

Bloxham School

Wilberforce House
Handbook 2022

The Running of Wilberforce House

Cleaning:

Houses are cleaned every morning from Monday to Friday. The Domestic Assistants (DAs) do a fine job but it is essential that all girls keep their rooms tidy to help with this. Once a week, desks and floors are cleared to allow a thorough clean.

Rotas and Duties:

All girls in the house are expected to help with the smooth running of the community by carrying out various duties and rotas are published around the house. You should ensure you know when your duties are and how to carry them out properly.

Duties may include:

- **Third Form** Newspapers, fruit and milk collection
- **Fourth Form** Evening snack collection
- **Fifth Form** Kitchen clean up
- **Lower Sixth** House lock up and prep supervision
- **Upper Sixth** Prefect duties (incl. prep supervision), running house competitions and events

House Kitchens:

Each house has student kitchens stocked with milk, fruit, cheese, bread and spreads each day. Each kitchen also has a kettle, microwave, toaster and fridge. Girls may store their own provisions in house and it is essential that everyone respects that personal provisions are not for general consumption. Snacks are available for boarders each evening at 9pm.

Signing Out:

You must always tick in and out of the House. This happens in Matron's room during the day and in the duty tutor room from 6.30pm onwards. You must also sign out when returning home.

Parental access:

Parents/guardians have full access to Wilberforce House at the beginning and end of each term to deliver and collect you. However, in accordance with the school's Safeguarding Policy, they may not visit Wilberforce unsupervised during term time. If parents/guardians wish to visit, they should contact either the Housemistress or matron in advance and sign in with the staff member on duty on arrival. There may be times during the week when it is not appropriate for parents or guardians to enter the house.

Visiting other houses:

Girls may only enter the common rooms in other houses at set times. These are: between 6pm and 6.30pm on weekdays, on Saturdays after 4pm until bedtime/10pm, and on Sundays after brunch until bedtime/10pm (but not during quiet time).

After evening registration on weekdays, prep runs from 6.45pm until 9pm. Third and Fourth Formers may finish their prep time at 8.30pm if their work is complete. They may then socialise in the designated areas, within Houses, and on the school site, until 9.15pm (Third and Fourth Form). Fifth and Sixth formers may socialise from 9pm until 10pm. Any visits outside of these times will be allowed at the Housemistress's discretion.

All visitors to Wilberforce must sign in and out on entering and leaving the house.

Bedtimes:

Form	Bed	Lights Out
Third Form	9:30pm	9:45pm
Fourth Form	9:45pm	10:00pm
Fifth Form	10:00pm	10:15pm
Lower Sixth	10:15pm	10:45pm
Upper Sixth	10:45pm	11:00pm

Arrangements for Day Boarders:

Day boarders register at **8:15am** each day and your day ends at **9pm** (unless parents have agreed a 6pm finish with Miss Lafford by email). The Wilberforce House staff work hard to accommodate everyone but it is inevitable that you will miss out on activities, prep time and opportunities to see tutors if you don't stay until 9pm.

Every effort must be made for students to stay at school until 9pm on their tutor's duty night and there are a few activities that take place after 6pm throughout the year.

Senior day boarders will receive two nights boarding per week within their school fee. Any additional overnight stays will be charged at a rate of £57 per night. Should a day boarder stay for four nights a week, on six or more occasions in one term, then they will be deemed a boarder and will be charged the full boarding fee upgrade retrospectively.

Internal Assessment Reports

Assessment Reports are written every half term by teachers to comment on your academic progress within each subject. You will receive three grades:

ATL: Your attitude to learning

CWT: Your current attainment level (currently working towards)

Target Grade: Self-explanatory!

Your teachers will also give you advice on how to improve. During the week immediately following the report, your tutor will discuss the comments with you. On occasions, you and your tutor might agree to write a Student Improvement Plan (SIP) to highlight key areas for improvement over the next half term. Your parents/guardians will receive an email from the school after this point with log in details so they can access your report online. This makes it essential that your parents let us know of any changes to their email address. Contact Tina Hetzel on TJH@bloxhamschool.com

You will be required to write your own self-reflection reports at the end of each term. These allow you to look critically at your own performance and judge for yourself how you are progressing.

