



St Swithun's
WINCHESTER

CARITAS HUMILITAS SINCERITAS

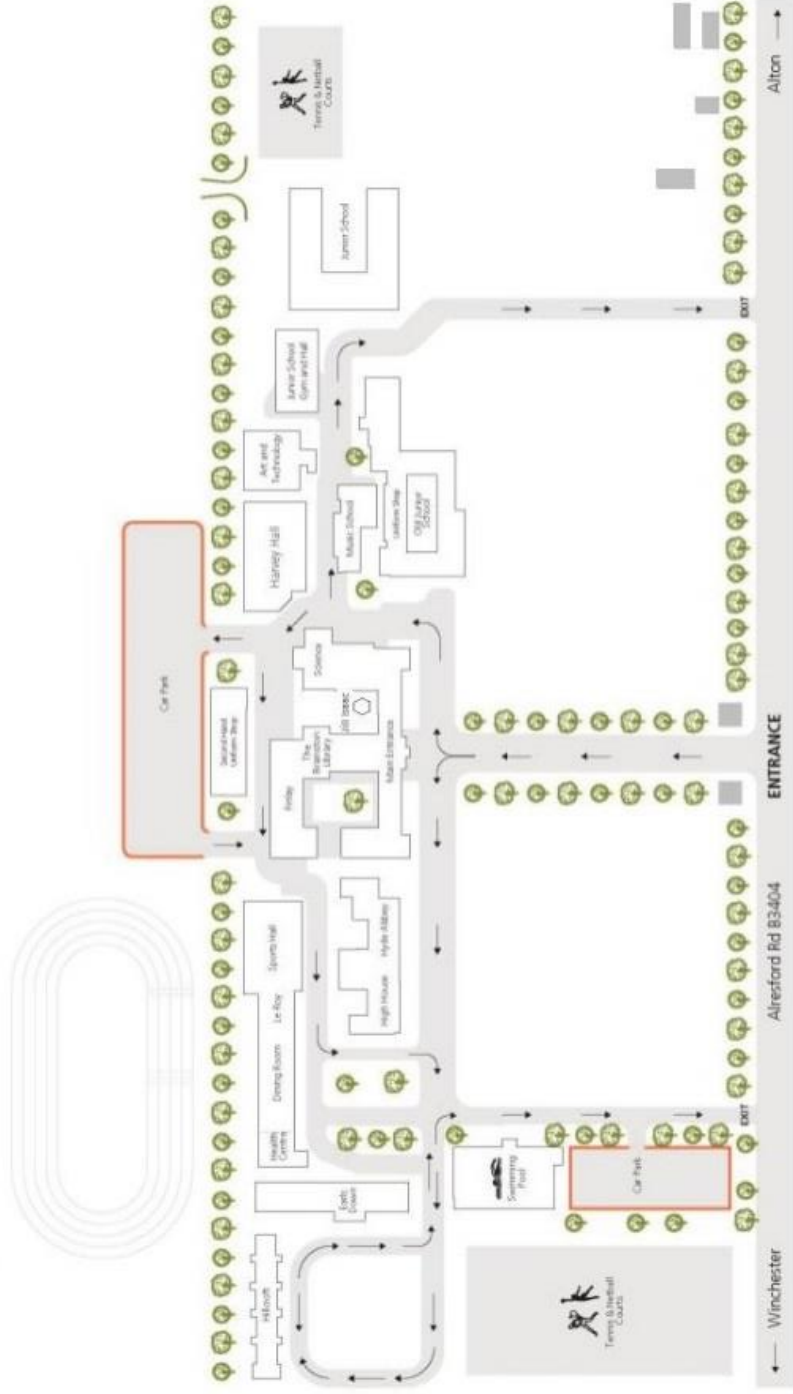
PARENTS' HANDBOOK







CARITAS HUMILITAS SINCERITAS



WELCOME TO ST SWITHUN'S

Welcome to our school. Our purpose is to develop independently minded young women who show courage, compassion, commitment and quiet self-confidence. That may sound a touch serious, but don't be fooled – we also emphasise fun, life-long friendships and encouraging students to embrace their inner eccentric!

THE ETHOS OF THE SCHOOL

St Swithun's is an 'appropriately academic' school which means that we celebrate intellectual curiosity and the life of the mind, but not to the exclusion of all else. We expect our students to develop individual passions and through them to acquire a range of skills and characteristics.

These characteristics will include a willingness to take risks, to question and to debate, and to persevere in the face of difficulty. In the words of Samuel Beckett "Ever tried. Ever failed. No matter. Try again. Fail again. Fail better." If a student can immediately excel at everything we ask of her, we, as educators, must set the bar higher.

We want all students to learn about life beyond the school gates, to appreciate the rich variety of our world, to develop an understanding of compassion and to value justice. We encourage all students to become involved in fundraising and community work. They should appreciate how their decisions and their actions can affect those around them.

St Swithun's was founded by Anna Bramston, daughter of the dean of Winchester, and Christian values underpin our approach to education. We provide a civilised and caring environment in which all students and staff are valued for their individual gifts and encouraged to develop a sense of spirituality and kindness. We believe that kindness and tolerance are at the heart of any fully functioning community.

SCHOOL VISION

Our vision is of a students' school well-known for its excellent, all-round education, its forward-looking teaching methods, its scholarship and the attitudes of mind it fosters in its students. It will house a civilised and compassionate community in secure and well-maintained buildings, and it will thoroughly prepare all its pupils for life beyond its gates. It will be regarded by teachers as a desirable school in which to work and develop one's craft.



