



Bishop Wordsworth's Church of England Grammar School

Handbook for New Parents

May 2024

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HANDBOOK FOR PARENTS

INTRODUCTION by the Headmaster

Welcome to Bishop's

This booklet is designed to act as an introduction for all those who have been accepted for entry.

Bishop Wordsworth's School was founded in 1890 by Bishop John Wordsworth, starting in the Bishop's Palace with just 40 pupils. Today it is a grammar school with well over 1000 students on roll. In Years 7-11 we have boys only, and from September 2020 the sixth form became coeducational. Located in the Cathedral Close, we have regular services in the Cathedral, assemblies in our own Chapel and we have a full time Church of England Chaplain in school. The Bishop of Salisbury and a senior member of the Cathedral Chapter and Diocesan staff are trustees, as are members of the community including members of HM Armed Forces, businessmen and women and parents of pupils.

We still maintain our Founder's aims which are to:

- encourage pupils to develop their potential to the full by setting themselves the highest standards of excellence and achievement;
- give our pupils the integrity and the means to face confidently the challenges of a fast changing world;
- inspire our pupils to lead happy, purposeful and responsible lives.

By the time a pupil leaves Bishop's, they will have experienced:

- a broad, balanced and rich education based on a curriculum that promotes a spirit of enquiry, a thirst for learning and varied extra-curricular programme;
- an environment shaped by the virtues of "Veritas in Caritate" ("Truth through Caring for Others") where pupils are expected to work to the best of their abilities.
- an ethos where pupils, staff, parents and governors work in partnership to help every pupil feel known and cared for.
- the opportunity to think in different ways, navigating the dialogue between established orthodoxies and their own original thinking.
- An education shaped by the Christian faith as a way of life, but where the beliefs of all religions organised and non-organised worldviews are respected;

Our goal is that every student will enjoy their time at Bishop's, developing healthy, happy relationships with peers and adults which build self-confidence, resilience and leadership. We seek to prepare young people to be responsible citizens, concerned for justice, truth and freedom.

Our priorities are:

- the continued pursuit of the highest possible academic standards by further developing our ambitious curriculum, providing outstanding research -informed subject specific pedagogies delivered by expert teachers.
- further development of pastoral care;
- encouraging the fullest participation in activities, clubs, trips, sports, music and the arts
- the effective and efficient use of resources.

Bishop Wordsworth's School offers denominational teaching in Religious Education and Collective Worship. On your acceptance of a place here, the School will assume that you consent to your son participating fully in this programme. However, it is your right to withdraw your son from any aspect of the denominational provision.

Bishop's has an important place right at the very heart of Salisbury, a fine academic tradition and a national reputation for excellence. Students travel to study with us from across the South West Region, and leave us for the most competitive higher education institutions throughout Great Britain and overseas. I am delighted to welcome you and your son to the School community and trust that he will be happy and fulfilled in his time here.

ABSENCE FROM SCHOOL

Regular attendance at school is required by law and leave of absence during term time is authorised only in exceptional circumstances: absence for family holidays is specifically not permitted in Law.

In the case of absence, parents should inform the school of the specific reason for non-attendance by e-mailing the Attendance Officer at attendance@bishopwordsworths.org.uk or by telephoning the 'Absence' line facility (01722 333851 option 1) on the first day of absence **and every day of absence thereafter**. Details required will be the pupil's name, tutor group and the detailed reason for absence - 'ill' or 'unwell' is not sufficient detail. Absence should be reported in as timely a manner as possible so that staff are aware.

Permission for a student to be late or absent from school for part of the school day to attend medical appointments/music exams should be requested as far in advance as possible. Requests should be emailed to the Attendance Officer and students should sign in and out of Reception on arrival and departure from the school site. The school may on occasion contact parents to confirm detailed reasons for absence in order to meet our safeguarding requirements.

