



LEWESTON
SHERBORNE

HANDBOOK FOR NEW
INTERNATIONAL PARENTS 2022

CONTENTS

Welcome to Leweston	1
Learning and the Curriculum	3
Extra and Co-curricular	7
School Routines	8
Settling In	10
Communication	11
Uniform	12

WELCOME TO LEWESTON

Thank you for choosing Leweston for your family. Please be assured that our staff will do all they can to ensure that your child is happy here and makes the very best academic and personal progress they can. We pride ourselves on our friendly and supportive community and look forward to welcoming you into it. We sincerely hope that you will encourage your child to take advantage of the excellent range of activities and subjects that are on offer. The pupils who gain the most are often those who put in the most.

Each new pupil will be allocated to a tutor group and a Houseparent. The tutor is your first point of contact and will look after your child's day-to-day academic and pastoral needs. Details of the tutor group and Houseparent will be sent to you with any other relevant information in the second half of the summer term.

We hope that the information contained in this booklet will provide answers to any initial questions you may have. More details about boarding are contained in the Boarding Handbook.

Moving to a new school is exciting but it can be a daunting experience for both parents and pupils. There are many people who can provide all the support necessary. A full list of staff is available on the website: www.leweston.co.uk/why-leweston/about-us/staff/ and there is also Who to Contact If? available at: www.leweston.co.uk/information/who-do-i-contact-if/

Please see the Essential Information Booklet for further information about the school, particularly our communication channels. The primary form of communication is through our My School Portal platform, which we ask all parents and guardians to engage with regularly.

We look forward to getting to know you during the coming months and years and we are confident that we will, together, watch your child grow and develop into a successful young adult.



John Paget-Tomlinson
Headmaster

STRUCTURE OF THE SCHOOL

Headmaster Mr John Paget-Tomlinson
Deputy Head Mr Stuart Whittle
Assistant Head Pastoral Ms Juliana Atyeo

Senior Leadership Team (SLT)

The Headmaster, Head of Prep, Deputy Heads, Director of Teaching and Learning, Bursar and Director of Marketing & Admissions are on SLT. SLT is responsible for the overall leadership and management of the school.

Governors

Information on the school's Governing Body can be found on the website: www.leweston.co.uk/why-leweston/about-us/school-governors/

School Staff

A full list of staff members can be found on the website at: www.leweston.co.uk/why-leweston/about-us/staff/

Boarding Tutors (known as Florins)

All boarders have a Boarding Tutor who will meet them once a week in the evening at a pre-arranged time. They are there to provide extra pastoral/academic support.

Contact Details

Senior School Reception admin@leweston.dorset.sch.uk	+441963 210691
Mrs B Simkins-Smith Director of Boarding and Housemistress to Eleanor House simkinsb@leweston.dorset.sch.uk	+447964 539 463
Mr Luke Cannon Antony Housemaster cannonl@leweston.dorset.sch.uk	+447772 318643
Mrs Charlotte Ovey Martha and Cecilia Housemistress oveyc@leweston.dorset.sch.uk	+447377 401 626
Bursary bursary@leweston.dorset.sch.uk	+441963 210765
Marketing marketing@leweston.dorset.sch.uk	+441963 210783
Registrar admissions@leweston.dorset.sch.uk	+441963 211015
Well Being Hub wellbeinghub@leweston.dorset.sch.uk	+441963 210834
School Shop schoolshop@leweston.dorset.sch.uk	+441963 211048

ARRIVAL

New Pupil Day

All new pupils are invited to the school the day before term starts in September. Boarders are welcome from 11.00 and parents can accompany them. They will settle into their Boarding Houses and unpack before joining new day pupils for the afternoon. If flight times prevent attendance induction can be organised on arrival.

International Flights

Parents make bookings for their child with the airline of their choice. We recommend pupils under the age of 16 travelling alone travel as unaccompanied minors, with parents completing documentation and payment of fees for this service direct to the airline.

Airport Transfer

The school offers a pick up and drop off service to Heathrow at the beginning and end of term. Pupils are transported in school minibuses with school staff. New parents can book places with Admissions at least three weeks before arrival in September. Transport that is requested but not used will be charged.

Pupils travelling as unaccompanied minors must supply details and paperwork with the booking for the escorts at the airport.

The school is also in easy reach of Bristol, Exeter and Southampton airports and collection can be arranged using our long-term travel partners Hounslows who provide an escorted collection service.

Entering the Country

If your child has a UK passport they do not require a visa. All other students joining for more than six months need a visa. Leweston is a registered Student and Child Student Sponsor, licensed by UK Visas & Immigration (UKVI).

Once an international student accepts an offer the school will apply for a reference number called a confirmation of acceptance for studies or CAS. The CAS is required for the visa application. When the school has the CAS it is shared with you or your agent to enable you to make the visa application.

You must ensure your child has a valid visa before they start at Leweston and their passport is valid for the duration of their study at the school.

All students entering the UK for more than six months will receive a Biometric Residence Permit or BRP. This is usually sent to the school and is held on the file for the duration of study, or the visa expiry date. In the autumn term the school arranges for Dorset Police to meet new international students who require a Certificate of Registration.

In order to comply with visa regulations the school requires the following before a pupil arrives:

- **Copy of the pupil's passport**
- **Report from pupil's current school**
- **Parents' consent for the pupil to study at Leweston**
- **Copy of parents' passports and birth certificates**
- **Travel details**
- **Signed permission to hold the pupil's passport**

Once here pupils must provide their Houseparent with proof of entry e.g. e-ticket or boarding pass.

Students who do not need a visa are sent a comfort letter which informs immigration that they are joining Leweston as a full-time student. **They must travel with this letter.**

Healthcare

International students are required to pay an immigration health surcharge as part of their visa application. This entitles them to access the NHS in the UK at no additional cost.

Students may need to pay for dental and optical treatment as well as medical prescriptions. There is a charge of £17 per term for registration with the school doctor's.

