 per lesson. Aural lessons are offered at a charge of £7.60 per lesson.
- Instruments can be hired, either from the School (if available) at a charge of £75–120 per term or from a specialist supplier. The cost will depend on the instrument. Music pieces and repairs to instruments will be added to the end of term bill at cost.



SPEECH AND DRAMA

Pupils in LIV and UIV are taught in groups of between four and six. Thereafter, pupils can be taught in pairs or individually, whichever they prefer.

	Autumn 2019	Spring 2020	Summer 2020
Groups of four to six	£147.00	£110.25	£110.25
Pair	£252.00	£189.00	£189.00
Individual	£432.00	£324.00	£324.00

OTHER PAID EXTRAS

- Learning Enhancement and Additional Academic Support**
 Pupils who have been referred to the learning enhancement department, or who require additional academic support will be given specialised help. The charge is £42.30 per lesson. If it is recommended, after consultation with teachers and parents, that a pupil is tested for specific learning difficulties and if this testing takes place in School then an additional charge will be made. Details of these charges can be obtained from the Head of Learning Enhancement.
- Modern Language Courses**
 Pupils can study additional modern languages (Arabic, Italian and Russian) or receive additional tuition in French, Spanish, German or Chinese if required. The charge per lesson is £41.10.
- Overnight Accommodation for Day Boarders**
 Day Boarders can occasionally stay overnight if a need arises, for instance special events in House or if they are on a school trip which either departs very early in the morning or returns to school very late in the evening. The charge for an overnight stay is £49.00.
- Packing and storing of pupils' belongings over the School holidays**

Please complete the relevant section on the Parent Portal.

The School does not store pupils' belongings during the school holidays but offers a professional external storage service through School Trunk. This service is compulsory for overseas pupils and optional for UK based pupils. Pupils can store the following with School Trunk at an annual cost of £168.00.

- One suitcase
- Three large School Trunk crates (rented as part of the package)
- One School Trunk Duvet bag (to be purchased at a cost of £9.85)
- Storage of additional items will be charged at £21.80 per item

School Trunk also offers a Uniform Gold Care Service where they will clean, mend and nametape uniform as required. The cost for this service is £95 per term or £215 for three terms. Parents wishing to use this service need to order it directly online at www.schooltrunk.org.

Paying the School Fees by Direct Debit

Full information on fees for 2020/21 together with a direct debit form will be sent to you in the Summer Term. Please do not hesitate to contact Mrs Louise Prosser in the Bursary (fees@wycombeabbey.com / (+44) (0)1494 895 538) if you have any queries.

The School requires School fees to be collected by direct debit. There are two ways in which payment can be made:

- Monthly direct debit payments
- Termly direct debit payments

If you live overseas and do not have a bank account in the United Kingdom or if fees are administered by a trust or employer, please contact Mrs Prosser (details above) to discuss alternative payment arrangements.

Monthly Payments

For the scheme to comply with Consumer Credit Licence regulations, the payment of fees by direct debit must be made before the start of term. The School would, therefore, need to start the payment scheme in the July before the start of the new academic year.

We will advise parents by email of the schedule of payments for the academic year. The fees and insurance premiums will be collected over 12 months, from July to June, with the charges for trips and Paid Extras etc. from the previous term being collected on the first day of each term.

Termly Payments

The balance on the fee invoice will be taken from your bank account on the first day of each term.

ParentPay

The Courtyard gives pupils and staff the opportunity to enjoy a coffee shop atmosphere within the grounds of the School. Pupils pay for their drinks and snacks using the biometric system which will be linked to ParentPay.

ParentPay offers parents the freedom to make payments whenever required, and the technology used is of the highest internet security available. Parents will have a secure online account, activated using a unique username and password. If parents have more than one daughter at Wycombe Abbey, or daughters at another ParentPay school, one single account login

can be used for all daughters regardless of which school they attend. Making a payment is straightforward and ParentPay holds a payment history to view at a later date; no card details are stored in any part of the system. The School will send you details on how to activate your ParentPay account.

