

BEARWOOD COLLEGE

PARENTAL BOOKLET - SENIOR SCHOOL (Yrs 7 – 13)

Last revised May 2011

Contents

1. Mission Statement
2. The Team
3. Contacts
4. Daily Arrangements: Weekdays
5. Daily Arrangements: Weekends
6. The Shape of the Term
7. Daily Registration
8. Parents' Meetings
9. Holidays in Term-time
10. Special Events in College
11. Boarders and Day Scholars
12. Notes for Scholars
13. The House System
14. The Prefect System
15. Rewards and Accolades
16. Uniform
17. Academic Provision
18. Prep, Exams and Holiday Work
19. Academic Discipline
20. Reports
21. Games and Activities
22. Music
23. Drama
24. The Combined Cadet Force (CCF) and the Duke of Edinburgh's Award Scheme (DofE)
25. The Sierra Club
26. Careers and University Entrance
27. International Scholars
28. Guardians
29. English for Speakers of Other Languages (ESOL)
30. Study Support
31. Buses
32. Mobile Telephones
33. Security
34. Concerns
35. Chapel

36. Parental Responsibility
37. Child Protection
38. Medical Matters
39. Awards
40. Financial Matters
41. The Bearwood Parents Association and The Old Royals Association
42. Chairman of Governors

Annex I Policy Documentation

Annex II Statement of Boarding Principles and Practice

1 Mission Statement

College Mission:

- to enable pupils to achieve appropriate / optimum success through a combination of academic and co-curricular programmes

Overall intent:

- to foster the qualities and achievements that equip a young person for the challenge of independent and responsible adult life

Component intents:

- academic – to achieve strong, appropriate personal academic outcomes
- co-curricular – to develop a range of personal interests and competences
- personal development – to progress in character and maturity

* * * *

At Bearwood College we have full regard to the document “*Every Child Matters: Change for Children*”.

Bearwood College is designated as a ‘School with Religious character’ by order made under The Religious character of Schools (Designated Procedure) (Independent Schools) (England) Regulations 2003.

- **The Team**

The Board of Governors

Chair

Mrs E Langley
Mr M Bell
Mrs S R Cameron
Lieutenant Colonel C J Dawnay
Mrs A C Griffin
Mr J Walter
Mr M Watts

HEADMASTER

SECOND MASTER

ACADEMIC DEPUTY

BURSAR and Clerk to the Governors

S G G Aiano, MA (Cantab) PGCE English

R P Ryall, BA PGCE FRGS

G D Penlington, BA Dip Teach

C H P Gillow, MA (Oxon)

Geography

English/Head of Prep School Dept

D J LEESE, BSc PGCE
 Miss J JONES, BSc (Hons) PGCE
 Mrs W GOSLING, BEng PGCE
 Mrs A ELLIS, BEd
 S QUINN, BSc MSc
 J C DANCE, BEd (Hons)
 R KNIGHT, BPhEd Dip Teach

Houseparent Blake House
 Houseparent Cook House
 Houseparent Drake House
 Houseparent Grenville House
 Houseparent Jellicoe House
 Houseparent Nelson House
 Houseparent Raleigh House

Humanities and Science
 Head of Modern Foreign Languages
 Mathematics
 Biology
 English, Study Support and Psychology
 Head of PE and Games
 Mathematics

S ABERY, BA PGCE
 M AYOUBI, MSc PGCE
 Mrs N BALFOUR, BA PGCE
 C A BELL, Cert Ed
 Mrs P BELL, BA Dip RSA
 S BOOTH, MEng PGCE
 H B BROWNING, BA PGCE
 Miss K CAESAR, BA (Hons) GTP
 R M CURTIS, BSc FETC Ad Dip Ed
 Mrs K DAIN, BEd PGCE
 Miss K ELSWORTH, BSc (Hons) QTS
 C E ENSTON, BMus FRCO LRAM Dip RAM
 R FROST, BA PGCE
 C KENDAL, BA PGCE
 The Rev Stuart J KING, BSc MInstP FRSA
 Miss K LANGFORD-HOLT, BA (Hons) PGCE
 D LEESE, BSc PGCE
 K J LOVELL, Cert Ed
 Ms L McFARLAND, BA (Hons) PGCE
 Miss N MADISON, BA (Hons)
 Mrs J MICHEL, BSc Cert TESOL
 W NASH-WORTHAM, BA (Hons) PGCE
 Mrs S J NICHOL, BSc PGCE
 S W NICHOL, BSc Mathematics BEd
 Mrs P PHILLIPS, BA (Hons) Dip RSA PGCE
 Mrs C RANSOM, BA PGCE
 A SCOWCROFT, MA PGCE
 Mrs L STEADMAN, BSc PGCE
 G SWAINSTON-HARRISON, HDE (EA)
 J R TALBOT, BEd BA
 C THOMAS, BA (Hons) PGCE
 S TOMLIN, BSc PGCE
 Mrs P LOCH
 S HAYTER
 Mrs M SIMMONDS
 Mrs T GREENHAM

Head of Art and Photography
 Head of Computing
 Art and Photography
 Head of Design and Technology
 Head of Study Support
 Physics
 Head of the Faculty of Letters
 Textiles
 Physics, Chemistry and Examinations
 Study Support
 Head of Girls' Games; Teacher of PE
 Director of Music
 Music and Geography
 History
 Physics, Chaplain
 Head of History
 Humanities and Science
 Design and Technology
 French
 Subject Leader: Theatre Studies
 Head of ESOL
 Business Studies
 Head of Science
 Head of Mathematics
 English and Subject Leader: Drama
 French and Spanish; Head of Careers
 English
 Chemistry
 I C T
 Head of Geography
 English
 Mathematics
 Librarian
 P E Assistant
 Senior Matron
 Matron

Mrs S IQBAL
Mrs J LENIHAN
D EDMUNDS
Ms M AGNEW
Mrs L STEELE-PERKINS, RN

Laboratory Technician
Laboratory Technician
I T Manager
Medical Health Advisor
Medical Centre Nurse

Mrs G SHEPHERD
Mrs T BENNETT
Mrs D BIRCH
Mrs C BRADLEY
Mrs S CHERRY
Mrs D HEMSLEY
Mrs L LAWSON-HATCH
Mrs E RANDALL
Mrs L WOOD

Headmaster's Administrator
Office Assistant
Registrar
Receptionist
Bearwood Old Royals Administrator
Secretary
HR Administrator
Marketing Officer
College Secretary

R EMOND
K J LOVELL

CCF SSI
OC CCF

Mrs D HUNT

D of E Awards Coordinator

Mrs L SELLINGS
R BUTLER
D CHAPMAN
D EDMANS
S MYLES
Mrs S RUSSELL
Miss L NEWBERRY
K WHY

Bursar's PA
Master at Arms - Starboard
Master at Arms - Port
I T Administrator
Grounds Supervisor
Events and Lettings Manager
Finance Assistant
Finance Manager

M SMALL
A R BEAKHOUSE
M BOON
S FOLLETT
P GIBB
S HORNE
J JONES
D LULOV
F MORGAN
R WHITBY

Maintenance Team Manager
Maintenance Staff
Maintenance Staff
Maintenance Staff
Maintenance Staff
Maintenance Staff
Maintenance Staff
Maintenance Staff
Maintenance Staff
Maintenance Staff

