



LEWESTON
SHERBORNE

SENIOR SCHOOL HANDBOOK
FOR NEW PARENTS 2023

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, if a boarder, a House Parent. 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 House Parent 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. Specific details about boarding are contained in the boarding handbook but if you have further questions, please contact your child's houseparent.

Moving to a new school or moving up to the Senior 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. However, we would urge you to speak to your child's tutor or House Parent in the first instance if you have any concerns. 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 on 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

NEW STARTERS' CHECKLIST

Forms to Complete

- Medical Folder
- Confirmation and Baptism Form
- Photo Consent Form
- School Transport Consent Form
- Boarding Trips and Activities (Boarders only)

Options Forms

- Music Lessons Booking Form
- LAMDA (Drama) Lessons Booking Form
- NSEA Membership Form (equestrian)
- Offsite Permission Form (Years 11 to 13 only)
- Regular Flexi-boarding Form (if relevant)

Handbooks available

- Handbook for New Senior Parents
- Student Handbook (pupils)
- Boarding Handbook (boarders only)
- Sixth Form Handbook (Sixth Form only)

Things to do

- Book Move Up Day/Sixth Form Induction
- Make a note of your House
- Book a summer uniform fitting with the Shop
- Log onto the Parent Portal
- Book your Autumn Term activities
- Book New Pupils Day
- Book your bus journeys (if applicable)
- Visit the Knowledge Base
- Complete the compulsory forms
- Complete the optional forms
- Read the handbooks
- Confirm Sixth Form/GCSE choices (if applicable)

STRUCTURE OF THE SCHOOL

Prep School

Head	Mr Richard Thompson (from September 2023)
Deputy	Mrs Elizabeth Winter

Senior School

Headmaster	Mr John Paget-Tomlinson
Deputy Head	Mr Stuart Whittle
Deputy Head Pastoral	Mr Oliver McManus

Senior Leadership Team

The Headmaster, Head of Prep, Deputy Heads, Director of Teaching and Learning, Bursar, Director of Boarding and Director of Communications form the Senior Leadership Team, which is responsible for the overall leadership and management of the whole 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/

Contact Details

Prep School Reception enquiries@leweston.dorset.sch.uk	01963 210790
Senior School Reception admin@leweston.dorset.sch.uk	01963 210691
Mrs B Simkins-Smith Director of Boarding and Eleanor Housemistress simkinsb@leweston.dorset.sch.uk	07964 539 463
Mr Luke Cannon Antony Housemaster cannonl@leweston.dorset.sch.uk	07772 318643
Mrs Charlotte Ovey Martha and Cecilia Housemistress oveyc@leweston.dorset.sch.uk	07377 401 626
Bursary bursary@leweston.dorset.sch.uk	01963 210765
Marketing and Events Coordinator events@leweston.dorset.sch.uk	01963 211011
Marketing marketing@leweston.dorset.sch.uk	01963 210783
Registrar admissions@leweston.dorset.sch.uk	01963 211015
Well Being Hub wellbeinghub@leweston.dorset.sch.uk	01963 210834
School Shop schoolshop@leweston.dorset.sch.uk	01963 211048

LEARNING AND THE CURRICULUM

The Leweston Learner

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

The Leweston Learner is a learning philosophy, not a curriculum with particular content. The Leweston Learner encourages pupils to be **adventurous, confident, resilient, creative and inquisitive**. We believe that these learning behaviours are the key to raising pupil achievement and progress and therefore the most important aspects in a modern education.

Whilst the programme was developed independently it was inspired by the internationally recognised concept of 'High Performance Learning' (HPL). HPL believes that all learners can aspire to greatness if the focus is placed on learning skills.

Pupils are taught that by embracing these qualities they can improve every aspect of their lives, not just their academic performance. They learn that they have the ability to control these important qualities and get better at them.

