



SHAPWICK SCHOOL

COMMITMENT ACHIEVEMENT RESPECT EMPATHY SELF-ESTEEM

Student / Parent Handbook



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Who's Who?



Mr Wylie is the Principal and is responsible for all that happens in the school, overseeing everything and ensuring high standards are maintained and, above all that you are safe and happy



Mrs Lush is the Deputy Principal & Head of Education, who makes sure that school runs smoothly from day to day. She also works with the teachers to keep a check on the progress you are making and monitors education within the school



Mr Wright is an Assistant Principal & Head of Care and oversees all aspects of care and welfare across the school. He leads the team of House Parents that look after you when you are not in school. Mr Wright is a keen fisherman and sportsman, unfortunately he is a mad keen Liverpool fan!



Mr Hilliard is an Assistant Principal & Head of Estates

He oversees the compliance of our school site and ensures that things are kept safe, neat and tidy

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Belonging...

We have 3 School Houses all based on famous people who had or have Dyslexia, Dyscalculia or Dyspraxia: Lennon, Goldberg and Radcliffe. The Houses meet weekly and also compete against each other in sport, activities and housepoints given during lesson time

Within each School House there are Tutors for each Key Stage and every student is allocated to a School House with their Tutor. Your Tutor is the first person to speak with in school, if you don't know what to do, if you are worried or need a question answered. If they can't help they will be able to find the answer for you or tell you who you need to talk to. You will be in a tutor group with about 6 other students and you will start each school day with Tutor Time

Dress Code

Refer to website links for school uniform

<https://www.shapwickschool.com/parent-area/uniform/>

Earrings: are the only piercings permitted, one pair of studs only please.

Please ensure that you have a haircut before the start of term and that styles are acceptable. **No un-naturally dyed or extremely closely shaven hair please!**

Students with long hair in Yr 6 and below must have their hair tied up and for Yr 7 and above at least some of their hair tied/clipped back and it should not fall into their eyes.

Boys must be clean-shaven; sideburns must not extend beyond the bottom of the ear.

Rings and necklaces: Are not allowed to be worn during formal School hours.

Make-up: For Yr 9 and above: Light foundations/spot cover is acceptable with a little mascara, no eyeliner. No lip gloss or lipstick is to be worn but chapstick can be used when required. Clear nail varnish only may be worn, however no false nails.

Aerosols are not permitted i.e. deodorant/hairspray

You are advised not to bring laptops, expensive cameras, watches, stereos, sports equipment etc to school unless they are covered by their own insurance. All items must be insured and it is suggested that laptops etc. should be added to your household insurance. Accidents can happen and to avoid disputes over responsibility, parents should maintain adequate insurance cover.

Lockable lockers are available for pupils to use. Therefore, pupils wishing to lock their lockers should bring an appropriate medium sized padlock. Spare keys

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should be given to the respective House Parents for safekeeping! The School cannot accept any responsibility for the contents of individual pupil's lockers.

It remains parents' responsibility to see that there is adequate insurance cover for you; however details of the cover that we afford through HSBC are given on request

What if I feel I am being bullied?

All the staff at Shapwick know that bullying can happen from time to time. If you feel you are being bullied or you see someone else being bullied, staff will always be available for you to talk to.

We do try to stop bullying from happening by talking about it in tutor time, assemblies, PSHE lessons, and during meeting times and discussion in your Houses. Staff are very careful to watch for times and places when bullying might happen. We run the Princess Diana Trust Antibullying Ambassador Scheme. There are also Anti-bullying Ambassadors who are fellow students you can take issues too, as well as an anti-bullying co-ordinator on the staff team, Mrs Shepherd. Look out for the Anti-Bullying display in school for more information.

As a school we do not accept bullying so please report it

Can I get on the internet?

There is full AGE APPROPRIATE wireless access across the school and Houses, though access to social media is limited during the school day.

As a school we do recognise the benefits of using the internet and you being able to access social media websites, such as Facebook but we also know there are a lot of risks involved. To help off-set that risk we have an e-safety programme that is part of school lessons and you will have opportunity to talk through this topic further during group discussion in your House. We also ensure that staff are appropriately trained to help advise you how to stay safe on-line.