Guardians

Everyone whose parents live abroad must have a guardian in this country unless they are a pupil for a short period of time. The guardian is someone who a pupil can go to at short notice if they are ill; need to catch early or late flights or spend holidays with if they are not going home. **Details of your chosen guardian must be shared with Admissions before arrival.**

Bedding

The boarding house supplies sheets, a duvet and cover, pillows and pillowcases but you can bring your own if you want. Bedding can be washed on site but it must be named.

Pupils can purchase a pack of brand new bedding if they prefer. The pack costs £110 and is available from the School Shop.

English Speaking Policy

Leweston pupils come from all over the world and speak many different languages. We ask pupils, whatever their first language is, to speak English in all common areas and during the school day. Weekends are more relaxed but pupils should use English if in a social area. It is important that everyone feels included through use of a common language.

TRANSPORT

Start and End of Term Travel

Parents must let their Houseparents know their child's travel details **at least three weeks** before the end of term or half term. The Director of Boarding will write to parents to request the details. Please ensure the information is provided. We are legally required to keep a record of where each boarder spends their holidays. This includes times of collection/departure from school and time/day of return to school. **Travel dates must not interfere with lessons.** To accommodate international travel overseas boarders stay an extra night at school.

Pupils old enough to travel independently can travel by train. If a pupil requires a taxi from the train station on a Sunday they must pre-book as taxis are not always available.

Arrival/departure times for boarders are as follows:

Start of term: arrive from 16.00

End of term: leave by 10.00

Start of half term: leave on Friday afternoon

End of half term: arrive from 18.00

Travel into Sherborne

Boarders in Years 11 to 13 can travel into Sherborne in their free time. In many cases transport will be provided by school minibuses but there may be times when students need to book a taxi. This must be paid for by the pupil, taxis cannot be put on the bill.

UNIFORM

All pupils in Years 7 to 11 must wear school uniform that is clean and of the correct size. All uniform must be clearly labelled. Girls are permitted to wear uniform trousers and shorts if they prefer.

- Hair bands/slides should be un-patterned and black, red or blue. Long hair must be tied back. Pupils are not permitted extreme hair styles.
- Pupil can wear one pair of stud earrings and a cross and chain. No other jewellery is allowed with uniform.
- No make-up or nail varnish.
- School shoes should be plain, leather, clean and matte black or navy blue with no other coloured pattern and a dark sole. Patent shoes are not allowed. Heels should be very low/flat.
- In Mass and on other specified occasions such as concerts and educational visits, pupils must wear formal uniform. Blazers must be worn at all times.

All pupils are expected to bring a pencil case, including an exam approved calculator, pens, pencils, highlighters, ruler, protractor and a compass.

Lost Property

It is extremely important that everything is named. When named items are found they will be returned by the tutor. Unnamed or unclaimed uniform will be washed and stored in lost property where it can be claimed with proof of ownership. Items not claimed by the end of term will be given to charity or stocked as second-hand uniform in the school shop. Name tags will be provided to full-time international boarders.

School Shop

Pupils joining from overseas are expected to purchase the relevant uniform. Appointments for personal fittings will be arranged on arrival.

The school shop is open during term time at the following times:

Monday	16.00 - 18.00
Tuesday	16.00 - 18.00
Wednesday	08.00 - 09.00
Friday	16.00 - 18.00

Payment can be made by cash, debit or credit card. If you need to contact Mrs Clifford, the Shop Manager her email is **schoolshop@leweston.dorset.sch.uk** or call +441963 211048. Please leave a voicemail if your call is unanswered. Uniform is also available to pre-order online at **www.lewestonshop.co.uk**. Orders can be collected from the shop during opening hours.

Short Stay Pupils (joining for two terms or less)

The school can lend short stay pupils most uniform including sports equipment. Short stay pupils will be expected to purchase a sports top, tracksuit bottoms and school sports socks through the school shop. Parents may choose to purchase further items of uniform but are not required to do so.

The school shop does not provide school shoes, uniform trousers/shorts or swimming kit. These will need to be brought from home.

Lockers

Pupils have a locker in their form or common room and a locker in their House. Lockers are provided for PE kit. Pupils need a padlock. Where a key is provided, pupils are responsible for it. In an emergency a spare key may be borrowed. Loss of a key means a charge of £10 on the bill. Lockers are to be kept tidy and remain locked. No refund will be made for keys returned after a new one has been given.

YEAR 7 to YEAR 11

Items marked * must be purchased from the School Shop:

Schoolwear and Equipment

- Leweston Blazer*
- Leweston Coat*
- Navy V neck jumper or tank top*
- Short sleeve white shirt with tie or white $\frac{3}{4}$ length sleeve open neck blouse*
- Charcoal Grey Trousers/Charcoal Grey Shorts (Optional Summer Term to Oct half term)
- Kilt*
- School backpack*
- Blue beanie (optional)
- Black or navy leather shoes
- Padlock (combination or key with 28mm hoop)
- 750ml water bottle

Equestrian - Team Only

The clothing and equipment list for the Equestrian team is available from the Equestrian Manager, Mrs Roberts at robertsl@leweston.dorset.sch.uk

Hat covers and white 'Leweston' embroidered Numnah patches can be purchased through the school shop.

Sportswear and Equipment

- Unisex school sports quarter zip top*
- Unisex sports top*
- Multisport top (boys only)*
- Netball dress*
- Sports vest (optional)*
- Athletics vest (optional)*
- Tracksuit bottoms*
- Running shorts (girls only)*
- Running shorts (squad only)
- Rugby shorts*
- Training Short or skort*
- Navy under shorts (boys only)*
- Running leggings (optional)*
- Long sleeve base layer (optional)*
- Sports socks*
- Trainers
- White ankle socks
- School PE bag*
- Black swimming jammers or swimsuit
- Swimming cap
- Goggles and swimming towel
- Drawstring swim bag
- Hockey shin guards/Football shin pads
- Hockey stick
- Gum shield

SIXTH FORM DRESS CODE

Monday to Thursday - dark suits are worn (trousers or skirt and jacket) with a shirt with full collar or a tailored blouse. Ties are encouraged with collared shirts but not required. Skirts should be on or just above the knee. Smart shoes, appropriate for a suit should be worn. Clothing (including footwear) should not be of an extreme colour or style; it must be the correct size, clean and in a good state of repair.

