



WINDERMERE  
SCHOOL  
FOUNDED 1863

# SENIOR SCHOOL HANDBOOK

*2024-25*

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# 1.WELCOME



A very warm welcome to Windermere School. We are a school that is as unique and all-encompassing as our idyllic location on the banks of England's largest lake, at the very heart of this UNESCO World Heritage site.

Place only makes up one element of what makes our school so special, of equal importance is people. We are a family as much as we are a school, a home away from home for many of our pupils and we achieve this because we care. We have the capacity to care about every one of our pupils because of our size.

Small class sizes and dedicated staff that offer wrap-around care throughout the school year ensures that when parents

choose Windermere School they do so safe in the knowledge that their children will be learning and living in a place of comfort, security and belonging.

The final element that makes us such a special place to live and learn is our curriculum and the experiences we provide. In everything we do we seek to challenge and inspire, to find that real depth of learning that we know exists just beyond the edge of our comfort zones. Whether it be in our classrooms, on the mountains, out on the lake or taking on an opposition team on the sports pitch, our pupils embrace and look forward to those challenges; driven to succeed, whilst confident enough to try and potentially fail, and always looking to learn whatever the outcome.

Our pupils are encouraged to have the confidence and resilience to stand up for what is right and a desire to reach out to others. This balance of confidence and compassion is not on any syllabus, yet it is central to everything we do.

It is a rare privilege to be part of a school with Windermere's history and potential and I am delighted to welcome you and your family to our school family.

Hopefully this information will answer many of your questions as you join us, but if you require any further information, then do not hesitate to contact us.

Frank Thompson  
**Head of Windermere School**

## 2. STAFF LIST

Email addresses for all teaching staff are their initials and surname [@windermerschool.co.uk](mailto:initials@windermerschool.co.uk). For example, Mrs Lisa Cooke is [lcooke@windermerschool.co.uk](mailto:lcooke@windermerschool.co.uk)

<b>Leadership</b>	Head	Mr Frank Thompson
	Head of Infant & Junior School	Mrs Jenny Davies
	Bursar	Mr Richard Hennah
	Deputy Head	Mrs Lynn Moses
<b>Pastoral</b>	Head of Safeguarding & Wellbeing	Mrs Sue Brown
	School Nurse	Mrs Rachel Ambler-Sergeant
	Head of Lower School	Mrs Lisa Cooke
	Head of Middle School	Mrs Deborah Dalzell
	Head of Sixth Form	Mrs Elizabeth Murphy
<b>Maths</b>	Head of Faculty	Mr John Western
	Mathematics	Ms Katherine Joss
	Mathematics	Mrs Lynn Moses
	Mathematics	Ms Jo McElroy
	Mathematics	Mrs Sarah Wilson
<b>English</b>	Head of Faculty	Ms Aimee Coombs
	English (Maternity Cover)	Mrs Helena Rand (Ms Rachel Gale)
	English	Mrs Elizabeth Murphy
	English	Miss Heather McClelland
	English	Mrs Nancy Dyson
	English (Fixed Term)	Mr Mark Crook
	Head of EAL	Mrs Christiane Gruber
<b>Science</b>	Head of Faculty, Chemistry	Mrs Kate Bethell
	Biology, Chemistry	Mrs Claire Holmes
	Biology	Dr Julian Masters
	Physics	Ms Heather Thexton
	Biology	Mr Paul Taylor
	Food & Nutrition	Mrs Jane Kirkpatrick
	Technical Support	Mrs Simone Backhouse
	Technical Support	Dr Nick Stephens
<b>Languages</b>	Head of Faculty, French, Italian	Miss Claire Hubner
	French, Spanish	Mrs Deborah Dalzell
	French, Spanish	Mrs Valerie Bruce
	Spanish, Russian	Mrs Elena Sinclair
<b>Humanities</b>	Head of Faculty, History	Mr Ryan Hill
	Geography	Mr Graham Cooke
	History, PHSE	Mrs Lisa Cooke
	Business Studies	Mrs Theresa Murray
	Business Studies	Mrs Elizabeth Young
	Business Studies	Ms Preeti Golhar
	Economics, TOK	Mr David Otunnu
	Geography, Economics	Mrs Ellie Vermeulen
	ICT	Mr Tony Ridal
	Computer Science	Ms Julie King

<b>PE</b>	Head of Department	Ms Megan Ellery
	PE	Mr Craig Foster
	PE	Mrs Claire Davies
	PE	Miss Zoe Alcock
<b>Creative Arts</b>	Head of Art	Ms Claire Lester
	Head of Music	Mrs Janet McCallum Hartley
	Head of Drama	Mrs Naomi Nield
<b>Adventure</b>	Head of Outdoor Education/EVC	Mr Paul Platt
	Director of Performance Sailing	Mr Chris Brooks
	Outdoor Instructor	Mr Matt Reedy
	Outdoor Instructor	Mrs Fiona Roberts
	Visiting Outdoor Instructor	Mr Andy Monk
<b>SEND</b>	Head of Learning Support	Mrs Wendy Fitton
	Teaching Assistant	Mrs Pam Bell
	Teaching Assistant	Mrs Amanda Danford
	Teaching Assistant	Mr Mark Winter
<b>Boarding</b>	Head of Boarding & Westmorland Houseparent	Mrs Melanie Monk
	Langdale Houseparent	Mr Mark Winter
	Westmorland Assistant Houseparent	Mrs Janet McCallum Hartley
	Langdale Assistant Houseparent	Miss Zoe Alcock
	Westmorland Resident Tutor	Mr John Western
	Westmorland Resident Tutor	Mr Ryan Hill
	Langdale Matron	Ms Rose Meyer
<b>Academics</b>	Curriculum	Dr Julian Masters
	Examinations Officer	Mrs Ellie Vermeulen
	IBDP	Mrs Elizabeth Murphy
	IBCP, Careers, BTEC, Work Exp.	Mrs Theresa Murray
<b>Enrichment</b>	CAS & Service Learning	Mrs Clare Holmes
	Round Square	Mrs Clare Holmes
	Charities Coordinator	Mrs Clare Holmes
<b>Support</b>	Head's PA	Ms Aukje Noorman
	School Secretary & Deputy Head's PA	Mrs Sue Dougherty
	HR & Administration Assistant	Ms Joanne de Vries
	Head of Marketing & Communications	Mrs Bethany O'Flaherty
	Head of Admissions & Recruitment	Mrs Adina Hennah
	Marketing Officer	Miss Bronwyn Visser
	Admissions Officer	Mrs Marion Ahmed
	Accounts Manager	Mrs Tracey Barber
	Accounts Assistant	Mrs Helen White
	Management Accountant	Mrs Sue Heron
	General Services Manager	Mr Nevil Jeffery
	Head Chef, Senior School	Ms Sarah Aston
	Maintenance	Mr Rob Dewhurst
	Maintenance	Mr Toby Cain
	SIMS & Data Manager	Mr Tony Ridal
	Head of Summer School	Mr John Lightburn
	Transport Manager	Mr Andy Cowell