A McClure

Chairman of Council



J S Gandle

Headmistress

AIMS OF ST SWITHUN'S SCHOOL

Academic

To prepare students for public examinations and higher education in a stimulating and scholarly environment in which the students develop intellectual curiosity, independence of mind and the ability to take responsibility for their own learning. They are encouraged to achieve their personal best.

School community

To provide a happy, safe and supportive community based on Christian values in which all students are given the space to develop their spirituality, are encouraged to understand and celebrate difference and to be kind to others

Co-curricular

To provide a wide range of opportunities beyond the classroom so that students can discover individual passions and develop a range of characteristics such as resilience, initiative, creativity, perseverance, self-confidence, the ability to work in a team and to honour one's commitments. To encourage habits to ensure good physical and mental health both at school and in the future such as exercise, healthy eating and the art of relaxation.

Beyond the school gates

To teach the students compassion, an understanding of the wider world and their role in it, a sense of duty and a desire for justice.

Looking towards the future

To provide high-quality higher education and careers advice and a supportive old students' network.

Keeping in touch

To communicate in a timely and constructive fashion with parents and other members of the St Swithun's family in order to develop relationships conducive to offering the best possible education.

By the time a student leaves they will be courageous, compassionate, committed and self-confident with a love of learning, a moral compass and a sense of humour.





SCHOOL ROUTINES

School Day

Registration/Assembly	8.15	8.40
Lesson 1	8.45	9.15
Lesson 2	9.15	9.45
Lesson 3	9.45	10.15
Lesson 4	10.15	10.45
Break	10.45	11.05
Lesson 5	11.05	11.35
Lesson 6	11.35	12.05
Lesson 7	12.05	12.35
Lesson 8	12.35	13.05
Lunch & co-curricular activities	13.05	14.10
Registration	14.10	14.20
Lesson 9	14.20	14.50
Lesson 10	14.50	15.20
Lesson 11	15.20	15.50
Lesson 12	15.50	16.20
Co-curricular activities	16.20	18.00

L4 - L6 boarders may only return to house at break and at lunch time. They should not go back to house between lessons.

L6 students are allowed to leave campus and go into Winchester on Friday lunchtimes, provided they sign out at the school office and in again on their return, which must be in time for afternoon registration at 2.10pm.

U6 students are allowed to leave campus and go into Winchester at lunchtimes on any day of the week, provided they sign out at the school office and in again on their return, which must be in time for afternoon registration at 2.10pm.

L6 and U6 students are allowed to leave campus to walk in the nearby "butterfly fields" nature reserve during their study periods, or at lunchtimes, provided they sign out at the school office and in again on their return.

After school

If your child is not involved in a co-curricular activity, she may do her homework in the library until 18.00. Alternatively, she may relax in the day house rooms until 17.00. Sixth formers may use the L6 Common Room. The school office is staffed until 18:00 when the main school is locked. If parents are delayed after 18:00, day students should wait in Hyde Abbey.

Weekend activities

There is a full programme of weekend activities which are open to day students and boarders. Each full boarder is expected to participate in two organised activities between Friday and Sunday evenings.



St. Swithun's Words

Every school has its own vocabulary and St. Swithun's is no different. To help new parents we have outlined some of the frequently used St. Swithun's words/terms below.

Cluster groups

These are mixed year groups that are created in the senior boarding houses and day houses to foster integration between students of different ages.

Exeat weekend

We have one exeat weekend a year when the boarding houses are closed. This is always the first May bank holiday and the boarding houses close from 17.00 on the Friday to 18.00 Monday.

Families

These are mixed groups of students from L4 to U6 where the older students act as 'aunties' to develop relationships between students of different years and provide mutual support and encouragement. Family groups meet once a term.

The Game

A giant whole-school game in which students from all year groups playfully race to 'tag' each other around the school campus. A St. Swithun's Institution!

Girls on Board

We are a 'Girls on Board' school. This is an approach to help students in early adolescence navigate the sometimes choppy waters of friendship. The language, methods and ideas empower students to solve their own friendship problems. The approach helps students be happier at school; get less distracted by friendship issues and remain more focused on the important stuff.

High Performance Learning (HPL)

High Performance Learning (HPL) is a philosophy for learning and teaching that believes that high achievement is an attainable target for everyone. It is an approach based on several decades' global research in cognitive psychology, neuroscience and education that concentrates on the systematic development of the learning skills and behaviours that underpin success, both at school and beyond. We encourage and empower our students to acquire these ways of thinking and behaving that will equip them for the challenges of our global world. St Swithun's was accredited as an HPL World Class School in 2020 and has joined the HPL Global Fellowship. To find out more about HPL at St Swithun's, including information for you to help to support your daughters, please visit the [HPL pages of the school website](#).

Houses

We have 6 boarding houses and 4 day houses

- Le Roy Year 7 boarding house
- High House; Hillcroft; Hyde Abbey; Earlsdown – are our senior (U4 – L6) boarding houses
- Finlay is our upper 6th house that incorporates boarders and day students
- Caer Gwent; Mowbray; Davies and Venta are our day houses

Positive Education

Our nationally recognised Positive Education programme coaches students at St. Swithun's in the principles of positive psychology. Through it they are equipped with the knowledge, understanding and skills they need to embrace challenge, change and opportunity and enable them to sustain wellbeing and mental toughness, despite life's inevitable setbacks and adversities. Our focus on feeling good, doing good and functioning well, plays a key part in helping students at St. Swithun's to flourish, both within school and beyond.