Requests for holiday absence in exceptional circumstances or attendance of religious festivals parents should be emailed to the Attendance Officer well in advance of the absence for consideration by the relevant Head of Lower/Middle School. Confirmation as to whether authorisation has been granted will be sent by letter to parents.

ARRIVAL TIME, PUNCTUALITY & SIGNING IN/OUT

Parents are asked to encourage students to recognise the importance of punctuality. Boys are required to arrive by 0855 in time for registration/assembly etc. at 0900. Those arriving later should report to the member of staff at the Exeter Street gate (present until approx. 0915). If no member of staff is at the gate, students should report to Reception and sign in.

It is important for safety and safeguarding reasons that we know which students are on site and therefore, if a pupil leaves the school during the day for an approved reason, he is to sign out at Reception on leaving and back in on his return. There are different rules and procedures for students in the Sixth Form which are promulgated by the Sixth Form Office staff.

ASSESSMENT AND REPORTING

Parents receive data reports in the second halves of each term. In addition, *interim and daily reports* may be completed for students whose progress is causing concern. Parents Evenings take place in the second half of Term 1 for Year 7 students, and in the second half of Term 2 for Year 8 students.

BICYCLES

A large number of boys cycle to school and bicycles may be stored on the school site. Boys are responsible for the security of their bicycles which must be stored (preferably locked) in the bike sheds. Bicycles are not to be ridden on school grounds, however, and cycling helmets are compulsory for anyone wishing to cycle to school.

TRAVEL

On direct application from parents, Wiltshire Council will occasionally subsidise a bus pass. The Under-16 Transport application form letter required can be found in your information pack on MCAS.

FINANCIAL ASSISTANCE

Charitable funds may be available for families on low incomes who are seeking financial assistance. The school website contains further details:

<https://www.bishopwordsworths.org.uk/main-school/school-information-and-governance/financial-assistance/>

CONTACT WITH SCHOOL

The school actively encourages good communication between its staff, governors and the parents/guardians of its students. The school recognises that fostering a close working partnership between staff and parents is essential and that contact with the home is important for a boy's school performance. The principles underlying this relationship are set out below and in the Behaviour Policy. The Home School Liaison Policy is also relevant, particularly to parents of boys with Special Educational Needs.

Parents and the School

- When accepting a place at the school for their son, parents are asked to sign a formal acceptance electronically.
- Parents are kept regularly informed of their son's academic and pastoral progress.
- Extensive general information about the school is provided on the school website, including all school policies and the structure of school governance.
- Information on students; attendance, timetable, homework, reports (for Years 7 to 11) and behaviour can be accessed using MCAS.
- Other information to parents is communicated by post, by 'BWS Bromcom' (the email alert system) and occasionally via information sent home with the boys. All letters can be accessed on MCAS under 'School Letters'.

Regular Meetings

Parents are invited to a number of information evenings for students at important stages of their school careers.

Ad-hoc Contact

Parents are encouraged to contact their son's **Form Tutor**, **Head of Year** (tac@bishopwordsworths.org.uk) or **the Lower School Pastoral Support Officer** (kbs@bishopwordsworths.org.uk) concerning any matter relating to their son, on any weekday between 0830 and 1600, at any stage in the school year. When appropriate, some issues will be referred to the Head of Lower School (lcd@bishopwordsworths.org.uk). If there are concerns about the well-being or performance of a boy he/she may request that the parents come to school for a meeting. The school may also contact parents to discuss specific events related to school e.g. if a boy is taken ill in School or there is a material incident relating to behaviour.

Other School/Parent Interaction

- The school supports the Parents' Association in fund-raising activities.
- The school welcomes the active support of parents in sustaining the breadth of its extra-curricular programme.
- The school seeks the support of parents in organising external activities such as trial interviews.

- The school has fully developed complaints procedures: details are in the Complaints Policy on the website.
- Heads of School welcome any relevant information from parents concerning the well-being of their sons.
- Individual governors are attached to specific areas of School activity to provide a link between teachers, governors and parents.

