



# **Bishop Wordsworth's Church of England Grammar School**

## **Handbook for New Parents**

**May 2021**

# **HANDBOOK FOR PARENTS**

## **INTRODUCTION by the Head Master**

### **Welcome to Bishop's**

*This booklet is designed to act as an introductory handbook for all those who have been accepted for entry.*

Bishop Wordsworth's School was founded in 1890 by Bishop John Wordsworth, starting in the Bishop's Palace with just 40 pupils. Today it is a grammar school with well over 1000 students on roll. In Years 7-11 we have boys only, and from September 2020 the sixth form became coeducational. Located in the Cathedral Close, we have regular services in the Cathedral, assemblies in our own Chapel and we have a full time Church of England Chaplain in school. The Bishop of Salisbury and a senior member of the Cathedral Chapter and Diocesan staff are governors, as are academics, members of HM Armed Forces, businessmen and women, parents and staff.

### **We still maintain our Founder's aims which are to:**

- encourage pupils to develop their potential to the full by setting themselves the highest standards of excellence and achievement;
- give our pupils the integrity and the means to face confidently the challenges of a fast changing world;
- inspire our pupils to lead happy, purposeful and responsible lives.

### **By the time a pupil leaves Bishop's, they will have experienced a school environment where:**

- a broad and balanced education and varied extra-curricular programme are offered;
- the Christian faith is valued as a way of life but the beliefs and non-beliefs of all are respected;
- pupils, staff, parents and governors work in partnership in a caring and supportive community;
- the virtues of "Veritas in Caritate" ("Truth through Caring for Others") are highly regarded;
- they have been prepared to be a responsible citizen, who is concerned for justice, truth and freedom by developing their self-confidence, leadership qualities and teamwork skills.

### **Building on existing good practice, our priorities are:**

- the continued pursuit of the highest possible academic standards by means of considered curriculum development;
- the continued development of an effective system of pastoral care;
- to recognise and celebrate the work of all staff and pupils and to encourage their future development through the delivery of an all-round education;
- the effective and efficient use of resources.

Note that Bishop Wordsworth's School offers denominational teaching in Religious Education and Collective Worship. On your acceptance of a place here, the School will assume that you consent to your son participating fully in this programme. However, it is your right to withdraw your son from any aspect of the denominational provision.

Bishop's has an important place right at the very heart of Salisbury, a fine academic tradition and a national reputation for excellence across the board. Students travel to study with us from across the South West Region, and leave us for the most competitive higher education institutions throughout Great Britain and overseas. I am delighted to welcome you and your son to the School community and trust that he will be happy and fulfilled in his time here.

## **ABSENCE FROM SCHOOL**

Regular attendance at school is required by law and leave of absence during term time may not be granted unless in exceptional circumstances: absence for family holidays is specifically not permitted in Law.

If a boy is absent, parents should inform the School of the specific reason for non-attendance using the **Insight Parent Portal**, by e-mailing [rec@bishopwordsworths.org.uk](mailto:rec@bishopwordsworths.org.uk) or by telephoning the 'Absence' line facility (01722 333851 option 1) on the first day of absence **and every day of absence thereafter**. Your message should state: your son's name, his tutor group and the reason for absence – 'ill' or 'unwell' is not sufficient detail. The sooner you are able to leave a message, the quicker staff will be aware of your son's absence. If your son is going to be late into school – for example, because of a medical appointment, please contact us in the same way. He then must sign in at Reception when he arrives at school. Permission for a student to be absent from school for part of the school day to attend medical appointments/music exams should be requested as far in advance as possible. This should be done via the Insight Parent Portal or by sending an email to [rec@bishopwordsworths.org.uk](mailto:rec@bishopwordsworths.org.uk). Your son should sign in/out at Reception. We no longer require a written note in addition to this to confirm absence, but to meet our safeguarding requirements we may on occasion contact you to confirm reasons for absence.

For holiday absence or religious festivals, please use the Insight Parent Portal at least a week in advance of the absence in order for it to be authorised by the relevant Head of Lower/Middle School. You will then receive a letter confirming whether the absence is authorised or not.