Stretch

This is a weekly academic enrichment programme for the entire school. The students in L4-L5 (Years 7-9) follow a compulsory programme of activities such as astronomy, thinking skills, experimental art, discovering the news and the great egg challenge while the older students will have a choice of courses including ethics and science, Socratic discussion and UK political issues.

Our whole-school academic enrichment programme provides an elevated and engaging academic layer for students needing rigorous academic challenges and stimulation throughout their time at St Swithun's. Regular additional sessions help students to develop critical and creative thinking skills and a rigorous approach to academic study and scholarly endeavour.

Thrive

This is what we call Personal, Social and Health and Economic Education (PSHEE). Thrive, is a developmental programme of learning through which pupils acquire the knowledge, understanding and skills they need to manage their lives now and in the future. As part of a whole-school approach, PSHE education develops the qualities and attributes pupils need to thrive as individuals, family members and members of society. PSHEE includes Relationships and Sex Education (RSE). The PSHEE curriculum is based on three core themes:

- Health and Wellbeing
- Relationships
- The Wider World

More information on Thrive can be found in the Curriculum Policy.

Wellbeing Hub

The Wellbeing Hub is an interactive online portal, designed to help you understand and meet your child's social and emotional needs. All parents, students and staff at St. Swithun's have access to the Wellbeing Hub. Parents can register for it through the parent portal.

Year group names

Like many independent schools we have different names for our year groups, which can be confusing. Our year groups are as follows:

- Lower 4 Year 7
- Upper 4 Year 8
- Lower 5 Year 9
- Middle 5 Year 10
- Upper 5 Year 11

GENERAL INFORMATION AND A TO Z

The following A to Z is designed to be a quick and easy reference to many of the aspects of school that parents want to find out about or be reminded of. As a result, it is not intended to be exhaustive or detailed, but we hope that it is helpful. More detail on each of these areas can be found in other sections of the parent portal. If you can't find what you are looking for, either here or elsewhere in the portal, then please don't hesitate to contact us.

Absence and attendance

Permission for absence from school will only be given for exceptional and unavoidable circumstances. This does not include requests for family holidays. All such requests should be sent by email to absence@stswithuns.com and headmistress@stswithuns.com for approval well in advance of the date in question. **Please note the term dates to ensure that holidays are not booked in term time.**

If a student is absent from school for reasons of illness, please email the school with an explanation for their absence using the dedicated email address absence@stswithuns.com by 8.00 or at the earliest opportunity. On Sunday evenings, the parents of boarders should contact the housemistress, absence@stswithuns.com and please copy in your child's form tutor. You will receive a telephone call from the school office or housemistress if your child is absent and no message has been received. On your daughter's return, if an explanation has not already been given, an email or letter should be sent to the form tutor explaining the absence.

If you are away from home for any reason, the school office should be notified office@stswithuns.com and provided with either contact details, or the name of someone to whom the school can refer in an emergency.

Academic work and assessment

Work is assessed according to the school's assessment policy. There are a number of ways in which your child's work may be assessed and marked:

- Using written or verbal feedback;
- By marking the work of other students or marking her own work;
- By completing work online.

Most assessments involve comment-based marking to help your daughter understand what she has done well and what needs to be improved. Grades are not routinely awarded although some pieces of work may be marked and graded according to examination board mark schemes.

Work will be collected in, marked regularly and returned as soon as practicable. Subject teachers will often provide information about annotations, spelling corrections and the presentation of work in their subject.

School examinations are held in the summer term, though L4 and U4 have assessments rather than formal examinations. Results, usually expressed as percentages, will be entered on reports. For school examinations in M5 and above, the relevant I/GCSE or A level grade equivalents are reported along with percentages. There are no form or year group placings at any level. Mock examinations for U5 are held at the beginning of the spring term and for U6, immediately after February half-term; L6 school examinations occur in the summer, immediately after June half-term. Results are made available to parents via the parental portal.

Assemblies

On four days each week the whole school community starts the school day by having assembly together in Harvey Hall. This is led by both staff and students and covers a very wide range of topics, always aiming to be both thought-provoking and encouraging. A hymn is always sung at the start. Once each term, the assembly is a whole school communion service which all are expected to attend, but to only participate as much as they feel comfortable. On the other day of the week assembly time is spent either in form or as a year group, following a programme of activities.

Bus service

We currently run two buses to school. One from Romsey, via various villages to school and another around the city of Winchester to school. These services are constantly under review.

The 'London bus' leaves school on Friday at 16.30 and travels to Cromwell Road, Kensington via Richmond Deer Park car park. This bus also returns to school on a Sunday at 1830 from Cromwell Road via Richmond Deer Park car park.

Up-to-date details of the current school transport services, and information about routes may be obtained from the school office (office@stswithuns.com).

Calendar

Term dates and the live calendar can be found in the 'School Information' section of the parent portal.

Careers Guidance

The student guidance department focuses on student's personal development, encouraging self-confidence and the ability to handle decisions and manage change. The student guidance department aims to provide impartial guidance to enable all pupils to achieve their declared long-term career objective and, where no definite goal exists, to ensure that they are sufficiently informed to keep a wide range of options available to them. If you have any questions or would like to organise a meeting, please email hseg@stswithuns.com.