Communication with Separated Parents

Separated parents with joint parental responsibility but living away from their son's normal place of residence are able to request a login for MCAS so that they can access their son's information including his attendance, timetable, homework and reports (Years 7-11). Please send any requests to ict@bishopwordsworths.org.uk

Additionally, they may sign up to the MCAS Payment Portal.

DRESS, APPEARANCE & EQUIPMENT

We believe that many people judge a school by the appearance of its students. For this reason we ask for parents' co-operation in ensuring the smart appearance of their sons. Earrings and other items of jewellery will not be worn at any time. *Those who do not conform to the rules concerning dress and appearance may be excluded from school.*

Years 7 – 11. The regulation uniform is as follows:

- Navy blue blazer with school crest.
- Plain grey or black trousers which must conform to the school's standard of smartness: jeans and corduroys are not allowed.
- Plain white, light grey or light blue shirt. Shirts must be tucked in and top buttons done up. Any T-shirt or vest that is worn beneath a shirt must not have any visible pattern or logo.
- school tie (note that special ties are awarded for various achievements).
- V-neck pullovers, if worn, must be plain grey or navy.
- Plain black or dark brown outdoor footwear of a conventional shape and style: trainers and related styles are not allowed; white or vivid coloured socks are not acceptable.
- Hair must be neat and tidy and of the boy's natural colour: unconventional styles and facial hair are not acceptable. Hair should be no longer than collar length unless tied back neatly.

Winter Dress

In cold or wet weather, topcoats, in addition to a blazer, are permitted. Coats with prominent logos or of unconventional colours and styles are not allowed. 'Hoodies' are unacceptable.

Summer Dress

When announced by the Headmaster, rules governing dress are modified as follows:

- Blazers must be worn to and from school and in assemblies, registrations and classes unless instructions are given to the contrary.
- Boys may remove their blazer and leave it in their locker or other safe place while they are at school. They must wear it when they travel to and from home.
- In very hot weather, boys will be told that they may leave their blazer at home and travel to and from school without it.
- At times when blazers are not worn, pullovers will not be worn.
- Ties will be worn at all times.

Smart Appearance at all Times. Whatever uniform boys are wearing, they are expected to present a smart appearance. Non-school specified items are unacceptable.

Protective Clothing. Each boy in Years 7, 8 and 9, and also those in Years 10 and 11 taking workshop courses, must have an apron for Art, Cookery and Design and Technology classes. All Science laboratories and DT workshops are fully equipped with plastic safety glasses for boys to wear.

Games Kit and Equipment. The following clothes are required for Games and PE:

Kit can be purchased from <https://directclothing.co.uk/collections/bishop-wordsworths-school>

- Navy PE shirt and shorts (separate rugby shorts are recommended) with the school crest.
- Two pairs of training shoes will be required - one suitable for gymnasium activities in the Sports Hall and the other to be used for outdoor activities such as running.
- Rugby jersey (School colours and blue, reversible)
- Rugby socks
- Plain white short PE socks
- Rugby boots
- Small kit-bag
- A navy tracksuit is desirable (with school crest or plain)
- House polo top (compulsory for sixth form only).

ALL GAMES KIT MUST BE CLEARLY LABELLED WITH YOUR SON'S NAME. On days when boys have Games and PE, they should come to school wearing their Games or PE kit. If students have a fixture or sports club at lunchtime on a non-Games day, they must still come to school in their uniform but bring their kit to change into before their activity. They can then remain in it for the afternoon. If students have training before school, they should come to school in kit, but change into uniform before lessons begin. If your son has training after school, he should come to school in uniform and change at the end of the day before his activity. PE kit should be taken home and not stored in school.