If you do not wish to set up a ParentPay account, The Courtyard accepts payment by card.

For further information on ParentPay please visit www.parentpay.com.

BIOMETRICS

Please complete the relevant section on the Parent Portal.

We are committed to using pupil and staff recognition systems using biometrics. This technology allows us to run a cashless catering system at The Courtyard, adopt follow-me printing using centralised School Printers and improve access, control and security to buildings around the site.

We will comply at all times with the Data Protection Act (2018) and with the provisions of the Protection of Freedoms Act (2012) regarding the use of biometric data.

Background to the use of biometrics

Biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shape. As part of our identity management systems, we will record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and will only be used by us to confirm who is using a range of services. In the future we may use other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data, storing the least amount of information possible.

The data that is held cannot be used by any other agency for any other purpose.

We will not use the biometric information for any purpose other than that stated. We will store the biometric information collected securely in compliance with the Data Protection Act (2018) and General Data Protection Regulations. The School will not share this information with anyone else and will not unlawfully disclose it to any other person. Please see our Privacy Notices for further information.



Current Legislation – The Protection of Freedoms Act 2012

This legislation requires schools to:

- Inform parents, pupils and staff about the use of the biometric systems in the School and explain what applications use biometrics.
- Receive written permission from at least one parent for all pupils under the age of 18 where we process biometric information.
- Allow pupils and staff to choose a reasonable alternative way of being identified if they wish.

If parents do not wish their daughter to use the biometric system, or their daughter chooses to use an alternative form of identification, we will provide reasonable alternative arrangements that allow them to access current and future services.

Pupil use of biometric systems

In order for pupils to use the biometric system, one parent or guardian will need to complete the consent form on the parent portal. We will also offer an opportunity to opt out for those pupils who, upon consideration, would prefer to use alternative forms of identification. If parents or pupils would like more information, please contact the Bursar: (bursar@wycombeabbey.com).

Withdrawal of consent

Parents and pupils may withdraw this consent at any time in writing.

Leavers

Once pupils cease to use the biometric recognition system, their biometric information will be securely and permanently deleted by the School.

Should you agree to the processing of your daughter's biometric information, it is important that you complete the consent form attached to the Parent Portal.



MISCELLANEOUS

And finally...some housekeeping!



BIRTHDAYS

Naturally pupils wish to celebrate their own and their friends' birthdays. These are the guidelines:

- Each pupil should be able to enjoy her birthday in a way which suits her needs.
- Competition should not develop so that celebrations become unnecessarily elaborate and costly.
- Friends should not feel obliged to give excessive time to parties at the expense of their other commitments.
- For pupils in **LIV upwards** we request that birthdays are celebrated according to the following guidelines:
 - A pupil may go out on her own for a quiet supper with her parents and / or also have a small party in School.
 - If she goes out to supper with her parents and takes friends (just two or three), she does not have another party in School.
 - Any party in School should have a maximum of 15 pupils. We would recommend keeping such a party to the level of a pizza etc. and it should be for a maximum of two hours.
 - If the party includes pizzas etc., then the food must be paid for by the parents of the birthday pupil (i.e. not charged to the guests).
 - If a party is held mid-week then work and other commitments must be taken into consideration.
 - Our recommendation is for pupils to have just a cake or cupcakes, with, perhaps, crisps and soft drinks.

TUCK

- Pupils are allowed sweets, crisps and limited other non-perishable tuck.
- Pupils are also allowed birthday cake, which can be ordered through School.
- Tuck can be purchased from the School Shop.

POCKET MONEY

For pupils entering **UIII–LV**, about £100 a term is suggested to cover small expenses, subscriptions, charity contributions and an occasional outing.

Pupils should not keep a large amount of cash in School; we would recommend that they have no more than £50 in cash at any given time and no £50 notes.

