



Bloxham School

Exham House
Handbook 2023

Meet the Team



Head of Lower School MRS CLARE BRIDGE

Clare Bridge joined Bloxham as a Maths teacher in 2020, prior to that working as Assistant Head of Year and Lead of KeyStage 4 Mathematics at a school in South Northamptonshire.

Before teaching, Clare qualified and worked as an Actuary for an International Consultancy. Clare lives in Brackley with her husband, James, and children, Samuel and Isabella. As a family they spend lots of their time involved in many sports, particularly triathlon, rugby and dancing.

At Bloxham, Clare joined the Lower School as a tutor, before becoming Head of the Lower School in 2022. She believes that the supportive environment and breadth of experiences provided in the Lower School help the students to develop in confidence and gain the skills to ensure they will thrive in the Senior School.

c.bridge@bloxhamschool.com



Housemistress of Park Close

MRS SOPHIE HEATHCOTE

Sophie takes responsibility for all boarding and pastoral care of the Exham House boarders as well as continuing her support to the PE Department in hockey, rounders, tennis and netball.

Sophie Heathcote joined Bloxham in 2004 as a sports coach, and since then has taken successful sports tours to Northern Europe, Paris and South Africa. In 2013, Sophie became Lower School's Sports Coordinator before extending her reach in Exham to become a tutor and then Assistant Housemistress of Park Close in 2015. She especially enjoys supporting the broader curriculum at Bloxham, leading outward-bound activities such as the annual French Alps Trip and First and Second Form camps, as well as supporting DofE.

sh@bloxhamschool.com



Mr. Alex Redpath

Assistant Head of
Lower School
Director of Music

ajr@bloxhamschool.com



Mrs. Jayne Dales

Lower School Administrator

jlmd@bloxhamschool.com

The Running of Exham House

The Lower School is where First and Second Form pupils will take their first exciting steps at Bloxham, before moving up to the Senior School and entering one of our eight Senior Houses.

For all Lower School students, their base on the school campus is in Exham House, giving them somewhere to relax at break time. We always have company in Exham House, whether it's the duty tutor or Mrs Dales or the Head of Lower School. Pupils will need to be at School by 8.10am for registration Monday – Friday. The School day ends at 6pm. For the Lower School boarders, their residential home is at Park Close. Park Close is their boarding house where they will go home to after supper and where they will be cared for by their Housemistress, Mrs. Heathcote, and her team.

Internal Assessment Reports

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

ATL: Attitude to learning

CWT: Current attainment level (currently working towards)

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

Pupils will be required to write their own self-reflection reports at the end of each term. These allow them to look critically at their own performance and judge for themselves how they are progressing.

IT Support

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

Boarding Life at Park Close

Boarding is designed to be an enriching experience for students, helping them unlock their full potential. All Lower School boarding is accommodated at Park Close, located in a beautiful building a short walk from the main campus. There is an excellent and well equipped indoor social space, with a large outdoor garden and sports facilities. The Park Close experience is built upon a strong partnership between home and School – if parents or guardians have any concerns at all, please get in contact as early as possible and we will do everything in our power to handle the matter, promoting the best interests of our students.

Arrivals and departures

At the start of term, it is helpful for all Weekly Boarders to arrive at Park Close on the morning term begins. If students are a Day Boarders, then they may either drop bags in the morning between 8am and 8.15am prior to their boarding night or arrive in Exham House with their boarding bags. The same applies for the Day House students if boarding.

Weekly boarders depart after Saturday sports commitments from the Dewey, usually at 10.30am. Day Boarders and Day House students depart from Exham at 6pm.

The Shape of the Day

Waking up

Wake up time is 7am followed by roll call before walking over for breakfast at Main School for 7.45am on weekdays. On a Saturday students will be woken at 7.45am and will have breakfast at 8.30am prior to sport at 9.15am.

Evening activities

Park Close boarders will be supervised by the duty tutor up until 9pm. After supper, they will return to Park Close to get changed into home clothes and prepare for evening activities. They can expect a lot of fun planned activities but also plenty of time to rest and chill out.

Bed time

Pupils will be asked to get settled for bedtime from 8.30pm and lights out are at 9pm.

Emergency Procedure

If there is an emergency that requires evacuation of the building, e.g. fire, whilst at Park Close, pupils should congregate by the tennis courts, wearing footwear and a warm over-garment.