The Timetable

Every pupil in the school has a tutor and tutor group to which they belong. Their tutor supervises and guides their academic progress as well as playing an important role in their pastoral care. Pupils meet with their tutors two or three times a week. Tutors are available for parents to contact at any time but you will also have the opportunity to speak with them at Parents' Evenings. Each year group has a Head of Year who leads and coordinates the tutor team

Homework (Prep)

All pupils are set homework according to a published homework timetable. The length and number of pieces of homework varies across year groups. **There is a supervised prep session in the Library for day pupils from 16.45 to 17.45 daily and from 17.45 to 18.45 for boarders.**

Assessment

In addition to in-class assessment, pupils in the Senior School undertake baseline testing at key points. The results from these tests are shared internally and assist teachers in understanding 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, that provides information to help us to identify pupils' strengths and weaknesses. Upon joining the school, all pupils in Years 7 to 9 sit the MidYIS assessment.

Yellis (Year 10)

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

Alis (Year 12)

Alis is an adaptive baseline assessment for students aged 16 to 18 that provides information to help us to identify pupils' strengths and weaknesses, see how they are likely to perform at A Level and track their progress. Upon entering Lower Sixth, all pupils sit the Alis assessment and the data collected assists us in providing support and motivation and realistic target setting as they prepare for their A Levels.

Communication on Pupil Progress

Opportunities for parents or guardians to meet with teachers and/or tutors are in bold. Parents should, though, feel free to contact their child's tutor at any time if they have concerns regarding academic or other progress at the school.

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

Reports

You will be notified by email when reports are available for your child. The email will include a link to the Portal where reports can be seen online.

Academic Extension

Leweston is committed to providing every student with the best possible opportunity to flourish but we acknowledge that some pupils possess particular talents or gifts that allow them to excel through the school curriculum and we are dedicated to ensuring that these pupils are provided 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 including off timetable curriculum based events, for example, Oxplore, Academic Olympiads, Musical Festivals, Debating events

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 to external events, all designed to broaden pupils' knowledge base and understanding.

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

Learning Support

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

The Department offers monthly Individual Needs clinics and supervised study periods as well as targeted, one-to-one lessons with a specialist teacher on a weekly or fortnightly basis.

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

Rewards and Recognition

Green Flags

In line with the Leweston Learner, subject teachers award 'Green Flags' when pupils demonstrate the required learning characteristics. Green Flags are also used to recognise contributions to our wider 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. This recognises their consistent application of the learning characteristics throughout the term.

Departmental Awards, Year 10 and above

At the end of each term, departments can 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 Upper Sixth

If a pupil produces a piece of work of exceptional merit it can be recommended to the Headmaster for a commendation. The Headmaster will meet with the pupil to offer the school's congratulations and to 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 our annual Speech Day at the end of the Summer term. For Years 11 to Upper Sixth there is a subject prize awarded by each Department.

Sport

Sport and Physical Education play an important part of everyday life at Leweston and there is an impressive range of options for pupils to take advantage of. All pupils are encouraged to pursue any sport that interests them with the support to develop and achieve to the best of their ability and compete at the level of competition that they aspire to.

The school offers the following sports as part of 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 on offer as part of the extra-curricular programme.

All pupils are expected to participate in physical recreation during the week and sports fixtures where appropriate. Fixtures may take place after school or on Saturday afternoons, they are published on the Portal with team lists posted in good time. When selected for a school team it is expected that pupils honour that commitment. If a pupil is not able to participate in a match because of a prior engagement they should inform their coach at least two weeks in advance.

Pupils participating in matches are expected to attend post-match teas and host visiting teams. Parent teas are provided at home fixtures. Pupils should travel in either school uniform or the school tracksuit to and from fixtures.

Pupil Led Responsibility

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

The **Head Boy and Head Girl** lead a team of **Prefects** to act as role models across the school.

The **Boarding Prefect** leads a team of boarders who act as representatives and advise and assist boarders of all ages. They chair the termly Boarding Council meetings which acts as a forum for ideas and discussion about boarding life.

Peer mentors are Sixth Formers who have successfully completed a training programme to support new pupils. Mentors and mentees meet regularly to chat informally about school life and talk through any settling in issues.