We suggest you discuss with your daughter her likely expenditure requirements – which may include trips, birthdays or travel to Open Days and other Higher Education events.

For Junior House pupils, pocket money is kept in a House bank and given out to pupils as necessary.

If they do not have a debit card, pupils in LIV upwards can make use of the Bursar's slip system; parents set a termly limit by completing the box on the 'Permissions Form' (sent annually, electronically in the Summer holidays) and when a pupil needs some money for shopping, she collects a signed slip from her Housemistress for the amount needed and takes it to the Bursary where they will give her the cash. The amount will then be added to the end of term bill. This is a much simpler and safer system than keeping cash in dorms.

We seek to give pupils good training in managing their finances before going on to university or embarking on a gap year. It is, therefore, school policy that all **Sixth Form** pupils have a bank account from which to draw any money they need. Having a bank account is easy to manage as we are so close to the town.

It has become much easier to transfer money world-wide. Overseas pupils can open a UK bank account with a letter from School. However, should it prove difficult to run a bank account for a pupil living overseas, we will be happy to make an individual arrangement with the Bursary. Please talk to your daughter's Housemistress if you foresee a problem.

The House staff provide a range of essential items, including tights, hairbands and toiletries etc. which will be charged to your account.

Please let your daughter's Housemistress know the limit you wish to put on this expenditure.

ADDITIONAL EXPENDITURE

Please let your daughter's Housemistress know if you wish to keep a particularly close eye on additional expenditure.

Pupils will occasionally have educational visits arranged, the cost of which will be added to the bill at the end of term. You will be emailed regarding any educational trip costing more than £30.

Generally at the end of each term, most Houses have some form of House celebration which may involve an outing; this is a popular source of fun and is good for House spirit. Twice a year these are comparatively inexpensive, usually costing around £20 per pupil or less. Most Houses have one more expensive trip, e.g. to the theatre, about which you will be forewarned. Such costs are added to your bill. Please let your daughter's Housemistress know if you are unhappy about this.

Christmas Presents: Pupils are discouraged from overspending on presents for their friends. They normally set up a 'Secret Santa' so that each pupil receives just one present and buys just one present, generally spending no more than £10. If you have any concerns, please talk to your daughter's Housemistress.

LIFTS

Please complete the relevant section on the Parent Portal

From time to time, it may be necessary for pupils to be driven by members of staff. The School Occasional Business Use insurance policy operates in these circumstances. Examples of situations where this facility may be convenient are:

- If your daughter needs a lift to the hospital or dentist.
- If your daughter needs to pick something up.
- If your daughter needs a lift to a venue for a School event.

HOUSEMISTRESSES' DAYS OFF

Each Housemistress has a specified day off each week as well as some time off at the weekend. This is set out in the School Diary.

When the Housemistress is off duty, cover will be provided by the Assistant Housemistress and a team of House staff. All Housemistresses have email and voicemail, however please do not leave urgent messages as she will not be available to respond; the email addresses of Assistant Housemistresses can also be found in the School Diary as well as the House phone number.

DELIVERIES

Letters and parcels can be delivered to the School. Please address all post with the pupil's full name, boarding house and the full School address: Wycombe Abbey, Abbey Way, High Wycombe, Buckinghamshire HP11 1PE.

We ask pupils and parents to limit the extent to which new purchases are sent to the School to ensure that pupils' belongings remain within limits appropriate to the available storage.

If you send a parcel or letter to your daughter by standard Royal Mail post, Recorded Delivery or Special Delivery it will be delivered to her boarding House. She will be notified of post delivered by courier and will be contacted to collect it from the Custodians' Lodge.