	General Service Manager's PA	Ms Lenka Novotna
<b>Visiting Teachers</b>	Speech & Drama	Mr Chris Jones
	Football & Golf	Mr Matt Harris
	Tennis	Mr Gary Weatherburn
<b>Visiting Music Teachers</b>	Violin	Dr Pamela Redman
	Piano	Mr David Battersby
	Brass/Piano	Mrs Stella Crompton
	Jazz Piano	Mr Richard Gray
	Cello	Ms Iris Renner
	Saxophone/Clarinet	Mrs Janet Hindle
	Piano/Organ	Mr Ian Pattinson
	Harp/Piano	Mrs AnnaKate Pearson
	Guitar	Mr Frank Perkins
	Percussion	Mr Kevin Sharkey
	Singing/Piano	Mrs Kate Thomas
	Singing	Ms Natalia Burt-Jones
<b>Tutors</b>		
<b>Lower School</b>	Year 7	Mrs Valerie Bruce
	Year 7	Miss Clare Hubner
	Year 7	Miss Zoe Alcock
	Year 8	Mr Ryan Hill
	Year 8	Mrs Janet McCallum
	Year 8	Mrs Claire Holmes
	Year 9	Mrs Elena Sinclair
	Year 9	Mrs Christiane Gruber
	Year 9	Mr Craig Foster
<b>Middle School</b>	10-11	Ms Rachel Gale (Mrs Helena Rand)
	10-11	Mrs Kate Bethell
	10-11	Ms Claire Lester
	10-11	Ms Megan Ellery
	10-11	Mrs Naomi Nield
	10-11	Ms Heather Thexton
	10-11	Mrs Claire Davies
	10-11	Ms Julie King
<b>Sixth Form</b>	12-13	Mr John Western
	12-13	Mrs Theresa Murray
	12-13	Mr Paul Taylor
	12-13	Mr David Otunnu
	12-13	Mr Mark Crook/Ms Aimee Coombs
	12-13	Ms Heather McClelland

### 3. GOVERNING BODY

The Chair of the Board can be contacted at [chair@windermereschool.co.uk](mailto:chair@windermereschool.co.uk)



**Peter Hogan**  
Chair



**Michael Hunter**  
Finance & General Purposes



**Jonathan Brewster**  
Safeguarding, Equality & Inclusion



**Holly Nelson**  
Company Secretary



**Leo Houlding**  
Adventure



**Paul Scott**  
Marketing, Admissions & Development



## 4. THE FRIENDS OF WINDERMERE SCHOOL

The Friends are a group of active parents who help sustain Windermere School's strong sense of community and assist in raising funds and running events for the benefit of the school and its pupils.

Parents are a fundamental part of life at Windermere School and meet termly. The committee comprises of one parent Form Coordinator for each year group, a Chairman, Treasurer, Secretary and many other parent volunteers from the school.

The events and social activities organised by The Friends are intended to create a friendly and welcoming social community for the benefit of parents, pupils, and staff which helps to highlight and support the family atmosphere of our school.

Funding is provided for projects which would normally fall outside of the schools' budget, and which enhance the educational and recreational experience across year groups. The distribution of the funds raised through events is decided at termly event meetings before being approved by the Head.

Past projects include the funding of forest school equipment, shelters for the Astroturf, computer room, canopies at the Junior School, science equipment, learning support games, an additional pottery wheel for the art studio, a tennis ball machine, a sound system and lighting for Crampton Hall, and boats for the school's private watersports centre, Hodge Howe.

The Friends of Windermere School committee always welcomes new members; please let your Form Coordinator know if you are wishing to find out more information or interested in joining.

Would can find out more about the Friends of Windermere School on our [website](#).





## 5. PASTORAL CARE



Mrs Sue Brown is our Head of Safeguarding & Wellbeing and is a trained nurse, specialising in intensive and coronary care.

Mrs Brown is our Designated Safeguarding Lead (DSL) and manages a team of other DSL's and those trained in Advanced Safeguarding.

All staff in the school have a special responsibility for child protection, and our trained DSLs are highlighted on posters around the school so children are aware of exactly who they are and who they can go to at all times.

### Heads of Section



**Mrs Lisa Cooke**  
Lower School



**Mrs Deborah Dalzell**  
Middle School



**Mrs Elizabeth Murphy**  
Sixth Form

The Heads of Section oversee the pastoral work of the tutor team and support individual pupils with all aspects of school life.

Mrs Cooke is a teacher of both Geography and History, as well as being the Head of Lower School, responsible for overseeing Years 7 to 9 and managing the transition process from our Junior School, Elleray. Having been at Windermere School for many years, Mrs Cooke has worked across both the Junior and Senior School. Her twin boys attended Windermere School from 18 months old until they graduated from Sixth Form at 18 years old. Her husband, Mr Cooke, is one of our Geography teachers and Adventure Leaders. She has the most beautifully decorated classroom and is very passionate about every child at our school.

Mrs Dalzell has been working at Windermere for "many, many years!", both in her capacity as Languages' teacher and pastoral leader. Both her boys went through school and she was the Housemistress of the girls' boarding house, for several years. She describes Windermere as being in her blood!

Mrs Murphy completes the team, working with students in the all-important Sixth Form years. She teaches English and also coordinates the International Baccalaureate Diploma Programme. She has various experience working with secondary school pupils, including teaching in Europe for a number of years. She is an advocate for international education and is passionate about all things IB!

## 6. SAFEGUARDING & WELLBEING

### Online Safety

Navigating the ever-changing world of online safety is a constant challenge and to support both parents, pupils and staff, Windermere School has invested in the [National Online Safety platform](#), an award-winning provider of online safety e-learning. The platform gives access to many different courses and resources and parents will receive a link in due course which will allow them to register and engage with the service.

### Wellbeing Room

Our Wellbeing Room is situated in the heart of the school, and has glorious view of the Lake District country side. It not only houses the Head of Safeguarding & Wellbeing, but has the School Nurse close by, ensuring that there is always help at hand. When necessary, the Wellbeing Room is made a private space so the pupils feel safe to talk about whatever is worrying them.

The Wellbeing Room is a peaceful place within the school where pupils can come and take some time out, pause and reflect. Pupils might come with a friend just to have some quiet time during breaks in lessons, but the space is also used for pupil support from both inside the school, and out.

