



**WORKSOP COLLEGE**  
**AND**  
**RANBY HOUSE**

**Parent Handbook**  
**21/22**

### **A welcome from our Head of Senior School, Mrs Clare Tilley**

I would like to take the opportunity to welcome you and your family to Worksop College.

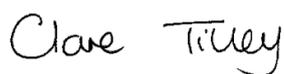
We have some of the finest facilities in the country and we are rightly proud of our warm welcome, close-knit community and our beautiful location - set here in over 330 acres of wonderful North Nottinghamshire countryside.

Pastoral care for our pupils is of utmost importance - and our team is committed to helping pupils with the ups-and-downs of everyday life, in addition to ensuring they achieve their potential.

While your child is with us, our staff will look to work closely with you as parents to support your child to make the very best of the opportunities afforded to them and, indeed, prepare them for the challenges of life beyond school.

If you have any further questions, please do get in touch.

We very much look forward to welcoming you and your child into our community.

A handwritten signature in black ink that reads "Clare Tilley". The script is cursive and fluid, with the first letters of "Clare" and "Tilley" being capitalized and prominent.

**Mrs Clare Tilley**  
**Head of Senior School**

## **The House system and pastoral care**

For a Worksop College pupil, the House is the centre of his or her life at school. The pastoral care is a strong feature of the College and based upon the House system; all our pupils belong to a House.

Each House has its own individual character and there is a strong sense of loyalty within each. This gives rise to healthy competition between them in the many sporting, intellectual and cultural tournaments throughout the year.

If a parent has any concern or question about their child's progress, the first point of contact should always be the Housemaster or Housemistress.

Each House is a separate community within the School and operates rather like a family, with similar levels of individual support and care, and respect for each other's individuality.

## **Our tutor teams**

To support the Housemaster or Housemistress, each House has a team of tutors and each pupil is allocated a tutor on arrival at the College. The tutor will discuss the pupil's progress with him or her through academic reports and social contact. In monitoring their progress, the tutor, along with the Housemaster/Housemistress will advise on GCSE and A level options and overall developments and are available to discuss any problems if the need arises. Parents can expect regular contact.

Sixth formers can choose their own tutor from a dedicated Sixth Form Tutor Team and this is sometimes one of the pupil's subject teachers rather than a member of their House.

## **Duties**

Within the House, pupils are expected to carry out certain duties. This may be ensuring that a communal area is tidy or collecting of the House's post or daily milk and bread allocation. Eventually, pupils may be asked to take on greater responsibility within the House, and ultimately may be invited to be a House Prefect.

## **Pastoral Care**

Every member of staff has a responsibility for the pastoral care of members of the school community and pupils should not feel that it is only their House staff who care for them. The Chaplain and the School Nurses play a vital part in the pastoral system of the school and many pupils take advantage of their counsel during their time at the College. There is also an independent listener who is available to pupils.

## **Academic Education**

### **Year Groups:**

There are seven year groups in the school:

- Year 7
- Year 8
- Year 9
- Year 10
- Year 11
- Lower Sixth Form (LV1th – Year 12)
- Upper Sixth Form (UV1th – Year 13).

Pupils are 'setted' in some subjects to make sure they make the best possible progress. We like to ensure that we take a fluid and student-centred approach to this: in light of ongoing academic assessment throughout the school year, or internal examination results, it is sometimes considered appropriate by Heads of Departments to move pupils from one set to another for their own academic advancement.

## **Examinations**

Internal examinations for all pupils in Yrs 7-10 & L6 take place near the end of the Summer Term; in addition, it is likely that there will be individual subject tests throughout the year. Examination results are important in assessing an individual's progress, determining whether a pupil is in the correct set and for some subjects determining the level of GCSE paper for which a pupil should be entered. Trial (or 'Mock') GCSE and A Level examinations take place at the end of the Autumn Term for Y11 and U6. External examinations incur fees and these are charged on the Extra Charges Bill.

## **Reports**

Progress reports are published online via the College's secure portal every month. All parents will receive personal 'log in' details for this. There are also full written reports published there twice a year. If you have any concern about any aspect of your child's academic progress, you are always welcome to contact the Housemaster/Housemistress or their Tutor.

## **Parents' Evenings**

There is one formal Parents' Evening for each year group during the year, the dates of which are published within our online calendar. On these occasions parents may meet subject teachers and Tutor in order to discuss the progress of their son or daughter. In addition, there are occasional Parents' Evenings dedicated to specific topics (such as a guide to applications for Higher Education evening for L6 parents, or a pre-results information evening for parents of departing U6)

## **Curriculum**

### **Years 7-9**

The subjects studied from Years 7 to 9 are as follows:

- English
- Mathematics
- Science
- Geography
- History
- Art
- Design Technology
- Physical Education
- Music
- Food and Nutrition
- Religious Studies
- PSHE
- French
- Spanish
- Latin & Classical Civilisation

- Computing
- Theatre Studies
- Outdoor Education (in Y7 & Y8)

### **GCSEs (Years 10 & 11)**

Pupils are asked, towards the end of Y9, to make a provisional choice of four GCSE options in addition to the core suite of English, Maths, and Science subjects. This process involves discussion with parents, academic departments, Housemaster/Housemistress, and Tutor. We offer a reduced GCSE curriculum to those for whom it is considered more appropriate, which will provide more time for English and Mathematics. For up-to-date information about the GCSE options we currently offer, please visit our website.

### **A Levels (Years 12 & 13)**

Provisional options are made halfway through Year 11 to enable the College to plan the Sixth Form timetable and this choice is confirmed in the light of GCSE results. For up-to-date information about the A level options we currently offer, please visit our website.

### **PSHE**

The College has an extensive programme of Personal, Social, Health, and Economic Education (PSHE). Age-appropriate PSHE lessons form part of the timetable of all students from Y7 through to Y11; students in the Sixth Form receive a programme of comparable Lifeskills Education. The ultimate goal of these lessons is to equip students to face the challenges of life with valuable coping skills and to build them to be the best, happiest, and most confident young people they can be. Teaching students about relationships forms an important part of our PSHE programme. Changes to governmental legislation mean that from September 2020 parents cannot request their children be withdrawn from teaching about either relationships or health issues, but they may make a written request to the Headmaster that their children be withdrawn from any lessons that touch on the non-biological aspects of sex. The Headmaster will consider any such request on a case-by-case basis.

### **ICT**

Through our extended computer network pupils have relatively easy, although controlled, access to the internet and e-mail. At the beginning of term new pupils will be provided with a College Microsoft 365 identity, which will provide them with an email address and access to our online learning resources. Personal computers, including laptops and tablets, can be brought to school but the school's ICT Policy and Acceptable Use Policy will still apply to those devices.

### **Learning Support**

In our Learning Support Unit we have our own specialist teacher who is available during the school week to offer in-class support where appropriate for those who require it. In line with our policy in this area, every pupil is screened during their first term at the College. Parents are informed of the outcome and, if appropriate, we may recommend that extra lessons are taken with our Learning Support Unit. We ask all parents to inform if any learning support needs have already been identified prior to their child joining the College, and to voice their concerns should a learning difficulty be suspected.

In addition, we may recommend that an individual pupil undertakes a formal assessment with an Educational Psychologist in order to investigate and further support their individual learning needs. We may also recommend that students undertake a formal Access Arrangement Assessment

prior to GCSE and A Level examinations; such an Assessment can be undertaken in school or externally.