Friday - dress down day: Sixth Formers enjoy the privilege of expressing themselves more independently however, attire should be clean, not ripped and appropriate for our school environment. Revealing clothing of any sort, offensive logos or slogans, inappropriate images or excessively high heels will not be allowed. Trousers must be worn appropriately.

When a student is taking part in a practical subject or sports it may be necessary to change into something more suitable in order to comply with health and safety. Normal clothing should be worn on leaving that lesson or activity unless it is an all-day event.

Following a request to change any aspect of clothing deemed unsuitable, sanctions may be imposed if the dress code is still not followed correctly. If there is a persistent failure to meet dress code expectations, the privilege and policy will be reviewed on both an individual and a whole year basis.

Note: other aspects of appearance including the use of make up and choice of hair style must also reflect Leweston Sixth Form's expectations.

Sixth Form Sportswear and Equipment

Items marked * must be purchased from the School Shop:

- Unisex school sports quarter zip top*
- Unisex sports top*
- Multisport top (boys only)*
- Netball dress*
- Sports Vest (optional)*
- Tracksuit bottoms*
- Running Shorts or skort*
- Black swimming jammers or swimsuit
- Swimming cap*
- Trainers
- Athletics vest (optional)*
- Rugby shorts (optional)*
- Running leggings (optional)*
- Long sleeve base layer (optional)*
- Hockey stick (optional)
- Football shin pads (optional)
- Gum shield (optional)

PACKING LIST FOR BOARDING YEARS 4 to 11

Items marked * are required

Day Time

- Smart outfit for formal occasions*
- Underwear (enough for at least 7 days)*
- Non-school socks x6*
- 2/3 pairs jeans, leggings
- 1 pair of non-denim trousers/skirt
- Jumpers/hoodie x2
- T shirts/Shirts x3
- Shorts and T shirts (summer term)

Night Time

- Nightwear x2 and dressing gown*
- 1 pair of hard soled bedroom slippers and one pair of shower shoes (crocs or flip flops)*
- Duvet, 3 covers and 3 pillow cases
- Favourite pillow

Wash bag

- Washing kit (flannel, soap, shampoo, toothbrush, toothpaste, nail scissors and nailbrush)*
- Hair brush, comb, hairclips/bands*
- 2 bath towels*
- 2 hand towels*
- Shoe cleaning kit*
- Linen bag for keeping laundry together*

School bag

- Pencil case (pens, pencils, ruler, rubber and colouring pencils)*
- Maths set and calculator*
- Files, exercise paper, note books

Outside

- Warm waterproof coat*
- Warm hat and gloves for winter*
- Umbrella*
- Wellington boots*
- Casual shoes or boots
- Overnight bag (for weekends)

Inside

- Coat hangers*
- A padlock to secure your locker*
- Favourite cuddly toy
- Poster and photos from home
- Mobile phone and charger with UK plug
- Headphones
- Laptop or tablet and charger (optional)

PACKING LIST FOR BOARDING SIXTH FORM

Items marked * are required

Day Time

- Suit for school (Monday to Thursday) - see Sixth Form Dress Code
- Underwear (enough for at least 7 days)*
- 2/3 pairs jeans, leggings
- 1 pair of non-denim trousers/skirt
- Jumpers/hoodie x2
- T shirts/Shirts x3
- Shorts and T shirts (summer term)

Night Time

- Nightwear x2 and dressing gown*
- 1 pair of hard soled bedroom slippers and one pair of shower shoes (crocs or flip flops)*
- Duvet, 3 covers and 3 pillow cases
- Favourite pillow

Wash bag

- Washing kit (flannel, soap, shampoo, toothbrush, toothpaste, nail scissors and nailbrush)*
- Hair brush, comb, hairclips/bands*
- 2 bath towels*
- 2 hand towels*
- Shoe cleaning kit*
- Linen bag for keeping laundry together*

Outside

- Warm waterproof coat*
- Warm hat and gloves for winter*
- Umbrella*
- Wellington boots*
- Casual shoes or boots
- Overnight bag (for weekends)

Inside

- Coat hangers*
- A padlock to secure your locker*
- Poster and photos from home
- Mobile phone and charger with UK plug
- Headphones
- Laptop or tablet and charger (optional)

COMMUNICATION

It is vital that there is good communication between the school and parents or guardians. We encourage parents to contact us by phone or email about any concerns or to ask about progress.

Houseparents have overall responsibility for overseeing boarders' pastoral wellbeing. Houseparent's have one full day off during the working week and work on rotation at weekends. There is always at least one Houseparent on duty each night of the week. Houseparents teach during the day and may not be able to communicate immediately, for this reason email is preferable.

For general academic and pastoral queries email your child's tutor but copy the Houseparent. Tutors are available via phone or email. A full staff list is available on the website at www.leweston.co.uk/why-leweston/about-us/staff/

All staff can be emailed directly using the format: **surnameinitial@leweston.dorset.sch.uk**.

Exceptions to this rule are the Well Being Hub: **wellbeinghub@leweston.dorset.sch.uk**, the Bursar, Lieutenant Colonel Scott-Masson: **scottmp@leweston.dorset.sch.uk**, the Director of Boarding, Mrs Simkins-Smith: **simkinsb@leweston.dorset.sch.uk** and the Headmaster of the Senior School, Mr Paget-Tomlinson: **head@leweston.dorset.sch.uk**

It is essential that the school has your current email address(es) as well as telephone numbers. Please tell Reception if your details change.

My School Portal

When you accept your place you will be sent login details for our parent portal.

<https://leweston.myschoolportal.co.uk/>

You will find useful information including letters home, the calendar, sporting, academic and extra-curricular activities, event bookings and general school information.

Access is easy and once logged in, you should find it easy to navigate around. The following instructions will help you to gain access to your account.