Year Representatives maintain, review and enhance the quality of life for both day pupils and boarders. The 'year reps' play a significant role in suggesting and discussing changes, so that all years' views and ideas are fairly represented. The year reps report School Council and Boarding Council meetings.

The **International Boarding Committee** acts as a forum for all international pupils, to help organise and promote world events and festivals, liaise with other international pupils in local schools and to promote the integration of all pupils.

EXTRA AND CO-CURRICULAR

Activities and Clubs

We aim to provide a broad range of clubs both at lunchtime and at the end of the teaching day. We believe that the co-curricular programme greatly enhances the personal development of the pupils. Pupils are invited to sign up for clubs at the start of each term using the Portal.

LAMDA

LAMDA stands for the London Academy of Music & Dramatic Art. It is a recognised exam syllabus that provides an accredited level of achievement 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 - Upper Sixth: Individual or shared lessons held at lunchtime, after school or in study periods.

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

Music

Individual music lessons are an integral part of the musical education that Leweston provides. An exceptional team of visiting musicians give instrumental tuition in voice, piano and organ, woodwind, strings, brass and percussion. There are also 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, Worship Band and Jazz Band. For more information contact the Director of Music, Dr Milestone at 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 makes a significant contribution to the Pentathlon GB Pathway and is one of the cornerstones of the GB Squad developing athletes of all abilities from the school and local community. 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 at 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 a personal programme of activities in four sections: volunteering, physical, skills and expedition. The Gold Award is exclusive to Sixth Form and takes 12 to 18 months to achieve. As with the other levels it includes an expedition and volunteering, but exclusive to Gold is the 5-day residential section when participants have to undertake a shared activity away from home. More information is available from the school's DofE Co-ordinator, Mrs Haynes at haynese@leweston.dorset.sch.uk

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

Arrival and Pick Up

Pupils should be dropped off and picked up outside Reception. **All day pupils are expected to be in school by 08.15 in time for registration at 08.20.**

If for any reason your child arrives late, they must report to Reception to confirm their time of arrival.

Delayed collection

If a parent is delayed, our aim is to accommodate children flexibly to ease any worries that may be associated with the delay. Please contact Reception if you are likely to be delayed and your child requires after lesson care at short notice. There is a late stay fee for students not collected until after 17.55.

Absences

Parents should inform the school of unexpected absences using the Portal before 08.30. A date and explanation must be provided.

If your child is absent without notice at registration, the school will telephone you before 09.30 to verify that they are at home.

We do not condone truancy and recognise our duty of care to our students during the school day. For this reason, we ask for written parental permission to cover any absence.

Boarders are expected to have routine medical/dental treatment carried out during the holidays. Requests for leave of absence for medical or dental appointments for day pupils must be made in advance in writing to the tutor. Requests for leave of absence for any reason except the above must be made in advance by a parent in writing to the Headmaster or the Deputy Head.

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

Half Terms and Exeats

Half terms and exeat weekends start at 16.25 on a Friday and school reopens at 18.00 the following Sunday for weekly and full boarders. If there is a need for a pupil to return earlier arrangements can be made in advance with 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

Wrap Around Care

Leweston provides wrap around care for day pupils from 08.00-17.45 with a wide range of after-school clubs and activities as well as supervised homework sessions for day pupils. The list of activities is changed each term and is available on the school website and in the Portal.

Breakfast Club

Breakfast club is available from 07.30 - 08.00 and must be booked in advance via the Parent Portal. Pupils must come direct to the Dining Hall upon arrival at school at 07.30. The club costs £4.00 per day.

Supper Club

Supper club is available from 16.25 - 18.00 for pupils who have booked in advance. The club costs £6.50 per day, please book via the Portal.

Signing In and Out

Any day pupil leaving school during the school day must sign out in the appropriate Log Book (in Reception) and sign in on their return. Any boarder or flexi boarder leaving school premises 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.

Student Handbook

The Leweston Student Handbook exists to enable pupils to make positive choices of behaviour as well as to maintain the well-being and safety of the whole community. The guiding principle for pupils in their behaviour should be respect for others and for themselves.