Charges will apply for additional LSU lessons and formal assessments with a qualified assessor or Educational Psychologist; more information may be found on our website or by contacting a member of the Admissions team or the Head of Learning Support. In the event of pupils wishing to discontinue SEN lessons, parents are required to give a full term's written notice, otherwise the fees for the coming term will be charged. When extra examination invigilation or a reader for examinations is required, a charge may be made for this provision. If pupils require secretarial assistance in order to complete the typing of coursework, a charge will be made for this provision.

### **English as an Additional Language**

We have our own specialist teacher of English as an Additional Language. Four lessons per week of EAL teaching are included in the curriculum for pupils from overseas in Years 7 - 11. These lessons occur at the same time as mainstream English classes so there is a possibility of overseas students studying GCSE English language if their language skills are sufficiently advanced.

In the Sixth Form, students are prepared for the International English Language Testing System (IELTS) which is required for entrance into British universities.

### **Prep (Homework)**

Prep is set regularly throughout the school and it is a vital part of the curriculum as well as giving the opportunity to the pupils to improve their own study skills, self-discipline, and sense of enquiry. All pupils are issued with a prep planner which they are expected to complete and use as a matter of habit. Parents are encouraged to look at this regularly in order to assist us in the monitoring of prep.

From Years 7 to 9, a prep timetable is issued. This acts as guidance for pupils when arranging their prep schedule each evening. In successive years, as study tasks become more open-ended, pupils are expected to play a greater role in organising their own prep schedule: we seek to foster in our students a sense of independence, such as is required by the nature of the modern world of work. In order to assist them in attaining such a skillset there are limits and guidelines for subject teachers so as to avoid too much or too little prep being set.

### **Prefects**

Each year a group of Year 13 pupils is invited to be School Prefects or 'Blue Gowns'. They are chosen after careful consultation with members of staff and the previous year's prefects. They apply for this post to the Headmaster.

From the body of prefects, four are appointed as senior prefects or 'Purple Gowns' and they become the Captains and Vice-Captains of School.

During the academic year the number of prefects may be increased as particular individuals are recognised for their abilities or contribution to school life.

Appointment as a prefect is seen both as a reward and an honour, but also carries with it duties and responsibilities. As well as setting an example for other pupils, prefects assist with the smooth running of the school day.

Term dates 21-22 are published on our website [here](#).

### Organisation of day and week

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
REG ETC	0830-0900	Chapel	Head's assembly	Congers	House assembly	Tutorials	Games/fixtures/activities 8.30am breakfast for boarders  9.15 Registration 9.30 - 10.30 activity one 10.45 - 11.45 activity two 11:45 lunch available for teams 12:00 lunch for boarders fixtures: pupils to check fixtures calendar on socs
PERIOD 1	0900-0945						
PERIOD 2	0945-1030					Chapel	
BREAK	1030-1045						
PERIOD 3	1045-1130						
PERIOD 4	1130-1215						
LUNCH	1215-1315						
PERIOD 5	1315-1400			games/fixtures			
PERIOD 6	1400-1445			games/fixtures			
BREAK	1445-1500			games/fixtures			
PERIOD 7	1500-1545		senior games	games/fixtures	junior games		
PERIOD 8	1545-1630		senior games	games/fixtures	junior games		
PRIORITY TIME	1630-1730	Prep/clinic/activities optional	Prep/clinic/activities optional	15:30 to 17:30 town time	House time mandatory	Prep/clinic/activities optional	

For boarders, the day starts with breakfast at 7.30 am Monday to Friday and 8.30 am on a Saturday. On Sundays brunch is served from 10.30 am.

For day pupils the day begins with registration at 8.30 am. Parents should note that the College cannot accept responsibility for day pupils before they arrive at school.

Parents of day pupils should assume that their children will be ready for collection at either 4.30pm or 5.40 pm, provided they have completed their House and school commitments and unless they have been informed otherwise.

On Wednesday afternoons the school day normally ends at approximately 4pm depending on games commitments and training times. All pupils who are selected for a school team sport are required to train and play when required to do so.

A programme of fixtures takes place on a Wednesday afternoon and on a Saturday during the morning or afternoon: if selected, pupils are expected to fulfil these commitments.

A programme of optional activities, organised on a termly basis, takes place on Saturday mornings for all pupils who wish to take part.

If they have no other commitments between 3:30pm and 5:30pm on Wednesday and Saturday boarding pupils are allowed to visit the town of Worksop, provided they have followed the correct signing out procedure. If, as the parent of a casual boarder, flexi boarder, weekly boarder or full boarder, you would prefer your son or daughter not to be given the privilege of going into town on these occasions, please inform the Housemaster/mistress concerned in writing.

Once they have signed out, day pupils are not permitted to return to school without specific permission from their Housemaster/Housemistress.

Day pupils MUST sign out of their Houses before going home.

### **Meals**

We expect all pupils to eat regularly and healthily. On a Monday to Friday breakfast is served for boarders at 7.30am; day pupils may only take breakfast if they have boarded overnight. Day pupils attend lunch and First Tea, and may only attend Second Tea if they are staying for an evening activity. A full menu is available on the website.

At the weekend, for boarders breakfast is served on a Saturday at 8.30am and on a Sunday (as brunch) from 10.30am.

### **Dietary Needs**

Parents are asked to bring to the attention of the College any special dietary needs their son/daughter may have, for example on grounds of health or religion.

### **Pupil Obligations**

Pupils are expected to take a full part in all aspects of school life. They are expected to be willing to represent the College or their House when selected for a team. Those involved in other school activities, for example plays, musical ensembles and societies, are expected to attend regularly and to commit themselves fully to the programme of activities.

### **Punctuality**

Day pupils are expected to be punctual in their arrival at school each day. Those who arrive late for Registration must report, on arrival, to Reception.

### **Absence**

In the case of absence due to illness, parents are requested to telephone the Enquiry Office (01909 537100) as soon as possible and on their return a written note from their parent or guardian should be sent to the Housemaster/Housemistress. For absence other than for reasons of illness, the permission of the Housemaster/ Housemistress or, in certain cases, the Headmaster should be sought well in advance. We notify parents in good time of the holiday dates for the year and parents are expected to organise holidays so that they do not take place in term time.

After Exeats and half-term holidays, boarding Houses do not generally open until 7.00 pm. Pupils who arrive before this time will not, therefore, be supervised. Arrangements will be made, however, for overseas pupils whose flight times necessitate them returning earlier than 7.00 pm, providing they have agreed this in advance with the appropriate members of staff.

### **Rewards and Sanctions**

The promotion and maintenance of good discipline is based on praise, rewards and encouragement rather than on the threat of sanctions. The school relies upon the integrity of each pupil to observe the school rules but clearly, from time to time, sanctions may have to be applied.

## **Detention**

The school operates a detention system for both disciplinary and academic transgressions. Academic detention takes place between 12.25-12.55pm on a Friday. A 'Single Behavioural Detention' is for misconduct of a behavioural kind, in class or in House. This runs on a Friday (except during a week of Exeat or term's end), 16.30-17.30. A 'Double Behavioural Detention' is for the more serious actions of misconduct; it can only be applied with the express advance permission of a member of SLT, and runs on a Friday (except during a week of Exeat or term's end), 16.30-1800. At Exeats and half-terms, detention takes place on a Thursday. Parents will be advised of any detention.

## **School Policies**

Our policies, including our Safeguarding Policy, are regularly reviewed and updated, please refer to the website for the most up-to-date information. Printed copies are available on request.