You will be asked to sign a multi-media agreement that shows you are aware of how to keep yourself safe and what the school has in place to keep you safe as well.

www.thinkuknow.co.uk



You, Your Friends. The Internet: keeping yourselves safe

Useful telephone numbers

- Somerset Local Safeguarding Children Board -
- 0300 123 2224

- NSPCC Child Protection Helpline - 0808 800 5000

- Children's Commissioner - 020 7783 8330

What if I do something wrong?

Everyone makes mistakes. The important thing is to learn from them. At Shapwick, we will do our best to help you before you make a mistake. We have a lot of staff, who are used to working with young people. Their job is to teach you and care for you in the best ways possible.

If your mistake is a serious one, you may be given a consequence, which would relate to the issue. What we want though is for you to have the opportunity to set things right; so if you are able to do some reparation which goes some way to correcting the mistake, all the better.

What if I do something well?

We believe that good behaviour deserves rewarding, and sometimes a simple "Thank You" or "Well Done" is all it takes to make you feel good about yourself. We also think that achievements should be celebrated and we will contact your parents to let them know what you have done well. In school there are many ways we recognise strengths; House Points, Reward Trips, Merit Ties, postcards home, vouchers, badges.....

Living as a 'big family' has its challenges, but when you do something that has a positive effect on those you live with or when you complete that challenge that has always eluded you before, the House Parents want to recognise that effort. Each House has its own incentives and reward systems, which can be for the individual or the group.

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Your Voice

Your views are the most important and we want to give you every opportunity to have your say, especially around what day to day life at Shapwick is like. We want you to be involved in the important decisions and will use every opportunity to engage with you when we are making them.

Some of the ways you will get these opportunities are:

Daily Tutor Time

School Assemblies Meetings with Class Teachers School Council

House Meetings Mentors / Buddies Progress Meetings

Anti-Bullying Ambassadors Food Focus Group

School Prefects/Senior Prefects House Captains and Vice House Captains

Of course you can talk to your house parents, your Tutor or the Head of Care with any concerns no matter how big or small.

We also have 2 Independent Persons who are available for you to talk to, there are posters around the school giving you their names and how to get hold of them.

Or you can choose any member of staff to talk to and they will take your wishes and concerns forward for you.

Childline

ChildLine is the free, 24 hour helpline for children and young people in the UK. Children and young people can call our helpline on **0800 1111** about any problem, at any time day or night. ChildLine's counsellors are there to help you find ways to sort things out.



ChildLine is confidential - which means we won't tell anyone about your call unless you want ChildLine to talk to somebody for you, or you are in danger.

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Ofsted

Ofsted is the Office for Standards in Education, Children's Services and Skills. They report directly to Parliament and are independent and impartial. They inspect and regulate services which care for children and young people, and those providing education and skills for learners of all ages.

If you would like to talk to someone about your experience at Shapwick, you can contact them at:

Piccadilly Gate, Store Street,
Manchester M1 2WD

Telephone: 0300 1231231

Email: enquiries@ofsted.gov.uk

How do I make a complaint?

It is sometimes difficult for people to know you are worried or unhappy about something unless you tell them.

Talking to someone can often sort your problem out and stop a small worry becoming a big one. There are lots of people who will listen to what you have to say including:

- Your Head of House, a Prefect, a Head of School
- Your Tutor or House Parent
- a teacher or therapist
- Mr Wright (Head of Care), Mrs Lush (Deputy Principal), Mr Wylie (Principal)

BUT if you do not think you can talk to one of these people, or talking to one of them has not helped and your problem is getting bigger, then you need to speak to Mr Wylie.

If you wish, you can write down your complaint or get a member of staff to write it down for you. The complaint will be passed on to Mr Wylie who will then speak to you about the problem and try to find ways to solve it.