## **ARRIVAL TIME, PUNCTUALITY & SIGNING IN/OUT**

Please encourage your son to recognise the importance of punctuality. Boys are required to arrive by 0855 for registration/assembly etc. at 0900. Any who arrive later are to report to the member of staff at the Exeter Street gate (who will be there until approx. 0915). If there is no member of staff at the gate, they are to report to Reception and sign in. It is important for safety and safeguarding that we know which pupils are on site and therefore, if a pupil leaves the School during the day for an approved reason, he is to sign out at Reception on leaving and back in on his return. There are different rules and procedures for pupils in the 6<sup>th</sup> Form which are promulgated by the Sixth Form Office Staff.

## **ASSESSMENT AND REPORTING**

Most parents receive the following reports listed below during the year. In each case, the first of these reports is followed by a Parents' Evening. In addition, *interim and daily reports* may be completed for pupils whose progress is causing concern.

**Year 7 – Grade report in the Autumn Term and a full report in the Summer Term**

**Years 8/9 – Full report in the Spring Term and an exam report in the Summer Term**

**Year 10 – Grade report in the Autumn Term and a full report in the Summer Term**

**Year 11 – Full report in the Spring Term**

## **BICYCLES**

Boys are responsible for the security of their bicycles which must be stored, (preferably locked) in the bike sheds and are not to be ridden on school grounds. Cycling helmets are compulsory for anyone wishing to cycle to school.

## TRAVEL

Wiltshire Council will occasionally subsidise a bus pass. You will need to apply directly to Wiltshire Council.

## FINANCIAL ASSISTANCE

Charitable funds may be available for families on low incomes who may require financial assistance. Please see the school website for further details:

<https://www.bishopwordsworths.org.uk/main-school/school-information-and-governance/financial-assistance/>

## CONTACT WITH SCHOOL

The School actively encourages good communications between its staff, governors and the parents/guardians of its pupils. The School recognises that fostering a close working partnership between staff and parents is essential and that contact with the home is important for a boy's school performance. The principles underlying this relationship are set below and in the Behaviour Policy. The Home School Liaison Policy is also relevant, particularly to parents of boys with Special Educational Needs.

### Parents and the School

- When accepting a place at the School for their son, parents are asked to sign a formal acceptance electronically.
- Parents are kept regularly informed of their son's academic and pastoral progress.
- Extensive general information about the School is provided on the School website including all School policies and the structure of school governance.
- Information on your son's attendance, timetable, homework, reports (for Years 7 to 11) and behaviour can be accessed using the **Insight Parent Portal**.
- Other information to parents is communicated by post, by 'Insight' (the email alert system) and occasionally via information sent home with the boys.

### Regular Meetings

Parents are invited to a number of information evenings for pupils at important stages of their School careers.

### Ad-hoc Contact

Parents are encouraged to contact their son's **Form Tutor** or the **Lower School Pastoral Support Officer** ([kbs@bishopwordsworths.org.uk](mailto:kbs@bishopwordsworths.org.uk)) concerning any matter relating to their son, on any weekday between 0830 and 1600, at any stage in the school year. When appropriate, some issues will be referred to the Head of Lower or Middle School. If they are concerned about the well-being or performance of a boy he/she may request that the parents come to school to discuss the situation. The School may contact parents to discuss specific events related to school e.g. if a boy is taken ill in school or there is a material incident relating to behaviour.

### Other School/Parent Interaction

- The School supports the Parents' Association in fund-raising activities.
- The School welcomes the active support of parents in sustaining the breadth of its extra-curricular programme.
- The School seeks the support of parents in organising external activities such as trial interviews.

- The School has fully developed complaints procedures: details are in the Complaints Policy on the Website.
- Heads of School welcome any relevant information from parents concerning the well-being of their sons.
- Individual governors are attached to specific areas of school activity to provide a link between teachers, governors and parents.