IT Support

On arrival, new students receive their own laptop and an induction. If you have any issues, please raise a request via Bloxham Service Desk (bloxhamschool.samanage.com) or students can visit the IT hub for technical support.



Uniform & Dress Code

- Full details are in the Uniform Lists and Dress Code documents
- First to Fifth Form girls wear the school uniform of school blazer with a black and white kilt, a white blouse and black tights. A black jumper is also available.
- Sixth Form students wear business suits with a blouse and a plain coloured cardigan or v-necked jumper. Suits can be a dark grey, black or navy blue and of one colour and one material only.
- Girls are expected to represent themselves and the school in a fitting manner. In keeping with this idea, please consider the following further points regarding appearance:
- Hair – must be of natural colour. Long hair must be tied back in a ponytail.
- Jewellery – must be discreet. The following are permitted: 1 plain gold/silver stud per ear, 1 small neck chain, which must be removed for PE and hidden at other times, watch, small plain ring, 1 identity/medical bracelet.
- Makeup – Makeup should be natural and discreet.
- Facial piercings are not permitted.
- Kilts should be knee length.
- All clothes and shoes you bring to school must be clearly marked with name tapes, including casual clothes, making them easier to return to you. Please bring spare name tapes with you.
- All uniform must conform to the lists on the website. This includes all sports kit.
- All clothing must be machine washable and tumble drier safe.
- School shoes (worn with uniform) must be polishable – and polished! Non-trainer style.
- No hats or caps may be worn except as necessary for sporting activities.
- No nail varnish or acrylic nails

Packing List for Boarders

Clothes

- School uniform - a full breakdown of what this includes is available via the school website
- 2 sets of casual clothing (suitable for activities)
- 1 set of clothes appropriate for going out (e.g. trip to the cinema)
- 6 sets of underwear
- 6 pairs of socks (Tip: it makes life a lot easier if name tapes are vertical down the sock)
- 1 coat or anorak for evenings
- 1 waterproof jacket
- 2 pairs of pyjamas
- 1 dressing gown
- 1 pair of slippers – compulsory
- 1 overnight bag (for going home at weekends)

Linen

- 2-3 bath towels & hand towels
- 2 sets bedlinen (single fitted sheet, duvet cover and pillow cases. These can be provided by school if required.)

Wash Bag

- Sponge/flannels
- Toothbrush
- Toothpaste
- Shower gel/shampoo
- Nail brush
- Nail scissors
- Hair brush/comb

Extras

- Reading books
- Personal cutlery / crockery (this must be named and kept in your room)
- Small posters or pictures to decorate rooms
- Tuck (healthy treats!)
- Small amount of pocket money
- Four net washing bags for laundry
- Shoe cleaning kit

For All Students

Stationery

Clear plastic pencil case containing:

- Fountain pen or good quality roller ball pen
- Spare ink cartridges (blue or black ink)
- 2 spare roller ball style pens (blue or black)
- 2 sharp HB pencils
- Coloured pencils (at least 6 colours)
- Scientific calculator - Casio Fx 83
- Green biro
- Red biro
- Purple biro
- Pencil sharpener
- Pritt Stick or similar glue
- Pair of scissors
- Protractor
- Set square
- 15 or 30cm ruler
- Pair of compasses
- Rubber

*In addition, the Outdoor Education programme demands specific clothing/equipment (eg. walking boots, waterproof trousers and 3 seasons sleeping bag) but it would be wise not to purchase these in advance.

School Regulations

ALL STUDENTS MUST:

- Attend meals, lessons, Chapel and games and fulfil other official School commitments.
- Present a clean and tidy appearance in accordance with the Dress, Hair, Jewellery & Makeup Regulations.
- A breach of common sense may be interpreted as a breach of the school regulations.
- A breach of the "Golden Rule" (that we treat others as we would like them to treat us) may be interpreted as a breach of the school regulations.