Miss S MARTIN
M HARTNUP
Mrs A McKENDRICK

Laundry Manageress
Laundry Staff
Laundry Staff

Miss V HICKS
Miss H KEARLEY
Miss A HENNEY

Sodexo - General Services Manager
Sodexo - Asst Services Manager
Sodexo – Hospitality Manager

J J HANN, MA

Archivist

3 Contacts

College Address: Bearwood College, Wokingham, Berkshire
RG41 5BG, United Kingdom

Headmaster's Office	+44 (0) 118 974 8300
College Fax	+44 (0) 118 977 3186
Bursary	+44 (0) 118 974 8310
Bursary Fax	+44 (0) 118 977 2687
Medical Centre	+44 (0) 118 979 1310
Common Room	+44 (0) 118 974 8325
CCF Office	+44 (0) 118 979 0315
Events Manager	+44 (0) 118 984 8321

email: Headmaster	headmaster@bearwoodcollege.co.uk
email: Bursar	bursar@bearwoodcollege.co.uk
email: Registrar	registrar@bearwoodcollege.co.uk
email: College Secretary	collegesecretary@bearwoodcollege.co.uk
email: Medical Centre	medicalcentre@bearwoodcollege.co.uk
email: Events Manager	events@bearwoodcollege.co.uk
College website:	www.bearwoodcollege.co.uk
BPA website:	www.bearwood-pa.org.uk
Old Royals website:	www.oldroyals.org.uk
Royal Merchant Navy School Foundation website:	www.merchantnavy.org.uk

House Telephone Numbers:

BLAKE	Houseparent	+44 (0) 118 974 8337
email:		blakehm@bearwoodcollege.co.uk
	Boys	+44 (0) 118 978 0417
	House Office/Matron	+44 (0) 118 978 0314
COOK	Houseparent	+44 (0) 118 974 8300
email:		cookhm@bearwoodcollege.co.uk
DRAKE	Houseparent	+44 (0) 118 978 4642
email:		drakehm@bearwoodcollege.co.uk
	Girls	+44 (0) 118 978 0164
	Matron	+44 (0) 118 978 4642
GRENVILLE	Houseparent	+44(0) 118 974 8300
email:		grenvillehm@bearwoodcollege.co.uk
JELICOE	Houseparent	+44 (0) 118 978 6807
email:		jellicoehm@bearwoodcollege.co.uk
NELSON	Houseparent	+44 (0) 118 974 8343
email:		nelsonhm@bearwoodcollege.co.uk
RALEIGH	Houseparent	+44 (0) 118 974 8344
email:		raleighhm@bearwoodcollege.co.uk

4 Daily Arrangements: Weekdays

BOARDERS	DAY SCHOLARS
The day starts with Breakfast at 7.50am, after “cleanships”.	Day Scholars attend House Registration at 8.30am.
At 8.40am there is either a brief Chapel Service or an Assembly.	At 8.40am there is either a brief Chapel Service or an Assembly.
Lessons start at 9.00am. Lessons are usually 50 minutes long, although sometimes they may be “doubles” or “triples”. There is a five-minute gap between lessons, and a mid-morning break of 25 minutes.	Lessons start at 9.00am. Lessons are usually 50 minutes long, although sometimes they may be “doubles” or “triples”. There is a five-minute gap between lessons, and a mid-morning break of 25 minutes.
The length of Lunchtime will be variable according to the day of the week running from 12.55pm – 2.15pm.	Day scholars have House Registration at 12.55pm. Lunch runs from 12.55pm to 2.15pm.
There are up to three lessons in the afternoon, depending on the day.	There are up to three lessons in the afternoon, depending on the day.
Tea is available mid-afternoon, after lessons or the Major Games session.	Tea is available mid-afternoon, after lessons or the Major Games session.
Lessons or Games/Activities most days, normally going on until 5.20pm.	Lessons or Games/Activities most days, normally going on until 5.20pm, after which Day scholars leave, unless they stay for supervised Day Prep, 5.30 - 6.30pm.
Boarders’ supper is at 6.00pm.	Day scholars may sign in for supper in advance, and are billed.
Boarders’ Prep runs from 7.00pm to 9.00pm for Seniors, and from 5.30pm to 7.30pm with a supper break for Juniors.	Day scholars may ask their Houseparent in advance to stay over for “occasional boarding”, and are billed.
There are opportunities for socialising and recreation after Prep.	
“Lights-out” happens between 9.00pm and 11.00pm, depending on the year group.	

These arrangements may be subject to short-term change from time to time. Where such changes are likely to affect parents and guardians, the College does its best to make sure that everyone is duly informed.

Some senior scholars consider taking jobs during Term-time. The College prefers to encourage holiday jobs, as jobs at weekends or during evenings invariably result in conflict with academic work and other involvement in College-based opportunities. Saturday morning jobs clash with team representation, major College events (eg Speech Day, Open Mornings etc) and other opportunities for personal development (eg Duke of Edinburgh Award, CCF exercises etc).

5 Daily Arrangements: Weekends

Apart from Exeat Weekends, College is in full session on Saturday mornings. On Saturday afternoons and/or on Sundays, there are also further off-site and on-site special events and entertainment, aimed primarily at boarders, but also often open to day scholars. These may be chargeable. On Exeat Weekends, College finishes at 5.30 pm on the Friday before. Parents' Meetings usually happen on the Friday evening of an Exeat Weekend.

Boarders: Saturdays	Day Scholars: Saturdays
Boarders' breakfast is served at 8.30am.	
A secondary College Detention runs from 8.50am to 9.50am.	A secondary College Detention runs from 8.50am to 9.50am.
	Day scholars register in House at 9.50am.
The first Saturday session runs from 10.00am. This may involve games, activities, rehearsals, training, or anything else which cannot be fitted in to the rest of the week.	The first Saturday session runs from 10.00am. This may involve games, activities, rehearsals, training, or anything else which cannot be fitted in to the rest of the week.
There is a Break at 11.10am.	There is a Break at 11.10am.
The second Saturday session runs from 11.40am to 12.50pm.	The second Saturday session runs from 11.40am to 12.50pm. Day scholars may then leave.
Lunch is served at 1.00pm. Weekly boarders may leave at 1.00pm.	
The first College Detention runs from 1.30pm to 2.30pm.	The first College Detention runs from 1.30pm to 2.30pm.
Tea is at 4.00pm.	
Supper is at 6.00pm.	
Boarders: Sundays	Day Scholars: Sundays
Brunch is at 11.00am.	Day scholars do not attend College on Sundays, unless an occasional (compulsory) special Service is being held, or if individuals are otherwise required.
Supper is at 6.00pm.	

6 The Shape of the Term

There are three Terms annually: Autumn, Spring and Summer. Roughly speaking, each Term consists of an initial six-week teaching period, a one-week break for Half Term, and then a further six weeks of teaching. There is an Exeat Week-end during each six-week block without Saturday school, when the College is closed and all boarders must depart.

The College tries to ensure that the Half Term break coincides with that of other schools locally.

Dates of the start and end of Terms are announced well in advance. Parents and guardians are asked to ensure that no scholar ever arrives late or leaves early.