### **Communication with Separated Parents**

Separated parents with joint parental responsibility but living away from their son's normal place of residence are able to request a login for the Insight Parent Portal so that they can access their son's information including his attendance, timetable, homework and reports (Years 7-11).

Additionally, they may sign up to the WisePay Finance Portal.

### **DRESS, APPEARANCE & EQUIPMENT**

We believe that many people judge a school by the appearance of its pupils. For this reason we ask for parents' co-operation in ensuring the smart appearance of their sons. Earrings and other items of jewellery will not be worn at any time. *Those who do not conform to the rules concerning dress and appearance may be excluded from school.*

**Years 7 – 11.** The regulation uniform is as follows:

- Navy blue blazer with School crest.
- Plain grey or black trousers which must conform to the School's standard of smartness: jeans and corduroys are not allowed.
- Plain white, light grey or light blue shirt. Shirts must be tucked in and top buttons done up. Any T-shirt or vest that is worn beneath a shirt must not have any visible pattern or logo.
- School tie (note that special ties are awarded for various achievements).
- V-neck pullovers, if worn, must be plain grey or navy.
- Plain black or dark brown outdoor footwear of a conventional shape and style: trainers and related styles are not allowed; white or vivid coloured socks are not acceptable.
- Hair must be neat and tidy and of the boy's natural colour: unconventional styles and facial hair are not acceptable. Hair should be no longer than collar length unless tied back neatly.

### **Winter Dress**

In cold or wet weather, topcoats, in addition to a blazer, are permitted. Coats with prominent logos or of unconventional colours and styles are not allowed. 'Hoodies' are unacceptable.

## Summer Dress

When announced by the Headmaster, rules governing dress are modified as follows:

- Blazers must be worn to and from School and in assemblies, registrations and classes unless instructions are given to the contrary.
- Boys may remove their blazer and leave it in their locker or other safe place while they are at School. They must wear it when they travel to and from home.
- In very hot weather, boys will be told that they may leave their blazer at home and travel to and from School without it.
- At times when blazers are not worn, pullovers will not be worn.
- Ties will be worn at all times.

**Smart Appearance at all Times.** Whatever uniform boys are wearing, they are expected to present a smart appearance. Non-school specified items are unacceptable.

**Protective Clothing.** Each boy in Years 7, 8 and 9, and also those in Years 10 and 11 taking workshop courses, must have an apron for Art, Cookery and Design and Technology classes. All Science laboratories and DT workshops are fully equipped with plastic safety glasses for boys to wear.

**Games Kit and Equipment.** The following clothes are required for games and PE:

Kit can be purchased from [www.thedirectclothing.co.uk](http://www.thedirectclothing.co.uk)

- Navy PE shirt and shorts (separate rugby shorts are recommended) with the School crest.
- Two pairs of training shoes will be required - one suitable for gymnasium activities in the Sports Hall and the other to be used for outdoor activities such as running.
- Rugby jersey (school colours and blue, reversible)
- Rugby socks
- Plain white short PE socks
- Rugby boots
- Small kit-bag
- A tracksuit of a plain colour is desirable
- House polo top (compulsory for sixth form only).

**ALL GAMES KIT MUST BE CLEARLY LABELLED WITH YOUR SON'S NAME.** He should take his games kit home after use for washing and airing and should be reminded to bring it to school on games and PE days. Games kit must not be left in school.

**Buying Uniform.** Many generic items of school uniform can be purchased from most High Street stores. Some school uniform may also be purchased from the School Shop which is situated in No 11 building in the cobbled courtyard. If you would like help accessing our second-hand uniform, please contact the Lower School Pastoral Support Officer ([kbs@bishopwordsworths.org.uk](mailto:kbs@bishopwordsworths.org.uk)) and they will be able to advise on availability. Uniform may also be purchased online – details are available from the school website at <https://www.bishopwordsworths.org.uk/main-school/the-school/school-shop/>

**Hardship.** In cases of hardship, the School may arrange for assistance to help with the purchase of certain items of uniform. If your child is entitled to Free School Meals, then assistance can be provided to purchase school uniform. Please contact the Lower School Pastoral Support Officer for further information.