Should you require any information relating to other policies, please contact our Database Officer [k.white@wsnl.co.uk](mailto:k.white@wsnl.co.uk)

## **Games**

We offer a wide range of sporting activities and expect all pupils to take an active part in physical activity, regardless of their skill level. We are extremely supportive of pupils developing their individual areas of expertise but, as a general rule, Year 7-11 boys play rugby, hockey and cricket during the year and Year 7-11 girls play hockey, netball and tennis/cricket. There may be the opportunity to take part in other competitive and non-competitive activities (e.g. athletics, swimming, golf, cross-country) as part of our curriculum and also our co-curricular programme. From Year 12 onwards, there is a further degree of choice which increases as a pupil progresses through school.

In the event of a pupil being unfit for games, he or she must obtain an 'off games chit' from the School Nurses and see the member of staff responsible for their Games option. Day pupils must bring a letter from parents and exchange it for an 'off games chit' from the Health Care Centre.

Disability: All pupils are encouraged to take part in our games programme and parents are reminded of their obligation to inform the school of any disability that may affect a pupil's participation.

## **Activities**

### **The Combined Cadet Force (CCF)**

Pupils have the opportunity to join the CCF starting in Year 9. Within each of the three sections, cadets learn basic leadership skills, survival techniques and something of military life. There are opportunities for flying and gliding experience with the Royal Air Force, residential camps (usually with the Army) and experience on naval vessels. CCF camps take place during the Easter and Summer holidays, or at the end of the Summer term. Many Sixth Form pupils remain in the CCF gaining valuable leadership skills and experience. There is also the opportunity to progress to Duke of Edinburgh Scheme Silver and Gold level.

### **Community Service**

This is mainly a Sixth Form activity, although some more junior members of the College are involved. The pupils take part in a variety of voluntary activities in the local community, such as visiting and gardening for the elderly and assisting in local primary schools.

### **Alternative Service**

This involves activities based at the College, and includes recycling and conservation work in and around the College grounds.

## **The Edinburgh Company**

All Year 9 pupils join the Edinburgh Company and follow a series of courses in water safety, first aid, map reading and orienteering, air rifle shooting, camping and self-reliance. Qualifications obtained may be used to contribute to the Duke of Edinburgh Award Scheme.

## **Activities Programme**

A weekly activities programme is on offer after prep from 8.30pm to 9.30pm Monday to Friday. Activities have included astronomy club, yoga, volleyball, fitness suite, football, cookery, fencing, book club, film nights, jewellery making, martial arts and Zumba.

At weekends activities and trips are organised for both Saturday afternoon/evening and Sunday afternoons. Examples include theatre trips, karting, Yorkshire Sculpture Park, Ice Hockey, cycling, mountain walking and shopping.

## **Chapel**

Workshop College is a Woodard School and therefore the Chapel plays a central role in the life and work of the College. We do hope that every pupil will take part in the services with a positive attitude in order that both pupil and community gain maximum benefit.

The main service of the week is the College Eucharist which takes place on a Friday and all members of the College are expected to attend. A further short Chapel service takes place on Mondays.

There is a rehearsal of hymns, Headmaster's Assembly for the whole school, and House Assembly on other mornings.

On Sundays there is a varied programme of services and events. Choral Evensong takes place on occasional Sundays or Friday evenings and each pupil is expected to attend. Parents are invited to Evensong and refreshments are always available afterwards. On other Sundays there is an informal short service.

Special services take place during the year, including the Remembrance Sunday service, Christmas Carol services and a service on Prize-giving Day. All members of the College are expected to attend and parents are most welcome – full details are included in the termly calendar. Saints' Days which occur in term time are marked by a celebration of the Eucharist.

The Chaplain is available to all pupils for pastoral and spiritual care and advice. Please do not hesitate to contact him, whenever the need arises.

The College uses a combined Hymn and Service book, which is provided for all pupils in the Chapel.

## **Music Lessons**

Pupils have the opportunity to study a vast range of musical instruments. There are a number of pianos in separate rooms and the school has a supply of orchestral instruments which may be borrowed if available, via the Director of Music. The charge for the use of school instruments, except for piano and organ, varies depending upon the instrument. Please refer to the Music Tuition Information sheet that you should have received with this Handbook. To request another copy, please email [admissions@wsnl.co.uk](mailto:admissions@wsnl.co.uk) or call 01909 537100.

Many lessons are given in spare time to minimise the interruption to a pupil's other academic studies and all pupils may use the Music School freely in their spare time. Boarding pupils taking music lessons are expected to book a practice room for at least three 40 minute sessions a week and day pupils at least one 40 minute session per week. During the year we aim to give thirty lessons, on average, ten each term.

Pupils who learn orchestral instruments are expected to play in at least one ensemble, once they reach the required standard.

Musicians of ability may, if they wish, enter for the examinations of the Associated Boards of the Royal Schools of Music, study music as a subject at GCSE, Advanced and Scholarship levels and, in the case of really accomplished players, read for professional diplomas.

In the event of pupils wishing to discontinue music lessons, parents are required to give a full term's written notice, otherwise the fees for the coming term will be charged.

## **Healthcare**

Our Health Care Centre (HCC): is situated in the school grounds, and is staffed by fully qualified Registered General Nurses and the Senior Nurse is resident on-site during term-time. From Saturday evening until Monday morning a nurse is on call and delivers a surgery on request on a Sunday. In addition, there is a surgery each week attended by the school doctors.

## **Illness**

If day pupils are ill, they must report to the HCC, where the nurse on duty will decide whether a pupil is ill enough to be sent home. It is essential that pupils are not taken home on such grounds **without the school being informed**. Boarders who are ill are admitted to the Health Care Centre when necessary and parents and Housemaster/mistresses are kept informed of the pupil's progress.

Nurses will be pleased to meet parents of new pupils either during their initial visit to the Housemaster or Housemistress, or on the first day of term, when new pupils arrive. Parents of all pupils are welcome to call in to the HCC at any time if they have concerns regarding their child's health.

Parents are asked to discuss medical problems directly with the School Nurses and to inform the nurses of absences through illness/injury or illness/injuries/treatment incurred during the school holidays and exets. Please email [hcc@wsnl.co.uk](mailto:hcc@wsnl.co.uk)

No pupil should keep medication in House without the knowledge and consent of the HCC nurses under the College Self-Medication policy.

Day pupils should only bring in one day's medication at a time. Parents must inform their Housemaster/mistress and the Health Care Centre that the pupil has medication in school. Boarders should not bring their own stocks of medications into school; in general, the School Nurses will provide all that is needed.

In addition to dealing with medical problems, many pupils find the School Nurses very useful in discussing broader pastoral issues.

## **Medical Information/Consent Forms**

There are a number of documents we need you to return before your child(ren)s entry to school. These are listed below, please refer to the ESSENTIAL FORMS envelope you received with this handbook.

- Consent form including Health Information (for all pupils)
- Proprietary Medicine Consent Form (day pupils only)
- NHS Medical Card (UK Boarders only)
- TB/BCG Information Form
- Vaccination History Printout (available on request from your GP surgery)

## **Registration with a Doctor**

Boarding pupils should be registered with the school doctor. Day pupils should remain registered with their family doctor. If a day pupil is taken ill at school parents must be responsible for collecting their son or daughter and calling in their own doctor. All boarding pupils will have a routine medical examination with the school doctor, Day pupils will be seen by the school nurses to check their general health and to ensure their fitness to participate in all school activities.