A few of the major events of the Terms are usually as follows:

AUTUMN TERM

The Annual National Seafarers' Service in St Paul's Cathedral
Open Day
BPA Fireworks
Remembrance Day Service
Carol Services
ISCO tests (Careers)
ALIS, MidYIS and YELLIS testing (value addition analysis)
End of Term internal examinations for Forms I-IV

SPRING TERM

Modular examinations for GCSE and A Level

SUMMER TERM

Appointment of College Prefects
May Day
Open Day
Sports Day
Speech Day and Prize Giving
GCSE, AS and A/Level examinations
End of Term internal examinations for Forms I-IV
Upper Sixth Form Leavers' Service

7. Daily Registration

The College recognises its legal duty to carry out daily Registration for scholars of compulsory school age. Since Registration is an expression of our care and control of the scholars, all scholars, whether boarding or day, are Registered in the same way regardless of age or status. Registration is carried out in accordance with the relevant laws, statutory instruments and DCSF guidance. If a day scholar has not appeared in College by mid-morning break, and the College has not been informed by parents of any reason for absence, the College endeavours to contact parents to notify them of the absence. Parents of day scholars are asked to give College advance notice of absence wherever possible. If absence continues for a number of days on account of sickness, the College usually requires a doctor's note.

8 Parents' Meetings

Parents' Meetings are an important channel of communication between the College and parents/guardians. They usually take place on Friday evenings or on Saturday mornings. Arrangements for the meetings are usually as follows:

- ◆ Parents' Meetings are spaced throughout the academic year. The dates for meetings can be found in the College calendar. Generally, scholars do not attend.
- ◆ Most of the meetings take place on Friday evenings at 5.45 p.m.
- ◆ Parents' Meetings normally take place in the Library and the Library Study Room.
- ◆ The schedule for routine meetings is currently expected to be:

Autumn Term

Parents/guardians of new scholars.

Taking place as it does soon after the start of term, this is very much a social event.

Parents/guardians of Lower/Upper Sixth Form Scholars

An opportunity to discuss internal, modular and AS examination results, Higher Education and career aspirations of the scholars.

Parents/guardians of Fifth Form Scholars

AS Level options, academic progress, and other achievements.

Spring Term

Parents/guardians of Third Form Scholars

Academic progress including GCSE choices and other achievements.

Parents/guardians of Fifth Form Scholars

Post Trial Examination outcomes.

Parents/guardians of First Form Scholars

Academic progress and other achievements

Parents/guardians of Lower/Upper Sixth Form Scholars

Academic progress and other achievements, and A2 options.

Summer Term

Parents/guardians of Fourth Form Scholars

Fourth Form options and academic progress.

Parents/guardians Second Form Scholars

Academic progress and other achievements

9 Holidays in Term-Time

The working programme of the College is finely tuned, and designed to achieve maximum efficiency of outcome for the scholars. Parents are strongly advised not to ask permission to take a scholar out of school during term-time for private holidays. The College always seeks to avoid interruption of the schooling programme unless there is a really strong reason. Term dates are published as far as possible in advance, to help parents and guardians make appropriate travel and holiday arrangements in good time.

Parents should be aware that, following a High Court ruling in February 2006, they break the law if they take their children out of school during term-time for holidays without the previous permission of the Headmaster. The Headmaster has a duty in law to grant such permission only in “exceptional circumstance”, as defined by regulatory guidance.

Parents are therefore asked to discuss their plans with the Headmaster before they make any holiday arrangements in term-time.

10 Special Events in College

A number of special events take place in College during the year which all scholars are expected to attend. These include: the Remembrance Sunday Service, Speech Day and Prize Giving, Sports Day, the Carol Service, Christmas Supper and Music for a Summer’s Evening.

11 Boarders and Day Scholars

The scholar population is made up of approximately one-third boarders and two-thirds day scholars. The shape and style of the working day, and of the term, is governed by the boarding ethos of the College. All scholars, whether boarding or day, have equal status in College.

Flexible boarding is encouraged, for any period from one night to a year, or periodically such as two or three nights per week. We welcome applications for occasional boarding, arrangements for which should be made initially through the scholar’s Houseparent. The Bursary is happy to provide details of the costs of flexible or occasional boarding.

12a Notes for Boarders

Please notify your son’s/daughter’s Houseparent in good time if he/she is going to be late arriving back at school after the holidays or half-term. Everyone must be back by 7.45 p.m.

If parents/guardians wish to see Houseparents, they should ring the Houseparent beforehand to make an appointment.

Houseparents will advise parents/guardians about the amount of pocket money needed over the term. It is essential that all money and valuables be handed in to Houseparents on reaching school.

Parents and guardians are asked to ensure that unnecessary or unnecessarily expensive personal belongings are not brought into College.

Every effort should be made to avoid having to book flights for overseas scholars to return home for the holidays before term ends. Term dates are published well in advance and early flight reservations should be made whenever possible to avoid this problem.

Boarders may not stay in College after 7.00pm on the Friday of a weekend Exeat, and must return for 7.45pm on the Sunday.

12b Notes for Day Scholars

Every member of Bearwood College is expected to play a full part in the life of the College, both inside and outside the classroom. This includes attending the Saturday morning session and also playing in representative College matches if selected.

Boys/girls are required to attend some functions like the Carol Service and Speech Day at weekends. These will be in the calendar, or information will be given in good time.

On Mondays to Fridays scholars should arrive for registration at about 8.15am and no later than 8.25am. On Saturdays, the arrival time should be between 9.20 and 9.40am. Weekday mornings always start at 8.40am with Chapel or Assembly. Occasional Sunday Morning Services are compulsory.

Some supervised Prep may be done at school but scholars will also need to bring work home. Details of the arrangements for Prep may be obtained from your son's/daughter's Houseparent.

13 The House System

The key structure in the College is the House. It is the base out of which each scholar operates. In the House, academic progress is monitored daily, pastoral care and support is provided and a competitive identity is fostered.

Each House is run by a Houseparent, who is the normal 'first point of contact' for parents and guardians. During the day staff teach, and are more easily contacted in the evenings.

Within the House is a Tutor team. Each Tutor has an average of some fourteen tutees. The role of the Tutor is to mentor his or her tutees, both collectively and individually. The Tutor helps the scholars to manage their academic life more effectively, to approach their extra-curricular life with enthusiasm and good sense, and to overcome any personal difficulties they might have. The Tutor teams also underpin the work of the College's PSHE programme. An equally important figure in the boarding House is the Matron. Not only is she vital in sorting out a myriad of domestic problems in the House, she fulfils a major informal pastoral role that is much valued by many scholars.

The Houses

House	Boys	Girls	Day	Boarding	Form I	Form II	Form III	Form IV	Form V	LVI	UVI
					Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Blake	#			#	#	#	#	#	#	#	#
Cook	#		#				#	#	#	#	#
Drake		#		#	#	#	#	#	#	#	#
Grenville		#	#		#	#	#	#	#	#	#
Jellicoe	#		#		#	#					
Nelson	#		#				#	#	#	#	#
Raleigh	#		#				#	#	#	#	#

14 The Prefect System

The College places especial store by scholars taking up opportunities to assume and exercise roles of responsibility, in a properly governed way. Among the most important positions of responsibility available in College is that of College Prefect.

All members of the Lower Sixth Form are invited to apply formally in writing during the Summer Term. All who apply are given a formal interview.

The College Prefects have a wide variety of duties. They are the role models for the rest of College in all respects; they support College staff in a wide range of functions; they contribute much appreciated advice to the middle and senior management of the College.

The House Prefects are appointed by the Houseparent and are responsible for overseeing the routine within the Houses.

Prefects have minor sanctions of their own within the discipline structure of the College, which have to be approved by staff and recorded. They can also report scholars to Duty Staff, Houseparents and the Second Master. Prefects are expected to participate in a number of College events during the year.