**Stationery and Equipment.** Books, stationery and equipment are generally provided by the School. Great care and economy must be exercised in their use. Please equip your boy with the following items:

- **A suitable sturdy bag** for carrying books.
- **Writing instruments:** including pen, ball point, pencil, rubber and ruler, *2B* pencil for art. Coloured pencils are best; felt tips are unsuitable.
- **Maths instruments:** including compasses and protractor.
- **A dictionary:** a good quality dictionary (not a children's dictionary) ideally with a built in thesaurus.
- **An atlas:** Oxford Student Atlases are recommended.
- **An apron:** for use in Art, Cookery and Design Technology classes to protect clothes.
- **Calculators:** at the start of Year 7, boys should have a scientific calculator. The Maths Department recommends the Casio FX83GTX.
- Most items listed above, including the recommended calculators, can be purchased from the school shop.

## **EDUCATIONAL VISITS**

Throughout his school career your son will take part in educational visits which sometimes return to school after normal school hours. Your cooperation by being at the designated place of return by the time your son is due to arrive is greatly valued. Staff will make every effort to inform you if there is an unavoidable delay, but unfortunately this is not always possible.

If you are unable to meet the cost of any educational visit then please contact the Finance Office ([finance@bishopwordsworths.org.uk](mailto:finance@bishopwordsworths.org.uk)) as we may be able to help.

## **EMAIL/SCHOOL COMMUNICATIONS (INSIGHT)**

We regularly use this system to send out letters to parents. Links to the most recent newsletters or important examination information is also sent out this way. Please ensure that we have an up to date email address for you.

## **EMERGENCY CLOSURE OF THE SCHOOL**

If the school has to be closed at short notice (normally in Salisbury only due to heavy snow), the BWS website and BWS Twitter feed will be updated with relevant information. In addition, parents will be notified by email as soon as possible and the local radio stations will broadcast details of schools affected.

## **EMERGENCY CONTACT**

It is important that, in case of emergency, the School has up-to-date contact information for parents. Please ensure that your contact details are correct. You can do this by checking and adjusting your contact details (i.e. phone numbers and email addresses) on your Insight account.

## E-SAFETY

E-safety is an area which is continually changing and developing. In School, access to social media and personal blogs are blocked. We also have filters which prevent students viewing inappropriate material. However, every year boys are upset by the use of email, text messages and comments on social media which are sent and posted using 4G and home wifi, and so it is very important that, as parents, you monitor your son's use of these media. It is essential that he uses the correct privacy settings and keeps his password/s secure for his own safety. Of course he should report any misuse or cases of cyber-bullying. A good source of information about e-safety is <https://www.thinkuknow.co.uk/>. This has plenty of advice for parents on the safe use of the Internet.

## GOVERNORS & SCHOOL GOVERNANCE

Bishop Wordsworth's is an academy and subject to the Companies' Act: hence school governors are also directors under the Act. The Website contains the list of governors, their CVs and responsibilities, the committee structure and membership, how the school is governed and minutes of Governing Body meetings.

## HOMEWORK

Homework is a vital component of the learning process and we expect all boys to do it. In Year 7 and Year 8, a timetable is made out at the start of the school year showing which subjects have to be studied on each evening. Homework instructions will be uploaded by teachers onto your son's Microsoft Teams account. The Homework Policy is on the Website.

## LEARNING SUPPORT

The SENCo is Mrs Steph Paden. Please contact Mrs Paden during school hours for more information at [smp@bishopwordsworths.org.uk](mailto:smp@bishopwordsworths.org.uk).

## LOST PROPERTY

We ask you to ensure that **all school uniform and all personal property is clearly labelled**. All personal belongings are the responsibility of the boys and should always be kept in lockers and not left in form rooms or corridors etc. ***Lost property can be returned to boys if it is named, however unnamed property is disposed of to a charity after a period of time.*** We simply cannot hold on to a large volume of lost property.