GIFT POLICY

We are extremely grateful to our parent body for their generosity in supporting the School and for the plaudits they give to staff, not to mention the small tokens of appreciation they sometimes offer them at certain times of the year. Gifts are not expected but when they are given, in keeping with most organisations, we require that all gifts or equivalent hospitality be entered in a register and approved by the Headmistress or Chairman of Governors. The terms of our gift policy state that no member of staff should accept a gift or gifts totalling in excess of £250 from any one family in any one year, not only because of the connotation which can attach to generosity above this level but also because it has tax consequences for the recipient.

SENIORS

When Wycombe Abbey pupils leave they are invited to become 'Seniors' and over 3,000 currently enjoy close links with the School.

As a pioneer of women's education, Dame Frances Dove began the Seniors' network to provide an advantageous resource for Wycombe Abbey pupils for their whole lives. The Seniors' community is a dynamic network of successful and diverse women, spread across the globe, who help and support each other long after they leave School.

This network can be valuable for pupils while still at School or throughout their careers as they pursue varied paths and join a formidable group.

The School organises several Seniors' activities, including annual reunions: Seniors' Day; a Carol Service and a lacrosse match at the School.

Numerous regional and international gatherings organised by Seniors and supported by the Seniors' Office take place throughout the year.

The Seniors' Office coordinates publication of the Seniors' Supplement, an annual review featuring articles about events, reunions, Seniors' news and updates and a Directory showcasing Seniors' business interests. In addition, e-newsletter updates are emailed periodically.

The Seniors' Office works closely with the Careers Department to connect pupils and recent leavers with Seniors from different professions, willing to offer their time and expertise in mentoring or work experience programmes. They also organise Careers events with Seniors for pupils and Seniors who are interested in a particular field.

Notable Seniors include: Dame Rosalind Savil, CBE – Director of the Wallace Collection, Curator at the V&A; The Right Hon Sue Carr – High Court Judge, Member of Queen's Counsel; Baroness Elizabeth Butler-Sloss, GBE – High Court Judge, first female Lord Justice of Appeal; Professor Sarah Springman, CBE, OBE – President of International Triathlon Union, President of British Triathlon, 1990 Commonwealth Games, fellow of the Royal Academy of Engineering; Nikki Emerson – 2012 Paralympics; Cecilia Bailey – Opera singer.



COMMUNITY RULES

Wycombe Abbey is a happy, thriving community where pupils adhere to high standards of behaviour and show respect for one another and their environment. Wycombe Abbey aims to help every pupil to learn to take responsibility for her own actions and to recognise the importance of certain rules designed to protect both the individual and the community.



The following community rules exist to give clarity to our expectations. We know and trust that pupils understand that they are expected to follow the spirit of these rules. The Boarding Principles apply to all age groups and at all times when the pupil is at School, representing the School or wearing School uniform, travelling to and from School or associated with the School at any time.

At the heart of boarding life is learning to show respect for the individual and the community. All pupils should demonstrate consideration for the health, safety and emotional and physical well-being of everyone within the community and due regard to the rights of others and their property. Where a pupil falls below this standard the School looks to investigate and respond in an efficient, sensitive and appropriate manner.

As a school we wish to encourage positive behaviour and self-discipline. Our aim is to reward effort as well as achievement and to promote good behaviour. To this end every department has a reward system, and the School has a commendation system. Good news and achievements are read out in School Meetings and Mark Readings as well as in House Order whilst teachers, staff and Houses encourage good behaviour through praise and positive feedback. Departments, Houses and co-curricular all have a responsibility to maintain positive relations within the School and ensure an orderly and constructive environment exists for all and where necessary staff have clear guidance on appropriate sanctions to support this aim.

Behaviour within our community should enable the Headmistress to carry out her responsibilities and to ensure, as far as possible, that every pupil is able to benefit from and make her full contribution to the life of the School. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. Pupils are encouraged to take responsibility for their own learning and to make the most of the wide ranging learning opportunities made available. Both inside the classroom and beyond we aim to teach trust, encouragement and mutual respect for everyone. We believe this will encourage the positive contribution that an individual can make to the life of a school or any other community and we encourage constructive suggestions from all members of the community. We develop qualities of team-work and leadership through our extensive programme of co-curricular activities and also through life in our boarding community. Pupils are aware of the importance of working with their teachers and School staff to best ensure their future success and the importance of honest academic practice and working to the best of their abilities.