15 Rewards and Accolades

It is important for us to have rewards and accolades as well as sanctions. These take many forms, many of which happen at the level of the House, the Department or the individual member of staff.

At College level, the main accolades are Merits, Commendations and ‘Plus and Minuses’.

Commendations are awarded for showing an unusual effort or improvement in academic work, or in games or activities, instances of special community-minded behaviour or special effort in personal organisation. Prizes are awarded to those with the most Commendations at the end of Term.

Merits are a tranche below Commendations. Commendations and Merits are acknowledged in Headmaster’s Assembly.

Scholars who receive a “Plus Report” are acknowledged in Headmaster’s Assembly, and something special is organised for them by their Houseparent.

There is a “Colours and Bars” system for those who do well in major games.

The annual Prize Day is the occasion when the College specially honours those who have had notable achievements.

16 Uniform and Personal Appearance

The main aim of the College uniform is to achieve a collective and presentable appearance, avoiding the excesses of fashion.

Full details on uniform are provided in the Rules and Regulations. The Registrar can advise on the purchase of items of uniform.

17 Academic Provision

The academic curriculum is based on and exceeds the National Curriculum.

- Scholars in Forms I - III (Years 7 – 9) study the following academic subjects: Biology, Chemistry, Creative Design, Drama, English, French, [additionally in Form III (Year 9) scholars have the opportunity to experience Spanish], Geography, History, Information and Communications Technology, Mathematics, Music, Physics, PSHE, Religious Education, P E , Textiles (Form III – Year 9). We also run regular cross-curricular schemes of work, in line with the recent changes to the Key Stage 3 curriculum.
- Scholars in Forms IV – V (Years 10 – 11) follow a programme of study for their GCSE examinations based on a core of compulsory subjects together with other optional subjects. The core subjects are: English Language, English Literature, the Sciences, either as “Science” and “Additional Science” (the more able may have the opportunity to sit the more challenging separate Sciences) and Mathematics. The optional subjects include: Art, Drama, ESOL, French, Geography, Graphics, History, ICT, Music, PE, Photography, Resistant Materials, Spanish, Study Support and Textiles. Further subjects are organised by special arrangement.
- Scholars in the VIth Forms (Years 12 – 13) study four AS-Level subjects, and continue with three of them to A2-Level. A-Level courses include: Art, Biology, Business Studies, Chemistry, Computing, Economics, English Literature, Film Studies, French, Geography, Graphics, History, Mathematics, Music, PE/Sports Studies, Physics, Photography, Psychology, Spanish, Textiles, Theatre Studies. Further subjects are organised by special arrangement.
- All VIth Form scholars participate in a five-term ‘enrichment’ programme, offering certification in a wide range of skills and activities, which has in the recent past included charity work, Community Sports Leadership, Community Service, Debating, First Aid, Life-Saving, Refereeing/Umpiring, RSA Music, Young Enterprise, Film-making, Extended Project Qualification. The programme is constantly evolving and is designed for a young person to develop their CV.

The provision of some examination subjects may be dependant upon sufficient candidate take-up. All scholars are continually assessed academically, through internal and external means.

18 Prep, Exams and Holiday Work

Prep

Prep, or homework, is extremely important. Prep is the time when scholars prove to themselves and their teachers that they have successfully absorbed what has been taught, and internalised the knowledge and skills required by a particular subject. “Boarders’ Prep” happens after supper, and is conducted under House supervision. A voluntary “Day Prep” is available, Monday to Thursday, 5.30 - 6.30 pm, also under supervision.

We aim to set Preps in a regular and predictable pattern, but the practicalities of the teaching programme may mean that this is not always possible. The length of time normally expected for each Prep is:

Forms	Typical number of Preps per evening	Length of each Prep	Average Prep time per evening
I	3	20 minutes	60 minutes
II	3	20 minutes	60 minutes
III	3	30 minutes	90 minutes
IV	3	40 minutes	120 minutes
V	3-4	40 minutes	120-160 minutes
LVI	4 subjects per week	minimum 4½ hours	minimum 18 hours per week
UVI	3 subjects per week	minimum 6 hours	minimum 18 hours per week

Prep must always be taken very seriously. It requires good organisation, forward planning and a non-distracting environment. Support from parents and guardians in reinforcing these conditions for Day Prep at home is much appreciated.

Some Prep will invariably need to be done at weekends by all senior scholars.

Coursework is a compulsory part of examination work and, since it has a longer-term character than normal Preps, it involves a somewhat different approach.

College Examinations

Formal internal examinations in all subjects are normally held as follows:

December: Forms I - V
June: Forms I - IV

Scholars in Form IV – UVI also sit modular examinations in a number of subjects in November, January, March and June.

All of these examinations are conducted in the manner of public examinations.

Public Examinations

Vth Formers are entered for an average of nine GCSEs. VIth Formers are normally entered for four AS Levels in the first year, and for three A2 Levels in the second year. Details of the options available may be obtained from the Academic Deputy.

Holiday Work

Holiday work is set whenever it is suitable. Parents and guardians of Vth and VIth Formers receive details of the holiday work set in the Christmas and Easter holidays.

19 Academic Discipline

At the core of the purposes of the College is the aim of enabling each scholar to reach his or her full academic potential. This means that we aim to implement an appropriately demanding academic programme, capable of being responsive to the particularities of each scholar. At the same time, it must be understood that while we offer a ‘customer’ service, we are not offering a ‘customised’ service. Every scholar is open to the same demands and opportunities.

The College operates a system of rewards and sanctions – “carrot and stick” – in order to get the best out of each scholar.

Central to the core purposes of the College is that of enabling the scholars to achieve the best academic results that each can achieve. Crucial to these purposes is the exercise of due academic discipline, ensuring that each scholar is challenged academically, in such a way that each individual continues to grow in terms of academic achievement. While a great deal of effort is put in to motivating the scholars, it is also necessary to have an effective academic disciplinary structure.

Policy

- ❑ In terms of difficulty and time-requirement, Preps are set relative to the College’s whole academic programme and as appropriate to the capability of the scholars involved.
- ❑ All subject teachers expect and require regular Preps and Coursework to be completed and handed in by the deadline set.
- ❑ Any ‘extension’ must be requested by the scholar in advance, and is not given as of right.

- ❑ It is the aim of each subject teacher to ensure that all completed Preps and Coursework demonstrate the quality and quantity of work which the individual scholar is reasonably capable of with genuine effort.
- ❑ It is the aim of each subject teacher to ensure that all completed tests demonstrate a level of learning which could reasonably be required of the individual scholar with genuine effort.
- ❑ Any failure by a scholar according to these standards is not acceptable.

Procedures

A subject teacher responds to a scholar's academic work which is either late or culpably inadequate, in terms of either quantity or quality, according to a College-wide sequence of sanctions. Where a scholar falls significantly behind with work, and especially with coursework and other examination material, he/she may be placed on an "Academic Jankers", recorded by the Academic Deputy, which formally replaces free time and games/activities with structured academic work.

20 Reports

Parents and Guardians receive a full set of Reports at the end of each Term. These comprise a Subject Report on each subject being studied, a Tutor Report and a Houseparent Report. Usually twice per Term the effort/achievement of every scholar is internally assessed by the College. This process is called the "Plus and Minus Assessment". At Key Stage 3 scholar progress and attainment is measured against National Curriculum Levels. At Key Stage 4/5 regular current grades are set against aspirational grade targets. Parents are kept informed of these assessments.