### External Sources of Support

- **kooth.com:** An online mental wellbeing community. Provides free, anonymous, confidential online counselling as well as articles and discussion boards.
- **The Hub of Hope:** An app that gives details of local support and advice on areas such as depression, anxiety, eating disorders and self-harm.
- **NSPCC (for advice regarding child abuse):** 0808 800 5000 or [www.NSPCC.org.uk](http://www.NSPCC.org.uk)
- **NSPCC (for victims of sexual abuse in schools):** 0800 136 663
- **Childline (for advice on any issue or problem):** 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk)
- **Children's Commissioner (responsible for children's rights):** 020 7783 83
- **Papyrus:** <http://papyrus-uk.org>

### Who can you speak to outside school?



#### Independent Listener

The boarding house has an Independent Person called Sue Hanisch. The Independent Person is not connected to the boarding house or the school and can be contacted with any worries or concerns that you feel you cannot raise at school.

To contact Sue please telephone: 07711 276270

## 7. SCHOOL NURSE



Mrs Rachel Ambler-Sergeant is a qualified nurse, having been a paediatric nurse for 12 years, including working at the world-famous Great Ormond Street in London. Mrs Ambler- Sergeant opens the medical room on Tuesday, Wednesdays and Thursday and is able to assist and support any child who is not feeling well or talk through longer term health conditions or concerns.

As a parent to three young children, Mrs Ambler-Sergeant understands the importance of supporting pupils through all of their health care needs in and around the education setting. She demonstrates professional yet empathetic care to all and is an eloquent advocate for the children at Windermere School.

Parents can contact Mrs Ambler-Sergeant for advice for their child [rambler@windermereschool.co.uk](mailto:rambler@windermereschool.co.uk).

### **Minor injuries and feeling unwell**

The School Nurse is located on the main Senior School corridor and works Tuesday - Thursday 08.30-16.00. Outside these times, please go to Reception so you can be directed toward the most appropriate person.

### **First Aid**

If you have an accident or witness one, keep calm and inform the nearest member of staff. The member of staff will contact the main office who will identify where the nearest first aid kit is and send a first aider to the location. The school has defibrillators and asthma kits if required.

### **Medicines**

All medicines, whenever they are brought into school must be declared to the School Nurse or if a boarder arriving when the medical centre is closed, the Houseparent. Dependent on your age and type of medication, a decision will be made if it needs handing in and dispensed to you, or if you can take it yourself.

### **Immunisations**

The school aged immunisation team visit the school periodically to administer the relevant vaccines according to your age and the Government immunisation programme. For more information, please contact the school nurse.

### **Care Plans**

A care plan is a document that outlines how the school will support a pupil with a long-term condition such as asthma, diabetes or epilepsy. Care plans can also be put in place for short term medical conditions and illnesses. The School Nurse will lead on the care plan, working with healthcare providers, parents and the pupil to write the plan and ensuring school staff know how best to support the individual in school.

## 8. SEND



Mrs Fitton leads on all aspects of Special Education Needs and Disability (SEND) at Windermere School. This includes overseeing the day-to-day provision, making referrals to and working with external agencies and completing standardised assessment for exam access arrangements. Mrs Fitton works closely with the Heads of Section, Mrs Brown, tutors, teachers and Mrs Cooper at the Junior School.

Mrs Fitton is a qualified specialist teacher with a MA in Education, Post Graduate Advanced Diploma in Language and Literacy, Cert Ed, and is an associate member of British Psychological Society.

### **The Learning Support Department**

The department runs as an independent department within Windermere School. It has its own dedicated classroom and 5 individual teaching rooms which are also used during exam times to accommodate those pupils with exam access arrangements. Pupils have access to a team of dedicated specialists who can support pupils both within and outside the classroom.

The Learning Support Department works with pupils on individualised/small group programmes to help fulfil their potential and create confident and lifelong learners in collaboration with all departments across Windermere School.

At lunchtimes, the department runs social activities which include art and craft, Lego and support with prep.

All Year 7 pupils complete a baseline assessment during the first half term. The assessments used are:

- Access Reading Test,
- Access Maths Test,
- Detailed Assessment of Handwriting,
- WIAT-III-UK Spelling subtest.

Alongside these assessments they also complete the Cogitative Abilities Test 4 to establish their underlying ability.

### **Access Arrangements for Examinations**

Access arrangements are awarded to remove the barriers to pupils achieving their true potential in their GCSE/IB examinations. They are provided for candidates with cognition and learning difficulties, medical, physical disability, sensory needs. There are strict regulations (JCQ/IB) surrounding the assessment, evidence and provision of access arrangements. Any arrangement awarded must be the pupil's normal way of working within the school in the classroom, tests and school exams. Mrs Fitton completes the standardised assessment for cognition and learning, this takes place in Year 9-10 for GCSE and at the start of Year 13 for IB.

## 9. TERM DATES 2024-25

### Autumn Term 2024

	Wednesday 28 August	14.00 - 20.00	Boarders Travel Day (Return)
<b>Start of Term</b>	Thursday 29 August	08.25	Lessons begin
<b>Half-term (2 weeks)</b>	Friday 18 October	16.05	Lessons end
	Saturday 19 October	7.00 - 12.00	Boarders Travel Day
	Sunday 3 November	14.00 - 20.00	Boarders Travel Day (Return)
	Monday 4 November	08.25	Lessons begin
<b>End of Term</b>	Wednesday 18 December		Lessons end/Carol Service Students may go home with their parents after the Carol Service TBC
	Thursday 19 December	07.00 - 12.00	Boarders Travel Day

### Spring Term 2025

	Tuesday 7 January	14.00 - 20.00	Boarders Travel Day (Return)
<b>Start of Term</b>	Wednesday 8 January	08.25	Lessons begin
<b>Half Term</b>	Friday 14 February	16.05	Lessons End
	Saturday 15 February	07.00 - 12.00	Boarders Travel Day
	Sunday 23 February	14.00 - 20.00	Boarders Travel Day (Return)
	Monday 24 February	08.25	Lessons begin
<b>End of term</b>	Friday 4 April	16.05	Lessons end
	Saturday 5 April	07.00 - 12.00	Boarders Travel Day