Buying Uniform. Many generic items of school uniform can be purchased from most High Street stores. Some school uniform may also be purchased from the Second Hand Uniform Shop which is situated in No 11 building in the cobbled courtyard. Please note that uniform is sold in scheduled sales and is not accessible for 'pop in' visits. Please visit <https://www.bwspa.org.uk/second-hand-uniform> or contact info@bwspa.org.uk and they will be able to advise on availability. New uniform may also be purchased online from the Direct Clothing website at <https://directclothing.co.uk/collections/bishop-wordsworths-school>.

Financial Assistance - Uniform. In certain cases, the school may arrange for assistance to help with the purchase of certain items of uniform. If your child is entitled to free school meals, then assistance can be provided to purchase school uniform. Please contact the Lower School Pastoral Support Officer for further information.

Stationery and Equipment. Books, stationery and equipment are generally provided by the school and great care and economy must be exercised in their use. Students are required to bring the following items to school:

- **A suitable sturdy bag** for carrying books.
- **Writing instruments:** including pen, ball point, pencil, rubber and ruler, *2B* pencil for art. Coloured pencils are best; felt tips are unsuitable.
- **Maths instruments:** including compasses and protractor.
- **A dictionary:** a good quality dictionary (not a children's dictionary) ideally with a built in thesaurus.
- **An atlas:** Oxford Student Atlases are recommended.
- **An apron:** for use in Art, Cookery and Design Technology classes to protect clothes.
- **Calculator:** at the start of Year 7, boys should have a scientific calculator. The Maths Department recommends the Casio FX83GTX.
- **Earphones** with a 3.5mm jack.

EDUCATIONAL VISITS

Throughout their school careers, students will take part in educational visits which sometimes return to school after normal school hours. Parents' cooperation by being at the designated place of return by the time students are due to arrive is greatly valued. Staff will make every effort to inform parents if there is an unavoidable delay, but unfortunately this is not always possible.

If parents are unable to meet the cost of any educational visit, they can contact the Finance Office (finance@bishopwordsworths.org.uk) as we may be able to help.

EMAIL/SCHOOL COMMUNICATIONS (MCAS)

The school regularly uses this system to send out letters to parents. Links to the most recent newsletters or important examination information is also sent out this way. Parents should therefore ensure that we have an up-to-date email address.

EMERGENCY CLOSURE OF THE SCHOOL

If the school has to be closed at short notice (normally in Salisbury only due to heavy snow), the BWS website and BWS Twitter feed will be updated with relevant information. In addition, parents will be notified by email as soon as possible and the local radio stations will broadcast details of schools affected.

EMERGENCY CONTACT

It is important that, in case of emergency, the school holds correct and up-to-date contact information for parents. Checking and amendment of contact details (i.e. phone numbers and email addresses) can be done through individual's MCAS accounts.

E-SAFETY

E-safety is an area which is continually changing and developing. In school, access to social media and personal blogs are blocked. We also have filters which prevent students viewing inappropriate material. However, every year students are upset by the use of email, text messages and comments on social media which are sent and posted using 4G and home wifi, and so it is very important that parents monitor their son's use of these media. It is essential that students use the correct privacy settings and keep password/s secure for their own safety. Additionally, any misuse or cases of cyber-bullying must be reported. A good source of information about e-safety is <https://www.thinkuknow.co.uk/>. This has plenty of advice for parents on the safe use of the Internet.

GOVERNORS & SCHOOL GOVERNANCE

Bishop Wordsworth's is an academy and subject to the Companies' Act: hence school governors are also directors under the Act. The website contains the list of governors, their CVs and responsibilities, the committee structure and membership, how the school is governed and minutes of Governing Body meetings.

HOMEWORK

Homework is a vital component of the learning process and we expect all boys to complete this. In Year 7 and Year 8, a timetable is made out at the start of the school year showing which subjects have to be studied on each evening. Homework instructions will be uploaded by teachers onto student's Microsoft Teams account. The Homework Policy is on the website.

LEARNING SUPPORT

The SENCo is Mrs Steph Paden. Mrs Paden can be contacted during school hours for more information at smp@bishopwordsworths.org.uk.