21 Games and Activities

Games and Activities occur towards the end of every Monday, Wednesday, Friday and on most Saturdays. For boys the major games are rugby, soccer, cricket and athletics. For girls they are netball, rounders and hockey. The choice of Games and Activities through the week depends on a scholar's year-group and the season. Generally, greater choice is available for more senior scholars.

About 100 different Games and Activities include, in addition to those mentioned above: archery, badminton, basketball, canoeing, chess, choir, computing, cookery, cycling, dance, drama, equestrian sports, fitness training, golf, hovercrafting, mountain biking, girls hockey, judo, music, orienteering, sailing, seven-a-side rugby, sewing, shooting, swimming, tennis, unihoc, volleyball, waterpolo, weights training.

Scholars are encouraged to engage in a wide range of Games and Activities, as well as to pursue excellence in their chosen field or fields.

22 Music

Music is central to the experience of Bearwood, both for music specialists and for all scholars. About half the scholars have instrumental or singing lessons. Grade achievement in

Music is recognized for the purposes of university applications. There is a flourishing Chapel Choir, with various other singing groups parallel with it. The Choir participates in the Annual National Seafarers' Service in St Paul's Cathedral. Instrumental ensembles include the Wind Band, the Dance Band and the Junior Ensemble. There are usually some two

concerts a Term. Public performance at all levels is seen as essential to musical development.

We have annual House Singing and Instrumental Competitions involving the whole of College, and the Choral Society performs periodically.

23 Drama

The College has a fine Theatre with a 350-seat auditorium. We normally put on two major productions a year. Recent productions include: *The Little Shop of Horrors*, *The Happiest Days of Your Life*, *Romeo and Juliet*, *The Lion in Winter*, *Les Miserables*, *A Shayna Maidel*, *Julius Caesar*, *Wind in the Willow*, *Treasure Island*, *A Midsummer Night's Dream* and *Grease*. The Theatre provides many different opportunities for scholar involvement: acting, singing and dancing on stage, helping with costumes or make-up, set-construction, the sound system, the lighting system, publicity, and so on.

We try to get everyone to participate in some way in at the very least one production during his or her College career.

Many scholars enter for Speech and Drama Grades with LAMDA (the London Academy of Music and the Dramatic Arts).

24 The Combined Cadet Force (CCF) and The Duke of Edinburgh Award Scheme (DofE)

All Third and Fourth Form scholars participate in the CCF (Combined Cadet Force) and the DofE (Duke of Edinburgh Award Scheme), after which involvement is voluntary.

The **Combined Cadet Force** trains the cadets in a range of areas, including: first aid, map-reading, weapons safety and skill-at-arms, field-craft and survival. The Third Form cadets go through their Proficiency Certificate, and progress to more advanced topics in the Fourth Form. There is an Army Section and a Navy Section.

In the senior years, cadets can advance their personal training and develop leadership skills by becoming NCOs in their sections, with responsibilities for contributing to the training of younger cadets. About half the scholars currently opt to continue as senior cadets.

An integral part of the training is a termly Field Day. There are regular voluntary CCF weekend exercises at local training areas, and an annual adventure training and military Summer Camp is usually run during the Summer holidays.

The Bearwood College CCF is affiliated to the Honourable Artillery Company Light Cavalry.

The **Duke of Edinburgh's Award Scheme** gives a structured opportunity for personal growth and development, and eventually results in a much-prized award. The four main

sectors of the scheme are: *Service, Skill, Physical Recreation* and *Expedition*.

All Fourth Form scholars start the scheme at Bronze Award level. There is a compulsory overnight camp and walk in a lowland area for Bronze trainees. We encourage as many as possible to go forward to the Silver and Gold Awards. The Scheme is organised partly in conjunction with the CCF, who help with the training for the expedition.

The cost of participating in CCF camps is passed on to parents, as is the cost of DofE Silver and Gold Award Schemes.

25 The Sierra Club

The Sixth Form Club, known as the ‘Sierra Club’, is open to all members of the Sixth Form and all members of staff. It is usually open after Prep on Wednesdays, Fridays and Sundays.

The Club is regulated by the Sixth Form Council, which is elected by the Sixth Form. It is the focus of various social activities. Consumption of alcohol is controlled in line with current legislation. A designated member of staff supervises the Club.

26 Careers and University Entrance

Bearwood College is a member of ISCO (the Independent Schools Careers Organisation). Detailed individual careers analysis and advice is provided to Fifth and Sixth Formers, and beyond, by the Head of Careers in conjunction with ISCO.

The College provides guidance and direction to Sixth Formers in choosing appropriate university courses and applying for them on-line through UCAS (the Universities and Colleges Admissions Service), as well as for GAP year decisions.

27 International Scholars

The boarding community is made up of British scholars whose families are expatriate or are resident in the UK, and international scholars. The College welcomes international scholars as valued members of the College community. At any one time, approximately 12% of the

Senior College roll are international scholars. The College aims to maximise the diversity of the national origins of this sector of the scholar body.

The College is committed to a fully integrated, non-racial community. We treat those of all ethnic origins and beliefs equally, and likewise expect all to abide by the collective ethos and the Rules and Regulations of the College.

Recent advice from UKBA says that overseas pupils should carry with them, when travelling, a letter from their Parents consenting to the pupil’s travel and returning pupils may be

required to have their fingerprints taken at entry. Please see the UKBA website for up-to-date information.

28 Guardians

All scholars with both parents outside the core EU countries for any significant period must make suitable guardianship arrangements. This naturally applies to boarders with parents working or living overseas. It also applies to parents normally resident in the UK, but who may be out of the country for more than 36 hours. It is, of course, possible for parents to make time-limited guardianship arrangements. Similar 'hand-over' arrangements must be made in advance if a guardian is out of the country for more than 36 hours.

A guardian should be aged over 21 years. Guardianship is not practicable if a guardian is not adequately fluent in English.

The responsibilities of the guardian include:

- accompanying and settling in a new scholar at College on first contact
- arrangements for travel to and from College at the start and end of Terms and Half Terms
- arrangements for travel to and from College on Exeats when appropriate
- care, control, accommodation and entertainment when the College is not responsible (holidays, Half Terms, Exeats, leave-out from College, etc)
- attendance at College functions
- attendance at parent-teacher meetings with follow-up reports
- monitoring academic progress and general welfare
- liaison between College and family
- financial management
- administration of passports, visas, insurances and other documents
- *in loco parentis* responsibility in the event of medical and other emergencies
- care, control and accommodation in the event of disciplinary exclusion
- purchasing or authorising purchase of uniform and other kit, authorising special items on the bill (eg theatre trips etc)
- authorising overnight 'leave out' with friends

The College does **not**, as a matter of policy, recommend particular guardians. We are, nevertheless, a founder member of ÆGIS (the Association of Educational Guardians for International Students), and can suggest accredited guardianship organisations which parents might wish to approach.

Guardians are equally welcome with parents to all College events.

The Welfare Secretary of the RMNSF acts in certain respects as a 'de facto' guardian for Foundationers at Bearwood College, including assisting families with:

- overseeing Foundationers' welfare
- travel arrangements for Foundationers
- liaison between College and family
- financial management

29 English for Speakers of Other Languages (ESOL)

ESOL lessons are available to all scholars whose first language is not English. Scholars will be prepared for recognised public examinations in ESOL so that at the end of each year they have a certified level of achievement. Scholars requiring English for entry into Higher Education may take the IELTS test. Cross-curricular support is also given. Teaching is in small groups or one-to-one. All scholars receive a high level of individual attention and support in both their academic studies and pastoral care.