## **Consent**

It is necessary for us to have specific consent from parents of day children to allow us to give proprietary products should their child complain of feeling unwell at school. The types of medications we are likely to give in specific circumstances are printed on the enclosed **green** card. The items you tick will be the only remedies routinely administered, though other remedies may be administered after discussion with the pupil and in accordance with the Homely Remedies Protocol. Day pupils taking specific regular medications will be expected to provide them from home. **It will be assumed that parents who do not return the card, do not wish their child to receive medication under any circumstances.**

## **Health Information**

Please give as much information as possible regarding past medical history, current medical problems and details of any medication used. The school nurse will require written consent before giving any vaccinations. Consent forms will be sent to parents/guardians of boarders at the appropriate times for routine vaccinations. Travel vaccinations may be given to boarding pupils at parents' request. It will be assumed that parents of boarders wish to make vaccination arrangements at home if consent forms are not returned. Parents are requested to keep the school nurse informed re pupils' vaccination updating, if not given at school. The HCC staff will endeavour to keep communication a two-way process and will always inform parents of significant injuries.

## **Out of School Appointments**

Should a pupil need to attend an out of school appointment and the parents/guardians are unable to provide transport, a taxi will be arranged for the return trip. The local taxi firm used by the school only employs drivers who have been Police checked. Any pupil below the age of 16 years will have a chaperone for the appointment. A chaperone can be requested for pupils who need support i.e. for overseas or anxious pupils. The cost of the taxi and the chaperone will be charged on the end of term bill.

If a day pupil needs to be excused from Games/PE/Swimming/CCF for any reason, parents must email [hcc@wsnl.co.uk](mailto:hcc@wsnl.co.uk) and give an explanation. If appropriate, this will be shared with your child's Housemaster/mistress.

## **Parental Involvement**

We encourage parents to take an active part in the education of their children and parents are invited to be involved in a whole host of different events and activities.

Parents are welcome to make appointments with individual members of the teaching staff if the need arises. This should normally be done through the Housemaster/mistress of the pupil.

## **Journey to and from school**

In conjunction with our Prep School, Ranby House, we organise a comprehensive bus service to school. Full details can be found on our website, or please get in touch with our transport team by emailing [transport@wsnl.co.uk](mailto:transport@wsnl.co.uk)

Pupils normally enter school through the main doors to the East of the Great Hall. All pupils must be dropped off in the main car park except those pupils in Portland who may be dropped off in their designated area outside Portland House. Parents are asked to take great care when driving in the College grounds especially at the busy times of day, between 8.00 and 8.30 am and at around 5.30 pm. No parking is allowed except in designated parking areas. When visiting, parents are asked to park their cars in the Visitors' Car Park and please note it is particularly important that the one-way system is adhered to.

The gate from Windmill Lane is only open between 7.30 am and 9.00 am Monday to Friday and from 8am on a Saturday, (closed Sunday). In the interests of pupils' safety, parents are requested not to pick up or drop off their children in the staff car park or outside the Art School. Key pad security locks are in place on all external doors and internal doors to Houses. Codes are changed periodically and parents are kept informed.

### **Cars**

Pupils may drive to and from school, only with the Head permission following written authorisation from parents. Very strict rules are applied and failure to comply with these will result in the withdrawal of the privilege. If a pupil wishes to take a lift with another pupil, both sets of parents must have provided written permission in advance. Weekly boarders must hand their keys to their Housemaster/ Housemistress at the start of the week and collect them again at the end of the week. The necessary forms are available from Reception.

### **Holiday and travel**

Term dates are available at least 18 months in advance so that holiday and travel arrangements can be planned accordingly. If a significant number of pupils miss lessons, not only does it affect their learning, but may also disrupt the learning of others – this is especially pertinent at the beginning and end of terms. Parents are discouraged from withdrawing children from school outside of the published holiday times in order to ensure that the learning environment of the school is not detrimentally affected. However, the school does recognise that on occasions this may be unavoidable and, if this is the case, the following procedures are to be followed:

- Seek permission from the Head of Senior School at least four weeks in advance. The Head of Senior School will then reject or authorise the request after seeking advice from members of the Senior Management Team and the relevant Housemaster/mistress.
- If the request is rejected, then the pupil will be expected to be present in school. Any periods of unauthorised absence will be reviewed by the school regularly and if the level is too high then further action may be taken.
- If the request is authorised then it is the responsibility of the students to catch up on the work they have missed.
- In certain circumstances pupils may have to attend catch up sessions outside curriculum time.

### **International students – travel**

In recognition of the difficulty of arranging flights, students who have a long haul flight may leave school up to 24 hours before the end of term, **but only if permission has been granted by the Head of Senior School**. This exception will only be made at the **end** of the terms and refers to the time the student actually leaves the school site, not the time of the flight.

Unless there are exceptional circumstances, **no student will be allowed to leave early before half terms or exeat weekends**. Permission for this will again have to be made to the Head of Senior School and will rarely be granted if permission is required to leave before 1pm on the last day.

Boarders are expected to return to school the day before each term, and half term, starts. If there are factors which prevent this, permission must be obtained from the Head of Senior School.

Any pupils who do not have permission to leave early, or return late, will be marked with unauthorised absence on their attendance record. A pattern of unauthorised absence may involve further action being taken.

Pupils who do miss school, authorised or unauthorised, will be required to make up the work they have missed.

## **Leaving and returning to school after Exeats and holidays**

### **Leaving**

- The end of term is clearly noted on the website
- Exeats and half terms will usually begin at 4.30 pm
- At times special events, such as parent evenings, are scheduled at exeat and half terms in order for boarding parents and guardians to attend.

### **Returning**

- Boarders may return after 7pm and before 9pm.
- During school breaks, staff will also be on holiday and, therefore, will not be on site until 7pm. Unless agreed in advance with the relevant Housemaster/mistress please do not return pupils before that time as they will not be supervised.
- Snacks will be provided for boarding pupils on the night of their return.
- Please ensure you convey your collection and return details to the House staff by e-mail. This enables House staff to plan for individual circumstance (i.e. early leavers) and it ensures that staff have important information on return dates/times.

## **The Old Worksopian Society**

The OW society offers your child the opportunity of lifetime membership, and access to a worldwide network of contacts and opportunities to connect with other alumni; establishing links and providing both professional and social opportunities whilst at school and beyond.

We have an active mentoring and careers programme in place and members provide help for the pupils as they plan to go on to university and work. Through our database we are able to put current students and alumni in contact with each other, although no personal details are disclosed without permission.

Membership brings with it a host of benefits, as listed below:

- Access to our online community platform and alumni database
- Social events
- Career networking
- Professional groups
- Mentoring
- Reunions
- Cultural and artistic events
- Sports clubs and matches
- Regular communications throughout the year, including the annual OW magazine
- New members now receive an attractive RGS pin badge, awarded at their first members' event. These beautiful badges are also available for existing members to purchase at the Annual Lunch.

A discretionary £5 is added to your Termly Extras Bill. Membership fees go directly to the Old Worksopian Committee to facilitate events and the production of the annual OW magazine. If you wish to opt out, please email [alumni@wsnl.co.uk](mailto:alumni@wsnl.co.uk)

## Uniform

**Working Dress:** Must be worn on the ground floor throughout the working day, unless advised otherwise, and in the school grounds, but need not be worn in House areas, for breakfast or 2<sup>nd</sup> tea. Day pupils must arrive and return home in working dress. On match afternoons or after priority time, pupils may go home in tracksuit trousers and tracksuit top/school hoodie/school sweatshirt.

**Formal Dress:** To be worn for Chapel services, plays, concerts and other special occasions.

**Smart Casual:** The member of staff in charge of a school outing will usually provide dress regulations in advance of the outing.