## LUNCHES

We hope that all boys will either buy a meal in the dining hall or bring a healthy packed lunch. The quality and variety of the cooked food is excellent and we hope your son will try it. A complete, balanced two-course meal is available each day; the menu can be viewed on the School website. There are a different sittings, which allow boys from different year groups to have hot meals during the week. Lunches are served on a cafeteria system, each boy paying for the items he selects using our cashless catering system (cash is not accepted). The system relies on pupils' biometric data (thumbprint), or a PIN if preferred, so there is no need for pupils to carry a card. You can add money to your son's cashless catering account using the WisePay Finance Portal. The WisePay Finance Portal can be accessed directly from your Insight account, your browser or the WisePay App. See the school website (<https://www.bishopwordsworths.org.uk/main-school/parent-portal/wisepay-portal/>) for more information. If you think your son is entitled to free school meals, then please contact Mrs Sarah Hayward (Student Information Officer) via email ([sah@bishopwordsworths.org.uk](mailto:sah@bishopwordsworths.org.uk)) and request an application form.

## MEDICAL

### Unwell at School

Boys who are unwell should report to a teacher who will then send them to Reception. Reception staff will complete a medical record book and contact parents and/or emergency services, as appropriate. If a boy recuperates he will return to lessons; otherwise arrangements will be made for him to be allowed to go home.



## Medication

Very few medicines need to be taken during normal school hours and in most cases the appropriate dosage of medicine when prescribed to be taken “three times a day” can be given before school, after school and at night. The same principle can also be applied to medication such as creams/drops for conjunctivitis etc. However, boys who carry Epipens, inhalers or other vital medication should keep a duplicate at Reception, clearly labelled and within expiry date (maintenance of in date medication is a parental responsibility).

### Medication to be Taken During School Hours

***The School must be notified in writing if any prescription or non-prescription medicines have to be taken by boys during school hours, including dosage amounts and timings and for how long it is to be administered.*** There are procedures for safeguarding and issuing such medicines at the School at Paragraph 22 of the Home School Liaison Policy.

### Notifiable Diseases

If at any time your son has head lice, or a notifiable disease, the School must be informed immediately. (See the link for details: <http://www.patient.co.uk/doctor/Notifiable-Diseases>)

### MOBILE PHONES AND OTHER SIMILAR PERSONAL PROPERTY

Boys in Years 7 – 11 should have their phones and other electronic devices ***switched off and out of sight at all times*** whilst they are on School premises. Occasionally staff may permit the use of a mobile phone in a lesson. Phones should be switched off again and placed out of sight once the lesson is over. Personal equipment, including mobile phones, used inappropriately or at inappropriate times may be confiscated by any member of staff and only returned at a time agreed by the member of staff. Misuse of a mobile telephone may lead to its confiscation, parents being informed and the imposition of sanctions, including exclusion from school. School rules for use of mobile phones can be found in the Behaviour & Discipline Policy. Finally, all personal property remains the responsibility of the boy at all times.

### Security

We are working towards a position whereby every boy has his own, secure locker. Nevertheless, all valuables and money are brought into school at the owner’s risk and the School can accept no responsibility for their safety. This includes mobile phones. During PE/games sessions, *valuables and money should be deposited with a PE teacher and **not left in the changing rooms.***

### MUSIC LESSONS

Bishop Wordsworth's School has a very active Music Department with a reputation for high standards both locally and throughout the South of England. There are many music groups which meet regularly and participate in a great variety of musical events in and out of school. We actively encourage all new boys to be involved in musical activities. Boys are very welcome to begin learning a new instrument or perhaps take up a second instrument. External teachers are used and therefore lessons must be paid for termly in advance and a term’s notice is required to cease lessons. Charitable funds may be available for families who find it hard to meet these expenses. Please contact the Finance Office via email ([finance@bishopwordsworths.org.uk](mailto:finance@bishopwordsworths.org.uk)).