Chaplain

The School Chaplain Rev. Paul Wallington is available to all members of the school community in a way which complements all the other aspects of care and support, and is irrespective of faith. The chaplain is a frequent visitor to the boarding houses, meets many students individually and takes part in a number of cocurricular activities. He is also the member of staff in charge of ASSIST (the sixth form group which co-ordinates our charity fund-raising). He is also available to provide pastoral support to the wider school family as required.

Charities

Each year students nominate a range of charities and 3 are chosen as our school charities for the following year. The 6th form led ASSIST team helps to co-ordinate a wide range of fund-raising activities throughout the year. They also organise various appeals during the year of donated goods, including a Harvest collection to support the local Food Bank and Homeless Shelter, and a Christmas Shoebox appeal.

Church services

St Swithun's has a Church of England foundation but students of other denominations and faiths, or indeed no faith, are welcomed. Students attend school assembly daily. A communion service for the school community is held in school each term.

The school has very close links with Winchester Cathedral and school evensong is held there once a term. This service is compulsory for all boarders; day students and parents are encouraged to attend this service which is an integral part of the communal life of the school.

The school carol service and valedictory service are held in the cathedral and are attended by all students. Parents are warmly invited to join us.

A confirmation service is held annually in the cathedral. Confirmation classes are taken by the chaplain who is a member of the staff and has a pastoral role among the students. These classes are for both Anglican and Roman Catholic students and students are either confirmed in the school service in the Cathedral (Anglican) or in Portsmouth Cathedral (Roman Catholic) in partnership with St. Peter's RC church.

On Sundays, all boarders attend chapel in school. Students are encouraged to take an active part in chapel. We also organise transport for boarders who wish to attend one of the local acts of worship on a Sunday morning.

Communication between school and parents/carers

Your first point of contact for both academic and pastoral matters should be the form tutor or housemistress/housemaster depending on the nature of the problem. If the tutor or housemistress/housemaster is unable to resolve the issue, they will contact the most appropriate person for help.

For academic issues, any questions may be referred to a head of department, head of year or the deputy head academic (Mr. Hammel) who is in overall charge of academic matters.

For pastoral issues, questions may be referred to the head of year, housemistress/ housemaster if your daughter is a boarder, or the deputy head pastoral (Mr. Yates) who is in overall charge of pastoral and disciplinary matters, or the head of boarding (Miss Ludlow). The school chaplain and school counsellor are also available to assist with pastoral matters.

Communication from the school will be via SchoolPost either by email or text message. In an emergency, should these systems be unavailable, the school website will be used as a means of communication.

Our secure parent portal is the key source of information for parents, giving access to the student's reports, timetable, teacher contact details and attendance information. In order to access these services, it is important that each parent keeps the school updated with their current email address and mobile phone number. Details of how to register for a parent portal account and information about your child's school email address will be sent to you by email in late August.

Urgent messages for your child during the day may be left with the school office on 01962 835700.

Please do not make arrangements to collect your child from school outside of normal pick up times without first contacting the school office.

All changes to contact details should be notified to the school office.

Communication and Performance (C&P) lessons

C&P lessons are available to all students in the school. Full details including costs and a sign-up form can be found on the portal under the section 'forms for completion'.

L4 students are placed in small groups and work on developing voice projection, clarity, communication and ensemble skills. Students joining the school in L5 can be placed in a group or choose one to one or pair classes. Again, the full range of the syllabus is available.

C&P students have a chance to perform for friends and family in showcase events after school throughout the year. We provide the chance to work through the grades of accredited exam boards. If you have any questions, please contact me wilsonj@stswithuns.com

Co-curricular activities

Having a good work-life balance is very important in maintaining good physical and mental health, for developing healthy relationships and keeping things in perspective. School provides one of the best opportunities that students will have to participate in a large number and range of activities.

Our programme operates in the mornings before school, at lunchtimes, after school, and at the weekends. A new timetable is published every term and the students sign-up during the first week.

All students are expected to take part in co-curricular activities in line with their commitments as they move through the school. For example boarders in L4 to L5 should undertake at least three after school activities per week and those in the older years at least two. Most students are involved in more than this. The pastoral team, including form and house staff, help students to achieve an appropriate work-life balance. We encourage our day students to be as involved as possible in our programme according to what fits in with their family's schedule.

At the start of each year we run a co-curricular fair at school giving students the opportunity to talk to staff and other students about what activities involve. There are also some 'taster sessions' to try things out before committing. During assembly in the first week, students will find out how to sign up for the activities of their choice.

Counsellor

We have a full-time school counsellor, Dr Helen O'Connor, who is a clinical psychologist. Helen is available for drop-in clinics during the week. As appropriate, the school counsellor may also make appointments with individual students or groups of students. Students will not be taken out of academic lessons for appointments unless the situation is critical or there is absolutely no other alternative.

Dental and medical appointments

We have an orthodontic mobile unit (OMU) that visits the school each month. Please do contact the school office for more information office@stswithuns.com. Routine dental and medical appointments should preferably be made outside school hours. If this is not possible, please advise the school by email (absence@stswithuns.com) in advance as well as your daughter's housemistress/master if she is a boarder.

Detention

Although we don't often have the need for detentions, we do have a system in place. These are either run by departments where the issue is work related, or by the head of year if the issue is more behavioural and take place at lunchtimes. For more significant issues we have an after-school

detention that is held in the library on Wednesday afternoon from 16.30-17.30. Students will be set appropriate work to complete in detention. There is a Saturday morning 'headmistress' detention that is occasionally used for more serious incidents. These normally run between 09.00 and 11.00am. Detention will take precedence over all other activities and, for more after school, or Saturday morning detentions, parents of day students or weekly boarders, will be given 48 hours' notice by email. More detail can be found in our 'behaviour, rewards and discipline' policy.