**Informal Dress:** Pupils may wear informal dress before and after the working day.

**Dining Hall:** School uniform or tracksuit trousers (plus school top) can be worn for lunch, first tea and match teas. Informal clothing at other times; shorts are permitted but only knee length, non-sports shorts.

Informal dress must be worn in town and appropriate in nature.

### Working Day Uniform (11-18)

- Clothes marked with an asterisk are to be bought from the School Shop
- Where choice is allowed, pupils are asked to show restraint.

<b><u>GIRLS</u></b>	<b><u>BOYS</u></b>
<ul style="list-style-type: none"> <li>• *School blazer</li> <li>• *Navy-blue checked skirt (at least knee length) or charcoal grey trousers</li> <li>• White shirt-type blouse with collar (short sleeve Summer term) to be tucked into skirts</li> <li>• Navy-blue sweater (v-necked)</li> <li>• *House and school neckwear</li> <li>• Flesh, black or navy-blue tights</li> <li>• Plain black shoes (lightweight) with a sensible heel. Stiletto or wedge heels are not allowed.</li> </ul>	<ul style="list-style-type: none"> <li>• *School blazer</li> <li>• Charcoal grey trousers(not narrow fit)</li> <li>• White shirt (short sleeved Summer term) to be tucked into trousers</li> <li>• Navy-blue V-necked sweater</li> <li>• *School tie</li> <li>• *House tie</li> <li>• Dark plain socks</li> <li>• Plain black or brogue shoes.</li> </ul>
Casual: To include Jeans, smart casual trousers, skirt, shirt and sweater of own choice.	Casual: To include Jeans, smart casual trousers, smart knee length shorts, shirt and sweater of own choice.
<b>SIXTH FORM PUPILS (GIRLS)</b>	<b>SIXTH FORM PUPILS (BOYS)</b>
<ul style="list-style-type: none"> <li>• Navy-blue, grey, dark pin striped or black suit, with skirt/matching dress (close to knee length) or tailored trousers (not tapered or tight fitting). <b>All sixth form pupils will require a dark coloured suit for formal occasions</b></li> <li>• Plain dark coloured v-necked sweater (light coloured sweaters are not allowed).</li> <li>• Shirts/blouses may be of an appropriate plain colour, discreet small check or thinly pinstriped. All sixth form pupils will</li> </ul>	<ul style="list-style-type: none"> <li>• Grey, black, dark pin striped, or dark blue suit (with trousers that are not tapered or tight fitting). <b>All sixth form pupils will require a dark coloured suit for formal occasions.</b></li> <li>• Shirts may be of an appropriate plain colour, discreet small check or thinly pinstriped. All sixth form pupils will require a plain white shirt for formal occasions.</li> <li>• *School tie or House tie.</li> </ul>

<p>require a plain white shirt for formal occasions.</p> <ul style="list-style-type: none"> <li>• Black/navy or flesh coloured tights</li> <li>• Plain dark coloured shoes with a sensible heel. Stiletto or wedge heels are not allowed, nor are platform soled shoes.</li> </ul>	<ul style="list-style-type: none"> <li>• Plain dark coloured V-necked sweater (light coloured sweaters are not allowed).</li> <li>• Dark coloured plain socks.</li> <li>• Plain dark coloured shoes.</li> </ul>
<p>Casual: To include; Jeans, smart casual trousers, skirt, shirt and sweater of own choice.</p>	<p>Casual: To include; Jeans, smart casual trousers, smart knee length shorts, shirt and sweater of own choice.</p>

### Sports uniform (11-18)

GIRLS	BOYS
<p>*1 School skirt            *1 School swimming costume ( when required)            *1 School Tracksuit            *2 pairs hockey socks (1 yellow, 1 navy)            *1 School Sweatshirt            *2 School polo shirts            *1 School Hockey shirt            *1 House Polo Shirt            *House socks            *1 School skin top (optional)            1 pair indoor trainers (non-marking)            1 pair outdoor trainers            1 pair hockey/astro boots.            White sports socks            Swimming goggles (recommended)            Shin pads (compulsory for hockey)            Fitted mouth guard (highly recommended).            Hockey stick</p>	<p>*1 School tracksuit            *2 Rugby/ Hockey shirts            * 2 School polo shirt            *2 pairs School shorts            *1 School sweatshirt            *1 school skin top (optional)            *2 pairs rugby/hockey socks            ( 1 yellow 1 navy)            White sports socks            School navy swimming jammers/shorts            (when required)            * School cricket trousers and            shirt (compulsory)            *Cricket sweater and cap            (optional but purchased from school shop)            *1 House rugby/ hockey shirt            *House socks            1pr indoor trainer (non-marking)            1pr outdoor trainers            1pr rugby boots            Shin pads (compulsory)            Swimming goggles (recommended)            Fitted mouth guard (highly recommended)            Hockey stick</p>
<p>Items marked with an asterisk* must be purchased from our online shop</p>	

### Culture, religion and gender identity

We understand and are sympathetic to individuals who may wish to, or not wish to, wear a particular piece of uniform that falls outside our uniform policy. If this applies please get in touch with a member of the Admissions Team.

### Sports Equipment

**Protective Equipment:** The wearing of mouthguards for hockey and rugby is strongly recommended. A leaflet from O-Pro, a specialist supplier of fitted mouthguards, will be sent out during the summer holiday; it takes about a week for them to supply a mouthguard after taking an impression. Dental practices can provide fitted mouthguards; they are likely to need more notice. Proprietary self-fitted

mouthguards are available in the School Shop. The wearing of shin-guards is compulsory for hockey. Body or head protectors worn for rugby must be approved by the International Rugby Board and marked with the IRB label. Helmets must be worn by batsmen and close fielders in cricket; the school will provide helmets for those pupils who do not have their own. The wearing of goggles to play squash is mandatory.

## Appearance and standards

<u>GIRLS</u>	<u>BOYS</u>
<b>Sweaters:</b> Cardigans are not allowed. School sweatshirts are not an acceptable alternative to a V-necked sweater.	<b>Sweaters:</b> Crew-necked, polo-necked sweaters, sweatshirts (including school sweatshirts) and cardigans are not allowed.
<b>Shoes:</b> Only plain polishable shoes are acceptable; not suede, suede effect, heavy duty 'Doc Marten' type, patent, sling-backed. Heels must be of a sensible design. Heels above 5cm (2") are not acceptable. Boots or casual trainers are not to be worn with school uniform. Ankle boots may be worn with trouser suits.	<b>Shoes:</b> Only plain, polishable shoes are acceptable; not suede or suede effect or heavy duty 'Doc Marten' type. Boots or casual trainers are not allowed to be worn with school uniform.
<b>Hair:</b> Hair must be clean and tidy at all times, and be tied back when appropriate with plain dark coloured hair bands. Dyed hair is only acceptable when discreet.	<b>Hair:</b> Hair must be clean and tidy at all times, of a reasonable length, or tied back when appropriate, Pupils are expected to be clean shaven. Dyed hair is only acceptable when discreet.
<b>Jewellery:</b> A wrist watch and one pair of earrings, one in each ear lobe, (not in the upper ear) and a small chain may be worn. No other jewellery may be worn by pupils below the Sixth Form One charity wristband may be worn. The law states that persons under the age of 18 are not allowed to be tattooed and the school expects pupils to observe this law. On pupils who are over 18, tattoos that can be seen when wearing school uniform or games kit are not permissible.	<b>Jewellery:</b> The wearing of earrings, bracelets, bangles, necklaces and coat badges is not allowed. Rings are not to be worn by anyone below the VIth form. Sixth formers may wear one ring. All pupils may wear a wrist watch. One charity wristband may be worn. The law states that persons under the age of 18 are not allowed to be tattooed and the school expects pupils to observe this law. On pupils who are over 18, tattoos that can be seen when wearing school uniform or games kit are not permissible.
<b>Skirts:</b> Must be of an acceptable length and style. Skirt lengths must be close to knee length. Full length skirts are unacceptable. Slits in skirts are unacceptable other than a kick pleat or small slit at the back. No skirts with fringes are permitted.	<b>Socks:</b> Should be of a quiet, single colour. Highly coloured or striped socks are not allowed. White socks must not be worn with weekday or formal wear.
<b>Make-up:</b> Discreet make-up may be worn by members of the Sixth form. They may also wear nail varnish but only pale shades of pink or beige. Other colours are not acceptable. Extensions, decorated gels, acrylics or any other glitter type varnish may	<b>Ties:</b> An appropriate School, House, or Colours tie may be worn. Ties must always be worn properly inside school grounds.