### PARENTS’ ASSOCIATION (BWSPA)

All parents of boys currently attending the School are members of the Parents' Association. The objective of the Association is to advance the education of pupils in the School. In furtherance of this objective, the Association may:

- Develop more extended relationships between the staff, parents and others associated with the School.
- Engage in activities which support the School and advance the education of the pupils attending it.

- Provide and assist in the provision of such facilities or items for education at the School (not provided by statutory funds) as the committee in consultation with Governing Body shall from time to time determine.

The Parents' Fund is administered solely by the Parents' Association. The Association organises a variety of events each year and the Annual General Meeting is usually held early in November. Our Parents' Association is strong and active and we hope you will join its activities.

## **PASTORAL ORGANISATION**

For all purposes the School is divided into three sections:

<b>Lower School</b>	Mr D Brown (Head of Lower School), Mr M Brundle (Assistant Head of Lower School), Mrs K Bazire-Smith (Lower School Pastoral Officer), and the tutors of Years 7-8.
<b>Middle School</b>	Mrs M Jenner (Head of Middle School), Mrs L Drummond (Assistant Head of Middle School), Mr B Denham (Assistant Head of Middle School), Mrs E Jacobs (Middle School Pastoral Officer), and the tutors of Years 9-11.
<b>Sixth Form</b>	Ms Z Lambard (Head of Sixth Form), Mr M Roca (Assistant Head of Sixth Form), Miss N Mesnard (Assistant Head of Sixth Form), Mrs S Stoneham (Sixth Form Pastoral Officer), and the mentors of Year 12-13.

We understand that as pupils grow older, the increasing complexity of their lives makes it particularly important that family and School should work together. As our Home-School Partnership Agreement states, we attach great importance to keeping in close touch with parents. Co-operation between school and home is vital if we are to do the best for our pupils. We aim to deal sensitively with all pupils, regardless of home background and all information will be treated in confidence as far as is practicable. It will, therefore, greatly assist us if we are kept fully informed of any changes in family circumstances. Unless informed or requested to the contrary the School will send all communications with parents (reports, invitations to parents' evenings and other school functions, notices of athletic and other events etc.) to the primary email address held on file.

## **POLICIES**

All policies are on the School website. Parents are urged to look at the policy list and read those which are relevant to them or their sons. In particular, parents are advised to read the Home School Liaison Policy and also the Behaviour and Discipline Policies.

## **QUESTIONNAIRES**

Parent questionnaires are issued electronically on a biennial basis. Pupil questionnaires are also issued to those in Years 7, 10 and 12. Findings are discussed by senior staff and governors and are used to assist with planning.

## **RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP**

Religious Education is taught throughout the School and is based on the Wiltshire Locally Agreed Syllabus. All boys take GCSE RS in Years 10 and 11. It can also be studied at A Level.

A whole school assembly takes place every week with the Headmaster; on another day the boys will attend assembly with the Head of School. On a third day, all boys in Years 7 – 11 attend a year group act of worship in the Chapel with their tutor and once a month will attend a House Assembly. There is a monthly Cathedral service for the whole School. *We hope that all pupils will attend all acts of collective worship but, if parents wish, they may withdraw their sons. Please contact the Headmaster to discuss this arrangement.* A special Eucharist for the whole school is celebrated in the Cathedral during the spring term. Parents are most welcome to attend any of these services.

## **BISHOP WORDSWORTH'S SCHOOL TERMS AND HOLIDAYS 2021-2022**

### **AUTUMN 2021**

First half of term begins Wednesday 1 September 2021 – *Staff Training Day*

Thursday 2 September 2021

*Year 12*

Friday 3 September 2021

*Year 7*

*Year 9 (am only)*

Monday 6 September 2021

*Whole School*

First half of term ends Thursday 21 October 2021 (*for all pupils except Y12*)

Friday 22 October 2021 – *Y12 Study Skills Day*

#### **Half term break**

**22 October – 31 October 2021 inclusive**

Second half of term begins

Monday 1 November 2021

Second half of term ends

Friday 17 December 2021

#### **Christmas break**

**18 December 2021 – 9 January 2022 inclusive**

### **SPRING 2022**

First half of term begins

Monday 10 January 2022

First half of term ends

Thursday 17 February 2022 (*for all pupils except Y12*)