- Go to **leweston.myschoolportal.co.uk/request-password**
- Using the email address you shared with the school request a new password
- You will receive an email from My School Portal. Please follow the instructions.
- If you are experiencing difficulties please contact Cara Thorne on **thornec@leweston.dorset.sch.uk**

Once logged in we recommend adding a link to the website to your smartphone's home screen. The site is fully enabled for mobiles.

Reports

You will be notified by email when reports are available. The email will include a link to the Portal where reports can be seen online. We also share reports with pupils' agents and contact them to update them on progress.

Parental Concerns

Our strong pastoral care allows us to identify concerns quickly and hopefully fix problems before they escalate. Parents play a vital role as children sometimes talk about things to you that they may not tell us.

The use of mobile phones can result in parents being made aware of situations before you are contacted by Housestaff. Please ask your child to tell staff if they ring you about something you think we should know.

If you have a concern please contact your child's tutor or Houseparent who will be able to help with most issues. This is best by email to arrange a time to speak.

If your query requires wider attention, it will go to the Head of Year or Boarding and then the Senior Leadership Team.

Any formal complaint should be addressed directly to the Headmaster and parents are welcome to email the Headmaster on any matters of particular concern. The school's full Concerns and Complaints Policy can be found on the Parent Portal.

School Concerns

The 'concerns' feature on the Parent Portal enables staff to write a short comment about any low-level behaviour incidents we want to share with you.

A concern may be talking when a teacher is talking, or being impolite or unkind. The pupil will usually receive two warnings before we share a concern. The concern is not a punishment, it is a way of sharing information with you.

We have high expectations for pupil behaviour. Receiving a concern is not a cause for alarm but we will address patterns in concerns for individual pupils.

Heads' Emails

The Headmaster writes regularly via email to bring parents' attention to events, celebrations and any issues affecting the school community.

Social Media

Parents are encouraged to follow our social media profiles:

www.facebook.com/Leweston

www.facebook.com/LewestonPrep

www.twitter.com/LewestonSchool

www.instagram.com/Leweston1891

www.instagram.com/LewestonPrep

Our website www.leweston.co.uk is also an excellent way of keeping up to date with the latest events and all that is happening within the school.

Messages from Parents

Messages telephoned or emailed to Reception are passed on to pupils and staff. Please email: Cara Thorne thornec@leweston.dorset.sch.uk. If any serious family news needs to be passed to a pupil please contact the Houseparent. Heads of Year, Tutors and house staff will be informed.

Mobile Phones

Pupils in Years 7 to 11 are not allowed their mobile phones during lessons. Students in Years 12 and 13 are expected to ensure that the use of mobile devices is appropriate and they are not used in the mobile free zones. Any mobiles brought to school must be clearly named.

If students in Years 7 to 11 are found using their mobile device it will be removed until the end of school on the following day. If a student needs to contact home they are welcome to do at Reception or via their Houseparent.

SCHOOL ROUTINES

The School Day

08.00	Arrival
08.15	School Starts
08.20	Registration
08.25	Assembly/House Meetings/Tutor Time
08.45	Period One
09.50	Period Two
10.50	Break
11.10	Period Three
12.15	Period Four (a)
12.45	Lunch (Years 7 and 8)
13.15	Lunch (Year 9 to Upper Sixth)
13.50	Period 4(b)
14.20	Period Five
15.25	Period Six
16.25	Pick up or Tea
16.45	After-school clubs or prep
17.45	Buses Depart
19.15	Supper
19.30	Study/Activity

In some subjects where there is a teaching and learning need the hour long period may be divided into two half hours.

All boarders have a set bedtime which gets later as they get older. Boarders must be in their dormitories or rooms fifteen minutes before bedtime.

Half Terms and Exeats

Half terms and exeat weekends start at 16.20 on a Friday and school reopens at 18.00 the next Sunday. If a pupil needs to return earlier they must talk to the Director of Boarding. Pupils are expected to be back in school by the following times:

Years 7 - 8	18.00 - 20.00
Years 9 - 11	18.00 - 21.00
Years 12 - 13	18.00 - 22.00

International boarders are permitted to stay in school on exeat weekends at no extra cost. They do need to return home or go to guardians for half term.

Signing In and Out

Any boarder leaving school must sign out on the appropriate House Signing boards. Pupils going for a run without a member of staff in a study period must sign out in the Signing Out Book and keep within school bounds.

Boarders going out of school for the weekend with another pupil must have their parents' permission. For overnight visits boarders must have an invitation from the family they are visiting. Both should be in writing (e-mail).

Sixth Form boarders are allowed off site after school Monday to Thursday if they return by 18.45 and sign out. On Friday evenings, Sixth Formers can go out at the discretion of the Houseparent.

Senior boarders are encouraged to go out shopping or visiting local towns at the weekend however, they must sign out and inform their Houseparent where they are going and when they will return. Going out in the evenings at the weekends is at the houseparent's discretion.

Student Handbook

The Student Handbook helps pupils to make good behaviour choices and maintains the safety of the whole community. The guiding principle for pupils should be respect for others and for themselves.

The Student Handbook applies in school, when a pupil is representing the school or wearing school uniform, travelling to and from school or associated with the school at any time.

Form tutors go through the Student Handbook at the start of each term. We ask parents to read the Student Handbook, and the Rewards and Sanctions Policy, both are available on the Parent Portal.

The Dining Room - Meals

Pupils are expected to take their meals at mealtimes. It is not acceptable to skip a meal. If a pupil requires a late lunch, they sign up at morning registration. When a meal is finished pupils must clear the tables and leave chairs neatly tucked around them.

Special Requirements

If a pupils has a particular religious, dietary, language or cultural need please make the Houseparent aware so these can be catered for. The boarding staff will always respect these requirements and ensure that these needs are met.

Information about special diets and allergies should be shared with the Well-Being Hub **wellbeinghub@leweston.dorset.sch.uk**.