The Student Handbook applies not only in school but also when a pupil is representing the school or wearing school uniform, travelling to and from school or associated with the school at any time.

Tutors go through the Student Handbook at the start of each term. We would also ask parents to read the Student Handbook, and the Rewards and Sanctions Policy, both are available on the 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 must sign up and indicate their meal choice at morning registration. When a meal is finished pupils must clear the tables and leave chairs neatly tucked around them.

Special Diets

Special diets and allergies can be catered for. Please submit the **Medical Diet Request Form** to ensure preparations are made.

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 accompany them at all times, show them how to follow our routines and generally be an advocate for the new pupil. The role of the guardian is important for the new pupils' first few weeks at school however, most pupils adapt very quickly and once they feel able, will become independent.

New pupils are also assigned a peer mentor, a Sixth Form student who has trained to support younger pupils. They will meet with their mentor over their first term in the school but often these relationships last longer and the mentor will continue to be a trusted friend throughout the time they are at school together.

Houses

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

Each House is led by a House Captain in Upper Sixth. Throughout the year, an exciting range of House events are organised from music and drama, Sports Day, Swimming Galas, through to debating and 'It's a Knockout' style competitions. These give pupils the opportunity to help plan and organise events and show off their talents.

Pastoral Care

Leweston is known for its comprehensive approach to pastoral care. Headed up by our Deputy Head Pastoral, Mr McManus, the pastoral care and safeguarding team is responsible for the safety and well-being of all pupils. Each pupil has a tutor who is responsible for their academic and pastoral well-being and a Head of Year who oversees the tutor team. There is also a broader network of staff who are always available for pupils to talk to.

COMMUNICATION

Parent Portal

When you join Leweston you will be sent login details for our secure parent portal

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

Here you will find useful information including copies of letters home, the school calendar, sporting, academic and extra-curricular activities, event bookings and general school information such as policies. More information about the portal is available in the Essential Information Handbook.

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.

The following instructions will help you to gain access to your account.

- You can access the portal by navigating to **leweston.myschoolportal.co.uk/request-password**
- Using the email address, you have 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 getting into your My School Portal account please contact Cara Adams 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.

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.

Parental Concerns

Our strong system of pastoral care allows us to identify concerns quickly and hopefully rectify problems before they escalate. Parents play a vital role in this process as naturally children sometimes express concerns at home that they may not talk about at school.

If you have a concern of any sort you are asked, in the first instance, to contact your child's tutor who will be able to help with most issues. This is possible through email or by contacting Reception to arrange a convenient time to speak.

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, Mr Paget-Tomlinson: **head@leweston.dorset.sch.uk**

We aim to resolve all issues at this level but if your query requires wider attention, it will be escalated through the Head of Year or Director of Boarding to the Senior Leadership Team. Throughout the school all parties work closely together to ensure best possible outcome.

Any formal complaint should be addressed directly to the Headmaster and parents are always welcome to email him on any matters that are 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 Portal enables staff to write a short comment about any low-level behaviour incidents we wish to share with you.

A concern may be noted for things such as talking when a teacher is talking, or being impolite or unkind. The pupil will receive two warnings in most cases before we feel the need to share a concern. The concern itself does not constitute a punishment, it is a way of ensuring we are sharing information with you.

We rightly have high expectations for pupil behaviour. Receiving a concern doesn't need to be a cause for alarm, or anything for the children to worry about but we will address patterns in concerns for individual pupils.

Attendance at events

We welcome parents at assemblies, matches, concerts, plays and musicals. Details of forthcoming events are posted in the calendar on the Portal and communicated via email invitations.

Mobile Phones

Pupils in Years 7 to 11 are encouraged not to bring mobile devices into school unless it is necessary for their journey or they are boarders. Students in Sixth Form are expected to ensure that their use of mobile devices is always appropriate and that they are not used in the school's mobile free zones. Any mobile devices brought into school must be clearly named.