not be worn. Pupils below the Sixth form are not allowed to wear make-up.	
---	--

**Tuck Box:** In addition to the above list, parents of boarding pupils may like to purchase a lockable tuck box. The tuck box should be clearly marked on the outside with the pupil's name; two padlocks are required. A set of named spare keys should be given to the Housemaster/mistress.

**Notes on Clothing and Equipment:** All clothes must be clearly named with a woven name tape, showing name, initials and the abbreviated House name. Parents can opt to purchase their child's clothing fully labelled via the on-line School Shop. Name tapes can be ordered by the on line School Shop if required.

Housemasters/Housemistresses will be pleased to give advice about the suitability of items of clothing or general equipment.

All clothes must be sent to the College clean, mended and fit for a full term's wear. The Sewing Room staff cannot do more than repair clothing which becomes torn or worn in the course of the term. Clothing which is sent in an unserviceable condition will be returned and the pupil will have to go without it until it has been replaced.

A suggested packing list is attached as Appendix 1.

**Valuable Items:** parents are reminded that personal effects are **not** insured by the school. In addition to Personal Effects Insurance, all personal effects, of any value, but particularly more expensive items, should be clearly and obviously indelibly named. Pupils are advised against bringing any items of significant sentimental value.

**Boarding at Worksop College**

At Worksop College and Ranby House, we offer boarding from years 3 – 13. Boarding is available for one or two nights a week (flexi-boarding), right up to full boarding (7 nights).

If you are interested in more information about the various options available, please visit our website or email [admissions@wsnl.co.uk](mailto:admissions@wsnl.co.uk)

**Starting at Worksop as a Boarder**

All new boarding pupils are contacted by their prospective Housemaster/mistress before they start at Worksop.

As with all new Pupils, a new boarder will be allocated a mentor - an existing pupil who has responsibility for looking after a new pupil. As far as it is practicable, a boarding child will be allocated a mentor who is also a boarder. Where this is not possible, the boarder will have an official mentor during the day and a boarding mentor allocated by the Housemaster/mistress for boarding times. The duties of the mentor include:

- 1. Accompanying the new pupil to all his/her first events - meals, assemblies, registration, chapel, lessons, games sessions, priority time.
- 2. Keeping him/her company during breaks and other free time for the first few days.
- 3. Passing on information common to all pupils in terms of expectations of staff and routines.

In addition, Housemasters/mistresses, their assistants and House tutors maintain a watching brief for each new boarder, sharing information and discussing concerns, referrals and observations with other staff.

Housemasters/mistresses ensure that the new boarder is informed of the routines of the House as well as what he/she should do in a fire drill and what to do and where to go if he/she feels unwell, unsettled or unhappy, both during the day and at night.

### **Pastoral Care**

Every member of staff has a responsibility for the pastoral care of the members of the school community, and pupils should not feel that it is only members of their House staff who care for them. The Chaplain and the School Nurses play a vital part in the pastoral system of the school and many pupils take advantage of their counsel during their time at the College. In addition senior pupils receive peer mentor training and pupils are easily able to access these mentors across the school.

### **Guardianship – overseas students**

The College requires every overseas pupil to have a Guardian based in the UK. Overseas pupils are usually expected to stay with their Guardian during exeats and half term holidays, although we are able to accommodate some pupils during exeats. An additional fee applies here, please visit our website or contact [admissions@wsnl.co.uk](mailto:admissions@wsnl.co.uk) for more information.

Guardians will need to act, in conjunction with the pupil's Housemaster/mistress, *in loco parentis* as they have an important role to play in supporting pupils as they progress through the school.

They also need to be responsible for safe travel arrangements and for providing a comfortable, warm and welcoming place to stay. If you have difficulty in finding a suitable guardian, please contact the College and we will be pleased to assist you. Full details of Guardianship organisations can be found at [www.aegisuk.net](http://www.aegisuk.net).

### **Organisation of day and week – Boarders**

For boarders, the day starts with breakfast at 7.30 am Monday to Friday and 8.30 am on a Saturday. Sundays it is not served until 10.30 am and is a 'brunch' style meal.

Formal registration takes place twice daily at 8:30am and 12:15pm Monday to Friday, 9:20 am on Saturdays. Latecomers are required to sign in at the Main School Reception. It is vital that the duty member of staff knows the whereabouts of each pupil, and members of the House are expected to observe the signing in/out procedures in place, particularly in the evening and throughout the weekend. Day pupils are expected to sign out whenever they leave the College at the end of the day. There are clear guidelines in place to deal with the incidence or suspicion of missing pupils, particularly important in the event of an evacuation due to a fire alarm.

Full boarders will need to obtain permission from parents/guardians to stay out of school on any Saturday or Sunday evening and this should be confirmed in writing by Thursday lunchtime – parents hosting boarders are expected to take full responsibility for that child for the duration of the visit and should complete the appropriate form (available on request from the relevant Hsm), also by Thursday lunchtime.

### **Housekeeping**

Every House has a Housekeeper who is responsible for the House cleaning, laundry and general tidiness. They are also a great listening ear to all pupils in their House.

Each House has a laundry rota and pupils should ensure that their laundry is ready for collection by 8.30am on their relevant laundry day. Please ensure that items are named as this makes it easier to return them directly to the pupil concerned.

Keeping on top of cleanliness and hygiene is much easier than having to do big clear-up sessions. Each House is home to 50+ pupils and all students are responsible for keeping their personal areas tidy. **All litter should be placed into bins and clothes on hangers in wardrobes.** The floor of rooms should be as clear as possible so that Housekeepers can clean without having to move a multitude of items. Shoes should not be left lying around.

Every morning beds should be made and rooms left tidy with hairdryers/mobile phones/hair straighteners unplugged.

**Fire routes should be clear at all times.**

## **Food**

It's important that the kitchen rules are followed:

- Any food kept in bedrooms should be in an appropriate container;
- ALL chilled food should be kept in the fridge in the kitchen. All other food should be in appropriate containers;
- All food 'Use By' dates must be adhered to;
- Fridges should be checked daily and out of date food/milk disposed of;
- Although there is a kitchen rota, you should still wash up your utensils as you go along and when you have finished eating;
- **Do not** leave dirty plates etc. in the Common Rooms or your bedrooms.

## **Duties**

Within the House, pupils are usually expected to carry out certain duties. This may be the occasional responsibility for ensuring that a communal area is tidy or the collection of the House's post or daily milk and bread allocation. Eventually, pupils may be asked to take on greater responsibility within the House, and ultimately may be invited to be a House Prefect.