Visiting

We are happy to receive occasional visits from parents and guardians but ask you contact the Houseparent first. There is no need for this if the visit is within the usual pick-up times. When visiting boarding, parents and guardians are only allowed to into dormitories on the first and last day of term to help with luggage. At other times parents are not allowed upstairs for safeguarding reasons.

LEARNING AND THE CURRICULUM

The Leweston Learner

Our Leweston Learner is an approach to teaching which under-pins work throughout the school. All pupils use the approach and share a common language for learning.

The Leweston Learner is a learning philosophy, not a curriculum with particular content. We believe these behaviours are the key to raising achievement and progress.

Whilst the programme was developed independently it was inspired by the internationally recognised concept of 'High Performance Learning' (HPL).

The Leweston Learner encourages pupils to be adventurous, confident, resilient, creative and inquisitive. Pupils are taught that by embracing these qualities they can improve every aspect of their lives, not just their academic performance.

The Timetable

Every pupil in the school has a tutor and tutor group. Their tutor supervises their academic progress as well as pastoral care. Pupils meet their tutors two or three times a week. Parents can contact tutors at any time. Each year group has a Head of Year who leads the tutor team.

Homework (Prep)

All pupils are set homework, called prep, according to a published timetable. The amount of homework varies across year groups. There is a supervised daily prep session in the Library for boarders from 17.45 to 18.45.

Assessment

Pupils undertake baseline testing at key points. The results from these tests help teachers to understand the individual strengths, weaknesses and capabilities of pupils.

MidYIS (Years 7 and new pupils in Years 8 & 9)

MidYIS is a computer-adaptive assessment for pupils aged 11 to 14. On joining the school, all pupils in Years 7 to 9 will sit the MidYIS assessment.

Yellis (Year 10)

Yellis is an adaptive assessment for pupils aged 14-16, that helps us to understand where they need support as they prepare for GCSEs. Yellis also provides value-added information to help measure the progress a pupil is making at school. All pupils in Year 10 will sit the Yellis assessment.

Alis (Year 12)

Alis is an adaptive assessment for students aged 16 to 18 that helps us to understand how they are likely to perform at A level and track progress. All Year 12 pupils sit the Alis assessment and the data collected helps us to provide support, motivation and realistic target setting as they prepare for A levels.

English as an Additional Language (EAL)

Free EAL is offered as part of the curriculum where it takes the place of one other subject, typically French or Spanish. Private individual or group lessons are charged as an extra for those who need more support or want to accelerate their learning, particularly A Level students preparing for IELTS examinations.

Communication on Pupil Progress

Reports on academic progress are sent home regularly. Parents should feel free to contact their child’s tutor at any time if they have concerns.

Year	Autumn Term First Half	Second Half	Spring Term First Half	Second Half	Summer Term First Half	Second Half
7	Grade Card		Grade Card	Full Report	School Exam Results	
8	Grade Card	Full Report	Grade Card		School Exam Results	Full Report
9	Grade Card			Grade Card	School Exam Results	Full Report
10	Grade Card	Full Report	Grade Card		School Exam Results	Full Report
11	Grade Card	Full Report	Mock Results	Full Report	External Exams	External Exams
12	Grade Card		Grade Card	Full Report	School Exam Results	
13		Full Report	Mock Results	Full Report	External Exams	External Exams

Academic Extension

Leweston is committed to providing every pupil with the best opportunities but we know some pupils possess particular talents or gifts. We ensure these pupils are provided with the necessary support to make best use of these skills.

Within the curriculum, able pupils may be provided with:

- Opportunities to work at a faster pace and in increasingly analytical ways
- Opportunities to demonstrate more independence, work on open-ended tasks and follow their own lines of enquiry

Beyond the curriculum, pupils are provided with:

- Opportunities to take part in a variety of activities in the co-curricular programme including Rhetoric and the Head’s Essay Society
- Enrichment events for example, Oxplore, Academic Olympiads, Musical Festivals, Debating events etc.
- Opportunities to take leadership roles, to represent the school and achieve awards in internal and external competitions in sport, music, art, speech and drama

Visiting experts, authors and artists run exciting workshops and events in school. These are combined with trips designed to broaden pupils’ knowledge and understanding.

For further information about the academic extension programme please contact Mrs Dencher denchera@leweston.dorset.sch.uk

Learning Support

Leweston's Individual Needs department supports pupils with literacy, numeracy and study skills, revision strategies, learning styles, essay planning, exam technique, spelling and note taking. The Department’s aim is to help students to become independent, adventurous learners.

The Department offers monthly clinics and supervised study periods as well as targeted, one-to-one lessons with a specialist teacher every week or fortnight.

We can provide initial individual assessments and arrange assessments with an educational psychologist. Tailored lessons are timetabled weekly, and individual education plans shared with staff. Pupil progress is closely monitored and there is regular consultation with parents.

Rewards and Recognition

Green Flags

Subject teachers award 'Green Flags' when pupils demonstrate the Leweston Learner characteristics. Green Flags also recognise contributions to our community. At the end of each term, Heads of Year nominate two pupils from Years 7, 8 and 9 to receive a Leweston Learner Award.

Departmental Awards, Year 10 and above

At the end of each term, departments nominate pupils in Years 10 or above to receive a departmental Leweston Learner Award. These recognise a consistent and positive approach to learning throughout the term.

Head's Commendations Years 10 to 13

If a pupil produces an exceptional piece of work it can be recommended to the Headmaster for a commendation. The Headmaster will meet with the pupil and record their name in the Head's Commendation Book.

Speech Day Prizes

General prizes for academic achievement or progress are awarded for pupils in Years 7 to 10 at Speech Day at the end of the Summer term. For Years 11 to 13 there is a subject prize awarded by each Department.

Pupil Led Responsibility

We believe each pupil has gifts and talents that they can share with everyone so they are encouraged to take on roles in the school to support and help each other.

The **Head Prefect** leads a team of **Prefects** to act as role models across the school.

The **Boarding Prefect** leads a team of boarders who advise and assist boarders of all ages. They chair termly boarding council meetings which discusses ideas about boarding life.

Peer mentors are Sixth Formers who have completed a training programme to support new pupils. Mentors and Mentees meet regularly to talk about school life.