### Summer Term 2025

	Tuesday 22 April	14.00 - 20.00	Boarders Travel Day (Return)
<b>Start of Term</b>	Wednesday 23 April	08.25	Lessons begin
	Monday 5 May		Bank Holiday (Non teaching day, IB examinations will run)
<b>Half Term</b>	Friday 23 May	16.05	Lessons End
	Friday 23 May		Year 13 Graduation & Leavers Ball
	Saturday 24 May	07.00 - 12.00	Boarders Travel Day
	Sunday 1 June	14.00 - 20.00	Boarders Travel Day (Return)
	Monday 2 June	08.25	Lessons Begin
	Monday 23 June		Year 11 Prom TBC
	Saturday 21 June		Senior School Prize Day TBC
	Tuesday 24 June		Sports Day TBC
<b>End of Term</b>	Thursday 26 June	10.00	Infant & Junior School Prize Day
		12.00	Senior School Lessons End
	Friday 27 June	07.00 - 12.00	Boarders Travel Day
	Sunday 6 July	09.30	IB Results Day

## 10. COMMUNICATION

### Parent App

The SIMS Parent App is a hub for communication from the school including letters, reports and information about activities. When a student starts at Windermere School, an email is automatically sent to parents to register for the App from [noreply@sims.co.uk](mailto:noreply@sims.co.uk). The email will contain instructions on how to download and how to use the Parents' App. If you do not receive a message, please check your spam folders. If you do not receive the link, please inform your child's tutor, who can organise for the link to be resent.

### School Calendar (SOCS)

The [school calendar](#) is a live document that parents can use to see upcoming school events. A team of staff review the calendar each week and we do our very best to keep it up to date and accurate.

### Whole School Newsletter

A whole school newsletter is published every other Friday during term time. This is the perfect place for finding our latest school stories, checking dates for upcoming events and learning of our success.

### Timings of the School Day *(subject to change)*

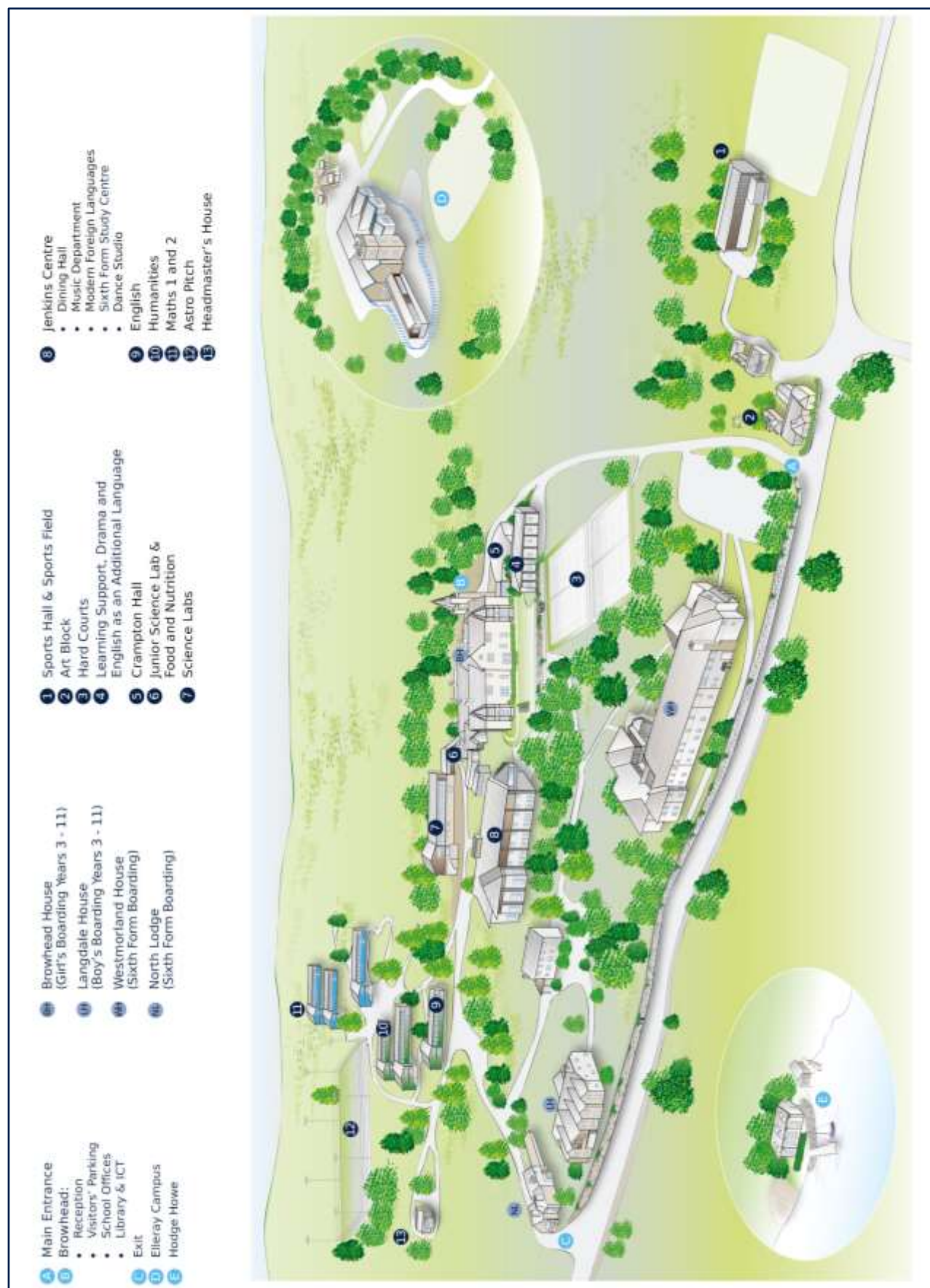
Registration or Reflection	08.25 - 08.45
Period 1	08.45 - 09.40
Period 2	09.45 - 10.40
Morning Break	10.40 - 11.00
Period 3	11.00 - 11.55
Period 4	12.00 - 12.55
Period 4a - <i>Sixth Form Only</i>	12.55 - 13.20
Lunch Break	12.55 - 13.55
Registration	13.55 - 14.05
Period 5	14.10 - 15.05
Period 6	15.10 - 16.05
Afternoon Break	16.05 - 16.20
Activity Session	16.20 - 17.20
Buses Depart	17.30