Mobile Phones

All boarders are given 30 minutes phone time during the evening. The House phone is always available for students and parents. Telephone number: 01295 724 337

Access for Parents

Parents are very welcome to visit Park Close by making arrangements with the Housemistress. However, in keeping with our Safeguarding Policy, parents may not visit the boarding house unsupervised.



Bloxham parents have established an independent online exchange system for second hand uniform which you can access by joining the parent comms platform: www.classlist.com

Uniform & Dress Code

- Full details are in the Uniform Lists and Dress Code documents.
- Makeup is not permitted in Lower School.
- No nail varnish or acrylic nails.
- All clothes and shoes pupils bring to School must be clearly marked with name tapes, including casual clothes, making them easier to return. Please bring spare name tapes.
- All uniform must conform to the lists on the website.
- All clothing must be machine washable and tumble drier safe.
- School shoes (worn with uniform) must be polishable – and polished! Non-trainer style.
- Personal cutlery / crockery must be named and kept in students' rooms.
- Students 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:

Boys

- First to Fifth Form boys wear the School uniform of School blazer with charcoal grey trousers and a white shirt. Boys also wear a School, House or authorised School club tie. A black jumper is also available.
- Hair – should be of a similar length throughout, not below the collar or showing the scalp, and trimmed around the ears. Students may not colour their hair.
- Jewellery – is not allowed, including bracelets or bands, except for a crucifix/St Christopher necklace and a signet ring. A necklace must be removed for PE and hidden at other times. Facial piercings are not permitted. Boys may not wear earrings.

Girls

- First to Fifth Form girls wear a blazer, white blouse, and either a School kilt with black tights or tailored black trousers. Kilts should fall to within two inches of the knee. A black v-neck jumper is also available.
- Hair – must be of natural colour. Long hair must be tied back in a ponytail. Extreme styles are not permitted.
- Girls' Jewellery – must be discreet. The following are permitted: 1 plain gold/silver stud per ear to be worn in lobes, 1 small neck chain, which must be removed for PE and hidden at other times, watch, small plain ring, 1 small bracelet.

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)
- ☐ 6 sets of underwear
- ☐ 6 pairs of socks (Tip: it makes life a lot easier if name tapes are vertical down the sock)
- ☐ 6 pairs of tights
- ☐ 1 coat or anorak for evenings
- ☐ 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, single duvet, single duvet cover, pillowcases. One pillow is provided, but pupils may wish to bring more. Pupils may also bring a mattress topper if they wish)

Wash Bag

- ☐ Sponge/flannels
- ☐ Toothbrush
- ☐ Toothpaste
- ☐ Shower gel/shampoo
- ☐ Hair brush/comb/hair bands/bobbles/grips

Extras

- ☐ Reading books
- ☐ Small decorations for rooms
- ☐ Tuck (healthy treats!) and tuck box
- ☐ Small amount of pocket money
approx £2 a week or cash card
which can be kept safe if requested
- ☐ Four net washing bags for laundry

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 Lower School students must sign into Exham House every morning at 8.15am, and at lunchtime. Students must also sign out at 5.50pm.
- Times for visiting the shops on the High Street are as follows:
First & Second Forms after lessons and activities at the Housemaster's/
Housemistress's 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 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.



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 5.45pm. Students may wear casual clothes to supper under the following regulations: shoulders and torsos should be covered; skirts and shorts should fall to within 2 inches of the knee; no hats, pyjama-style clothes or inappropriate logos are allowed. Sliders, Crocs, slippers, flip flops and similar open-toed styles are not permitted in the Dining Room. (This list is not exhaustive but is a guide). The usual School rules about hair and jewellery remain in place during tea. The ruling by staff on duty about the suitability of dress at tea must be followed.
- 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 of which the student would normally be a part.
- 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. Students off games may be asked to act in a support role.
- Any medication brought to school must be handed in and Palmer Health Centre will then decide on notes for storage and administering



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.
- Students travelling to and from School should do so in full School uniform.



Relationships

- Public displays of affection are not appropriate behaviour within Lower School.

Electronic Devices

- Mobile phone will need to be handed into Exham House at 8.15am and can be collected at the end of the day.
- Mini earphones are useful to keep in a student's blazer pocket for Music preps.
- Devices may be watched at the Housemaster's/Housemistress's discretion.