Year Representatives or 'year reps' play a significant role in suggesting and discussing changes, so that all years' views and ideas are represented. The year reps report to School Council and Boarding Council meetings.

The International Boarding Committee is a forum for international pupils. It helps organise and promote world events and festivals, liaises with international pupils in other schools and promotes the integration of all pupils.

Sport

Sport and Physical Education play an important part at Leweston and there is an impressive range of options. Pupils are encouraged to pursue any sport that interests them and compete at the level that they aspire to. The school offers the following in its curriculum:

- Girls and Boys Hockey
- Netball
- Rugby
- Tennis
- Athletics
- Swimming
- Cross Country
- Gymnastics
- Cricket

A wide variety of other sports and physical activities including fencing, shooting, badminton, cricket, spinning and horse riding are part of the extra-curricular programme.

All pupils are expected to participate in physical activity during the week and sports fixtures where appropriate. Fixtures may take place after school or on Saturday afternoons.

EXTRA AND CO-CURRICULAR

Activities and Clubs

We provide a wide range of clubs at lunchtime and after-school. We believe that the co-curricular programme enhances the personal development of the pupils. Pupils are invited to sign up for clubs at the start of each term using the Parent portal.

LAMDA

LAMDA (London Academy of Music & Dramatic Art) provides exams in Grades 1-8. LAMDA is offered as an extra-curricular activity throughout the school on the following basis:

Years 7 - 9: Individual or shared lessons held on rotation, pupils come out of one subject lesson every half of term.

Years 10 - 13: Individual or shared lessons held in lunchtime, after-school or study periods.

Drama Scholars are required to take Speech and Drama lessons. There are opportunities for all students to enjoy and participate in drama productions.

Music

An exceptional team of visiting musicians give instrumental tuition in voice, piano and organ, woodwind, strings, brass and percussion. There are many high-profile performance opportunities, both inside and outside of school.

The school has several instrumental ensembles including string ensembles, Baroque Group, Flute Group, Recorder Consort, two Prep Recorder Groups, Worship Band and Jazz Band. For more information contact the Director of Music, Dr Milestone milestoner@leweston.dorset.sch.uk

Pentathlon

In September 2016 Leweston was awarded Pentathlon Academy status by Pentathlon GB, making it one of only nine academies in the country. In 2021 it became a Pentathlon Training Hub. Leweston it is one of the cornerstones of the GB Squad developing athletes of all abilities. For more information contact the Head of Pentathlon, Mick Flaherty flahertym@leweston.dorset.sch.uk

Equestrian

Leweston is a serious competitor in equestrian sport. Pupils of all ages regularly compete at National Schools Equestrian Association (NSEA) events. The School has won the NSEA Regional Points League for the past five years. Pupils compete in showjumping, dressage and JWS. For more information contact the Equestrian Manager, Lorraine Roberts robertsl@leweston.dorset.sch.uk

Duke of Edinburgh

Leweston offers the Duke of Edinburgh Award at Bronze, Silver and Gold levels. To complete the Bronze and Silver Awards participants must undertake activities in four sections: volunteering, physical, skills and expedition. The Gold Award is only for Sixth Form and takes 12 to 18 months to achieve. All levels include an expedition and volunteering but exclusive to Gold is a 5-day residential when pupils undertake an activity away from home. More information is available from the school's DofE Co-ordinator, Mrs Haynes haynese@leweston.dorset.sch.uk

HEALTH, SAFETY AND WELL-BEING

The Well-Being Hub

The Well-Being Hub is run by Sister Caroline Cole RGN and Sister Ruth Lale RGN, supported by the Apples Medical Centre. The Well-Being Hub is open daily from 08.00 – 18.00 when the nurses hold their own clinics. The School Doctors run clinics for boarders between 11.00-12.00 on Mondays and 08.30-09.30 on Fridays. If a pupil does not feel well they should attend the school clinic even if they have not made an appointment.

It is vitally important that pupils' medical folders are kept up to date, please inform the Well-Being Hub of any changes in your child's health.

Medicines

No medicines may be brought from home. Whatever is required is either stocked or can be obtained.

Please note, consent to or refusal of medical or dental treatment is based upon the pupil's competency and not age. For any pupil not deemed competent, parental, guardian or houseparent (in case of emergency) consent is required.

Well Being Support

If any pupil would like to talk to our School Counsellor, she holds a walk- in clinic in the Well-Being Hub between 13.00 and 14.00 on Wednesdays and is available for pre-booked appointments arranged via the Deputy Head Pastoral.

Off-Games Policy

Boarders who are not well will be given an 'off games' note from the nurse to give to the teacher. If a Sixth Former feels ill, they must report to the Well-Being Hub. No Sixth Former is to miss lessons because of illness without the Well-Being Hub's permission.

Pupil Absence

Boarders are expected to have routine medical/dental treatment during the holidays. Requests for leave of absence must be made in advance by a parent in writing to the Headmaster.

Parents should not request absence from school for social functions or family holidays. However, in very exceptional circumstances the Headmaster will consider a written request before a booking is made. Any pupil who is given this special permission is responsible for making up work they have missed.

Insurance

All pupils are automatically included in the school's Personal Accident Scheme. There is no extra charge to parents for this cover.

The school's insurance for personal effects is limited to fire and theft, not loss. Items that are suspected stolen have to be reported to the police to make a claim. **Parents are strongly advised to take out their own insurance cover for personal effects.** Sums of money are not covered by the school's insurance policy and it is essential that all money is handed in for safe keeping. **We advise items of value are not brought to school, and all personal possessions are marked clearly.** An Optional Personal Effects Scheme is available along with Accident Insurance and AXA Healthcare through the school. Contact the Bursary for more information.

COMMUNITY

St Antony's Chapel

The Chapel is central to life at Leweston as the place where Mass and other services are celebrated. Everyone is invited to take part regardless of faith or denomination. It is in the heart of the school so that pupils, staff and parents can visit for prayer and meditation.