## 11. REPORTING ABSENCE

<b>Sickness and Absence</b>	<p>If your child is unwell or unable to attend school, please inform the school before 08.30 in one of the following ways;</p> <p><b>Telephone</b> - 015394 46164  <b>Email</b> - <a href="mailto:absence@windermereschool.co.uk">absence@windermereschool.co.uk</a>  <b>Email the tutor of your child</b></p>
<b>Medical Appointments</b>	<p>For example: Doctor, Dentist, Optician</p> <p><b>Please email the tutor of your child</b></p>
<b>Planned Absence in Term Time</b>	<p>Please complete the Absence in Term Time form which is available from the school office.</p> <p>This form should be used for all absence during term time other than sickness and medical appointments.</p> <p>Windermere School follows Department for Education (DfE) guidance on school attendance. You must apply for permission in advance and the request for leave must come from a parent or guardian. All applications will be reviewed in line with DfE guidance and coded as either authorised or unauthorised.</p> <p>There are a limited number of reasons why absence can be authorised, these include religious observance, taking part in a sporting event, an interview at another educational establishment or other exceptional circumstances. Other reasons, including holidays in term time will be considered unauthorised. Overall attendance figures are reviewed at regular points during the academic year.</p>
<b>Sixth Form University Visits</b>	<p>If a Sixth Form student requires permission to visit a University, the University request form must be completed and sent to Mrs Murphy: <a href="mailto:emurphy@winderemere-school.co.uk">emurphy@winderemere-school.co.uk</a>. The form is available on the Sixth Form Teams or from Mrs Murphy.</p>

## 12. MAP



## 13. ACADEMIC LEARNING

### **Deputy Head Academic**

Mrs Lynn Moses leads on all the Teaching and Learning at Windermere School. She teaches Mathematics and is an International Baccalaureate Examiner. She has been at the school since 2010 and has held a number of senior positions including Head of Sixth Form and IB Coordinator, Director of Student Pathways, Deputy Head Pastoral and is a Designated Safeguarding Lead. Prior to joining Windermere School, she taught in international schools in Thailand and Spain, and state schools in the UK. Two of her children successfully completed their GCSEs and IB Diploma at Windermere School.

### **Academic Challenge**

At Windermere School we believe pupils should strive to do their best in every aspect of life. We encourage hard work and self-belief by inspiring and challenging them to learn about their strengths and weaknesses in a variety of settings. With time and practice they will grow and develop, discovering more about themselves, and improving their knowledge and skills.

### **Expectation**

It is each pupil's responsibility to come suitably prepared for every lesson or activity. This means coming to school mentally prepared, being attentive and engaged in the lesson or activity, and endeavouring to complete each task set to the best of their ability. This also includes completing any background reading or prep on time, being punctual and arriving appropriately equipped or dressed for the relevant experience. Every pupil starts each year by agreeing to a clear set of School Expectations which helps create an effective teaching and learning environment, where everyone has the opportunity to feel safe and thrive.

### **Prep**

The amount of prep a pupil will be given will vary by age and subject. Pupils will have compulsory prep in several subjects each evening, as well as optional enrichment tasks in other subjects. In Year 7-9, a pupil will be expected to do one to two 25-minute preps each weekday evening, plus recommended reading or optional enrichment activities. Older pupils will be expected to spend more time engaging in ability-related preps and assignments, especially within exam-based subjects. Each individual is expected to do this to the best of their ability, and take time and care over their work.

A range of extension opportunities and activities are also available to self-select within the Sharpe Programme Team. For pupils not involved in afterschool activities, who take the school bus home or cannot be collected at 4.10pm, we provide a prep session between 4.20pm and 5.20pm. Additional prep time is available for boarders in the boarding houses, as it is for day pupils at home. If you have a problem with your prep, please talk to your teacher or tutor.

### **MySatchel (SMHW)/ManageBac and Teams**

Pupils must take full responsibility for their own prep and learning beyond the classroom, although support and guidance is still always available. Compulsory prep tasks, optional enrichment activities and assessments are recorded by the teacher on MySatchel (SMHW) for Year 7-11 and ManageBac for Year 12-13. Many teachers also make use of the Class Notebook within Teams to share resources. Regular and full use of these platforms help pupils effectively manage and balance their workload.

## 14. REPORTS & ASSESSMENTS

### **Communication, Reports and Parents Evenings**

We understand that it is important for parents and guardians to have the opportunity to meet with teachers during the school year, as well as receive updates on your grades, progress and targets.

The live SIMS InTouch App will allow parents and guardians to get up-to-date information on current achievements, attendance, timetable, reporting and assessment data and all communications from school in one place. This should act as a single location for all communication about their child from school.

To ensure two-way communication, the tutor will also make contact with parents or guardians at least once every half term. This could be via a formal Report, Parents Evening meeting, which can be conducted remotely if families live too far away to attend, as well as via emails and/or telephone/Teams calls. Contact may be more regular in some cases, or at certain times, and parents and guardians should feel free to contact their child's tutor at any time should they have a worry or concern.

Pupils also have the opportunity to write their own report at the end of the academic year which summarises the progress they believe they have made and the targets they have set themselves moving forward. This accompanies the final formal report of the year.

### **Assessments**

Pupils will be continually assessed throughout the year through a variety of teacher-assessed assignments and tests. Assessment grades and a rolling attainment grade will be recorded within a formal Report, as well as on the live SIMS InTouch App.

There will be end of year examinations in a number of key subjects spread over a period of a couple of weeks. The dates of these examinations are published in the School Calendar

## 15. UNIFORM

We hope that this uniform guide provides you with all the information you need to ensure your child has the correct clothing and equipment in school at all times.

### **Uniform expectations for all pupils (including Sixth Form):**

- While pupils wear the Windermere School uniform (be that in or out of school) it should be worn properly and with pride, ties and shoe laces done up, shirts tucked in, etc.
- Pupils are expected to both arrive and leave school wearing uniform, including their blazer, unless special arrangements have previously been made.
- Sports kit and waterproofs are required to be in school every day. We recommend taking them home at the weekends if you wish to wash them.
- All uniform and equipment must be named.
- Any pupil may be sent to change if their dress is deemed inappropriate.
- In extreme weather pupils may obtain permission from the Head of Section to wear protective clothing and footwear.

### **School Uniform Provider**

A The online uniform service for Windermere School is provided by [School Blazer](#). The company was founded by parents for parents to take the chore out of shopping for school uniform. Their secure online ordering service allows you to shop for all uniform and sportswear at your convenience, and they even offer to sew all of the name tags into the garments for free.

### **Second Hand Uniform**

A small amount of second-hand uniform is available. To make an enquiry, please email Ms Novotna, General Service Manager's PA: [uniform@windermereschool.co.uk](mailto:uniform@windermereschool.co.uk).