Driving lessons

L6 and U6 students are allowed two, one hour lessons each week but these must only be taken in study periods. Students must ensure that they sign out in the office or in U6, with the Finlay housemaster. When possible, driving tests should be taken in the holidays.

Equipment

Your daughter should have a suitable bag in which to carry her books. Students should make use of their locker and should not carry all their books and equipment.

Although students are provided with lockers and keys are available, valuable possessions should not be brought into school. Please ensure all your daughter's possessions are named to assist in returning lost property.

Exeats

We have one exeat weekend only a year when the boarding houses are closed. This is always the first May bank holiday and the boarding houses close from 17.00 Friday to 18.00 Monday.

Fees

Fees are set by the Governing Council in the spring term for September of the next school year. Accounts are due for payment on the first day of each term. If you wish to withdraw your daughter from the school (other than at the normal leaving date) or change her place at the school from a boarding to a day place, then a term's notice of this must be given. If such notice is not received, payment of a term's fees (or, where appropriate, the difference between the boarding and the day fee) in lieu of notice will be charged.

Students may put items on the end of term account with written permission from a housemistress, housemaster or parent.

Form System

In L4, your daughter will be allocated to a form. Care is taken to separate large groups of students from one single prep school. We believe that providing students with the opportunity to meet as wide a range of individuals as possible increases their ability to communicate and build positive relationships with others, in addition to reducing the likelihood of the formation of cliques.

Form groups are rearranged at the beginning of L5 and L6, when new students join the school at 13+ and 16+ entry, respectively. The form groups may be arranged at other stages where it is considered to be in the best interests of the students.

Games / PE

If your daughter is a day student and needs to be excused from games or PE lesson, an email should be sent to the relevant teacher and form tutor. An 'off games' note will only be provided by the

health centre up to and including morning break, unless the day student has been seen by the health centre for a valid reason after this time. Your daughter will normally be expected to observe the lesson, participate in the theoretical aspects and to be outside in her PE kit. In L4-L5, students who are 'off games' may be sent to the library.

Appropriate kit should be worn for each sporting activity. Mouth guards are compulsory for lacrosse. Jewellery MUST NOT be worn during PE lessons and matches; this includes taped earrings. The students are provided with PE lockers and all kit should be clearly named.

For sixth form students, the requirements for PE kit is more flexible. Either of the options below is acceptable:

- A black, white or navy-blue T-shirt or sports top without writing or branding, combined with black, white, navy blue sports leggings, tracksuit bottoms, shorts, skirt or joggers.
- St Swithun's School PE kit.

All students, including boarders, are allocated a lockable PE locker, which should be kept locked and used for all PE kit.

Each year group has a designated changing room:

- L4: cloisters changing rooms
- U4 and L5: ground floor senior changing rooms
- M5 and U5: first floor senior changing rooms
- L6: L6 common room changing rooms

There is an extensive calendar of fixtures in a variety of sports. These can be found on www.stswithunssport.com. Parents are welcome to support teams and join them for tea afterwards.

Health centre and medical provision

The school health centre is on site and staffed by a qualified nursing team, offering a wide range of services. Students can drop in without an appointment during break, lunchtime and after school. Alternatively, drop in's or appointments can be arranged via communication from house staff/teachers/or the from the office. The health centre encourages students to seek help when they need it and provides up to date healthcare, whilst offering a confidential service. The nurses have access to the GP's at the Friarsgate Surgery (Winchester) and also utilise the services of NHS 111 if required.

Boarders will be registered with Friarsgate Surgery and can make an appointment to see a doctor via the nursing team. The doctor visits the school twice per week for the boarders. Day students should be registered with their family doctor.

It is essential that fully completed medical forms are returned to the registrar before your daughter begins school. This includes dates of immunisations, allergies, current medication and past medical history. On an annual basis the school will ask parents to check their child's medical information via the parent portal and on a termly basis, the school will send a Medical Update Form to parents to encourage communication of any changes in medical information. Additionally, the health centre should be informed directly of any significant medical changes/diseases or new medication by emailing healthcentre@stswithuns.com or telephoning **01962 835772**.

If your daughter is too unwell to attend lessons, she may be cared for in the health centre. In the case of day students, the nurses may call parents to arrange for her to be collected and taken home. For boarders, communication between the nurses, the house staff and parents will occur to ensure the right care is set up or in place for the student. Please do not collect your daughter from school unless you have been asked to do so by the health centre.

If at home and your daughter is unwell, please do not return her to school until she is fully recovered. If she has a temperature above 37.5°C then we ask that she is clear of any temperature for 24 hours before being returned to school. In the case of diarrhoea and/or vomiting, your daughter must not return to school until 48 hours after the last bout. Similarly, if your child has head lice please let the health centre know.

Parents will always be informed, at the earliest possible opportunity, of any serious illness or accident but we will not necessarily contact you about mild, self-limiting illnesses, unless there is cause for concern.

Homework

All students are expected to learn to work effectively in their own time and independently of adult help. Homework helps to cultivate this habit, in addition to helping students to consolidate, develop and extend their understanding and skills in each academic subject. Parents of L4 to L5 are encouraged to familiarise themselves with the homework timetable which is available on the parental portal for their daughter's year group. From M5 students are expected to manage their homework timetables independently.

