

# **BEARWOOD COLLEGE**

## **PARENTAL BOOKLET - SENIOR SCHOOL (Yrs 7 – 13)**

Last revised May 2010

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# 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*”.

- **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**

**S G G Aiano, MA (Cantab) PGCE English**

### **SECOND MASTER**

**R P Ryall, BA PGCE FRGS**

### **ACADEMIC DEPUTY**

**G D Penlington, BA Dip Teach**

**Geography**

### **BURSAR and Clerk to the Governors**

**C H P Gillow, MA (Oxon)**

**English/Head of Prep School Dept**

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

Housemistress Grenville House  
 Housemaster Nelson House  
 Housemistress Drake House  
 Housemaster Raleigh House  
 Housemaster Blake House  
 Housemaster Jellicoe House

Biology, Environmental Studies  
 Head of PE and Games  
 Mathematics  
 Mathematics  
 Humanities and Science  
 English, Study Support and Psychology

S ABERY, BA PGCE  
 M AYOUBI, MSc PGCE  
 Mrs N BALFOUR, BA PGCE  
 C A BELL, Cert Ed  
 Mrs P BELL, BA Dip RSA  
 Coordinator  
 H B BROWNING, BA PGCE  
 K N BUCKLER, BSc QTS  
 N CRAMPTON, BSc (Hons) PGCE  
 R M CURTIS, BSc FETC Ad Dip Ed  
 Miss K ELSWORTH, BSc (Hons) QTS  
 C E ENSTON, BMus FRCO LRAM Dip RAM  
 R FROST, BA PGCE  
 Mrs N HOLSGROVE, BA (Hons) PGCE  
 Miss J JONES, BSc (Hons) PGCE  
 Miss G JOYCE, BA (Hons) PGCE  
 S KING, BSc AMIntP FRSA  
 D LEESE, BSc PGCE  
 K J LOVELL, Cert Ed  
 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  
 R SELLICK, BSc Dip Teach QTS  
 G SWAINSTON-HARRISON, HDE (EA)  
 J R TALBOT, BEd BA  
 C THOMAS, BA (Hons) PGCE  
 Miss B A TRUMAN, BA (Hons) PGCE  
 G P WATSON, BA QTS  
 Miss V WREGLESWORTH

Head of Art and Photography  
 Head of Computing  
 Art and Photography  
 Head of Design and Technology  
 Head of Study Support and Pre-prep  
 Head of the Faculty of Letters  
 Physics  
 Mathematics  
 Physics, Chemistry and Examinations  
 Head of Girls' Games; Teacher of PE  
 Director of Music  
 Music and Geography  
 Head of History  
 Head of Modern Foreign Languages  
 Textiles  
 Physics, Lay Chaplain  
 Humanities and Science  
 Design and Technology  
 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  
 Chemistry  
 I C T  
 Head of Geography  
 English  
 English  
 History  
 Study Support

Ms M THORNE  
 Miss A TIERNEY

Librarian  
 GAP Assistant

R WOWCHUCK  
S HAYTER  
Mrs M SIMMONDS  
Mrs T GREENHAM  
Mrs S IQBAL  
Mrs J LENIHAN  
D EDMUNDS  
Mrs L STEELE-PERKINS, RN

GAP Assistant  
P E Assistant  
Senior Matron  
Matron  
Laboratory Technician  
Laboratory Technician  
I T Manager  
Medical Centre Nurse

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

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

M FORSTER  
K J LOVELL

CCF SSI  
OC CCF

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

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

Mrs S RUSSELL  
Mrs M BURRIDGE

Lettings and Events  
Lettings and Events

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

Maintenance Team Manager  
Maintenance Staff  
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

B COYNE  
Mrs H KEARLY  
Mrs M CHALMERS  
Mrs H LUHAR

Sodexo - General Services Manager  
Sodexo - Asst Services Manager  
Sodexo - Shop Manager  
Sodexo - Administrator

J J HANN, MA

Archivist



<b>BOARDERS</b>	<b>DAY SCHOLARS</b>
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.

<b>Boarders: Saturdays</b>	<b>Day Scholars: Saturdays</b>
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.	
A primary College Detention runs from 1.30pm to 2.30pm.	A primary College Detention runs from 1.30pm to 2.30pm.
Tea is at 4.00pm.	
Supper is at 6.00pm.	
<b>Boarders: Sundays</b>	<b>Day Scholars: Sundays</b>
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  
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 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 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 circumstances”, 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

<b>House</b>	<i>Boys</i>	<i>Girls</i>	<i>Day</i>	<i>Boarding</i>	<i>Form I</i>	<i>Form II</i>	<i>Form III</i>	<i>Form IV</i>	<i>Form V</i>	<i>LVI</i>	<i>UVI</i>
					<i>Year 7</i>	<i>Year 8</i>	<i>Year 9</i>	<i>Year 10</i>	<i>Year 11</i>	<i>Year 12</i>	<i>Year 13</i>