## 16. YEAR 7-11 UNIFORM

### Boys:

- School Blazer (Navy)\*
- School Tie\*
- School Jumper or Slipover\*
- White Shirt
- Grey Trousers or Long Shorts
- Dark socks (grey or black)

### Girls:

- School Blazer (Striped)\*
- School Blouse\*
- School Jumper or Slipover\*
- School Kilt\* or Navy Regular Fit Trousers
- Navy knee length socks, Navy tights or White ankle socks

### All:

- Flat, black, polishable leather shoes
- Navy or Black Coat, outdoor use only, to be worn over blazer
- Hoodies or zipped jumpers are not accepted

*Items marked with a \* must be ordered from School Blazer*





## 17. YEAR 7-11 - JEWELLERY, HAIR & MAKE UP

### **Jewellery:**

- All jewellery should be appropriate to a formal working environment
- Jewellery may include up to
- 3 pairs of earrings (studs or small hoops only). No other piercings are permitted
- 2 bracelets
- 2 rings
- 1 short necklace

### **Hair:**

- Boys should either be cleanly shaved or have a well-groomed beard
- Hair should be professional and tidy, clean and groomed
- Two tone, unnatural or extreme colours are not permitted (no bleach blonde or black)
- Warm colours, are acceptable
- Longer hair must be tied up when required in practical subjects

### **Nails:**

- Acrylic nails are not permitted
- Nude colour nail varnish (non-chipped) is permitted in Years 7-11

### **Make Up and Tattoos:**

- Foundation and concealer are permitted for all pupils
- Natural looking make-up which includes brown mascara is permitted in Middle School
- No visible tattoos are permitted



## 18. PE KIT LIST - ALL YEARS, INCLUDING SIXTH FORM

### **Clothing:**

- Soft shell jacket, navy\*
- Midlayer, navy\*
- Fitness T-shirt, sky\*
- Navy Training Pant\*
- Skort\* or PE Shorts\*
- Games sock, navy and sky\*

### **Footwear:**

- Studded boots (if playing football or rugby)
- Astro Trainers
- Indoor Trainers

### **Equipment:**

- Games Bag to hold sporting clothing
- Hockey Stick
- Tennis Racquet
- Mouthguard
- Shin Pads
- Water Bottle

### **House Items:**

- House Polo Shirt\*
- House Socks - optional

### **Optional:**

There are a range of other optional sporting items available on School Blazer.

*Items marked with a \* must be ordered from School Blazer*

## 19. MOUTHGUARDS

With over 25 years' experience, OPRO are market leaders in knowing what makes a mouthguard offer the best protection for your child.

To order a custom 'Windermere' design, or choose you own from the range, please visit the [OPRO website](#) and use the discount code WINDERMERE10 to receive 10% off.

Visit the [OPRO website](#) to design and order your bespoke Instant Custom-Fit mouthguard and choose your protection level.

OPRO will then manufacture your chosen design and send your Instant- Custom-Fit mouthguard to your home address.

Mould your Instant Custom-Fit mouthguard instantly with our easy use Compression Cage.

## 20. ADVENTURE KIT LIST

**Year 7** - Arrive in Adventure clothing (see below) but must have their uniform with them for afternoon lessons.

**Years 8 and 9** - Arrive in uniform for morning lessons and be ready for the Adventure lesson at 13:30, having had lunch, in Adventure clothing.

**Years 10 and 11** - Must have waterproofs and suitable clothing for the activities they choose, including Adventure clothing where applicable.

Please note that many of the items required for Adventure are the same as PE (indicated PE) and apply to all year groups.

### **Land Based Adventure Kit:**

- Sky crested fitness t-shirt\* (PE)
- Navy crested training pants or Navy crested PE shorts (PE)\*
- Navy crested Midlayer\* (PE)
- Navy crested softshell\* (PE)
- Sky Baselayer\*
- Waterproof jacket - taped seams and integral hood (not a roll up hood)
- Waterproof trousers - taped seams
- Walking boots/Walking trainers (not sports trainers)
- Wellington boots (caving – School has plenty in the store if needed)
- Walking socks
- Small rucksack
- Cap and sun cream - at least SPF 30
- Hat and gloves
- Water bottle

*Items marked with a \* must be ordered from School Blazer*

### **Water Based Adventure Kit:**

- Wetsuit - long sleeved (not shortie wetsuit)
- Swimming costume (for under wetsuit)
- Wet boots or old trainers (NOT wet shoes)
- Towel
- Water bottle
- Cap and sunscreen- at least SPF 30
- Hat and gloves (if cold)
- Glasses retainer band if your child needs to wear glasses
- Dry bag - rucksack style is useful

### **Notes on equipment**

The flimsy wet shoes which are often sold as ideal for watersports do not protect children's feet on stony ground or from things being accidentally dropped. Old trainers or sturdy wet boots with a proper sole are a much better choice both for Hodge Howe activities and ghyll scrambling.

## 21. EQUIPMENT LIST

### Stationery:

- Black and/or blue pens for writing
- A few coloured writing pens (e.g. purple, red, green, etc)
- Coloured pencils
- HB pencils
- 30cm ruler
- Eraser
- A pencil sharpener
- A highlighter pen
- A glue stick
- Scissors that are safe for school

### Maths:

- Protractor
- A pair of compasses.
- Calculator (see next page)



## 22. CALCULATORS

### Calculators for Years 7 to 11

Pupils are expected to bring a scientific calculator to all Mathematics lessons. Any scientific calculator is suitable, we recommend that pupils purchase Casio model, as this is the operating system that the teachers will focus on. **A Casio scientific calculator can be ordered from the school for £10**; pupils need to request a from their Mathematics teacher at the beginning of the year.



The model we are currently selling at Key Stages 3 and 4 is the Casio fx-83GT CW.

### Calculators for IB Diploma Courses

It is a requirement for all IB Mathematics courses that pupils use a graphical display calculator (GDC). If pupils already own a GDC, they may be able to use this for their studies, although we will need to verify that the IB's restrictions are met.

However, we recommend that pupils purchase a **Casio FX-9860 GIII Plus (black and white display)** or a **Casio FX-CG50 (colour display)** calculator, as this is the operating system that the teachers will focus on. These can be only be ordered in advance using the form contained in the Year 12 Admissions Pack.

#### Casio fx-9860 GIII Plus - £71



#### Casio FX-CG50 (colour) - £101



## 23. LAPTOPS

We require all pupils in Year 3 and above to have a laptop that they can bring to school on a daily basis. We appreciate that many parents have already purchased devices, but for families who will need to purchase a device, the information below shows both our requirements;

- We recommend that Chromebooks are not purchased as we have found they do not work well on the school system.
- The laptop must have a keyboard, a tablet is not sufficient for school.
- 8GB or more memory
- 120Gb or more available on the hard disk
- Window laptops are preferred - Windows 11
- If you wish to use an Apple machine, please ensure your child knows how to use the operating system.
- Anti-Virus Software eg. Norton or Sophos is essential

Alongside the laptop itself, it is important that pupils have:

- Headphones.
- A laptop case that will protect their laptop from being bumped.
- Decent insurance to cover damage and breakages.
- An additional extra that some pupils may like to consider is a power pack so they can boost the battery life of their laptop.
- It is worth mentioning that 5 copies of Microsoft Office are free for each pupils when they enrol at Windermere School, so there is no need to purchase Microsoft Office when you are buying a laptop.