As a guideline, students should expect to have homework as follows:

- L4 and U4: one hour per night
- L5: one hour thirty minutes per night
- M5: one hour per subject per week and one hour thirty minutes per week for English
- U5: one hour twenty minutes per subject per week and two hours a week for English
- L6 and U6: four to six hours per subject per week

Houses

All houses, whether boarding or day, are led by a dedicated and professional team of staff. House allegiance is an important element of the school community and contributes to many co-curricular activities: drama, debating, music and sport competitions are organised between day and boarding houses throughout the year.

For all the students, the house is an important feature of school life. Inevitably, the nature of boarding and day house communities differ. The boarding houses care for the student's day and night throughout the week and, in some cases, the term, creating a strong sense of belonging and mutual support in place of day-to-day life within a family framework. By contrast, the day houses operate in the knowledge that each student returns to her home and the support of her family every day. Each house has a weekly meeting.

If your daughter is a boarder in L4, she will be allocated to the junior boarding house (Le Roy).

There are four senior boarding houses (Earlsdown, High House, Hillcroft and Hyde Abbey) and four day houses (Caer Gwent, Davies, Mowbray and Venta) for students in U4-L6.

Finlay, the U6 house, is a joint boarding and day house.

House colours:

Caer Gwent	Bottle green
Davies	Purple
Mowbray	Fuschsia pink
Venta	Maroon

Earlsdown	Pale blue
High House	Emerald
Hillcroft	Red
Hyde Abbey	Navy blue

Information and communication technology (ICT)

Students starting in L4, U4 and L5 are supplied with a school-owned iPad which they may keep until they complete their L5 year. This device is provided as an educational tool and, as such, is locked down to a specific list of apps. From M5 onwards we expect all students to bring their own devices to lessons, and by this stage they tend to have established personal preferences for the type of device that they use. The main requirements for a suitable device are that it must hold sufficient charge and be able to access the Microsoft 365 suite of apps (OneNote, Teams, OneDrive, etc.). We do not stipulate a make or model, but most pupils in M5 to U6 choose to bring either a laptop or iPad. For parents considering buying a new device for their child to bring to school, we recommend one that has similar features to which she will have become accustomed, including the ability to write on screen with a stylus. The iPad and iPad Pro models with a keyboard case and Apple Pencil serve as good, versatile alternatives to a laptop and are available with different configurations in terms of screen size, memory and price. As all teachers and many students use iPads in school, we are in a position to assist with basic troubleshooting as the need for that arises. Some individuals do prefer a laptop, and any modern laptop running either MacOS or Windows 10 would be a suitable alternative, provided that the student feels confident in using that operating system to access Microsoft 365 and in maintaining their devices appropriately, keeping software and anti-virus protection up-to-date.

Our desktop computers are equipped with a range of applications including Microsoft Office and Adobe Creative Suite. We enrol all students into Office 365 allowing them to install the latest version of Office on up to five of their own devices for the duration of their time at the school.

The school's ICT equipment is provided for academic use. Students are expected to sign and follow an ICT code of conduct which can be accessed via the pupil portal. Failure to comply with the code may result in loss of access to the system except during lessons.

More detailed information can be found on the New Parent Portal via the following link:

<https://my.stswithuns.com/page/83>

Instrumental lessons

Individual instrumental and singing lessons are available as extras at school. All students who are learning an instrument have the opportunity to play in an ensemble. All enquiries about music lessons and ensembles should be addressed to the director of music.

Lost property

All items of clothing, footwear and personal possessions should be clearly marked with your child's name so that they can be returned should they be misplaced. It is your child's responsibility to try to locate their own items.

Named items of lost property are routinely returned to the students during the weekly form time by the school office. All valuables are stored in the school office for collection. Once unnamed lost property has remained unclaimed for six weeks, the items are donated to charity.

Mobile phones/devices

In L4-M5, your daughter may have a mobile phone in school but it must be turned off handed in to her form tutor at morning registration. Phones are kept in form boxes in the staff room until afternoon registration, when they are returned to students. They should be turned off and not accessed until the end of the day.

In U5-U6, your daughter may have a mobile phone in school but this must only be accessed at break and lunchtime but not in the dining room or whilst moving around school. They may be used in lessons if specifically requested by a member of staff. Parents should monitor the software on their daughter's mobile device to make sure it is age appropriate.

Senior boarders should ensure that electronic equipment is kept securely in house and members of Le Roy should consult the housemistress about secure storage.

L4 students in Le Roy have access to their mobile phones from 17.30 until 18.00. Boarders in U4 to U5 hand in their mobile phones at bedtime; these are then stored in lockable cabinets in the house office. Students in U5 and L6 have the option of retaining their mobile phones. However, staff may collect them should they feel they are becoming a distraction.

Personal music devices should not be used during the school day unless students are directed to do so by a member of staff.

Parents' meetings and reports

Parents' meetings and reports are arranged so that there is generally contact between school and home about your daughter's progress each half term. Parents' meetings are held once or twice each year and provide an opportunity for you to discuss your daughter's progress with her subject teachers. Written reports and progress reviews are also published regularly on the parent portal.

When reports have been written, time is set aside for each girl to discuss her work and, if applicable, examination results with her form tutor and identify appropriate targets.