Friday 18 February – *Y12 Higher Education Conference*

#### **Half term break**

**18 February – 27 February 2022 inclusive**

Second half of term begins

Monday 28 February 2022

Second half of term ends

Friday 8 April 2022

#### **Easter break**

**9 April – 24 April 2022 inclusive**

### **SUMMER 2022**

First half of term begins

Monday 25 April 2022

First half of term ends

Friday 27 May 2022

#### **Half term break**

**28 May – 6 June 2022 inclusive**

**(The School will be open for External Examinations on 6 June)**

Second half of term begins

Tuesday 7 June 2022

Second half of term ends

Friday 15 July 2022

### **BANK HOLIDAYS**

Christmas Day	27 December	Easter Monday	18 April
Boxing Day	28 December	May Day	2 May
New Year's Day	3 January	Platinum Jubilee	2 & 3 June
Good Friday	15 April	Summer Holiday	29 August

**NOTES:** Five of the days are to be used for Staff Training. These will be as follows:

- 1. Wednesday 1 September**
- 2. Friday 22 October** (*Y12 Study Skills Day*)
- 3. Friday 18 February** (*HE Day for Y12*)
- 4. Monday 6 June**

A fifth "day" is taken in after-school departmental & staff development meetings held in the course of the year.

**The School Day.** The length of the taught week is 25 hours. The official hours of opening are 8.55am to 3.50pm.

**Arrival & Registration.** Boys must arrive at school by 8.55am in time for assembly and registration, but not before 8.15am unless they have prior permission from the Head of School. During the day timings are as follows:

<b>Lower and Middle School</b>		
8.55am	BELL	Boys to assembly or registration in tutorial rooms
9.00am	BELL	Assemblies: Boys who have PE in periods 1-2 should only change IF they have time. Changing is not an excuse for being late for an assembly or tutorial
9.15am	REGISTRATION / ASSEMBLIES END	

**Late Arrival.** Boys arriving late (after 8.55am bell) have their names recorded in the Registration Late Book and go to tutorial or assembly, except when their form is in the Chapel; then they go to the waiting area outside the Library. *All boys arriving after 9.15am must report to Reception to sign in.*

**Boys Leaving School During the School Day.** If your son needs to leave the site for any reason eg: a dental appointment or music exam, you MUST notify Reception (using the Insight Parent Portal). Boys must ensure they sign out at Reception. Separate arrangements apply for Sixth Formers, please contact the Head of Sixth Form for information.

### **Periods.**

<b>Session</b>	<b>Start</b>	<b>Finish</b>
<i>Registration/Tutorial</i>	9.00	9.15
Period 1	9.20	9.50
Period 2	9.50	10.20
<i>Break</i>	10.20	10.40*
Period 3	10.40	11.10
Period 4	11.10	11.40
<i>Change Over</i>	11.40	11.50*
Period 5	11.50	12.20
Period 6	12.20	12.50
<i>Lunch</i>	12.50	1.40*
Period 7	1.40	2.10
Period 8	2.10	2.40
<i>Change Over</i>	2.40	2.50*
Period 9	2.50	3.20
Period 10	3.20	3.50

\*with warning bells at 8.55, 10.35, 11.45, 1.35 & 2.45

**Departure.** Classes end at 3.50pm every day. All boys must leave the site by 4.00pm unless they are under staff supervision. Boys wishing to stay in school after this time (to await collection by parents) may use the Library from 3.50pm to 5.00pm to do homework. Boys can stay to homework club in W12 with prior arrangement with the Head of Lower/Middle School. Choir practices, meetings of societies, games, play rehearsals and similar activities are held at various times in the lunch hour, after school and at weekends. Clubs and Societies are listed on the school website.

## **WEBSITE & TWITTER**

There is a wealth of information on our website at <https://www.bishopwordsworths.org.uk/> where you will find a link to our Twitter feed. This is regularly updated with School related news.