If you are still not happy you could contact someone who is independent from the school and they will listen to what you have to say. Who could be:

- Your Parents/Carer
- Child Line (0800 1111)
- Ofsted (0300 1231231)

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- The School's Independent Person
- The Standard 20 Inspector

The contact details for the last two are on notices around school and in your house.

What if I feel ill or get sick?

Everyone feels poorly from time to time, and some people need medical advice for ongoing conditions like asthma.

At Shapwick we have a Medical Co-ordinator, Mrs Job, who will check with your parents what your health needs are and register you with our local doctor if required.

If you do feel unwell, Mrs Job will ensure you get what you need and let your parents know your condition.

Day parents, please telephone the School office before 08.45 to confirm their son's/daughter's absence. Parents of Day pupils who are ill/injured and are unable to participate actively in the Games/PE lessons are asked to write an explanatory note, which should be given to the teacher in charge at the start of the lesson. Please confirm all absences in writing upon your son/daughter's return to school.

All boarding pupils will be registered with the local doctor's surgery unless otherwise requested.

Parents of boarders are asked to deposit pills, vitamins and medicines with the House Parents at the beginning of each term. Parents of Day pupils must inform the School if their child is bringing a daily supply of medication into the school and medication must be handed to Mrs Job for administration and safe keeping.

Boarding Life

Full boarders stay in school all week including weekends with the exception of two exeat weekends per term when everyone goes home.

Weekly boarding enables pupils to stay in school until Friday, enjoying all of the benefits and privileges of boarders except at weekends.

Parents are responsible for all travelling arrangements, unless they use the school transport to Reading or a train ticket is requested from Taunton. School will organise a coach/mini-bus to take pupils travelling by train to and from Taunton Station. Those travelling will be told the times of trains going home and returning to School, and should relate the times to their parents.

Any enquiries concerning travel arrangements should be addressed through the school office between 09.00 and 16.00.

Our Boarding Houses

Greystone Cottage

Houseparents: Mr and Mrs Steer (and Anna)

We are the girls boarding house. Our House is situated just across the road, opposite the school. We are adjacent to the expansive school playing fields and our House has a separate 6th Form provision/area for post-16 girls



Greystone Cottage: Station Road, Shapwick, Bridgwater, Somerset TA7 9NJ.

House Parents: 01458 210967

Pupils' Phone No: 01458 210768

The Manor

Houseparents: Mr Holland and Miss Mitchell

We look after boys in Year 10 – 6th Form. The Manor is the only House situated within the main school campus, on the top floor of the beautiful Manor house



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Shapwick Manor: Shapwick Manor, 21 Station Road, Shapwick, Somerset TA7 9NJ.
(Office 01458 210384)

House Parents: 01458 210591

Pupils' Phone No: 01458 211904, 01458 211905 Staff Room: 01458 211901

The Lakes

Houseparents: Mr and Mrs Foster

We live at the Lakes, which is a Georgian House set in acres of space running down to the river, in the village of Meare about five miles from the school campus. We look after boys who are in Years 4 – 9.



The Lakes: St Mary's Road, Meare, Glastonbury, Somerset, BA6 9SR

House Parents: 01458 860636

Pupils' Phone No: 01458 860266

Our Day House

Walker

Houseparent: Mr Middleton

He runs our House for day students. He oversees their pastoral care alongside of Tutors and works with the nominated student Head of House to support everyone as necessary. Walker meet as appropriate to talk through any issues and plan any events, both in school and out

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The questions we usually get asked....

Can I go out with my friends?

This is dependent on your age and your parent's agreement, but it is something we encourage as you get older and may be arranged in consultation with Houseparents. So that weekend activities can be organised efficiently, parents of full boarders are asked to inform Houseparents by the Tuesday morning at the latest, if their son/daughter is going to be absent for a weekend other than a set Exeat.

There are lots of spaces within each of the Houses where you live and you are able to make full use of it, whether you are playing games or just relaxing and talking. As we are in a rural location, you can if you are in Year 10 or above, arrange to be dropped off in the local town on a weekend. All we ask is you have a phone we can contact you on, or you us and that we have an agreed time and place to collect you at.

Some students go out in the evening to sports clubs, Cadets etc. but the transport costs would be billed to parents.