Pupils are aware that we expect them to be ready to learn and to participate in School activities and that they should be proud of the high standards that are set for them. The School aims to set out clear guidance of our expectations of pupils on issues such as standards of dress, boarding routines, punctuality and behaviour in Chapel. Pupils are aware that these must be adhered to and understand why sanctions may be imposed for inconsiderate behaviour. Every pupil has various members of staff whom they can turn to for guidance and to seek clarity if needed.

We are fortunate to occupy a beautiful site and some splendid buildings and our community rules extend to each aspect of life at Wycombe Abbey. We expect everyone to take due care of our environment, demonstrating to it the respect that it deserves and to use common sense in behaving safely and appropriately in relation to the pupils' surroundings. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

In abiding by the community rules it is inherent on all pupils and staff to recognise that everyone has a right to feel secure and to be treated with respect at Wycombe Abbey, particularly the vulnerable. Harassment and bullying will not be tolerated. Our approach to bullying is set out in our anti-bullying strategy and the School remains strongly committed to protecting each member of the community and promoting equal opportunities for all.

The School recognises that occasionally people will transgress the boundaries of accepted behaviour and will need reminding about the high expectations of the School. Appropriate sanctions are set out as a guide to help support staff in creating a culture of outstanding behaviour. We aim to apply sanctions fairly, in accordance with the procedures of natural justice, and, where appropriate, after due investigative action has taken place. Sanctions, some of which incur a permanent disciplinary record, include expulsion, requirement to leave, suspension, rustication, detention and 'gating', withdrawal of privileges, confiscation of property that is being used inappropriately or without consideration, target/uniform/report cards, reporting in at specified times, assistance with domestic tasks (such as collecting litter), or withdrawal from a lesson, School trip or team event. Disciplinary measures should be seen by everyone as a deterrent and above all it should be clear that any sanctions are applied fairly, consistently and are appropriate to the seriousness of the offence, therefore there is a clear scale of sanctions and a staged process of progressing through them. Any pupil who finds herself in the company of others breaking School rules may find herself sanctioned unless she makes it clear that she is not complicit by either attempting to prevent the misdemeanour from taking place or disassociating herself clearly from it.

TO ENSURE THE SMOOTH RUNNING OF THE COMMUNITY, ALL PUPILS ARE REMINDED:

- To respect other pupils' right to feel safe and secure. To engage and communicate only in an appropriate and genteel manner.
- To respect other pupils' need for privacy and personal space and to respect their rights to security of belongings and property.
- To respect other pupils' need for sleep by not using mobile devices, laptops or by talking after 'lights out'.
- To respect the property and environment of the school using all equipment in an appropriate and safe manner.
- To behave in a manner that befits their age (inc. but not limited to age restrictions on films, following boarding house routines).
- To discuss with a Housemistress before engaging in recreational activities that could be considered dangerous such as the use of skateboards, roller-blades, scooters or similar whilst on the School site (helmets should be worn).
- To abide by the ICT Responsible User policy and exercise all due caution in the use of digital technology.
- To ensure that they follow School guidance on the availability and consumption of alcohol.
- To understand that smoking and the use of electronic cigarettes or their equivalent are not permitted on School grounds.
- Not to drive a motor vehicle in the School grounds unless accompanied by a driving instructor.
- Not to accept lifts from anyone they do not know nor be driven by anyone without parental permission.
- To follow all the appropriate procedures regarding attendance, signing in and out of houses and leave arrangements.
- In regard to personal relationships to behave in a manner mindful of the nature of the community and those around you. Engaging in a sexual relationship whilst at School is forbidden.