LOST PROPERTY

Parents are asked to ensure that **all school uniform and all personal property is clearly labelled**. All personal belongings are the responsibility of the boys and should always be kept in lockers and not left in form rooms or corridors etc. ***Lost property can be returned to boys if it is named, however unnamed property is disposed of to a charity after a period of time.*** We are unable to hold on to a large volume of lost property.

LUNCHES

We hope that all boys will either buy a meal in the Dining Hall or snack shacks or bring a healthy packed lunch. The quality and variety of the cooked food is excellent and we hope students will try this. A complete, balanced two-course meal is available from the Dining Hall each day; the menu can be viewed on the school website.

Lunches are served on a cafeteria system, each boy paying for the items he selects using our cashless catering system (cash is not accepted). The system relies on students' biometric data (thumbprint), or a PIN if preferred, so there is no need for students to carry a card. Parents can add money to their son's cashless catering account using MCAS. The BromCom Payment Portal can be accessed directly from individual's MCAS account. If parents believe their son is entitled to free school meals, please contact Mrs Sarah Hayward (Student Information Officer) via email (sah@bishopwordsworths.org.uk) and request an application form.

MEDICAL

Unwell at School

Boys who are unwell should report to a teacher who will then send them to Reception. Reception staff will complete a medical record book and contact parents and/or emergency services, as appropriate. If a boy recuperates, he will return to lessons; otherwise arrangements will be made for him to be allowed to go home.

Medication

Very few medicines need to be taken during normal school hours and in most cases the appropriate dosage of medicine when prescribed to be taken “three times a day” can be given before school, after school and at night. The same principle can also be applied to medication such as creams/drops for conjunctivitis etc. However, boys who carry EpiPens, inhalers or other vital medication should keep a duplicate at Reception, clearly labelled and within expiry date (maintenance of in-date medication is a parental responsibility).

Medication to be Taken During School Hours

The school must be notified in writing if any prescription or non-prescription medicines have to be taken by boys during school hours, including dosage amounts and timings and for how long it is to be administered. There are procedures for safeguarding and issuing such medicines at the school at Paragraph 22 of the Home School Liaison Policy.

Notifiable Diseases

If at any time students have head lice, or a notifiable disease, the school must be informed immediately. (See the link for details: <http://www.patient.co.uk/doctor/Notifiable-Diseases>)

MOBILE PHONES AND OTHER SIMILAR PERSONAL PROPERTY

Boys in Years 7 – 11 should have their phones and other electronic devices ***switched off and out of sight at all times*** whilst they are on school premises. Occasionally staff may permit the use of a mobile phone in a lesson. Phones should be switched off again and placed out of sight once the lesson is over. Personal equipment, including mobile phones, used inappropriately or at inappropriate times may be confiscated by any member of staff and only returned at a time agreed by the member of staff. Misuse of a mobile telephone may lead to its confiscation, parents being informed and the imposition of sanctions, including exclusion from school. School rules for use of mobile phones can be found in the Behaviour & Discipline Policy. Finally, all personal property remains the responsibility of the boy at all times.

Security

Year 7 are assigned a locker and have the opportunity to purchase a school padlock for £8 on MCAS (under ‘Online Payments’). Nevertheless, all valuables and money are brought into school at the owner’s risk and the school can accept no responsibility for their safety. This includes mobile phones. During PE/games sessions, *valuables and money should be deposited with a PE teacher and **not left in the changing rooms.***

MUSIC LESSONS

Bishop Wordsworth's School has a very active Music Department with a reputation for high standards both locally and throughout the South of England. There are many music groups which meet regularly and participate in a great variety of musical events in and out of school. We actively encourage all new boys to be involved in musical activities. Boys are very welcome to begin learning a new instrument or perhaps take up a second instrument. External teachers are used and therefore lessons must be paid for termly in advance. A term’s notice is required to cease lessons. Charitable funds may be available for families who find it hard to meet these expenses. Please contact the Finance Office via email (finance@bishopwordsworths.org.uk).