The dates of meetings are available in advance via the parent portal. An overview of dates for all parents' meetings, progress reviews and written reports is published on the parental portal at the start of the academic year.

Parents' information meetings

Throughout the year, there are a number of information evenings which focus on curriculum and also, pastoral matters. A sixth form information evening for U5 students and their parents takes place in the autumn term, and early in the spring term there is a GCSE choices meeting for L5 students and their parents. In the spring term, L6 students and their parents are invited to a meeting to introduce higher education issues and the UCAS process. Details of these meetings are sent out via SchoolPost.

Parent teacher association (PTA)

All parents of pupils attending the school and all members of staff are automatically members of the PTA which exists to promote understanding and co-operation between parents and staff.

Plagiarism

Plagiarism is academic dishonesty, which involves presenting someone else's work as one's own. Such work could be the words or ideas of another person, whether another student or someone outside of school, such as the author of a book or article, or a contributor to an internet resource. Students must be careful to cite and attribute sources that have informed their work, and where material is repeated verbatim, quotation marks must be used. In public examination courses plagiarism is considered malpractice and can lead to severe consequences, such as the negation of examination results for a student in all her subjects.

Within school, plagiarism like any form of cheating, runs counter to the integrity of our academic community. It is a disciplinary offence, and while any case is considered individually, it is likely to result in a formal disciplinary sanction.

Policies

The latest versions of the following school policies can be found on the website (<https://www.stswithuns.com/about-us/school-policies>):

- Attendance policy
- Anti-bullying policy
- Behaviour: discipline, rewards and sanctions
- Complaints procedure
- Curriculum policy including personal, social, health and economic education (PSHEE)
- Fire safety policy
- First Aid policy
- Health and safety policy
- Learning support policy
- Relationship and Sex Education policy
- Safeguarding and Child Protection policy
- Smoking, alcohol and drugs policy

Rewards

In L4 to U6, the school operates a system of merits, which may be given for outstanding work, co-curricular achievements and community contributions; a commendation certificate will be awarded for 10 merits. This will be signed by the form tutor and taken (with examples of the work which has contributed to the commendation) to the headmistress for her signature. The sixth form can access a governors' commendation for a truly outstanding piece of work.

Other achievements are recognised and encouraged by means of prizes which are awarded during school assemblies or on Speech Day (U6 only).

Scholarships

The school offers a limited number of academic, music and sports scholarships at 11+, 13+ and 16+. The registrar (registrar@stswithuns.com) should be contacted for an informal discussion or more information is available on the website.

Taxis

If your child is a boarder, she will be issued with a taxi card. She may only book taxis to be charged to her school account on production of the cards. In all other cases, taxi fares must be paid in cash. Parental permission for taxi fares to be added to the account will be sought before a girl is issued with a card.

Textbooks

Most text books are the property of the school. Parents will be advised when a department has arranged for a girl to purchase and retain her text book.

At the end of each academic year, if text books are not returned, the replacement cost will be added to the end of term account.

School shop

The onsite shop supplies school uniform, clothing, drinks, snacks and some items of stationery and is open on Monday, Tuesday, Wednesday and Friday from 15.00-17.00 or by appointment (01727 815204).

Uniform

Your daughter is expected to wear the correct uniform when travelling to and from school. She should also remember that she is a representative of the school and should present herself appropriately. A uniform list is available in this booklet and on the parental portal.

Sixth form students may wear their own clothes, suitable for a working environment, and sensible shoes. Clothing must be presentable with no unsightly rips. Students must ensure that their shoulders and midriff are covered at all times, in keeping with the notion that the school is a workplace for students and staff alike.

Second-hand uniform shop

The PTA organise an onsite shop which supplies second-hand school uniform. The opening times and dates are detailed parent portal.

Wellbeing

Student wellbeing is at the core of all that we do and we aim to create an environment in which all students can flourish, whatever their unique tapestry and strengths and interests. You will find more detail on our wellbeing support in other areas of the portal, specifically pastoral information and The Wellbeing Hub. We also have created our own wellbeing website for students which contains lots of helpful tips on how to maintain good mental health and stay positive, while also providing information on where student can access guidance and support when needed.

External support for students

We have a great deal of wellbeing and welfare support in school. However, we recognise that from time to time students may want to access support from outside the school community. In these instances, we signpost students to the following options:

Independent Listener	Gill Longman – 07711 269020
Child Line	0800 1111
NSPCC helpline	0808 800 5000
On my mind – helping young people to make informed decisions about the mental health support they want, the treatments they receive and the outcomes they desire	https://www.annafreud.org/on-my-mind/
Stonewall (advice and support for the LGBT community)	08000 50 20 20
School counsellor	oconnorh@stswithuns.com



UNIFORM LIST

REQUIRED ALL YEAR FOR ALL STUDENTS (EXCEPT SIXTH FORM)

School blazer (with pin badge) *

Uniform kilt*

Uniform trousers* (optional)

Uniform long-sleeved/short-sleeved blouse*

Navy pullover*

Low-heeled black or brown shoes (not trainers)

Black, navy or white ankle socks

School bag for books

Music case if required

OPTIONAL FOR SUMMER TERM

Uniform dress*

REQUIRED BY ALL STUDENTS FOR PHYSICAL EDUCATION (EXCEPT SIXTH FORM)

School navy round-neck top*

School navy skort*

School navy mid-layer*

Netball dress* (compulsory for team players but please check with PE before purchasing. Available from the school shop soon)