The following are areas of specific guidance for pupils in regards to the community rules:

THE WYCOMBE ABBEY SITE:

Pupils are fortunate to enjoy extensive and beautiful grounds in which to be educated. The school operates an Access to Site policy which requires all visitors to report to the Custodians or to the Main Entrance to sign in and wear a red lanyard badge whilst on the premises. They will be escorted at all times.

Access to the site and to buildings is controlled through coded gates and doors. Only current pupils, staff and residents should have access to any codes. Pupils should report any concerns they have about access to the site to staff and should keep all codes confidential.

Whilst using the site pupils are expected to adhere to the following:

- Gain permission from their Housemistress in advance for any visitors to the school. Housemistresses will advise them of the procedures.
- Ensure that the Housemistress has all relevant information about the whereabouts and activities of all pupils.
- Follow the signing in and out procedures. Pupils must sign in as a visitor and introduce themselves to the duty staff when visiting other houses.
- Ulll pupils should walk in groups of three or more in the grounds.
- LIV–UV should walk in pairs when away from the vicinity of School buildings or in the dark.
- Pupils should walk only on footpaths and grassed areas. There should be no walking or running on the roads.
- Pupils should remember to ensure that doors, gates and ground floor windows are shut.

LEAVING THE SITE:

- Details of when pupils have permission to visit High Wycombe are published in House.
- Pupils understand that the School has a duty of care over them and must be able to locate their whereabouts at all times. Pupils may only leave the School premises with permission and signing out procedures must be followed.
- Parents wishing to take a pupil out for any reason must ensure they have discussed the matter with their daughter's Housemistress and that pupils are signed out in the appropriate manner.



PROPERTY

All pupils are responsible for looking after their own property in the correct manner and have a duty to respect the property of others. Theft or vandalism are serious disciplinary incidents and should be reported to School staff immediately.

Belongings should be with pupils or in the Year Group Hubs. Areas outside the Main School Reception, Dining Room and Big School should be free of bags and possessions at all times.

Pupils must remember to place their property in an appropriate place whilst in Chapel, lunch or at any other times at which it is not in their personal possession. These places include:

- in the room where the next lesson is to be held, or, before Science lessons, on hooks outside the labs;
- in the library;
- in the Year Group Hubs;
- on a shelf or hook near Big School.

Bags and possessions should be hung on pegs outside the Art rooms and laboratories.

Corridors, passageways, doorways and steps should be left clear of possessions at all times and possessions should be left in areas that are sheltered from wind or rain.

Belongings will be confiscated if they are left lying around.

CONDUCT AND Demeanour

Pupils are expected to be polite, courteous and well-mannered at all times and in all areas of the School.

Pupils are to take all meals in the School dining rooms; Clarence pupils take breakfast and dinner in Clarence. Food and drink should be consumed only in the dining rooms, The Courtyard and appropriate places within the boarding Houses. Pupils can drink water in Hubs but other food and drinks should not be consumed in these areas. Pupils are not allowed to chew gum.

Pupils are not allowed to use mobile phones or any other electronic devices in lessons (unless directed to do so by their teacher), in dining rooms or whilst walking through corridors. They may listen to music via earphones in House studies, Year Group Hubs and in libraries. Mobile phones may not be used for making calls in libraries.

ACADEMIC BEHAVIOUR

Pupils are aware that the highest standards of behaviour are expected in lessons.

Pupils are aware that their behaviour in class should demonstrate respect for others, a willingness to learn and a willingness to allow others to learn.

Pupils are aware of the importance of applying themselves to the work set by staff both in class and as prep work and that help is available where a pupil is struggling with work that has been set.

Pupils are aware of the importance of prompt and punctual attendance at all lessons and activities. Pupils who know in advance that they will miss an individual or class lesson should inform their teacher by email or in person. Unauthorised absence from lessons will be investigated and resolved appropriately.