Bounds

- Outside lesson times students must sign in and out of their houses.
Sixth Form studying in house during lessons must also sign in and out.
- Third to Fifth Form students must be on the school campus from 6pm, unless given specific permission to attend an event off campus.
- Times for visiting the shops on the High Street are as follows:
 - Sixth Form: in break-time and lunchtime and after all lessons Monday - Saturday
 - Fifth Fourth & Third Forms: After lessons & activities Mon-Sat
 - First & Second Forms after lessons and activities at the Housemaster/Housemistress' discretion
 - On Sundays all students may visit the shops from 10.30am until 5.30pm
 - Students may collect newspapers at other times at the Housemaster/Housemistress' discretion
- Students must use the pelican crossing to cross the High Street.
- Other than the shops area on the High Street the rest of the village is out of bounds. Other areas may only be used to go to and from school activities, or with the permission of a Housemaster/Housemistress.
- No student may leave the village without the permission of their Housemaster/Housemistress.
- Students must be in their own house during prep and may only visit other areas after 6.45pm with Housemaster/Housemistress permission or in social times as follows:
 - Third Form: 8.30pm - 9.15pm
 - Fourth Form: 8.30pm - 9.15pm
 - Fifth & Sixth Forms: 9.00pm - 10.00pm
- Students wishing to visit Stonehill post 6pm require permission from their HsM:
 - Third and Fourth Form students wishing to visit Stonehill, should do so in groups of more than one.
 - Third and Fourth Form Stonehill students wishing to visit the main campus post 6pm, should do so in groups of more than one.
- No students, except for Prefects, may cross the school lawns including the swimming pool lawn, use the door onto the High Street or the door outside the Headmaster's Study.
- Great Hall galleries, roof loft, lighting tower & cage, balcony & stage, and the Wesley Theatre are out of bounds except by specific arrangement with qualified staff.
- Public Houses are all out of bounds for all Bloxham students who are under school responsibility, except if accompanied by parents or by special arrangement with the Housemaster/Housemistress at some weekends. Mid-week permission will only be considered for School Prefects.



Food

- No food or drink is to be taken out of the Dining Hall without permission.
- All students must know the times of meals and when they may start queuing.
- Those queuing for any meal must do so in a quiet and orderly manner.
- Students must have written authorisation (agreed by either of the Deputy Heads), from a member of staff if they wish to attend meals or start queuing at other than the stated times.
- School dress must be worn from 8.15am until after dinner each day. Sixth Form students may attend evening meal on a Tuesday, Wednesday and Friday in casual clothes but must respect the “no knees at teas” rule. No hats/caps may be worn. Shoulders should be covered. Sliders are unsuitable footwear in the dining room.
- Bloxham sports kit (covered by a school tracksuit) may only be worn in exceptional circumstances and if agreed to by either of the Deputy Heads beforehand.
- Eating in public places is contrary to good manners and the School regulations.
- The chewing of gum is forbidden at all times on site and on all school occasions on/off site.



Health & Off Games List

- If a student is unable to participate in games due to an injury or illness, they will need to attend Palmer Health Centre to get an “off games” slip. This should be presented to the member of staff in charge of the team and/or group which the student would normally be a part of.
- A summons to attend surgery takes priority over all other activities.
- If students are capable of participating in another activity e.g. cross country, gym or other rehabilitation work this will be arranged. Otherwise students will be involved in the games afternoon with the relevant group or with the hosting of visiting teams via “meet and greet”. At all times those “off games” must remain on the school site unless permission has been granted from your Housemaster/Housemistress.
- Any medication brought to school must be handed in and Palmer H.C. will then decide on rules for storage and administrating.



Transport

- The school site is not a suitable area for bicycling. Any student wishing to use a bicycle for any reason should seek permission from their Housemaster/ Housemistress and must wear a helmet.
- Applications for permission to drive to and from school should be made to the Housemaster/ Housemistress. If permission is granted the “Driving to School Policy” must be followed and a signed agreement lodged with the Head.
- Driving lessons may be arranged by members of the Sixth Form once they have reached the legal age, but should not clash with lessons, study periods or other school commitments. An exception is that Upper Sixth students may arrange driving lessons during a study period with Housemaster/ Housemistress permission. Parents or guardians must apply to their Housemaster/ Housemistress in writing and permission must have been received before arrangements are made.
- Students travelling to and from school should do so in full school uniform.