Feature	Minimum	Recommended	Rationale for Recommendation
Processor	Intel Core i3	Intel Core i5	Intel i3 is ideal for word and excel and web surfing, an i5 processor would be recommended for multitasking (using) these applications at the same time.
Memory	8GB	8GB	Memory demands for Windows will require at least 4 gigabytes (GB) of memory however to future proof the computer 8GB is recommended. Please ask if the memory can be upgraded before purchasing the laptop as this may be needed in the future.
Hard disk	120 GB SSD	240 GB SSD	120Gb is sufficient for school, should the pupil need to store music and videos on the computer a 1Tb hard drive would be



			preferred. The school provides cloud storage while the pupil is enrolled in the school.
Optical drive	Not needed	Not needed	A computer without a DVD drive is generally smaller and lighter for easy transportation. USB DVD drives are available if students have a need to listen to CD's or watch movies, but Windows 10 does not have a function for watching DVD's.
Wireless Networking	Wireless cards with 802.11a/c Wifi 5	Wireless cards with 802.11a/x Wifi 6.	This will allow machines to operate on the 5GHz wireless frequencies that provide increased throughput and roaming performance over some previously installed wireless adapters.
Bluetooth	Preferable	Preferable	Allows student to connect Bluetooth headphones, mice if needed
Video RAM	512 MB	1 GB	
Operating system	Windows 10	Windows 10	Windows is the preferred operating system on campus for pupils *If you wish to use an Apple machine, please ensure the pupil knows how to use the operating system.
Software*	Paid subscription Anti-Virus Software such as Norton or Sophos	Paid subscription Anti-Virus Software such as Norton or Sophos	Every laptop should have antivirus software for protection in addition to all the latest security patches.

## 24. MUSIC LESSONS

Individual instrumental and singing lessons are available to pupils in Years 1 through to 13. Lessons are taught within the school day on a rotation basis so that, as far as possible, pupils do not miss the same lesson. Sometimes it may be necessary to have a lesson during break time but we will not do this with regularity.

**Fees will be approximately £200 for ten 30-minute individual lessons**, and these are billed termly in advance. Pupils receive 30 lessons per year, but these are typically grouped 12-9-9 as terms are of unequal length. If joining part way through a term the school will recover the balance of fees for that term retrospectively via the pupil's fee account.

**One full term's written notice to terminate lessons is required** for all pupils and should be sent to the Head of Music. The majority of pupils who pass from the Junior to Senior School choose to continue with their lessons, and it is assumed that they will do, although not necessarily with the same teacher, unless formal notice is given.

Senior School pupils are expected to check the music notice board for their weekly lesson times, which are published at the beginning of each half term. If pupils encounter problems with these times, it is their responsibility to inform the Visiting Music Teachers or Head of Music well in advance of the lesson so that rescheduling can take place.

Junior School pupils will be informed of any changes and a suitable alternative will be informed of any changes and a suitable alternative will be rearranged by their instrumental or singing teacher.

If a pupil is absent without notice then lessons will be billed. Regular practice is expected and pupils should attend their lessons punctually with their instruments and music.

Lesson records are maintained in the Music Departments and parents will be informed if there are any recurring problems with practice, punctuality, attendance or equipment.

Instruments may be hired for at least one year, subject to availability. Details of hire charges, insurance and hire agreements are available from the Head of Music. To apply for music lessons please complete [this form](#).



## 25. BAG2SCHOOL

The Friends of Windermere School raise funds throughout the year to purchase little extras for our pupils. One of the ways they do this is by arranging a Bag2School collection twice a year. Bag2School are passionate about reuse and recycling and their innovative textile collection operation allows your school to become engaged in providing a worthwhile solution for unwanted clothes, shoes and other textile items, as well as raising valuable funds for your school. Their service is completely free, they provide donation bags with your school's name, or they can send the leaflets explaining how it works and parents can use their own bags.

They will also arrange an efficient collection service on a pre-booked day, so there are no storage issues. The current rate is £400.00 / Tonne (£0.40 Kg) and, since Bag2School was launched in 1999, they have paid over £42million to schools that have organised collections with them.

The company has been involved in the second-hand clothing business for over 40 years. They have an extensive network of trusted sorting companies to whom they have been selling clothing for many years now. These companies are located in the UK, Europe and Asia.

When the clothing arrives at their warehouses the goods are separated into around 500 different grades. The sorted goods are then sent to markets all over the world, including Africa, South East-Asia, Europe and indeed right here in England, where they can be found in Vintage shops.

In all these markets second-hand clothing creates many thousands of jobs and provides people with a good source of quality and affordable clothing.

## 26. SCHOOL EXPECTATIONS

We ask each pupil at Windermere School to promise:

- To show respect and courtesy to all members of the school community
- To never intentionally harm or bully another person
- To wear their uniform in a well-presented fashion
- To attend school and be punctual
- To respect the privacy, opinions and beliefs of others
- To uphold the good name and reputation of the school through my behaviour
- To act as a role model for younger students
- Not to make any public displays of affection
- Not to bring into school or use energy drinks, cigarettes, vaping, alcohol or drugs
- Not to use any item of technology in an inappropriate or offensive way

Windermere School pupils are expected to show consideration and respect for others, have good manners and behave sensibly and creditably at all times. Personal dignity and harmonious life in a community depend on these essential values.

Each pupil will be required to discuss the school expectations in a tutorial at the start of the academic year. These expectations are age specific and once their tutor is satisfied that each pupil understand show they are expected to behave, they will be asked to sign to acknowledge their role in ensuring the smooth running of the community.

It is a condition of admission that pupils and parents sign and return a copy to indicate their acceptance of the Windermere School rules.

Full details of the expectations and sanctions of Windermere School are within the school Behaviour Handbook and Policies which is available on the school website.



## 27. USE OF DEVICES IN SCHOOL

We define 'devices' as any item that can be used to access the internet. This ever-growing list includes mobile phones, laptops, I-pads, 'dongles', Game Console, Desk top computers, Smart Watches and Routers. The school recognises both the benefits and the challenges presented by modern technology for the education of pupils.

### Online Safety

Windermere School has an Acceptable Use Policy (AUP) which is available on the school website. As part of this, WI-Fi is filtered and monitored in line with our duty to protect students from harm and to prevent access to inappropriate content. A report is sent to the DSL of any concerns identified in this monitoring. Pupils at Windermere School are education on how to use the Internet safely. We do not allow boarders to use a private VPN as in doing so, they are able to avoid the monitoring and filtering systems.