If students in Years 7 to 11 choose to bring in mobile devices they must be secured in their lockers prior to morning registration through to the end of the teaching day. If they are found to be using them, the mobile device 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.

COMMUNITY

St Antony's Chapel

The Chapel is central to life at Leweston as the place where Mass and other services are celebrated. It is conveniently located in the heart of the school so that pupils, staff and parents can visit for prayer and meditation. Writing in the book of prayers or lighting a votive candle provide ways of making a prayer for oneself or others. Parents are welcome to visit the Chapel for prayer and private contemplation.

The whole school gathers for Mass or Liturgy at the start of the day on Wednesdays and 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 we nurture here. Parents' dogs are also allowed on site when they are visiting school, for example when watching matches, but the site is not to be used for routine dog walking. If you do bring your dog please remember that not all children and adults like them. You must clean up after your dog and dispose of waste in the special bins provided. Please refer to the Health and Safety Policy available on the Portal for more information.

School Cafe

The cafe, 'Cedars', is open to the school and local community Monday to Friday and during many school events. Based next to the swimming pool, the Cedars offers hot and cold drinks and a variety of food. **Guests are asked to stay in the area surrounding the café and not walk in the grounds.**

School Shop

The school shop is located next to Reception and is open during term time at the following times:

Monday	16.40 - 17.40
Wednesday	16.40 - 17.40
Thursday	16.40 - 17.40

Payment can be made by cash, debit or credit card. If you need to buy uniform during school holidays please contact the Shop Manager by emailing schoolshop@leweston.dorset.sch.uk or phoning 01963 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.

Venue Hire and Leisure

The majority of Leweston's facilities are available for hire and the school is also a hub for swimming and exercise classes. Local fitness group Commuifit offer a range of classes as well as popular large scale events such as the Triathlon and Colour Run. The 25m pool is open for public swims throughout the year. For more information visit www.leweston.dorset.sch.uk

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 the lifelong friendships that pupils forge here. To support and maintain those friendships and ensure that 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.

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 to 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.

If a day pupil feels ill during lessons, they must go to the Well Being Hub where the duty nurse will decide if they need to return home. In such cases the nurse will contact parents asking them to collect their child. 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 knowledge and permission.

Medicines

No medicines may be brought from home, whatever is likely to be required is either stocked or can be obtained. If a day pupil had been given medication by their doctors that they need to take whilst at school please provide the medication clearly labelled with your child's name, date of birth and instructions for administration. This must be handed into Reception at the start of the school day.

The school nurse will only give medication to day pupils if it is deemed absolutely necessary or in an emergency and only if a medical details form with your signed consent has been returned.

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 Mrs Megahey, 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 between 14.00 and 17.00 arranged via the Deputy Head Pastoral or Head of Prep.

Off-Games Policy

Boarders who are not well will be given an 'off games' note from the nurse to give to the teacher. Day pupils who are not fit for sport should bring a note from home and give this to the teacher.

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, but not loss. Items that are suspected stolen have to be reported to the police to enable you 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 monies are handed in for safe keeping. We advise items of value are not brought to school, and that 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.

TRANSPORT

Minibuses

Pupils using the school buses will be dropped at the relevant reception point. In the evenings buses depart from the Prep School car park and Senior pupils walk down to meet them. **Buses arrive onsite at 8.15 and depart at 17.45 Monday to Thursday or 16.30 on Friday.** Transport is charged on a per trip basis. Full details of the bus service, times, costs and bookings are on the website: www.leweston.co.uk/information/bus-routes

Boarders

Parents are required to give at least 3 weeks' notice to the appropriate House Parent of a boarder's travel arrangements for the start and end of terms, half terms and exetsats. This includes times of collection/departure from school and time/day of return to school. Pupils old enough to travel independently can travel by train.

International Flights

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

Airport Transfer

The school offers a pick up and drop off service to Heathrow at the beginning and end of terms.

Parents can book places with their child's House Parent, this should be done at least three weeks before arrival or departure. The pupils are transported in school minibuses and accompanied by school staff.