Miscellaneous

- All property should be named. Lost property should be handed to Mrs Dales in Exham initially.
- 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.



Day to Day

- Parents should contact School as soon as they know their child is going to be absent. Please contact absences@bloxhamschool.com and Mrs Dales at jlmd@bloxhamschool.com
- Parents will receive a weekly news bulletin from the Head of LS to include Lower School news and dates for your diary.

Help & Advice

Palmer Health Centre

The school's health centre is staffed by registered nurses and a visiting school medical officer. They look after pupils' 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 pupils feel unwell at home, they should stay at home and seek medical advice from their own doctor. If pupils become unwell whilst at School, they should attend the health centre for advice and support during surgery times. If the sister decides that they're unfit to remain at school, she will contact parents/guardians to discuss appropriate action. Parents/guardians must not arrange to collect pupils before they have visited the health centre for assessment.



Palmer Surgery Times

Morning 8am – 8.45am

Lunch 1.15pm – 2pm

Evening 6pm – 7pm

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

GP Surgery

Thursday 1.30pm – 2.30pm

Friday 3.30pm – 4.30pm

Physio Clinic

Monday 3pm – 4pm

Nurse-led Clinic

Sunday 10.30am – 11.30am

Need to Talk?

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

- Family
- 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 to 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, they are here to listen, not to offer solutions. The Peer team is always here for students. Get in touch by emailing peerlistening@bloxhamschool.com.

- The School Counsellor

Mr. Steve Thorp is available to offer support with any problems pupils would like to share. He is in School on Mondays and Tuesdays - a member of staff can book an appointment for pupils, or they 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 Toolkit

In Exham, we equip pupils with the tools they need to enter the Senior School as an engaging, respectful, caring and confident individual, ready to live happily and contributing positively to the School. Pupils will 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 Housemaster/mistress, Head of House, and Tutor
- Access to the School counsellor
- Support, guidance and help to form positive relationships
- Guidance, support, encouragement and advocacy from tutors
- 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 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 age
- Access to over 100 clubs and activities
- Instruction on how to improve communication skills
- Help to develop respect for others both locally and in a diverse world
- A PSHE course which is relevant to 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 for pupils to have their voices heard in the House and School
- Leadership opportunities within House and the School
- Encouragement to have an inquiring mind, to read and to think
- Encouragement to develop talents to the full – both academic and non-academic