Outdoor sports shoes suitable for court use

Football boots or boots with studs

School lacrosse socks*

White sports socks

School navy and orange swimsuit*

Swim Squad t-shirt* (squad only)

School swimming cap – navy (or orange for squad) *

Swimming goggles

Large towel

School navy tracksuit bottoms* (optional)

School navy showerproof jacket*

St Swithun's base layer navy cycling shorts*

St Swithun's base layer leggings *

St Swithun's base layer top *

Lacrosse stick (compulsory for L4, U4, L5)

Lacrosse goggles

Lacrosse gloves (optional)

Boot bag*

School navy sports holdall*

Water bottle*

Sports bra

Gum shield

Tennis racquet (compulsory for L4, U4, L5)

REQUIRED BY ALL STUDENTS FOR HOUSE COMPETITIONS AND EVENTS

House t-shirt* (except L4)

REQUIRED BY ALL STUDENTS PARTICIPATING IN MUSIC CONCERTS

Long (ankle length) black skirt or smart, tailored black trousers

White shirt or blouse with sleeves

Black shoes

*must be purchased from the school shop. A detailed price list can be found on the Stevenson's website

www.stevensons.co.uk

General items for all boarding students- in addition to the school uniform list

- Coat - waterproof - plain and dark colour
- Waterproof footwear such as wellington boots
- Gloves, hat and scarf
- Umbrella
- Pairs of pyjamas/nightdresses
- Dressing gown
- Pair of slippers
- Pair of casual shoes/trainers
- Smart outfit/dress for social events or special occasions
- Duvet/pillow*- international students can store these items in house over the holidays
- Duvet covers/pillowcases*- extras can be supplied by your house, if needed
- An extra blanket for your bed
- Toiletries and wash bag - you can buy replacements at the school shop or in Winchester
- Towels - for swimming and washing in house
- Face cloths/flannels
- Extra name tapes
- Padlocks* - preferably combination locks with at least 4 digits or clock face - but with two spare keys if not
- Coat hangers
- Sensible strong bag/case for school books and A4 files
- Books/personal items to decorate allocated space in your room
- Drawing pins for notice boards
- Water bottle for sports/activities
- Laundry bag
- Weekend bag- mostly for weekly boarders travelling home
- Specialist equipment may be needed if you take part in riding, sailing or the Duke of Edinburgh Award scheme- lists will be sent out in good time for these activities

Uniform guidelines

In uniform

- Only items of school uniform should be worn in school; team hoodies are not acceptable;
- No jewellery should be worn, except a plain, small stud earring in the lobe of the ear or a mini hoop earring that hugs the lobe (huggie), a watch, and a cross and chain. Jewellery **MUST NOT** be worn not during PE lessons and matches; this includes taped earrings;
- Uniform is worn on all excursions during the school day, unless it is clearly inappropriate, e.g. some biology or geography field trips;
- No nail polish should be worn, although clear nail varnish is permissible;
- Hair colour should be natural in appearance without streaks or colour; in some lessons, long hair may need to be tied back;
- Shoes should be well-fitting, low-heeled in black or brown; lace-up shoes should be worn with the laces tied;
- Tights should be in good condition and plain navy or black. If socks are worn, they should be navy or white;
- All items of uniform should be in a good state of repair; holes in jumpers are not acceptable;
- Navy gloves, scarf and hat may be worn outside, but not inside school.
- All students should wear the complete new school uniform including blazer at all specified times, unless otherwise directed by a member of staff; the school dress may be worn in the summer term only;
- A warm, waterproof coat may be worn in extreme weather conditions;

PE uniform guidelines

- Students should wear only the regulation polo shirt, games skort and navy hoodie for PE.
- Socks should be pale blue and knee length and white in summer;
- Special items used by team members should only be worn in team games or practices;
- In summer, students wear navy shorts for athletics and rounders;
- Swimwear should include navy and blue regulation swim costume and blue swim hat;
- Students with PE in p 5-8 may change at break but must change back before going to lunch;
- No one should be in lunch in PE kit unless they have PE in periods 5-8 and a practice in lunch 1;
- Students who have PE in periods 9-12 may change at lunch time after eating;
- All students should change after PE lessons; it is not permissible to wear PE kit in other lessons **except** where permission is specifically given by the PE department;

- All PE kit kept locked in the PE changing rooms, and taken home regularly for washing.

Sixth form

Sixth form students are regarded as responsible adults and as such, we expect them to reflect in their clothing, the greater freedom of choice they have as a result of not wearing a uniform. They should bear in mind that they represent the school and are important role models for the younger students.

When sixth formers show visitors around school, they serve as ambassadors; hair, clothing and shoes should reflect this important role. The school may request that a girl changes an outfit which is deemed inappropriate because it causes offence by wording, logos or images, or is too revealing.

- Trousers, skirts or dresses should be smart; jeans may be worn provided that they are hole-free and clean;
- Tops which expose the abdomen or are too revealing are unacceptable, as are strapless or backless tops;
- Smart formal clothes are required on occasions such as speech day or for cathedral services;
- Clearly visible tattoos are unacceptable;
- Hats must not be worn in school;
- Flip-flops should not be worn in school;
- There should be no large logos, slogans or images; this does not extend to manufacturer's names or small logos which are displayed discreetly;
- Most jewellery is acceptable. Nose studs, or any other form of body piercing, are not permissible. Jewellery **MUST NOT** be worn not during PE lessons and matches; this includes taped earrings.



St Swithun's

WINCHESTER

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