Visiting & Relationships

- Non-members of the school may only visit with Housemaster/Housemistress’ permission, signing in and out at Reception and must be accompanied during any visit.
- No student may visit a private residence without both an invitation from the host and prior permission from the Housemaster/ Housemistress approved by the DSL.
- Parents or guardians must sign in and out of houses.
- All houses have designated areas which are open to both boys and girls for socialising. Students must not enter other areas except with Housemaster/ Housemistress prior permission.
- Sexual contact between students is not permitted. Those engaging in such behaviours normally will be required to leave the school.
- Public displays of affection are not appropriate behaviour within a boarding school.



School Regulations (cont'd)

Exeats & Leave

- Before going on Weekend Leave students must ensure the Housemaster/ Housemistress receives parental authority by Thursday 9pm.
- Permission must be received by any parents or guardians who will be hosting students.
- Leave may be from 4pm on Saturday until 9pm on Sunday subject to commitments. Once a student has signed out for weekend leave, they should not return to school before Sunday evening.
- All students must always sign in and out.



Devices

- Devices may be watched at the Housemaster/Housemistress' discretion.
- At all times the volumes of sound on devices must be kept to a level that is not obtrusive.
- Headphones should only be used at a low volume and not at all in bed so as not to distract others and so that students can hear if the fire alarm were to sound.
- During services, those in the vicinity of Chapel should not create any noise.
- The use of mobile phones/devices is in accord with the school mobile device policy.



Miscellaneous

- All property should be named. Lost property should be handed to the Deputy Head Pastoral.
- No transaction in excess of £5 between students is allowed without the consent of the Housemaster/Housemistress.
- No student may extend credit to any other student.
- It is illegal to be in possession of any offensive weapon. Any knife, other than domestic, with a fixed blade will be considered an offensive weapon.
- Deliveries to the School are made to Park Close Annex, Bloxham OX15 4PS



Your Toolkit

At Bloxham, we'll equip you with the tools you need to leave the school as an engaging, respectful, caring and confident individual, ready to live happily and contributing positively to the world. You'll be given the tools to:

Settle, develop and grow through...

- A full and proper induction
- Regular communication between school and parents/guardians
- Leadership and 'parenting' from your Housemistress, House Captain, and Tutor
- Access to the school counsellor
- Support, guidance and help to form positive relationships
- Guidance, support, encouragement and advocacy from your tutor
- Accommodation in a well maintained and cared for boarding house
- Healthy meals and snacks
- Advice and guidance on leading a healthy lifestyle
- Advice on keeping safe, with a focus on cyber-safety
- Fair and transparent disciplinary procedures
- Recognition for your success and effort in every area of school life
- Support in personal spiritual development
- RSHE – Relationship, Sex and Health Education



Embrace fun, friendships and challenges through...

- Plenty of social activities suited to your age
- Access to over 100 clubs and activities
- Instruction on how to improve your communication skills
- Help to develop respect for others both locally and in a diverse world
- A PSHE course which is relevant to your age
- Nurturing to build and develop self-esteem and that of others
- Guidance to become emotionally robust
- Support to develop respect for the property of others
- Instruction to develop listening skills

Inspire each other to be ambitious about who we are and what we can achieve through...

- The opportunity to have your voice heard in the house and school
- Leadership opportunities within your house and the school
- Encouragement to have an inquiring mind, to read and to think
- Encouragement to develop your talents to the full – both academic and non-academic
- Opportunities to explore careers and prepare for life after Bloxham

Help & Advice



Palmer Health Centre

The school's health centre is staffed by registered nurses and a visiting school medical officer. They look after your health and wellbeing whilst at school, including: general ill health, support for physical or psychological health conditions, emergency ill health or first aid, health education, support or administration of medication or general health advice.