## **Health and Safety**

Pupils are advised to read the College regulations concerning electrical items. **NO** electrical items are allowed in the House unless the Housemaster/mistress has given permission. In addition it is **forbidden** to have heating elements or electrical motors in private areas. This means refrigerators, kettles and toasters must not be used except in kitchens. Pupils must report damaged electrical outputs immediately.

## **Fire regulations**

- Fire doors must not be propped open when rooms are left empty
- Pupils must not lock their doors when inside
- It is an offence to tamper with fire safety equipment.

It is every pupil's responsibility to know and understand the Worksop College and House fire regulations.

If the fire alarm sounds:

Each member of the house has a responsibility to ensure that all persons are alerted.

- Close windows and doors. If possible, switch off electrical appliances including lights;
- Check any neighbour is awake and vacate the building swiftly but in an orderly manner, please do not run;
- Always have appropriate footwear and clothing ready.

### **Your child's personal space**

We offer a number of different types of room – and depending on their age, your child will be in a single, double, triple or quadruple room. It is not unusual for Boarders to share, sometimes with Day pupils - and we encourage all our pupils to personalise their own space.

### **Bed Linen**

Sheets, duvet covers, pillowcases etc., can be provided by the school. Full and weekly boarders are encouraged to bring their own duvets and duvet covers, although we realise that this may not be possible for overseas students. General laundry, which includes items of clothing, is done once a week and is organised in Houses though pupils may always speak to their Housekeeper if there are items that need washing outside the normal laundry rota.

### **DVDs and Games**

Please ensure that your child does not return to School with DVDs/electronic games which are not suited to their age. No one is allowed to watch any DVD or play any electronic game if it is rated above their age.

### **Boarders' Expenses**

Boarders' expenses are usually added to their termly bills. This may be for activities such as weekend trips, school shop purchases or additional items.

### **Tuck Box**

In addition to the Packing list (Appendix 1) parents of boarding pupils may like to purchase a lockable tuck box. The tuck box should be clearly marked on the outside with the pupil's name; two padlocks are required. A set of named spare keys should be given to the Housemaster/mistress. In all cases, tuck must be kept in a box, either plastic or tuck box.

### **Bedtimes**

It is particularly important that pupils get sufficient sleep by being in bed at the correct time and to not keep others awake by talking. This is especially important on evenings prior to a working day when pupils should be sympathetic to the needs of staff and other students. Bedtimes therefore are as follows:

	<b>In Dorm</b>	<b>Lights out</b>
Yrs 7 & 8	21.00	21.15
Year 9	21.40	21.45
Year 10	21.55	22.00
Year 11	22.10	22.15
Year 12	22.30	
Year 13	22.30	
Final Head Count	22.30	
Lock-up	22.40	

## **Leaving the premises**

It is assumed that weekly boarders go home for weekends, (after their lessons on a Friday or their activities/match commitments on Saturday until either 9.00 pm on Sunday or 8.15 am on Monday).

Full boarders are allowed to go home for weekends by arrangement. If a full boarder is going out for the weekend, or a weekly boarder is staying in school, the Housemaster or Housemistress must be informed by parents, in writing, by Thursday evening. If boarders are spending the weekend with friends, both sets of parents must give permission to the Housemaster or Housemistress, **in writing**, by Thursday evening.

In the case of weekend leave, pupils may not absent themselves from any school commitment without specific permission from the members of staff concerned and the relevant Housemaster/mistress. Requests for weekend leave must be made by parents, **in writing**, by Thursday evening.

## **Arranging or accepting invitations for visits to friends**

School friends often get together and make arrangements to invite each other out. This is perfectly normal. However, messages sometimes do not get back to parents, who are then not aware of the plans being made by their offspring! This can cause problems and use up an enormous amount of time in chasing up invitations and replies.

There are in essence two responsibilities for pupils and parents once an invitation has been made.

1. The pupil must relay this information to his/her parents.
2. The parents must reply to the Housemaster/mistress giving consent via email.

To avoid any disappointment please stress to your child the importance of passing information to you as parents or guardians at the earliest possible convenience, in order that you have the time to deal with the invitation.

## **Parties (off school premises)**

We are all aware of the potential for problems to arise from parties and the school duly requests that these are confined to holidays and exeat. However, should parties be arranged, we have outlined below the specific duties of parents and hosts in organising parties or giving permission for their boarding child to attend.

1. The responsibility for granting permission for attendance at the party lies with the parent or guardian who must give the school written permission for their child to attend.
2. The parent or guardian must be satisfied with the arrangements in place for the supervision of their child when attending the party. The school would strongly recommend that parents or guardians make contact with the host directly and receive details of the invitations from them. It is not recommended that parents or guardians rely solely on conversations with their children to make a decision, as this can sometimes lead to confusion or misunderstanding.
3. The school cannot take responsibility for any accidents or mishaps that might occur whilst a pupil is invited out. In the event of an emergency the hosts and parents will need to have appropriate action plans in place.
4. School staff will have a duty of care to those pupils who are at school, and would not normally be available to help out should problems arise.
5. We will reserve the right to refuse any invitations we consider to be improper or suspect, and would be grateful if parents could check details of any invitations before they give their agreement.

## Activities

Each evening from Monday to Friday a wide variety of activities is offered after prep and boarding pupils are expected to join in with at least two each week. Several of these have been developed at the request of individual pupils and, as ever, we encourage initiative here.

Pupils staying in College over the weekend are encouraged to subscribe to the varied activities on offer, both within and outside the College, supplemented by Chapel services. With the permission of the duty member of staff, groups of pupils may visit Worksop on a Sunday afternoon.

## Keeping in touch

As well as our regularly updated website and parent app, please follow us on our social channels to be kept up-to-date around what's going on across school.

There are links to all our social channels on the bottom of our website.

You will also receive our monthly e-newsletter and our annual school magazine.

We are always striving to improve our communication with parents, so please do email [marketing@wsnl.co.uk](mailto:marketing@wsnl.co.uk) to let us know of any improvements you think we should make.

## Governance

The College forms, together with Ranby House, Woodard Schools (Nottinghamshire) Limited, which is both a registered charity and a limited company. It is part of the Woodard Corporation. All School Governors are Company Directors. The Chair of the Board, or Custos, is Mrs. Penny Owston. Should a parent wish to contact the Custos they may do so as follows: The Custos c/o the Clerk to the Governors, Worksop College, Cuthbert's Drive, Worksop, Nottinghamshire, S80 3AP.

The full Board meets termly and the other Governor Committees meet termly or more often as required.

Members of the Board are detailed on our website.

## Complaints

Parents and pupils may make a formal complaint by adopting the procedure set out in our Complaints Policy, available on our website.

You are encouraged to seek an Informal Resolution by contacting the appropriate member of staff, Housemaster/Housemistress or Deputy Head. If still not satisfied (following a failure to reach an earlier resolution) parents can request the Chair of Governors (Custos) to ask for a hearing with a Complaints Panel. Full details are contained in the Terms and Conditions.

## Contacts

Area	Phone
Main School Office	01909 537100 enquiries@wsnl.co.uk
Marketing & Admissions Team	01909 537100 admissions@wsnl.co.uk

	marketing@wsnl.co.uk
Finance Team	01909 535764 billing@wsnl.co.uk
Healthcare Centre	01909 537138 hcc@wsnl.co.uk
Derry House	01909 537134
Gibbs House	01909 537137
Mason House	01909 537129
Pelham House	01909 537131
Portland House	01909 537102
Talbot House	01909 537152

### Words you need to know

We know each school has its own culture and way of describing events, people and places. To help you become accustomed, here are a few terms you may hear regularly:

**Brunch** - is breakfast/lunch on a Sunday. It runs from 10am until 12 noon. The next meal on a Sunday happens at 5pm so boarders need to make sure they eat lots at brunch!