We do ask that when out and about you remember to act considerately and courteously to each other and members of the public at all times.

Each house has its own lounge and areas where you can eat, with small kitchens for you to prepare snacks.

Most of your meals will be in school, but breakfast and some weekend meals you will have in the house. Day pupils will have lunch at school along with all other students. There are sample copies of our menu on the school website within the Parent Area

There are Tuck Nights! You are allowed to return with, or receive by post, supplies of healthy treats.....crisps, sweets or biscuits, canned drinks etc. Energy drinks are not permitted. If a boarder's birthday is during term time, then the House will provide a birthday cake

As for bedrooms, we do have some single rooms, but the majority are for two to four people to share, with plenty of room for your own personal space and a notice board to stick pictures and posters up.

You will have your own bed, storage space and wardrobe for you to keep your personal possessions in, with space for lockable storage if you wish. The House Parents are keen to make the house feel as homely as possible, so if you have any suggestions, do let them know!

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What happens during the week?

Your House Parents are responsible for your every pastoral need out of school time.

During the week they take you to school at 8am for breakfast, enjoying toast, cereals and cooked breakfasts. We see you off to class and then we are at the house for when you return from a hard day's education at around 6pm.

Walker students go home at 5pm at which point boarders go into Tea

Evenings are a chance to relax, play games, listen to music, hang out, grab some alone time, or all of these!

We are around to help you ... pack kit, sort laundry, change beds, write or phone home, tidy rooms, read, sort out problems, make cakes, ride a bike, brush teeth, surf the net, take you on outings ... the list is endless!

We are around to see you... learn, make friends, gain independence, laugh, run, skateboard, increase in confidence, fall out, make up, go to sleep, wake up... the list is endless but we are here to support you as you grow!

- Your bedtime will depend on how old you are.
- All students are given between 15 – 30 minutes Quiet Time in their bedroom before their lights go off

Weekday & Sunday evening	Shower Time + Routines	Hand in phones and technology Clean teeth	Get ready for bed	Quiet time	Lights out
Yrs 4-8	6-8 pm	8pm	8.45pm	15mins	9.00pm
Yr 9	9 – 9.15pm	9.15pm	9.30pm	15mins	9.45pm
Yr 10	9.15 – 9.30pm	9.30pm	9.45pm	15mins	10pm
Yr 11	9.20 – 9.45pm	9.45pm	10pm	15mins	10.15pm
Saturday evening	Chill/ activity	Chill/ activity	Chill/ activity	Chill/ activity	Chill/ activity
Yr 9	9.15 – 9.30pm	9.30pm	9.45pm	15mins	10pm
Yr 10	9.30 – 9.45pm	9.45pm	10pm	15mins	10.15pm
Yr 11	9.45 – 10pm	10pm	10.15pm	15mins	10.45pm

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How about the weekends?

Full boarders relish the chance to explore, relax and have fun on the weekends.

There are a wide range of Saturday and Sunday activities, a programme of activities are sent to parents for the beginning of each term to give you chance to sign up to which activity you would prefer, things such as Go-Karting, Snowboarding, Skiing, Archery, Rifle Shooting, Legoland. If you are in Years 9-14 you will be in school on a Saturday in lessons until lunchtime after which you will do activities, returning to your house at 5:45pm. We also allow you the chance to have a lie in and lots of time at the House if you wish. The day can be yours to just be at "home" with perhaps a walk around the village or to the local shop?

What do I need to bring?

Please bring enough personal clothing to see you over at least seven days. This allows staff working in the laundry to get everything cleaned for you on a weekly basis.

Because we use a central laundry, please ensure **all items** of clothing are clearly labelled with your name (please do not use iron on labels). *And please ensure you do not bring expensive clothing into school as we cannot accept responsibility should they shrink in the tumble dryer!*

As well as your casual clothes, you may want to bring some outdoor wear, for those more active outings; and formal wear for those less active!