If you feel unwell you should attend the health centre for advice and support during surgery times. If the sister decides that you're unfit to remain at school, she will contact your parents/guardians to discuss appropriate action. Parents/guardians must not arrange to collect you before you have visited the health centre for assessment.

<p>Palmer Surgery Times Morning 8am – 8.45am Lunch 1.15pm – 2pm Evening 6pm – 7pm</p> <p>Contact Information: Registered Nurse on-call during Term Time Teams: Palmer Health Centre Phone number: 01295 724306 Mobile phone during opening hours: 07812 555574 palmerhealthcentre@bloxhamschool.com</p>	<p>GP Surgery Thursday 1.30pm – 2.30pm Friday 3.30pm – 4.30pm</p> <p>Physio Clinic Monday 3pm – 4pm</p> <p>Nurse-led Clinic Sunday 10.30am – 11.30am</p>
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Need to Talk?

If you have any worries or need advice, there are lots of people you can turn to:

- Your family
- Your house team
- A House Captain or Prefect
- The Chaplain
- A Peer Listener

Peer Listeners are a body of Bloxham students who have been elected by staff and their peers to listen and advise those within the school who are looking for someone to confide in. Each student undertakes a training course before they can become a Peer Listener, giving them the expertise to offer this valuable support system for other students within the school.

As the name suggests, we are here to listen, not to offer solutions. Things aren't always the way we want them to be and it's often hard to shine a light on the matter. We are not that different, and really do understand, and are dedicated to support you whatever the worry, be it about school or home life, our friendly, confidential service can help you get back on track. The Peer team is always here for you. Get in touch by emailing peerlistening@bloxhamschool.com.

- The School Counsellor

Mr. Steve Thorp is available to offer support with any problems you'd like to share. He is in school on Mondays and Tuesdays - a member of staff can book an appointment for you, or you can email him directly on counsellor@bloxhamschool.com

- Independent Listeners

The school enjoys the support of entirely independent figures who are available to students if they should wish to talk to a trusted adult outside of school. Our Independent Listeners are Becky Horton on becky.horton@btinternet.com - 01925 721152 and Mike Tydeman on miketydeman@bloxhambaptist.org - 01295 721525.