Pupil Weekly Timetable

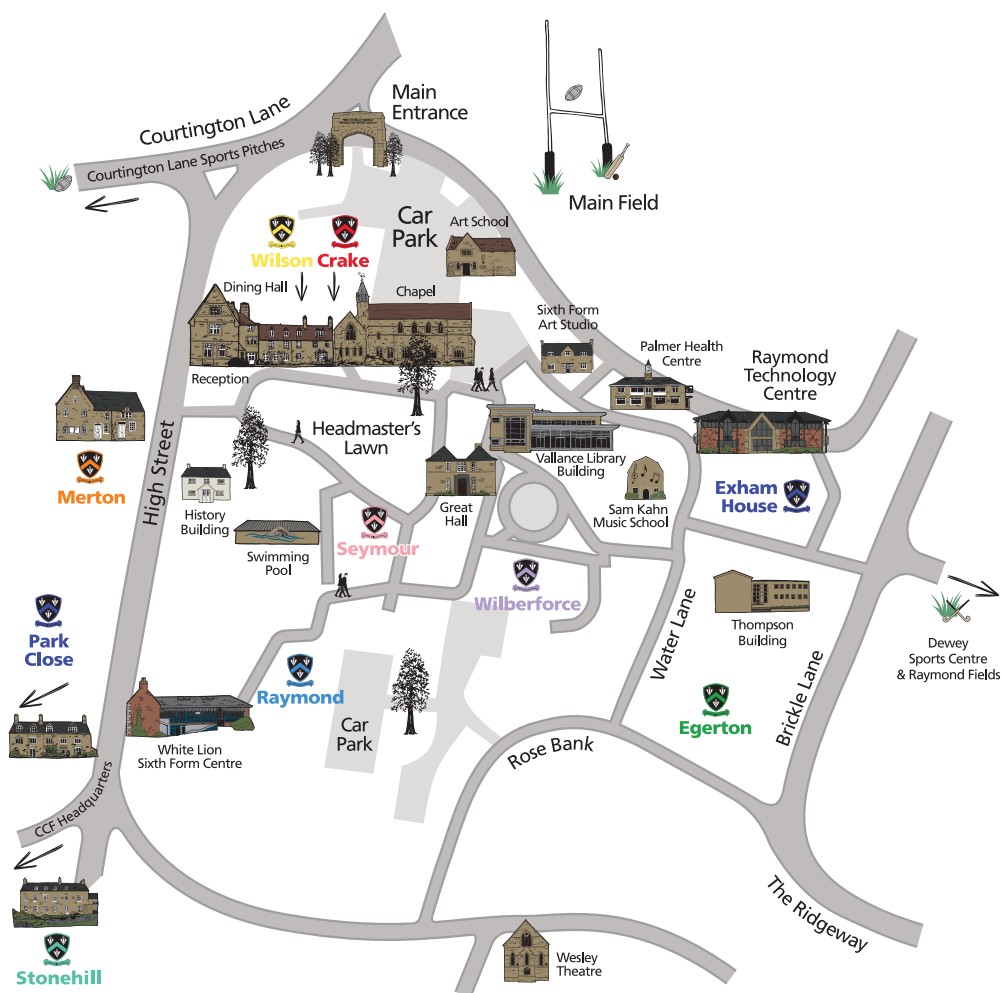
Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
07.30	Boarders' Breakfast					
08.15	House Roll Call					
08.30 - 08.45	Whole School Assembly	Tutor Time	Tutor Time	Tutor Time	Lower School Assembly	
08.50 - 09.50	P1	P1	P1	P1	P1	09.15-10.30 Saturday Sport
09.55 - 10.55	P2	P2	P2	P2	P2	
10.55 - 11.20	Break					
11.20 - 12.20	P3	P3	P3	P3	P3	
12.25 - 13.25	P4 Lunch House tick in	P4 Lunch House tick in	P4 Lunch House tick in	P4 Lunch House tick in	P4 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	
14.30 - 15.30	P6 Games	P6	P6	P6 Games	P6	
15.30 - 15.55	Break					
15.55 - 16.55	P7 Broader Curriculum	P7 Broader Curriculum	P7	P7 Broader Curriculum	P7 Chapel 16.00 Silent Reading in Prep groups 16.45	
17.00 - 17.30 17.30 - 17.50	P8 Tutor Time/ PSHE Free time	P8 Prep	P8 Broader Curriculum	P8 Prep	P8 Prep	
17.50 - 18.00	House Tick Out					
18.20 - 18.45	Boarders' Supper					
19.00 - 20.30	Games at Park Close	Swimming	Cooking / Crafts	Film Night	Dewey sports	

Induction Information

	FIRST AND NEW SECOND FORM
Monday 4th September	12.00 Arrive in Exham 12.30 Head's talk to parents in Chapel / Student lunch 13.00 Parents' sandwich lunch & depart 13.30 Assembly in Great Hall 13.45 Safeguarding training in Great Hall 14.00 Orientation exercise 14.45 Laptops introduction 15.45 Break 16.15 Rules & Expectations in the Great Hall 16.45 Photos 17.00 Tutor Time 17.30 Pick up Time 18.15 Boarders' Tea 19.00 Fire Drill (Park Close)
Tuesday 5th September	08.15 Arrival 08.30 Whole School Assembly (St Mary's) 09.15 Tutor Time 09.50 Start second lesson
Wednesday 6th September	16.30 House Day, to include tea 21.00 Finish
Thursday 7th September	Base line testing and Elevate training
Friday 8th September	Whole School Eucharist
Saturday 9th September	First full fixture list 19.30 Whole School Social Evening
Sunday 10th September	Standard boarding Sunday

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	Merton 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
	GH9	Downstairs
Great Hall (Languages School)	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



Lower School Phone: 01295 724337

Other useful contacts:

School Office (absence): 01295 720222
absences@bloxhamschool.com

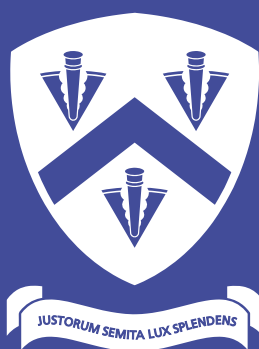
Emergency Number: 01295 724360

Palmer Health Centre: 01295 724306

Follow us on Twitter: @Bloxham_Exham

The postal address for deliveries is:

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



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