Pupils are aware of the importance of completing all academic work with honesty and integrity. Plagiarism is a serious disciplinary incident. Pupils should always ensure that their work credits external sources appropriately using recognised referencing procedures and quotation marks. Evidence of plagiarism will be investigated and managed appropriately and in extremis can lead to the most serious disciplinary sanctions.

SUMMARY OF OUR APPROACH TO SANCTIONS

We aim to apply sanctions fairly, in accordance with the procedures of natural justice, and, where appropriate, after due investigative action has taken place. Sanctions, some of which incur a permanent disciplinary record, include;

- expulsion;
- requirement to leave;
- suspension;
- rustication;
- detention and 'gating';
- withdrawal of privileges;
- confiscation of property that is being used inappropriately or without consideration;
- target/uniform/report cards;
- reporting in at specified times;
- assistance with domestic tasks (such as collecting litter);
- or withdrawal from a lesson, School trip or team event.

Disciplinary measures should be seen by everyone as a deterrent and above all it should be clear that any sanctions are applied fairly, consistently and are appropriate to the seriousness of the offence; therefore there is a clear scale of sanctions and a staged process of progressing through them.

Any pupil who finds herself in the company of others breaking School rules may find herself sanctioned unless she makes it clear that she is not complicit by either attempting to prevent the misdemeanour from taking place or disassociating herself clearly from it.



PRINCIPLES OF BOARDING

Boarding is central to the life of Wycombe Abbey. Our ethos is one of full boarding and we seek to offer the advantages this provides to our Day Boarding pupils. It is this which enables us to provide an outstanding education in its broadest sense. Boarding underpins the School's policies, organisation and development; it is the essence of the School and the key to its ongoing success.



Our boarding principles are based on our core Christian beliefs. Each member of the community is treated as an individual, and with respect, by other pupils and by staff. Although living together, staff and pupils acknowledge each other's right to privacy. All pupils should be able to develop physically, spiritually, morally and socially and be able to work, play and relax here. There is equality of opportunity and respect for all. Each pupil has the right to grow intellectually in an atmosphere of encouragement, challenge and fun. Strong partnerships with parents are seen as an indispensable part of the support and development of the pupils.

Our principles are designed to support our School aims and values:

- to develop an atmosphere of trust and mutual respect which encourages service to the community and to others;
- to provide conditions for study in an atmosphere which seeks both excellence and balance;
- to provide a range of activities and opportunities that will assist in the personal, social and cultural development of each Boarder, allowing every individual to develop their individual talents and skills;
- to provide accommodation that is comfortable and suited to the needs of Boarders, and which provides adequate levels of privacy within a supportive community;
- to develop Boarders' responsibility for self, for others and for the environment allowing them to contribute to the needs and welfare of their House, School and wider community with dynamism and innovation;
- for Boarders to feel able to turn to members of staff to share the good things in their lives, as well as seeking advice, counsel and support during times of difficulty;
- to create an atmosphere in which positive relationships thrive and where bullying and disharmony would struggle to develop through the creation of a tolerant and open community;
- to safeguard and promote the welfare of all, by providing an environment that is, as far as possible, free from unacceptable hazards and dangers;
- and to communicate frequently with parents: success as well as failure, good news as well as bad.



MAKING A COMPLAINT

If parents have a concern, difficulty or complaint, they should normally contact their daughter's Housemistress in the first instance. In many cases, the matter will be resolved promptly by agreement. If the Housemistress cannot resolve the matter alone, it may be necessary for her to consult a Head of Department or a Deputy Head as appropriate in the process of seeking resolution.

Complaints made directly to a Head of Department, a Deputy Head or the Headmistress will usually be referred to the relevant Housemistress in the first instance unless it is inappropriate to do so.

For full details about our Complaints Procedure, our full policy is available on our website.