PARENTS’ ASSOCIATION (BWSPA)

All parents of boys currently attending the school are members of the Parents' Association. The objective of the Association is to advance the education of students in the school. In furtherance of this objective, the Association may:

- Develop more extended relationships between the staff, parents and others associated with the school.
- Engage in activities which support the school and advance the education of the students attending it.

The Parents' Fund is administered solely by the Parents' Association. The Association organises a variety of events each year and the Annual General Meeting is usually held early in November. Our Parents' Association is strong and active and it is hoped that parents will join its activities.

PASTORAL ORGANISATION

For all purposes the school is divided into three sections:

Lower School	Mrs L Drummond (Head of Lower School), Mrs T Collingridge (Assistant Head of Lower School), Mrs K Bazire-Smith (Lower School Pastoral Officer), and the tutors of Years 7-8.
Middle School	Mrs M Jenner (Head of Middle School), Mr H Joyce (Assistant Head of Middle School), Mr B Denham (Assistant Head of Middle School), Mrs E Jacobs (Middle School Pastoral Officer), and the tutors of Years 9-11.
Sixth Form	Ms Z Lambard (Head of Sixth Form), Mr H Morton (Assistant Head of Sixth Form), Miss N Mesnard (Assistant Head of Sixth Form), Mrs S Stoneham (Sixth Form Pastoral Officer), and the mentors of Year 12-13.

We understand that as students grow older, the increasing complexity of their lives makes it particularly important that family and school should work together. As our Home-School Partnership Agreement states, we attach great importance to keeping in close touch with parents. Co-operation between school and home is vital if we are to do the best for our pupils. We aim to deal sensitively with all pupils, regardless of home background and all information will be treated in confidence as far as is practicable. It will, therefore, greatly assist us if we are kept fully informed of any changes in family circumstances. Unless informed or requested to the contrary, the school will send all communications with parents (reports, invitations to parents' evenings and other school functions, notices of athletic and other events etc.) to the primary email address held on file.

POLICIES

All policies are on the school website. Parents are urged to look at the policy list and read those which are relevant to them or their sons. In particular, parents are advised to read the Home School Liaison Policy and also the Behaviour and Discipline Policies.

QUESTIONNAIRES

Parent questionnaires are issued electronically on a biennial basis. Pupil questionnaires are also issued to those in Years 7, 10 and 12. Findings are discussed by senior staff and governors and are used to assist with planning.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Religious Education is taught throughout the school and is based on the Wiltshire Locally Agreed Syllabus. All boys take GCSE RS in Years 10 and 11. It can also be studied at A Level.

A whole school assembly takes place every week with the Headmaster; on another day the boys will attend assembly with the Head of School. On a third day, all boys in Years 7 – 11 attend a year group act of worship in the Chapel with their tutor and once a month will attend a House Assembly. There is a monthly Cathedral service for the whole school. *We hope that all pupils will attend all acts of collective worship but, if parents wish, they may withdraw their sons. Please contact the Headmaster to discuss this arrangement.* A special Eucharist for the whole school is celebrated in the Cathedral during the spring term. Parents are most welcome to attend any of these services.

PRAYER ROOMS

If a student would like to access a prayer room at any time of the day, he should let the Lower School Office know and we will do our best to accommodate his wishes.