**Callover** – registration in House when the pupil must report to a member of House staff.

**Chapel** – Chapel services take place on Monday and Friday mornings – everyone must go to Chapel.

**CCF**– the **C**ombined **C**adet **F**orce happens on a Monday afternoon. There are 3 groups: Army, Navy and the Air Force and activities include map reading, shooting, sailing, gliding and lots of teamwork and leadership.

**Cloisters** – these are the corridors around the ground floor of the main building. They are arranged in a square so, if you think you are lost, keep going, soon you will find where you need to be!

**Congers** – when the whole school goes to Chapel and practises singing! It happens for around 10 – 15 minutes on a Wednesday morning.

**Duties** – these are jobs that pupils do in house or around the school; they are there to help the community to run smoothly.

**EAL** – English as an Additional Language lessons

**Evensong** – Sunday or Friday evening service which happens only a couple of times a term. Parents and friends are invited to this service.

**Exeat** – is a weekend when everyone gets to have a break from school. Many people go home at this time but some students will stay with guardians or a host family. Inviting overseas students to stay is always well received! Pupils will be asked to let us know what your arrangements will be in plenty of time.

**Games** – happens on Tuesday or Thursday according to individual timetables, plus Wednesday afternoon and some Saturdays.

**Half-term** – is a longer holiday usually one week long, but in October we get 2 weeks!

**PSHE** – is a lesson where you talk about issues relating to you such as your health, your feelings, how you get on with people and lots, lots more!

**HSM** – this is a contraction of the word Housemaster or Housemistress.

**The Quad** – the courtyard that our main building is built around is called the quad.

**Prep** – another word for homework.

**Priority Time** – a time in the day when pupils can take responsibility for organising their own study. Whether that is doing prep or attending one of the many subject clinics run by academic staff

**OW** – the acronym for Old Worksopian; the name of our alumni.

**1st Tea** – a light snack taken in the Great Hall or in your own House. It's usually a drink and a biscuit or piece of toast.

**2nd Tea** – the main evening meal. Generally taken in the Great Hall.

**House Time** – a time for everyone in your House to come together to do activities or to represent the House in competitions such as cookery, chess or sporting activities.

## Appendix 1

### SUGGESTED PACKING LIST FOR BOARDERS (GIRLS)

\*1 Blazer (Yrs 7,8,9,10,11)

1 Suit (Sixth Form) with additional trousers/skirt. Navy-blue, dark grey, dark pin striped or black suit, with skirt (close to knee length) or tailored trousers (not tapered or tight fitting).

4 Blouses

\*2 Skirts (Yrs 7,8,9,10,11)

1 Navy sweater

\*House and school neckwear (Yrs 7,8,9,10,11)

1 Pair plain black shoes

2 Short sleeved blouses (Summer term only - optional)

Casual wear to include a smart casual skirt or trousers for theatre visits

\*House socks (to be purchased when necessary)

Shin pads

Swimming goggles (recommended)

Fitted mouth guard (recommended)

1 Kit bag (suitable for sport)

(Optional WC sports bag available from the School Shop)

1 Trunk or suitcase

Brush/comb

1 Duvet (not required for overseas students)

7 Pairs of pants	2 Duvet covers (not required for overseas students)
4 Bras	1 Clothes brush (optional)
3 Pairs of pyjamas/nighties	1 Shoe cleaning kit
10 Pairs tights	1 Wash bag/toiletries
1 Dressing gown - essential	1 named pop-up laundry basket
1 Pair bedroom slippers – essential (not heeled)	Coat hangers
3 Towels	1 lockable Tuck box or plastic 'Tupperware' type box
Tissues	1 Oxford Mini English Dictionary and Thesaurus
*2 School polo shirts	1 Collins School French Dictionary and Grammar (Y9)
*1 School hockey shirt(optional for Yr11 and 6 <sup>th</sup> Form)	1 Scientific calculator available from the School Shop
*School skin top (optional)	Pendrive
*1 School navy skort (Yrs 7,8,9,10,11)	
1 Navy swimming costume (Yr 7,8,9)	
1 School tracksuit	
*School Sweatshirt	
School hoodie (optional)	
1 Pair hockey/astro boots(optional)	
1 Pair non-marking indoor trainers	
1 Pair outdoor trainers	
1 Hockey stick(Yrs 7,8,9,10)	
White sports socks	
*1 Pair navy hockey socks(Yrs 7,8,9,10)	
*1 Pair yellow hockey socks (Yrs 7,8,9,10)	
*1 House Polo shirt	
*1 House hooded sweatshirt (optional)	

### **SUGGESTED PACKING LIST FOR BOARDERS (BOYS)**

*1 Blazer (Yrs 7,8,9,10 and 11)	*School cricket trousers and shirt (compulsory)
1 Suit (Sixth Form). Dark grey, black, dark pin striped, or dark blue suit (with trousers that are not tapered or tight fitting).	*Cricket sweater and cap (optional but purchased from School Shop)
6 White shirts	*1 House hoodie (optional)
2 Pairs charcoal grey trousers (Yrs 7,8,9,10 and 11, not narrow fit)	Shin pads (compulsory)
	Swimming goggles (recommended)

1 Pair black shoes	Fitted mouth guard (recommended)
*1 House tie	Hockey stick
*1 School tie	1 lockable Tuck box or plastic 'Tupperware' type box
Casual wear to include smart casual trousers	1 Laundry bag/pop-up laundry basket
7 Pairs pants/boxer shorts	1 Duvet (not required for overseas students)
2 Towels	2 Duvet covers (not required for overseas students)
Slippers	1 Brush/ comb
*2 School rugby/hockey shirts (Yrs 7,8,9,10)	1 Clothes brush (optional)
*1 House rugby shirt (purchase when necessary)	1 Shoe cleaning kit
*2 Pairs School shorts	1 Wash bag/toiletries
*1 Pair navy rugby socks(Yrs 7,8,9,10)	Coat hangers
*1 pair yellow hockey socks (Yrs 7,8,9,10)	1 Trunk or suitcase
*1 Pair House socks (purchase when necessary)	1 Padlock
*Navy swimming trunks/shorts (Yr 7,8, 9)	1 Set spare keys
*1 School Tracksuit	1 Kit bag (suitable for sport)
*1 School Sweatshirt	(Optional WC sports bag available from the School Shop)
*1 School Hoodie (optional)	1 Oxford Mini English Dictionary and Thesaurus
White sports socks	1 Collins School French Dictionary and Grammar
1 Pair rugby boots (Yrs 7,8,9,10 and as required)	1 Scientific calculator available from the School Shop
1 Pair indoor trainers(non-marking)	Pendrive
1 Pair outdoor trainers	
*2 School polo shirts	
*1 School skin top (optional)	

Items marked with an asterisk \* must be purchased from the school shop.

In addition, pupils may bring their own personal sporting equipment (squash racquets, etc.). Pupils bringing skateboards or skates to school must also have the appropriate safety equipment, (helmet, pads, etc.). Bicycles brought to school must be kept in the bicycle shed, protective head gear must be worn. Mobile phones, with Houseparents' permission, and personal computers are permitted subject to the conditions in the relevant policies. Personal insurance for these items is strongly recommend.