Household linen (i.e. under-blanket, duvet, two duvet covers, 3 sheets, 3 pillow-cases, pillows as required, 4 medium-sized towels) will be retained at the House until your son/daughter leaves. The linen must be in good condition and clearly marked.

Pocket Money

Generally most students like to have £5 a week to use on activities.

We do prefer you to bring cash (in £5 notes if you can) but a cheque made payable to 'Shapwick School' can be accepted and distributed to you accordingly.

We do encourage you to manage your money yourself, so do bring a wallet/purse for you to keep your cash in when you go out.

When not taking it on outings, we encourage you to hand in your money for safe-keeping as if you don't and then the money goes missing, there is little we can do to help

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What about bringing my stuff?

Please try to avoid bringing in items that are expensive or have a high personal value.

But if there is some items you simply can't be without, please bring in a lockable box or small safe for you to keep them in. Try to use something with a combination lock, so you don't have a key to lose!

House Parents will try to keep a record of valuables you bring, including multi-media items, so do please let them know what you have, and when you take it home again.

If you have your passport with you, please hand it in to your House Parent immediately for safe keeping. If you don't and it goes missing, there is little we can do to help and they are expensive and troublesome to replace!

Parents can choose to send pocket money for you to use.

Students who have bicycles/scooters at school do so with their parents' permission and it is assumed that parents give their consent to their children riding them. The school does not accept responsibility or liability for the condition of bikes. A cycle lock is compulsory. It is school policy that bikes, in common with other personal belongings, must not be loaned or borrowed. It is compulsory that all students wear an approved cycle helmet, but ultimately this is a parental and student's responsibility.

Cars/motorbikes are not allowed to be brought to school by older students under any circumstances, without an official agreement with the senior leadership team

All electrical equipment, including battery chargers, hair dryers, shavers, radio/CD players, computers, games consoles etc must be tested for electrical safety by a qualified electrician. An appropriate sticker indicating that the equipment has passed the safety test must be in place before a student can use the equipment in school. We can, however arrange for an appropriate test to be carried out and the cost incurred will have to be charged to your account. Please note that extension cable reels and block adaptors, 2-way and 4-way trailing sockets are NOT acceptable.

Holidays and returning to school

There are two ways that you will break from school.

One is 'exeat' weekends. These happen around the middle weekend of each half-term. You will be collected straight from school after lessons on the Friday.

The other break is the main school holidays at half-term (after lessons on a Friday)

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and end of terms (after Prizegiving, to which your parents will be invited)
Pupils may wear smart casuals to and from school for Exeat and Half Term

Boarders Return: Sunday evening

Lakes: 16.00 – 18.00

All other boarding Houses: 18.00 – 20.00

or prior to 08.45 Monday morning

Day Pupils Return: Monday morning

Arrive prior to 08.45

Duty Staff Telephone Contact In the event of you being unexpectedly delayed in picking up your son/daughter either on a weekday or Friday at Exeat/half term, you will be able to contact the member of staff on duty on **07870 124705** or **07968 262 494** or **01458 210384**

The dates are on the school website; www.shapwickschool.com

We provide holiday and Exeat dates and ask that no exceptions or additions to these periods away from school be requested. Could we reiterate that school closes at the published times and leaving early should only be contemplated in the case of an emergency.

How do I keep in touch with friends and family?

Your friends and family can call you every day and you can keep in touch in lots of different ways.

You can bring a mobile phone, tablet or laptop as we have wireless internet everywhere. Although the mobile telephone signal is not always great, our internet is good for Facebook, Skype, to name a few!

And then there is good old mail – the boarding house address are at the front of this booklet

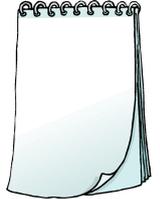
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Any Questions?

Please use this handbook to discuss any questions with your parents. Each House does run slightly differently so please get in touch if you have any specific or individual questions or use the space below to write any other questions you have about Shapwick, and we will try to answer them for you. When you start at Shapwick you will be given a student planner which will have lots of information in to keep you posted. You will also have a team of staff and students around you to help you to settle in

A useful link for our school website:

<https://www.shapwickschool.com/parent-area/>



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