Fees (per term). Number of lessons per fortnightly timetable.

Forms I-III	Lessons set against mainstream English and/or Modern Foreign Languages: Block One (English) 8 lessons per fortnight £822 per term Block Two (MFL) 5 lessons per fortnight £526 per term
Forms IV	Lessons set against mainstream English and/or Modern Foreign Languages: Block One (English) 8 lessons per fortnight £822 per term Block Two (Option) 7 lessons per fortnight £739 per term
Form V	Lessons set against mainstream English and/or Modern Foreign Languages: Block One (English) 8 lessons per fortnight £822 per term Block Two (Option) 7 lessons per fortnight £739 per term Scholars who require additional support for their GCSE studies will be charged accordingly.
Form LVI	Lessons are provided on a support basis and to prepare scholars for the IELTS test and/or other ESOL examinations: Up to 10 lessons per fortnight £18 per lesson
Form UVI	Lessons are provided on a support basis and to prepare scholars for the IELTS test and/or other ESOL examinations: Up to 10 lessons per fortnight £18 per lesson

Additional private lessons may be arranged separately.

Refunds for absence are only considered in exceptional circumstances and only at the discretion of the Headmaster.

ESOL scholars are accepted into College, and then progress from year group to year group, only if they have reached an appropriate level of competence in English. This is to ensure that their own best academic interests are protected. More details are available on request.

30 Study Support

Study Support is available to a limited number of suitable applicants.

Those scholars who are identified as having some particular learning difficulty, such as dyslexia (specific difficulties with writing) and dyscalculia (specific difficulties with number manipulation), are assisted to develop strategies to cope with and overcome their problem. The intention is for these scholars quickly to become effectively independent learners responsible for their own progress in the mainstream of College academic life, ideally by the Fourth Form.

Scholars receiving Study Support may have individual or group lessons, delivered within the timetable, and are withdrawn from specific subject areas for the duration of the support.

Once a scholar has moved beyond formal, timetabled Study Support, he/she may still seek informal support whenever they require it.

Every scholar is provided with a programme of study skills through their time at College.

The Study Support programme varies between scholars attached to the Centre.

Fees

Individual 50 minute lessons	£34.50 per lesson
Shared 50 minute lessons	£26.00 per lesson

The services of a scribe for internal/external examinations will be a **chargeable extra**. Details available on request.

31 Buses

There are four bus routes to College:

1. Ascot; Bracknell; Binfield; Bearwood
2. Camberley; Sandhurst; Crowthorne; Finchampstead; Bearwood
3. Fleet; Elvetham Heath; Hook; Shinfield; Bearwood
4. Holyport; Maidenhead; Twyford; Hurst; Bearwood

Two of the services are operated by private bus companies:

1. Reading and Wokingham Services, telephone number 0118 979 3983.
2. Yateley Coaches, telephone number 01252 860 662.

3. Bearwood College Minibus Service, telephone number 0118 974 8300.
4. Bearwood College Minibus Service, telephone number 0118 974 8300.

The cost is **£500 per term for each service** billed by Bearwood College, termly in advance.

A terms notice is required should parents/guardians wish to discontinue a scholar's use of the service. Please contact Mrs Leza Sellings, the Bursar's PA if you wish to reserve a seat on the bus. A diagrammatic map of the routes is available from the Bursar's Office or the Registrar.

All of the above bus details may be subject to change at short notice. Please check with the Bursar for any current information.

32 Mobile Telephones

The College is mindful of the widely differing advice available nationally on the question of the desirability and safety of mobile telephones. The possession of a mobile telephone is a matter to be decided by parents or guardians. The relevant Houseparent must be given the number of any mobile telephone brought into College.

The advice of the College is that they should not be brought in unless parents/and or guardians regard them as essential. Mobile telephones may not be switched on or used during lesson-times, games, activities, prep or other organised occasions. If they are used inappropriately, they are liable to be confiscated, and the user may be banned from having a mobile telephone. Inappropriate use of a mobile telephone's camera, video or sound recording facility is not permitted.

The College reserves the right to forbid the possession of a mobile telephone by a scholar for a specific period of time.

33 Security

The College endeavours to balance the need for proper security of all scholars, boarding and day, while under our care and control with the practicalities of everyday life.

All staff wear distinguishing identification tags at all times while on main College premises through the Term time.

All non-commercial visitors are directed to the Reception at the front entrance of the Mansion. All commercial visitors are directed to the Bursary. All visitors are identified, signed in, and issued with a distinguishing identification tag (to be returned at the end of the visit).

Points of access/exit in buildings used by scholars have appropriate security features (eg numeric pads, crash bars, alarms, locks etc) operated in such a way that reasonable control of

access to and exit from buildings is maintained. The management of certain points of access/exit is likely to vary at different times in the day.

Some areas are served by security alarm, automatic lighting or CCTV systems.

The College cannot accept responsibility for the loss of personal belongings, and scholars should not bring in objects of value. Where appropriate, please discuss these matters with his/her Houseparent and the Bursary. If your son/daughter does insist on bringing back valuables, these must be listed with as much identification details as possible, and the Houseparent should be given a copy. This list must be kept up-to-date and these items should be covered on **your own insurance policy**. Alternatively, a suitable **Personal Effects Scheme** is included on the termly bill. A leaflet about this will be included with your account and you are strongly recommended to make use of it.

If **any** electrical equipment is brought to school, it has to have an up-to-date certificate that it has been checked for electrical safety by a competent electrician. Although we can test such equipment within the College for a charge, it is much easier if parents/guardians arrange for a suitable check to be carried out before the start of term. Please contact your electrician about this.

It is very important that all clothes, shoes and other personal possessions are clearly marked with your son's or daughter's name. It is strongly recommended that the name be engraved on more valuable items. It must be stressed that the onus is on a scholar to look after things and to make sure that they are clearly marked.

All scholars are required to lodge personal cash or change with their Houseparent.

34 Concerns

If for any reason a parent, guardian or scholar feels cause for concern - with another scholar, a member of staff or the College as a whole - it is important for them to be able to voice that concern confidently, and feel assured that suitable action will be taken where appropriate.

Scholars are encouraged to bring any worry or complaint to the relevant member of staff. If they are not sure how to go about this, they should normally approach someone in their House, such as their Tutor or their Houseparent. If they continue to be concerned, they should approach a member of the Senior Management Team or the Headmaster. The Houseparents and Tutors regularly reiterate for the scholars the many opportunities and avenues that they have to address problems.

Parents and guardians have a similar route. They would usually voice uncertainties, concerns or anxieties with the Houseparent in the first instance. If a problem remains unresolved, or if necessary information is not available, they are invited to approach a member of the Senior Management Team or the Headmaster. Should difficulties still continue to exist after contact with the Headmaster, an approach may be made to the Board of Governors via the Clerk to the Governors.

35 Chapel

Bearwood College is a Church of England Foundation, and benefits from the services of a Chaplain.

Chapel Assembly and Evensong are regular features of the weekly routine. A Holy Communion Service is held at least once a Term. Various other major services, such as the Remembrance Service and the Carol Service, are also held. All scholars are required to attend these occasions.

In part, but not exclusively, through the work of the Chapel, the College seeks to provide for the spiritual education of the scholars in a sensitive and constructive way.