Blake	#			#			#	#	#	#	#
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: Applied Business, Art, Biology, Business Studies, Chemistry, Computing, Economics, English Literature, Environmental Science, Film Studies, French, Geography, Graphics, History, Mathematics, Music, Music Technology, PE/Sports Studies, Physics, Photography, Psychology, Resistant Materials, Spanish, 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, ECDL (European Computer Driving Licence), Community Leadership, Community Service, Critical Thinking, Debating, First Aid, Life-Saving, Refereeing/Umpiring, RSA Music, Young Enterprise. 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
<b>I</b>	3	20 minutes	60 minutes
<b>II</b>	3	20 minutes	60 minutes
<b>III</b>	3	30 minutes	90 minutes
<b>IV</b>	3	40 minutes	120 minutes
<b>V</b>	3-4	40 minutes	120-160 minutes
<b>LVI</b>	4 subjects per week	minimum 4½ hours	minimum 18 hours per week
<b>UVI</b>	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, cheerleading, chess, choir, computing, cookery, cycling, dance, drama, equestrian sports, fitness training, golf, hovercrafting, mountain biking, mixed hockey, judo, music, orienteering, sailing, seven-a-side rugby, sewing, shooting, squash, 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: *Twelfth Night*, *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* and *A Midsummer Night's Dream*. 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

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 at all times 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 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 £790 per term Block Two (MFL) 5 lessons per fortnight £505 per term
Forms IV	Lessons set against mainstream English and/or Modern Foreign Languages: Block One (English) 8 lessons per fortnight £790 per term Block Two (Option) 7 lessons per fortnight £710 per term
Form V	Lessons set against mainstream English and/or Modern Foreign Languages: Block One (English) 8 lessons per fortnight £790 per term Block Two (Option) 7 lessons per fortnight £710 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 £17 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 £17 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	£33.00 per lesson
Shared 50 minute lessons	£25.00 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 **£480 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 or video 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 Lay 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:

		<b>Fees Per Term 2010 / 2011</b>
Junior School (Forms I and II)	Residential	£7,809
	Day	£4,453
Senior School (Forms III to UVI)	Residential	£9,001
	Day	£5,246

### 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 £35 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)	£60.00*
Personal accident insurance	£3.70*
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 £23 per 40 minute lesson per instrument; £17.25 per 30 minute lesson per instrument. Tuition is subject to a **term's notice** and fees are payable termly in arrears.

### **Speech and Drama**

Individual lessons are £156 per Term and group lessons are £110 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 terms 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.

### **Study Support and ESOL**

Details of the charges for Study Support and ESOL (English for Speakers of Other Languages) are available on request.

### **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. Alternatively, payment may be made via Holmwoods Term-time Credit by twelve direct debits. Further details are available from the Bursary. 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: Mr Leon Levy, Chairman.

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: Mr Mike Watts, Governor or Mrs Susan Cherry, Administrator.

Mr Levy, Mr Watts and Mrs Cherry 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 2009. 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 Commission for Social Care Inspection

In accordance with current regulatory requirements, the 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
Assemblies	Lost Property
Audio and other Electrical Equipment	Medical Policy
Bicycles	Mobile Telephones
Boarding: Foundation Document	Occasional Boarding
Bounds	Parental Booklet
Bullying	Parental Responsibilities
Cars	PSHE
CCF	Registration (Daily)
Changing Children’s Surnames	Rewards
Chapel	Rules and Regulations
Child Protection	Sex Education
College Prefects	Signing In and Out
Concerns and Complaints	Smoking
Disability (scholar)	Snow and Ice
Discipline (scholar)	Study Support
Dress Code (scholar)	Theatre Behaviour
Drugs	Theft
Equal Opportunities	
ESOL	
Exclusions	<i>There are also a number of other documents which do not fall within the "Policy" category as such, including:</i>
Games and Activities	Academic Subject Option Booklets
Graffiti	The Acceptance Form (with the “Terms and Conditions”)
Guardians	Clothing Lists
Health and Safety	The College Prospectus
Holiday in Term-time (scholar)	House Handbooks
House Prefects	The New Scholars’ Booklet
Inter-cultural Issues	The Parental Booklet
Internet and Intranet (scholar)	

*This sheet is drawn up and promulgated in accordance with the current provisions for boarding schools issued by the Commission for Social Care Inspection (formerly the National Care Standards Commission). It is reviewed and revised periodically.*

*As required by current regulations, boarders and their parents may contact the Commission for Social Care Inspection in the event of any complaint over boarders’ welfare not being satisfactorily resolved within College:*

Commission for Social Care Inspection  
Berkshire Area Office  
1015 Arlington Business Park  
Theale  
Berkshire RG7 4SA  
Telephone: 0118 903 3230

## 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	Rules and Regulations
Access to College Premises	Sex Education
Admissions	Signing In and Out
Alcohol	Smoking
Assemblies	Snow and Ice
Audio and other Electrical Equipment	Study Support
Bicycles	Theatre Behaviour
Boarding: Foundation Document	Theft
Bounds	
Bullying	
Cars	
CCF	<i>There are also a number of other documents which do not fall within the "Policy" category as such, including:</i>
Changing Children's Surnames	Academic Subject Option Booklets
Chapel	The Acceptance Form (with the "Terms and Conditions")
Child Protection	Clothing Lists
College Prefects	The College Prospectus
Concerns and Complaints	House Handbooks
Disability (scholar)	The New Scholars' Booklet
Discipline (scholar)	The Parental Booklet
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	

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

*This Statement is drawn up and promulgated in accordance with the current provisions for boarding schools issued by the Commission for Social Care Inspection (formerly the National Care Standards Commission). It is reviewed and revised periodically.*