Pupil Weekly Timetable

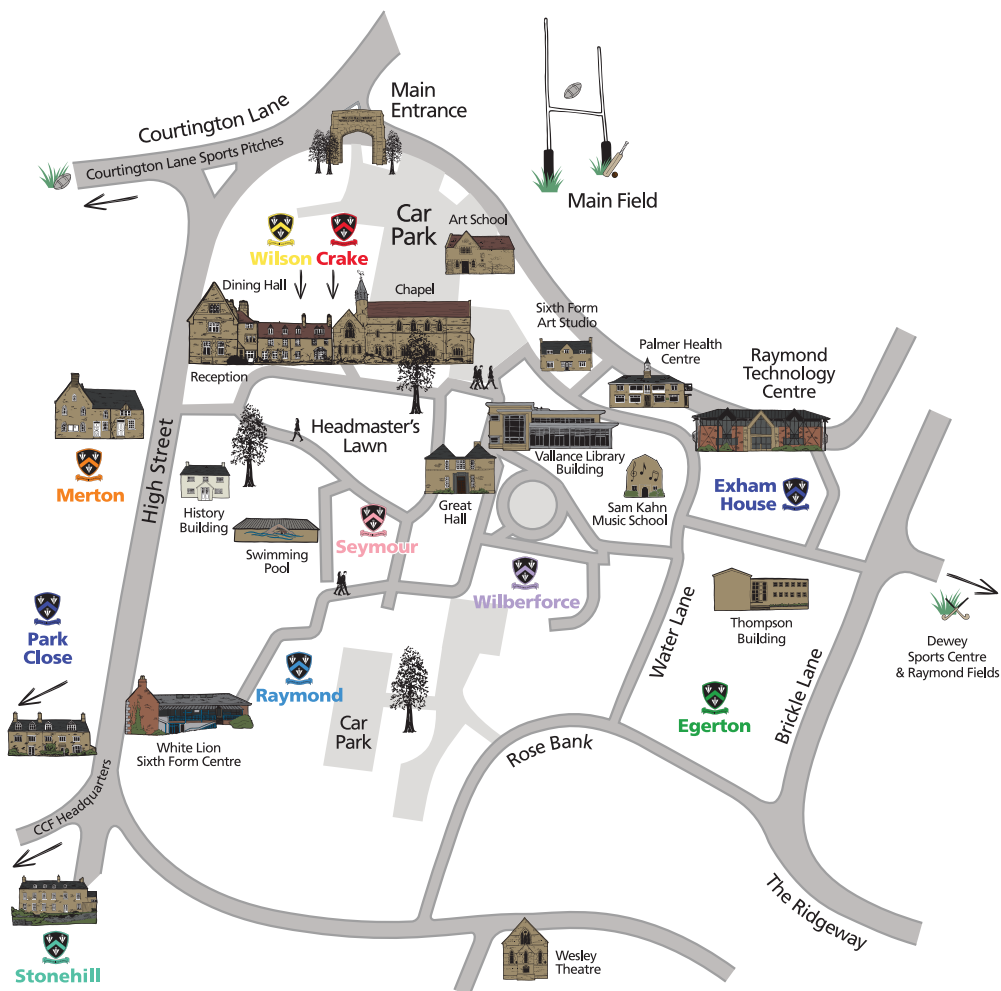
Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
07.30 - 08.00	Boarders' breakfast					
08.15	House Roll Call					
08.30 - 08.45	Whole School Assembly	Tutor Time	Upper School Assembly	Tutor Time	Tutor Time	Year Group Assembly
08.50 - 09.50	P1	P1	P1 PHSE	P1	P1	P1 08.50 - 09.50
09.55 - 10.55	P2	P2	P2	P2	P2	P2 09.55 - 10.55
10.55 - 11.20	Break					
11.20 - 12.20	P3	P3	P3	P3	P3	P3
12.25 - 13.25	P4 Lunch House tick in	P4 Lunch House tick in Fifth & Sixth Form Games	P4 Lunch House tick in Third Form Games	P4 Lunch House tick in Fourth Form Games	P4 Lunch House tick in	Lunch House tick in
13.25 - 14.25	P5 Lunch House tick in	P5 Lunch House tick in	P5 Lunch House tick in	P5 Lunch House tick in	P5 Lunch House tick in	Games Afternoon (times vary)
14.30 - 15.30	P6	P6 Third & Fourth Form Games	P6 Fifth & Sixth Form Games	P6	P6	
15.30 - 15.55	Break	Break	Break	Break CCF / Service	Break	
15.55 - 16.55	P7 Broader Curriculum	P7 Broader Curriculum	P7 Drop-in clinics and assisted prep	P7 CCF / Service / Activities / Prep (library & WLSFC)	P7 Music / A -Team Practice / Drama / Prep (library & WLSFC) / social time	
17.00 - 18.00	P8 Tutor Meetings House Assemblies 17.45	P8 Drop-in clinics / prep (library / WLSFC)	P8	P8 Fifth & Sixth Form Chapel 17.15	P8 Fifth & Sixth Form Lecture Programme Third & Fourth Form Chapel 17.15	
17.50 - 18.00	House Tick In					
18.00 - 18.45	Boarders' Supper					
18.45 - 20.30	Evening Prep Third & Fourth Form					
18.45 - 21.00	Evening Prep Fifth & Sixth Form					
20.30		Basketball (Dewey)	Swimming	5-a-side Football		
20.30 - 21.15	Social Time Third & Fourth Form					
21.00 - 22.00	Social Time Fifth & Sixth Form					