CHILD PROTECTION

Our policy on Safeguarding and Child Protection is published on our website www.wycombeabbey.com within the Policies Section. Parents can raise safeguarding and child protection issues with a number of people at Wycombe Abbey.

Parents can also raise concerns about their daughter's wellbeing directly to the following:

Designated Safeguarding Lead (DSL)

Mrs Vicky Fawkes, History Teacher

Direct line: (+44) (0)1494 896306

Mobile 07515 063828, fawkesv@wycombeabbey.com

Office based on first floor in Abbey/Ulll Hub

Deputy Designated Safeguarding Leads (DDSL)

Mr James Jones, Deputy Head (Pupils)

Mobile 07930 489270, jonesj@wycombeabbey.com

Office based on first floor in Abbey opposite Ulll Hub

Miss Sophie Blunt, Wendover Housemistress

Direct line: (+44) (0)1494 447048

Mobile 07515 063833, blunts@wycombeabbey.com

Designated Teacher for Looked After Children

Ms Avani Hurribunce, Head of V Form, Mathematics Teacher

Mobile 07720 974662, hurribunce@wycombeabbey.com

Headmistress

Mrs Jo Duncan

(+44) (0)1494 897026 (Executive Assistant to Headmistress)

Nominated Safeguarding Council Member

Mrs Diana Rose, dianarose007@me.com

For Chair of Council contact via Clerk to the Council

bursar@wycombeabbey.com

The Local Authority Designated Officer (LADO)

Duty Office: (+44) (0)1296 382070

Local Education Safeguarding Advisor

Julia White (+44) (0)1296 382732 julwhite@buckscc.gov.uk

Social Care First Response Team

0845 4600 001

Out of Hours: 0800 999 7677

secure-cypfirstresponse@buckscc.gov.uk

Thames Valley Police (non-Emergency) - dial 101

WHO TO CONTACT (as of April 2020)

Key People

Your daughter's Housemistress is usually your first point of contact. Please contact her in the first instance if you have any queries: surnameinitial@wycombeabbey.com. If your daughter's Housemistress is not available for any reason, please contact the Assistant Housemistress or Pastoral Assistant. **All contact details are given in your termly diary.**

Chairman of Governors	c/o Bursar, Wycombe Abbey, High Wycombe Mr Peter Warren
Headmistress	headmistress@wycombeabbey.com Mrs Jo Duncan
Bursar	bursar@wycombeabbey.com Mr Mark MacKenzie-Crooks
Senior Deputy Head	mercerkellyj@wycombeabbey.com Mr James Mercer-Kelly
Deputy Head (Academic)	boswelle@wycombeabbey.com Miss Emily Boswell
Deputy Head (Pupils)	jonesj@wycombeabbey.com Mr James Jones
Director of Sixth Form	carriern@wycombeabbey.com Dr Neal Carrier
Head of Boarding	yusaa@wycombeabbey.com Dr Aya Yuasa
Director of Co-curricular Activities	goddarda@wycombeabbey.com Dr Alistair Goddard
Chaplain	nashp@wycombeabbey.com The Reverend Penny Nash
School Counsellor	laschingers@wycombeabbey.com Mrs Salome Laschinger
Fees Administrator	fees@wycombeabbey.com Mrs Louise Prosser
Head of Learning Enhancement	kuhlmejk@wycombeabbey.com Mrs Karen Kuhlmejk
Healthcare Manager	chandlerl@wycombeabbey.com Mrs Laura Chandler
Head of Drama	harrintonj@wycombeabbey.com Mr James Harrington
Director of Music	reids@wycombeabbey.com Mr Stefan Reid
Director of Sport	windles@wycombeabbey.com Mrs Sophie Bryett-Windle
Academic Data Officer (contact details and Parent Portal)	quinnn@wycombeabbey.com Miss Natalie Quinn
School Office (absence and general enquiries)	(+44) (0)1494 520381
Custodians (security and parking)	(+44) (0)7961 563749



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