For any children travelling as unaccompanied minors please supply details and paperwork with your booking so that the escorts at the airport are aware. Transport that is requested but not used will be charged for.

Student Vehicles

Upper Sixth pupils wishing to drive a car to school, whether regularly or occasionally must obtain permission before they bring their vehicle on to school premises. They must submit a copy of the driver's permission form, complete with the signature(s) of their parent(s) or guardian(s) to Mrs Holmes for the Headmaster's consideration. If permission is granted, they must park in the car park behind the school and not on the front drive and observe the strict speed limits within the school grounds.

They must not transport another pupil in their car without written permission from their parents or guardians and those of the intended passenger(s). This form will also need to be submitted to Mrs Holmes and approved by the Headmaster before any other pupil is transported in their vehicle. These forms are in the student planners.

Students are not permitted to use a car to go off campus during the school day.

Bicycles

Permission must be sought from the Headmaster for day pupils and boarders to bring bicycles to school. Bicycles must be kept in the bicycle stand and securely padlocked.

Site Speed Limit

Parents and visitors are asked to observe the 15mph speed limit that applies throughout the site. In addition, in the interests of good neighbour relations, we would also be grateful if the 30mph speed limit through Longburton were observed.

FINANCE AND BILLING

Fees and Charges

We work hard to include as many activities as possible within the fees. Lunch, text books, compulsory trips and a wide range of activities are included in the fees. Some activities, however, are charged as 'extras'. As a guide, termly extras can average £350. However, it is possible to limit extra charges to much lower amounts if you wish to. In charging extras, the guidance to teachers and others is that items or activities costing up to £30 can be added as an extra, but that prior parental agreement must be given to charges over £30. 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)
- Food technology ingredients
- Careers courses, registration, university visits
- Extra tuition including Music and Drama
- House – hoodies and damages
- Library photocopying, fines and replacement costs
- Physiotherapy charges
- Extra-curricular sport lessons e.g. fencing
- Stationery
- Theatre trips (optional trips only are charged)

Cash Advances and Credit

Adequate financial arrangements must be made to enable 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 the settlement of the debt, unless an alternative 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 (received by the first day of the preceding term) must be given in writing to the Headmaster or relevant Head of Department if:

- a pupil is being removed from the school
- a pupil has a change of status e.g. from day to full or weekly boarding (this includes changes to flexi boarding nights)
- or, there is any change to optional extras.

Failure to give notice will result in a term's fees in lieu being charged.

When notice is given the pupil's place will be considered available and may be offered to a new pupil joining the school.

Child Care Vouchers

Leweston accepts vouchers from several different child care schemes which can be used to pay for after school activities and holiday clubs for children up to the age of either 12 or 16 depending on the scheme. Childcare vouchers cannot be used to make payments for school fees.

Termly Direct Debit Scheme

Leweston offers the opportunity to pay each term's fees in three, 10 or 12 monthly instalments, no service or interest charges apply. Extras and incidental costs continue to be due on the first day of each term. If you are interested in paying by direct debit, please contact the Bursary on **fees@leweston.dorset.sch.uk** or telephone Kate Smith on 01963 211024. Direct debits are taken at the beginning of every month unless otherwise agreed on set-up. You also have the option to pay your extras via our Variable Direct Debit Scheme.

Please note if your child starts part way through a term, and you have missed the first payment for that term, you will only be able to join the Direct Debit Scheme at the beginning of the following term.

The Termly Direct Debit Scheme is a discretionary arrangement offered on a termly basis to assist with spreading the cost of fees. The school reserves the right to withdraw or amend the terms of the Termly Direct Debit Scheme by giving notice in writing before the beginning of any new school term. No agreement for the deferral of future fees will be valid unless it provides for no more than four instalments within a 12-month period from the date of the agreement.

UNIFORM AND EQUIPMENT

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 and in good repair.