The whole school gathers for Mass or Liturgy at the start of the day on Wednesdays and Catholic boarders attend Mass in Sherborne on Saturday evenings.

Dogs on Site

We welcome staff dogs on campus as we believe it adds to the 'home from home' atmosphere.

School Cafe

The School Cafe, 'Cedars', is open to the school and local community from 08.00 to 18.00 Monday to Friday and during many school events. The Cafe offers hot and cold drinks and a variety of food. Sixth Form students can study there during the day and the café is open to boarders from 16:30-17:30.

Old Antonians - Leweston Alumnae

Former pupils of Leweston are known as Old Antonians in reference to the school's founding name 'St Antony's'. One of the many things Leweston is known for is its lifelong friendships. To support and maintain this and ensure our alumni remain part of the family the school co-ordinates a programme of reunions and events; publishes and shares news and provides a useful professional network of members willing to provide information and advice to current and former pupils.

Settling in

Every new pupil joining Leweston is assigned a guardian, a pupil in the year group they are joining, to help them learn how the school works. The guardian will show them how to follow our routines and help them settle in. The role of the guardian is important for the new pupils' first few weeks however, most pupils quickly become independent.

New pupils are also given a peer mentor, a Sixth Form student trained to support younger pupils. They meet with their mentor over their first term but often the relationship lasts longer and the mentor will continue to be a trusted friend.

Houses

The House system at Leweston encourages a sense of belonging and gives opportunities for pupils to work with other year groups. Each pupil belongs to one of four Houses: Campion (Green), Fisher (Red), Mayne (Blue) and More (Yellow).

Each House is led by a House Captain in Year 13. An exciting range of House events are organised. These give pupils the opportunity to help plan and organise events and show off their talents.

FINANCE AND BILLING

Fees and Charges

We work hard to include as many activities as possible within the fees. Meals, text books, compulsory trips and a wide range of activities are included in the fees. Some activities are charged as 'extras'. As a guide, termly extras can average £250. It is possible to limit extra charges to much lower amounts if you wish to. In charging extras, the guidance is that items or activities costing up to £20 can be added as an extra, but that parental agreement must be given to charges over £20. External examination fees will be added to fees at cost. No charge is made for administration.

Below are examples of other activities or items that the school may charge as extras:

- Art and Design Technology materials (non-standard only)
- Home Economics ingredients
- Careers courses, registration, university visits
- Extra tuition including Music and Drama
- Health Centre transport charges
- House – hoodies and damages
- Library photocopying, fines and replacement costs
- Newspapers and magazines
- Physiotherapy charges
- Sports charges, lessons e.g. fencing
- Stationery
- Theatre trips (optional trips only are charged)

Cash Advances and Credit

Adequate financial arrangements must be for pupils to meet their day-to-day expenses, cost of travel and subsistence. Cash advances will not be made on the fee account.

Billing

Bills are sent at the end of each term. Accounts must be settled in full by the first day of the next term. A reminder will be sent after two weeks of this date and, at this point, interest of 2.75% will be charged until settlement of the debt, unless an agreement has been made between the school and the parent. Failure to settle the amount in full by the half term after fees were due will result in the pupil not being admitted into school until the balance is clear.

Bank Details

Bank Branch: NatWest Plc, 2 Hendford, Yeovil BA20 1TN

Account name: Leweston School Trust

Account number: 22489800

Sort code: 60-24-37

IBAN: GB17NWBK60243722489800

BIC (swift) No: NWBKGB2L

Notice Period

A term's notice (given before the final day of the preceding term) must be given in writing to the Headmaster if: a pupil is being removed from the school; or, there is any change to optional extras. Failure to give notice will result in a term's fees in lieu being charged.

Flywire

Leweston has partnered with [Flywire](#) to ensure that our international families can make easy and secure payments from wherever they are in the world. Payments are made in your own currency, using local payment methods. The service offers real-time tracking and 24×7 multilingual support. Payment links are on the website at

www.leweston.co.uk/admissions/international-students-2/international-payments/

DATA PROTECTION AND POLICIES

The school is required to use or process relevant personal data about individuals including pupils and their parents, carers and guardians as part of its operation and shall take all reasonable steps to do so in accordance with the school's Privacy Notice.

Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. Personal data covers both facts and opinions about an individual.

The school may process a wide range of personal data about individuals including current, past and prospective pupils; and their parents, carers or guardians as part of its operation.

This Privacy Notice applies in addition to the school's terms and conditions, and any other information the school may provide about a particular use of personal data.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, Governors and service providers) is made aware of the school's data protection policy for staff, which also provides information about how personal data about those individuals is used.

Generally, the school receives personal data from the individual directly (or, in the case of pupils, from parents). However, in some cases personal data may be supplied by third parties (for example another school, or other professionals or authorities working with that individual), or collected from publicly available resources.

A copy of the full Privacy Notice for parents and pupils is available on the website and the Portal. Should you have any questions about Leweston's data policy please contact the Bursar who acts as the school's Data Protection Officer.

A full set of the following policies can be found under the 'Documents' section on the Portal or are available upon request.

- Bursary and Health and Safety Policies
- Child Protection and Safeguarding Policy
- Pupil Welfare Policies
- Teaching and Learning Policies
- Senior School Student Handbook

Leweston Dictionary

Every school has its own 'language'. Below is a guide to some of the most common used both at Leweston and in the wider independent school world.



Assembly

/ə'sembli/

A gathering of all or part of a school to communicate information. Whole school assemblies usually take place on Monday and Friday mornings but smaller year group assemblies will be led by the Heads of Year as and when required.

Boarder

/'bɔ:də/

A student who stays overnight in school. Boarders can be flexi (stays between one and three nights), weekly (stays in Monday to Friday) or full (stays in for whole week).

Bounds

/baʊnd/

Areas on the school campus where students are permitted to go. Different year groups will be allowed to go to different parts of the site. Areas which are not permitted are called Out of Bounds.