The College community contains a number of denominations and faiths. We are determined to ensure that mutual respect and tolerance are fundamental to our communal life, founded upon acceptance of the College's identity.

36 Parental Responsibility

The College follows government regulations in respect of "parental responsibility". We are obliged to treat equally anyone who is a "parent" as defined by the Education Act 1996. Only a current Court Order overrules this.

37 Child Protection

The College operates a formal policy in respect of Child Protection, in accordance with our legal, social and moral responsibilities. This Policy, which is based on the guidance of the local Social Services, is available on request.

A 'Child Protection' issue is one where:

- a scholar has suffered or is alleged to have suffered significant harm while in the care of the College
- a scholar has suffered or is alleged to have suffered significant harm while outside the care of the College
- the conduct of a member of College staff may render them unsuitable to be employed in work involving children

There are certain formal channels that must be pursued in the event of any potential or actual Child Protection issue occurring; this is a statutory duty that the College is obliged to fulfil. These channels include consultation within the College at the highest level, and contact between the College and relevant statutory authorities. Such consultation and contact may, under some circumstances, take place before parents or guardians are informed.

The College has an official "Independent Listener", whom scholars, staff, parents or guardians may approach in unresolved cases of anxiety or concern. Our "Independent Listener" is Reverend Canon John W Ratings, MA whose telephone number is 0118 940

2202. The Headmaster is the College's designated person, the "CPLT(P)", on Child Protection issues.

In all dealings with Child Protection issues, the College always seeks to put the interests of the scholars first.

38 Medical Matters

The College provides daily qualified medical cover. All boarders are registered with the College Medical Officer; there is a small regulatory charge for this each term. Day scholars remain registered with their own GP and attend their own surgery in the normal course of events.

The Medical Department provides daily surgeries for boarders, and helps in medical emergencies with all scholars. Overnight accommodation is available in the Medical Centre for boarders needing particular attention. Specialist care is provided at hospitals locally.

The Medical Department is professionally autonomous in its medical decisions, and is independently responsible for judgements on, for example, off-games issues. The Medical Officer advises the Headmaster on matters concerning the health of the College. Advice on private medical insurance is available from the Bursary.

Please do keep the Medical Department fully and unambiguously up-to-date with all medical events of your son or daughter – including investigations. The Medical Department will always exercise due professional judgment and discretion in deciding what information is passed to whom and under what circumstances.

39 Scholarships, Bursaries and Awards

Please ask for further details from Mr C H P Gillow, the Bursar or Mrs Diane Birch, the Registrar, if required.

40 Financial Matters

School Fees

All fees are per term unless otherwise specified. The fees quoted in this document are current at time of printing.

At present, fees are reviewed by the Governors annually and any change is currently made from the beginning of the Autumn Term. Parents and guardians are asked to check with the Bursar that the fees quoted have not been adjusted.

Registration fee

£100 payable at time of application.

Acceptance deposit

£500 payable on reservation of a place, refundable at the end of the scholar's final term. Parents resident outside the European Union are required either to provide an acceptable guarantee for a term's fees or to deposit an equivalent sum with the College, to be refunded at the end of a scholar's last term.

Termly fees:

		Fees Per Term 2011 / 2012
Junior School (Forms I and II)	Residential	£8,120
	Day	£4,630
Senior School (Forms III to UVI)	Residential	£9,360
	Day	£5,455

Monthly fees (by direct debit via HTC Ltd – details available from the Bursary):

The College recognises that occasional or periodic boarding may be attractive to some parents and is happy to accommodate this. Arrangements should be made with the scholar's Houseparent. The daily rate for occasional boarding is £36 per night for a maximum of 10 nights per term.

Insurances

The following insurance schemes, operated by HSBC Gibbs are offered on an optional basis:-

Private medical cover (BUPA)	£63.00*
Personal accident insurance	£3.75*
Personal effects insurance	£10.00*
School fees protection insurance	0.6% of fees

*Premiums correct at date of publication.

Disbursements

Music

Individual tuition is charged at £24 per 40 minute lesson per instrument; £18.00 per 30 minute lesson per instrument. Tuition is subject to **a term's notice** and fees are payable termly in arrears.

Speech and Drama

Lessons are £115 per Term. Lessons are 40 minutes in duration. Tuition is subject to a **term's notice** and fees are payable termly in arrears.

Please note: There are generally 10 weeks per Term.

Activities where outside tutors are hired

Professional tuition is available at inexpensive rates for (eg) music, additional languages, aerobics, dance, golf, judo, LAMDA, riding, fencing. A **term's notice** is required should parents / guardians wish to discontinue a scholar's use of these chargeable activities.

Design and Technology and Photography

A contribution towards the cost of some materials for project and photography work may be charged over and above a stated 'per capita' norm.

Stationery

Scholars may make stationery purchases at the College Shop.

Bearwood Parents Association

An optional contribution of £5 per term to Bearwood Parents Association is charged.

Bearwood Old Royals Association

All former scholars, known as Bearwood Old Royals, are welcome to participate actively in the Bearwood Old Royals Association. An optional lifetime membership fee of £75.00 will be included in the first term's invoice (Yr 7 onwards).

Other

The following items (mostly optional) are chargeable: Sierra Club subscriptions, Duke of Edinburgh Silver and Gold Awards, CCF camps and equipment losses, CCF subscriptions for V and VI forms, public examination fees for Retakes, ESOL, LAMDA and Music (other than GCSE/AS/A2 Music examinations), Independent School Careers Organisation (ISCO) sessions, specific texts required for English at GCSE, AS and A2 Level, College uniform, dry cleaning, mending and marking clothing, books and magazines, stationery or equipment specifically purchased for individual scholars, College property lost or damaged by scholars, medical fees, transport and prescriptions, gum shields (as provided through College), College photographs, non-syllabus-required trips and visits.

The following items are included in the major fee charge: full board for boarders and lunch for day scholars, CCF subscriptions for III/IV Forms, Duke of Edinburgh Bronze Award, Careers guidance, UCAS applications, syllabus-required educational trips and visits, non-fundraising dances/discos etc., house subscriptions.

Methods of Payment

Payment is due on or before the first day of term and may be made by cheque, giro or by direct bank transfer. The Bursary is always willing to answer any queries relating to financial matters.

41 The Bearwood Parents Association *and* The Bearwood Old Royals Association

The Bearwood Parents Association (BPA) is a voluntary organisation of interested parents, who provide a great deal of warmly appreciated practical and moral support for the College, fund-raising, running social occasions and helping with many aspects of College life. All parents and guardians are most welcome to participate.

The contact person for the BPA is: Mrs Emma Patterson, Chairperson.

A scholar who has left College is entitled to become a Bearwood Old Royal and join the Bearwood Old Royals Association. A voluntary membership fee is levied on behalf of the Bearwood Old Royals Association, which results in free lifetime membership having left the College. Just like the BPA, the Bearwood Old Royals Association provides a great deal of practical and moral support for the College, fund-raising, running social occasions and helping with many aspects of College life, as well as offering mutual assistance to members.

The contacts for the Bearwood Old Royals are: Mrs Susan Cherry, Administrator, Mr Mike Watts, Governor or Miss Charlotte Penrose, President.

Mr Levy, Mr Watts, Mrs Cherry and Miss Penrose can be contacted initially through the Headmaster's office.

42 The Chairman of Governors

The Education (Provision of Information by Independent Schools) (England) (Amendment) Regulations 2004: correspondence with the Chairman of the Board of Governors.