BISHOP WORDSWORTH'S SCHOOL TERMS AND HOLIDAYS 2024-2025

AUTUMN 2024

First half of term begins	Monday 2 September 2024 – <i>Staff Training Day</i> <i>Year 12</i>
	Tuesday 3 September 2024 <i>Year 12</i>
	Wednesday 4 September 2024 <i>Year 7</i> <i>Year 9 (am only)</i>
	Thursday 5 September 2024 <i>Whole School</i>
	Friday 27 September 2024 – <i>Staff Training & Y12 Study Skills Day</i>
First half of term ends	Thursday 24 October 2024 Friday 25 October 2024 – <i>Staff Training Day</i>

Half term break

25 October – 3 November 2024 inclusive

Second half of term begins Monday 4 November 2024

Second half of term ends Friday 13 December 2024

Christmas break

14 December 2024 – 5 January 2025 inclusive

SPRING 2025

First half of term begins Monday 6 January 2025

First half of term ends Thursday 13 February 2025 (*for all pupils except Y12*)

Friday 14 February 2025 – *Staff Training & Y12 Higher Education Day*

Half term break

14 February – 23 February 2025 inclusive

Second half of term begins Monday 24 February 2025

Second half of term ends Friday 4 April 2025

Easter break

5 April – 21 April 2025 inclusive

SUMMER 2025

First half of term begins Tuesday 22 April 2025

First half of term ends Friday 23 May 2025

Half term break

24 May – 2 June 2025 inclusive

Monday 2 June 2025 – *Staff Training Day*

(The School will be open for External Examinations on 2 June)

Second half of term begins Tuesday 3 June 2025

Second half of term ends Friday 11 July 2025

BANK HOLIDAYS

Christmas Day	25 December	Easter Monday	21 April
Boxing Day	26 December	May Day	5 May
New Year's Day	1 January	Spring Holiday	26 May
Good Friday	18 April	Summer Holiday	25 August

NOTES: Five of the days are to be used for Staff Training. These will be as follows:

- 1. Monday 2 September**
- 2. Friday 27 September**
- 3. Friday 25 October (Y12 Study Skills Day)**
- 4. Friday 14 February (HE Day for Y12)**
- 5. Monday 2 June**

The School Day. The length of the taught week is 25 hours. The official hours of opening are 8.55am to 3.50pm.

Arrival & Registration. Boys must arrive at school by 8.55am in time for assembly and registration, but not before 0800 am unless they have prior permission from the Head of School. During the day timings are as follows:

Lower and Middle School		
8.55am	BELL	Boys to assembly or registration in tutorial rooms
9.00am	BELL	Assemblies or Tutorial Time
9.25am	REGISTRATION / ASSEMBLIES END	

Late Arrival. Boys arriving late (after 8.55am bell) have their names recorded in the Registration Late Book and go to tutorial or assembly, except when their form is in the Chapel; then they go to the waiting area outside the Library. *Boys arriving after 9.15am must report to Reception to sign in.*

Boys Leaving School During the School Day. If your son needs to leave the site for any reason e.g. a dental appointment or music exam, our Attendance officer must be notified (attendance@bishopwordsworths.org.uk). Boys must also ensure they sign out at Reception on departure. Separate arrangements apply for Sixth Formers.

Periods

Session	Start	Finish
<i>Registration/Tutorial</i>	9.00	9.25
Period 1	9.30	10.00
Period 2	10.00	10.30
<i>Break</i>	10.30	10.50*
Period 3	10.50	11.20
Period 4	11.20	11.50
<i>Change Over</i>	11.50	11.55
Period 5	11.55	12.25
Period 6	12.25	12.55
<i>Lunch</i>	12.55	1.45*
Period 7	1.45	2.15
Period 8	2.15	2.45
<i>Change Over</i>	2.45	2.50
Period 9	2.50	3.20
Period 10	3.20	3.50

*with warning bells at 8.55, 10.45 and 1.40

Departure. Classes end at 3.50pm every day. All boys must leave the site by 4.00pm unless they are under staff supervision. Boys can stay to homework club in IT2 with prior arrangement with the Head of Lower/Middle School. Choir practices, meetings of societies, games, play rehearsals and similar activities are held at various times in the lunch hour, after school and at weekends. Clubs and societies are listed on the School website.

WEBSITE & TWITTER

There is a wealth of information on our website at <https://www.bishopwordsworths.org.uk/> where you will find a link to our Twitter feed. This is regularly updated with school related news.