Induction Timetable

	THIRD FORM	FOURTH FORM	LOWER SIXTH	UPPER SIXTH
Saturday 3rd Sept 2022	Overseas Arrival <i>*Please see separate Overseas Induction Schedule for more information for Saturday 3rd and Sunday 4th September</i>			
Sunday 4th Sept 2022	09.30 Arrive in houses 10.30 Head's address to parents; Student activities 11.00 Coffee (parents depart) 18.00 BBQ 19.30 House Time			15.00 Arrive 16.00 Orientation 17.30 Assist with Overseas; Third Form Welcome 18.00 BBQ 22.30 Bedtime
Monday 5th Sept 2022	08.30 Breakfast 09.00 Assembly 09.30 Laptops in T5-T10 10.30 Orientation 11.30 Study Skills 12.30 Lunch 13.45 Sport and Medicals 16.00 Tutor Time (collection from GH) 17.00 Academic Expectations 17.30 Safeguarding (JHS in SKMS) 18.15 Tea 19.00 House Fire Drills and Photos 20.00 Social 21.30 Bedtime	15.30 Arrive (to Houses) 16.00 Elevate Talk on Study Skills 17.00 Tutor Time 18.00 Tea 19.00 House Fire Drills and Photos 20.00 Social 21.45 Bedtime	12.00 Arrive (to Houses) 12.30 Assembly and Headmaster address to parents in WL 13.00 Lunch 13.45 Academic Expectations (MAB) 14.15 Laptops in T5-T10 15.00 Team Building (EJE) and Medicals (Palmer) 18.00 Tea 18.30 Safeguarding (JHS in Chapel) 19.00 House Fire Drills and Photos 20.00 Socials 22.00 Bedtime	08.30 Breakfast 09.45 Assembly in GH followed by UCAS Writing 10.30 First and Third Form Orientation in SKMS 13.00 Lunch 13.45 UCAS 16.00 Load UCAS 16.30 Sport 18.00 Tea 18.45 Safeguarding (JHS in Chapel) 19.00 House Fire Drills and Photos 20.00 Socials 22.00 Bedtime
Tuesday 6th Sept 2022	All Years: 07.30 Breakfast 08.15 Registration 08.30 House Assembly 08:50 Tutor Time 09.20 Assembly 09.55 Period 2 and normal timetable commences			
Thursday 8th Sept 2022	MidYis and Alis Tests		MidYis and Alis Tests	

Where are my lessons?

Building	Classroom Name	Notes
Art School	AS1	Downstairs
	AS2	Upstairs
Sixth Form Art School	SA1	Downstairs
	SA2	Upstairs (Photography)
Main Building Business School	B1	Lower Ground Floor
	B2	Lower Ground Floor
Merton House (across the road)	MN1	Mr Dann's classroom
Dewey (Sports Centre)	Dewey	Sports Hall
	D5	Dewey Studio
Exham (Lower School)	E1	Main Entrance
Great Hall (Main Entrance)	GH1	Downstairs
	GH2	Downstairs
	GH3	Downstairs
	GH4	Downstairs
	GH5	Upstairs
	GH6	Upstairs
	GH7	Upstairs
	GH8	Upstairs
	Great Hall (Languages School)	GH9
GH10		Downstairs
GH11		Upstairs
GH12		Upstairs
History (Access from HM Lawn)	H1	Downstairs
	H2	Upstairs
Main Building	EL	Egerton Library
	LC	Liddon Chapel Classroom
Sam Khan Music School	M2	Downstairs
	M15	Upstairs
	RR	Recital Room (upstairs via main entrance)
Raymond Technology Centre	RT1	Downstairs
	RT2	Downstairs
	RT3	Upstairs
	RT4	IT Support
	RT5	Upstairs
	RT6	Upstairs
	RT7	Upstairs
Pavilion	SC	Stewart Centre
	Palmer	Medical Centre
Thompson Building	T1 - T11	Downstairs
	T20 - T27	Upstairs
Wesley Theatre	Wesley Theatre	Via Raymond car park and Rose Bank



Wilberforce House Phone: 01295 724359

Other useful contacts:

School Office (absence): 01295 720222

absences@bloxhamschool.com

Emergency Number: 01295 724360

Palmer Health Centre: 01295 724306

Follow us on Twitter: @BloxWilberforce

The postal address for deliveries is:

Park Close Annex, Little Bridge Road, Bloxham OX15 4PS