If any parent or guardian wishes to correspond with the Chairman of the Board of Governors, he or she may do so via the Clerk to the Governors at the Bearwood College address; any correspondence will be forwarded.

Postscript

This booklet was last updated May 2010. Please ensure that you have the latest edition. We have done all we can to make the text comprehensive, but also to keep it manageably short. Particular details given in it may change from time to time; we endeavour to give as much notice as possible when this occurs. Much of the material in it is drawn from the formal College Policy Documents.

This booklet and its constituent elements form no part of any contractual arrangement.

If this booklet does not cover a particular issue of interest to you, or if you want clarification of any point, please do not hesitate to ask. The Headmaster is always willing to discuss any matter with parents and/or guardians.

Annex I

POLICY DOCUMENTATION and Ofsted

In accordance with current regulatory requirements, Policy Documents of Bearwood College are listed below. They relate variously to scholars, staff and parents and guardians. They are available to parents and guardians upon request. College staff are permanently briefed on the Policy Documents and all other relevant documentation. All Policy Documents are to be regarded as permanent “works in progress”, in the sense that the legislation and the regulations, along with their accompanying guidance and interpretation, are continuously evolving. Revised versions of documents are produced from time to time.

Further areas and topics can be expected to be added to the scope of the College’s Policy Documentation, as legislative and regulatory requirements on schools continue to expand, and as the College’s own programme changes and develops. Bearwood has a number of additional Policy Documents relating to the internal management and administration of the College. These cover areas required by the law, relevant regulations and good practice.

All changes and additions to the Policy documents are made in the light of professional advice and guidance.

Academic Discipline	Jankers Routine
Access to College Premises	Lending, Borrowing and Financial Transactions
Admissions	Library
Alcohol	Litter
Anti-bullying	Lost Property
Assemblies	Medical Policy
Audio and other Electrical Equipment	Mobile Telephones
Bicycles	Occasional Boarding
Boarding: Foundation Document	Parental Booklet
Bounds	Parental Responsibilities
Cars	PSHE
CCF	Registration (Daily)
Changing Children’s Surnames	Rewards
Chapel	Rules and Regulations Booklet
Child Protection	Sanctions
College Prefects	Sex Education
Concerns and Complaints	Signing In and Out
Disability (scholar)	Smoking
Discipline (scholar)	Snow and Ice
Dress code (scholar)	Study Support
Drugs	Theatre Behaviour
Equal Opportunities	Theft
ESOL	Trips (<i>ie school visits</i>)
Exclusions	
Games and Activities	
Graffiti	<i>There are also a number of other documents which do not</i>
Guardians	<i>fall within the “Policy” category as such, including:</i>
Health and Safety	<i>Academic Performance in the Preceding Year</i>
Holiday in Term-time (scholar)	<i>Academic Subject Option Booklet</i>
House Prefects	<i>The Acceptance Form (with the “Terms and Conditions”)</i>
Inter-cultural Issues	<i>Clothing Lists</i>
Internet and Intranet (scholar)	<i>House Handbooks</i>
	<i>New Scholars’ Booklet</i>

This sheet is drawn up and promulgated in accordance with the current provisions for boarding schools. It is reviewed and revised periodically.

As required by current regulations, boarders and their parents may contact Ofsted in the event of any complaint over boarders’ welfare not being satisfactorily resolved within College, by telephoning 0300 123 4666.

Statement of Boarding Principles and Practice Bearwood College

Mission Statement

College Mission:

- to enable pupils to achieve appropriate / optimum success through a combination of academic and co-curricular programmes

Overall intent:

- to foster the qualities and achievements that equip a young person for the challenge of independent and responsible adult life.

Component intents:

- academic – to achieve strong, appropriate personal academic outcomes.
- co-curricular – to develop a range of personal interests and competences
- personal development – to progress in character and maturity

The aims of boarding at Bearwood

- At Bearwood College we have full regard to the document “*Every Child Matters: Change for Children*”.

The organisation of boarding at Bearwood

Each boarding House enjoys the services of a Houseparent and Assistant, both resident in the House, as well as a tutor and matron team. Boys and girls are boarded in separate Houses. Older boarders are also given the opportunity, in a managed and supervised context, to take on responsibilities within the House community as well as at College level.

Admission to boarding

The admission criteria for boarders are the same as those for all Bearwood students. The College takes account of an applicant’s capacity to manage, benefit from and contribute to the academic and non-academic programmes of the College, and of the College’s capacity to provide appropriately for the academic and non-academic development of the applicant.

An outline of facilities and welfare support service for boarders

Boarders enjoy the full range of facilities and welfare support at Bearwood College.

The full range of their needs is catered for in the following terms:

- *academic* through
 - a comprehensive programme of academic study, supported by
 - a comprehensive range of study facilities
- *pastoral* through
 - the services of a dedicated pastoral support team within each boarding house
 - the services of a range of College-wide staff with pastoral responsibilities
- *domestic* through
 - an appropriate “home” environment in each boarding house
 - boarding staff who are mindful that boarders are young people away from home

- *medical* through
 - a twenty-four hour qualified medical care team
- *personal development* through
 - a wide-ranging programme of extra-curricular opportunities
 - warm encouragement to each boarder to extend him/herself in terms of experience, skills and responsibility
- *spiritual* through
 - the Church of England identity of the College
 - the College's chaplaincy provision
- *physical* through
 - a wide-ranging programme of sports, games and activities
- *cultural* through
 - a wide-ranging programme of broader cultural experiences

The identity of Bearwood

Bearwood College is an independent school with a Church of England Foundation. As such, we welcome students of all faiths and of none.

The attention of existing and prospective parents, staff and boarders is drawn to this Statement, and to the following related College policies, procedures and other documents:

Academic Discipline	Sex Education
Access to College Premises	Signing In and Out
Admissions	Smoking
Alcohol	Snow and Ice
Anti-bullying	Study Support
Assemblies	Theatre Behaviour
Audio and other Electrical Equipment	Theft
Bicycles	Trips (<i>ie school visits</i>)
Boarding: Foundation Document	
Bounds	<i>There are also a number of other documents which do not fall within the "Policy" category as such, including:</i>
Cars	Academic Performance in the Preceding Year
CCF	Academic Subject Option Booklet
Changing Children's Surnames	The Acceptance Form (with the 'Terms and Conditions')
Chapel	Clothing Lists
Child Protection	The College Prospectus
College Prefects	House Handbooks
Concerns and Complaints	New Scholars' Booklet
Disability (scholar)	
Discipline (scholar)	
Dress Code (scholar)	
Drugs	
Equal Opportunities	
ESOL	
Exclusions	
Games and Activities	
Graffiti	
Guardians	
Health and Safety	
Holiday in Term-time (scholar)	
House Prefects	
Inter-cultural Issues	
Internet and Intranet (scholar)	
Jankers Routine	
Lending, Borrowing and Financial Transactions	
Library	
Litter	
Lost Property	
Medical Policy	
Mobile Telephones	
Occasional Boarding	
Parental Booklet	
Parental Responsibilities	
PSHE	
Registration (Daily)	
Rewards	
Rules and Regulations	
Sanctions	

Members of Bearwood College staff are always willing to answer any queries about boarding.

This sheet is drawn up and promulgated in accordance with the current provisions for boarding schools. It is reviewed and revised periodically.

As required by current regulations, boarders and their parents may contact Ofsted in the event of any complaint over boarders' welfare not being satisfactorily resolved within College, by telephoning 0300 123 4666.