Bursary

/'bɜ:səri/

(1) the Finance and Operations Department
(2) a financial award, usually in the form of reduction in fees, which is given to enable a pupil to attend school

Bursar

/'bɜ:sə/

The person responsible for the financial and operational management of the school.

Co-curricular

/'kəʊkə'ri:kjʊlə/

Refers to activities, trips and learning experiences that complement, in some way, what students are learning in their academic curriculum e.g. field trips, lectures, concerts and drama productions.

Dorm

/dɔ:m/

Short for dormitory, a room where boarders sleep. At Leweston boarders are in dormitories from Years 4 to 10 after this point they move into double or single rooms.

EAL

/'i:ə,eɪ/

Abbreviation for English as an Additional Language. EAL is offered to students for whom English is not their first language.

Exeat

/'eksɪət/

A 'rest' weekend when the boarders are encouraged to leave school and take a break. Whilst UK boarders return home, international boarders are able to stay in school or travel to guardians. There are five exeat weekends in the year.

Extra - curricular

/'ɛkstrəkə'ri:kjʊlə/

Refers to activities that happen at school but are outside of the academic programme e.g. sports clubs, Duke of Edinburgh or community service.

Florin

/'flɔ:rɪn/

A boarding tutor. Florins are teachers who spend one night a week in the boarding house supporting extra academic and pastoral support to boarders.

Gaudere et Bene Facere

Leweston's school motto, translates from Latin to 'Rejoice and Do Well.'

Independent School

/'ɪndɪ'pɛnd(ə)nt//sku:l/

These are schools that are independent in governance and funding, relying on tuition fees paid by parents rather than government. Independent, public and private schools are fundamentally the same.

ISI

/AI/ɛs/AI/

Abbreviation for Independent School Inspectorate. An organisation responsible for the inspection of independent schools in England. Ofsted carries out the same role in the maintained sector.

Key Stage

/'ki:/ 'stedz/

These are divisions in the national curriculum set by the UK government. There are five Key Stages:

- Key Stage 3 (KS3) Years 7 - 9 (age 11-14)
- Key Stage 4 (KS4) Years 10 - 11 (age 14-16)
- Key Stage 5 (KS5) Years 12 - 13 (age 16-18)

Gated

/'geɪtɪd/

A penalty for a serious break of the school rules. A student who is gated is not allowed to leave school for a given period of time and experiences a loss of privileges.

Guardian

/'gɑ:diən/

(1) all new pupils are given a guardian in their own year group to look after them for the first week
(2) students whose families live overseas are required to have an adult guardian in the UK who can look after them should the need arise.

House

/haʊs/

(1) each pupil belongs to one of four academic houses
(2) boarders live in one of four Houses which are situated upstairs in the school building. The different Houses are: Martha (girls Years 4 to 8), Cecilia (girls Years 9 and 10), Eleanor (girls Years 11 to 13), Antony (boys Years 4 to 13).

Little Break

/'lɪt(ə)l/ 'breɪk/

The short break time in the morning, it runs from 10.45am to 11.05am and is an opportunity to buy tuck.

Lower Sixth

/'ləʊθə/ 'sɪksθ/

An alternative term for Year 12 often used in independent schools.

Home Clothes

/həʊm/ /kləʊ(ð)z/

Boarders are permitted to wear their own clothes at the end of the day and weekends. The school occasionally holds non-uniform days when students are allowed to wear their own clothes for a small donation to charity.

Period

/'piəriəd/

An alternative word for lesson. The school day at Leweston is divided into six periods in the Senior School.

Prep

/'prɛp/

(1) short for Preparatory, an independent school which teaches younger children. Prep Schools typically take children from age 5 to either 11 or 13 depending on the school structure.
(2) an alternative word for homework as well as the period of time when homework is done.

Prefect

/'pri:fɛkt/

A pupil in Year 13 who takes on a leadership role in the school. The prefect team are led by the Head and Deputy Prefects. All Year 13 students have the opportunity to apply to be a prefect.

Public Schools

/'pʌblɪk//sku:l/

The first independent schools, called public because anyone could join as long as they could pay the fees. In modern times the term is used to describe the oldest and most famous independent schools such as Eton and Harrow.

Registration

/'rɛdʒɪ'streɪʃ(ə)n/

1) Part of the admissions process, completing the registration form and paying the registration fee holds a place in the prospective pupil's year group
2) A legal requirement, pupils are registered twice a day to check who is and is not in school. Registration happens on arrival at 8.15am and again at lunchtime. Pupils are registered in their form groups.

Scholarship

/'skɒləʃɪp/

An award made by the school to recognise the achievements, talent or potential of a pupil in a given field. At Leweston scholarships are offered for Academic Excellence, Art and Design, Drama, Equestrian, Music, Pentathlon and Sport.

SEN

/'sɛn/

Abbreviation for Special Educational Needs, at Leweston this Department is called Individual Needs and supports those students who may need extra help with an aspect of their learning.

Study

/'stʌdi/

(1) a single or double student bedroom
(2) a period in the day when a student does not have a lesson but expected to work independently.

Tea

/ti:/

A cake and hot drink provided to pupils when lessons finish and before after-school activities.

Tuck

/tʌk/

An alternative word for snacks. Pupils are allowed to bring tuck into school to eat at break time. Boarders can bring a tuck box to school at the start of term to store their own tuck.

Tuck Shop

/'tʌk//ʃɒp/

Internal school shop where you can buy tuck at break time. Run by Sixth Form the money raised goes to charity.

Tutor

/'tju:tə/

The teacher or teachers who leads the tutor group.

Tutor Group

/'tju:tə//gru:p/

Every pupil belongs to a tutor group, also known as form, made up of other students in their year. Most years have either two or three tutor groups. Pupils spend time with their tutor group in the mornings and are registered in these groups at the beginning and middle of the day.

UCAS

/'ju:kas/

UCAS or the Universities and Colleges Admissions Service is the central admissions service for all UK university courses. Everyone (including students based overseas) who wants to apply for a place at a UK university must do so through UCAS.

Upper Sixth

/'ʌpə//sɪksθ/

An alternative term for Year 13 often used in independent schools.