- Hair bands/slides should be un-patterned and black, red or blue. For safety reasons long hair must be tied back. Pupils are not permitted extreme hair styles (cut or colour).
- One pair of stud or sleeper earrings and a cross and chain may be worn. No other jewellery is considered appropriate with uniform.
- Make-up or nail varnish may not be worn.
- Shoes should be plain, supportive and clean. They should be matte black or dark blue with no other coloured trim or patterning and with a dark sole. 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 to school a fully equipped pencil case, including an exam approved calculator, pens, pencils, highlighters, ruler, protractor and a pair of compasses.

Boarders

The clothing and equipment list for boarders is in the boarding handbook.

Lost Property

We cannot emphasise enough the importance of naming everything that comes into school. When named items are found they are returned to a pupil by way of their tutor. Unnamed or unclaimed uniform will be laundered 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.

Lockers

Pupils have a locker in their form or common room and boarders have a locker in their House. Lockers are also provided for PE kit. **Pupils will need to provide a padlock for some of the lockers on site.** Where there is a key provided, pupils are responsible for the key. In an emergency a spare key may be borrowed from Reception. Loss of a key entails a charge of £10 for a replacement. Lockers are to be kept tidy and remain locked. Please note no refund will be made for keys returned after a new one.

Laptops

From January 2024 all pupils will be required to bring their own laptop to lessons each day. The minimum specifications for the device are as follows:

- the device must be a laptop (not a tablet or phone)
- run either Windows 10 or 11, or Mac Mojave or later operating systems
- not be a Chromebook
- have a minimum memory size of 8GB (RAM)
- have a storage capacity of 128GB (minimum), 256GB (recommended) SSD
- have an i3 or Ryzen 3 (minimum) or i5 or Ryzen 5 (recommended) processor
- have at least 6 hours battery life
- have a minimum screen size of 12"
- start up, open apps and respond at a reasonable speed

Pupils are responsible for caring for their own laptop. They should use a protective case/cover. They also need a pair of personal headphones for use with their laptop.

The school has arranged two different laptop purchase options, which include a care package, with provider Easy4u <https://portal.easy4u.school/info>

No specific software is required, most apps used in school are web-based and can be accessed without any additional installations.

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.

International Pupils

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

Short Stay Pupils (joining for two terms or less)

The school are happy to lend short stay pupils their uniform including the majority of the sports equipment. Please note that where possible second-hand uniform will be used. Parents may choose to purchase further items of branded school uniform should they wish. Items borrowed that are not returned will be charged to the school bill.

Please note the school shop does not provide school shoes, charcoal grey trousers or swimming kit. These will need to be brought from home.

Sportswear and Equipment

- Unisex school sports quarter zip top*
- Unisex sports top*
- Netball dress (Years 7 to 10)*
- Sports vest (optional)*
- Athletics vest (optional)*
- Tracksuit bottoms*
- Running shorts and skort (girls only)*
- Rugby and training shorts (boys only)*
- Running leggings (optional)*
- Long sleeve base layer (optional)*
- Sports socks*
- Trainers
- White ankle socks
- School PE bag*
- Dark 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 to be worn:

(trousers or skirt and jacket) plus 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 verbal request to change any aspect of clothing deemed unsuitable, sanctions may be imposed if the dress code is still not followed correctly by the student. 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 cohort 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 as outlined above.

Sixth Form Sportswear and Equipment

Items marked * must be purchased from the School Shop:

- Unisex school sports quarter zip top*
- Unisex sports top*
- Netball dress (1st VII only)*
- Sports Vest (optional)*
- Tracksuit bottoms*
- Running shorts and skort (girls only)*
- Rugby and training shorts (boys only)*
- Dark swimming jammers or swimsuit
- Swimming cap*
- Trainers
- Athletics vest (optional)*
- Running leggings (optional)*
- Long sleeve base layer (optional)*
- Hockey stick (optional)
- Football shin pads (optional)
- Gum shield (optional)

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:kjələ/

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

/'ekstrəkə'ri:kjələ/

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

/'flɒrɪn/

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'pend(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

/'ɪ/ɛs/ɪ/

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:/ 'steɪdʒ/

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

/'pɪərɪəd/

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:fekt/

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

/'redʒɪ'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.

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