The school has an Online Safety Policy available on the school website and in school and all pupils are expected to read the 'Acceptable Use Policy' annually and sign a declaration confirming that this has been accepted by the pupil. The existence of digital equipment in any environment raises issues of security and personal responsibility, not only in terms of its appropriate use but also for its safe keeping. In this context the school does not accept responsibility for, nor is it insured against the theft, loss or damage of any pupil's personal property, including electronic devices.

### Mobile Phone Policy

During the school day, all pupils in Years 7 to 11 will be issued with a pouch which they will be required to look after and bring to school each day.

The cost of the pouch will be £30 and will be added to the school bill. Sixth Formers will be given the option to join in too if they think it would be personally helpful.



### Headphones & Earbuds

Pupils are not permitted to walk around the school site wearing headphones or earbuds. During lessons it is to the decision and discretion of the individual teacher if they wish to allow pupils to listen to music whilst studying.



## 28. EQUALITY & DIVERSITY

Windermere School is a wonderful diverse community of different beliefs, backgrounds and cultures. Individuals are encouraged to recognise the benefits this brings to enriching the life of the school. Members of the community value each other, respect individuality and treat one another fairly and with kindness. We respect and do not discrimination on the grounds of protected characteristics which are defined in the Equality Act (2010). These include:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

The school has an Equality, Diversity and Inclusion committee, the work of which is overseen by the Head.





## 29. BOARDING

Windermere School offers a range of boarding options including Full Boarding, Weekly Boarding and Flexi-Boarding. The school has two boarding houses: Langdale House for boys and girls aged 8-16 and Westmorland House for Sixth Form.

### Contact Details for Boarding Houses:

Westmorland House (Mrs Mel Monk) - [mmonk@windermerschool.co.uk](mailto:mmonk@windermerschool.co.uk)  
Mobile 07936 151209  
Duty Mobile 07436 151210

Langdale House (Mr Mark Winter) - [mwinter@windermerschool.co.uk](mailto:mwinter@windermerschool.co.uk)  
Duty Mobile 07436 163891

### Flexi Boarding

Flexi Boarding involves staying in the boarding house for one or more nights a week and can be used for a number of reasons. These include avoiding a long commute home in the dark, easier participation in an evening school event, an opportunity to socialise with other children after school or a way of trialling boarding life.

Flexi boarders follow the normal life of boarding pupils, with after school activities and going back to the Boarding House to meet with the Houseparent after school. Boarders have dinner at 18.00 in the dining hall followed by a House meeting and supervised homework (often known as 'Prep'). After Prep there is time to socialise with friends or take part in recreational sport, staff open the Astro Turf or Sports Hall most evenings. A delicious breakfast is served the following morning before school.

The all-inclusive cost to Flexi Board is £60 per night. If the school requests boarding due to an activity, then it is £30 per night. The cost is added onto the bill at the end of the term. To book in for Flexi Boarding, please contact Mrs Monk, Head of Boarding on [mmonk@windermerschool.co.uk](mailto:mmonk@windermerschool.co.uk).



## 30. TRANSPORT

Our in-house transport team run a safe and reliable bus service to support busy families to ease the burden of the school run. We have a fleet of seven branded minibuses plus use Traveller's Choice for our Barrow service. Our experienced drivers transport day, weekly and flexi boarders to and from our Senior and Junior School campuses. From every day use to ad hoc requests we cater for any situation to ensure that pupils can arrive to and from school safely.

Each route has a dedicated driver, which helps to build a personal relationship with families as day to day needs change and builds up a feeling of security and trust with the pupil. Parents are given the drivers contact details to easily relay last minute changes via hands free mobiles and to make communication simple. We also have a Parents WhatsApp group for each route.

Pick up points and routes can be changed, within reason, to meet the needs of the families and to ensure the safety of the pupils. Please see below the details of the current routes:

- **Penrith:** Carleton Manors, Kemplea roundabout, Penruddock, Glenridding, Troutbeck
- **Barrow:** Dalton, Ulverston, Greenodd, Backbarrow, Newby Bridge and Fellfoot
- **Kendal:** Old Hutton, Burneside, Staveley and Ings
- **Milnthorpe:** Lindale, Bowness and Windermere

If you have any queries or want to apply for a place then either complete the [Bus Service Booking Form](#) and email it to [transport@windermerschool.co.uk](mailto:transport@windermerschool.co.uk).

Once a place has been allocated thereafter it will be charged to parents at the start of each term, via the fee invoices.





## 31. HEALTH & SAFETY

### **Out of Bounds**

The following areas are out of bounds at all time:

- Staff accommodation
- Science Labs and Stores
- School Kitchens and Stores
- Sports Store
- Boiler and Maintenance rooms
- The Quarry
- The North Lodge maintenance and garden stores.
- The Sports Hall, Gym (fixed weights and free weights), Hodge Howe and Astroturf are out of bounds unless supervised by staff.

### **Fire procedures**

The fire alarm sounds as a continuous ring. A fire alarm can be triggered by fire detection/smoke alarm or by a manual call point which are located at all exit routes. If you hear the Fire Alarm, do not run, walk quietly down to the Tennis Courts. When you get there, you must be silent. Stand in a line in alphabetical order by year group, boys and girls, and you will be separately registered by a member of staff. Practices take place once a term during the school day and there will be an additional practice in the evening for boarding houses.

### **Lockdown (Shelter in Place)**

The lockdown alarm sounds as a continuous siren. Alarms are located in the entrance of all three boarding houses and near the Transport office on the main building corridor. If you hear the alarm, go to the nearest building, lower blinds, secure doors and windows and follow the instruction of your teacher. You should not leave your shelter place until you are informed it is safe to exit.



## 32. SIXTH FORM

### Academic Pathways

Windermere School creates a Sixth Form environment that supports the learning of all our students. The Sixth Form is not academically selective and we aim to help students find the pathway most suitable for their ambitions. Within each pathway, different courses exist, and choosing the right course of study is critical to eventual success. We believe it is essential that students have access to high quality careers advice and have the opportunity to explore an extensive range of career options. We are committed to finding what is right for each student. At Windermere School, we offer four pathways through Sixth Form:

- International Baccalaureate Diploma Programme (IBDP)
- International Baccalaureate Career-related Programme (IBCP), incorporating BTEC Business or NCFE Sport and Physical Activity (Outdoors)
- Vocational Pathway incorporating BTEC Business and NCFE Sport and Physical Activity (Outdoors)
- Individual Diploma Courses and/or BTEC and NCFE courses.

The Round Square and IB philosophy are infused within each pathway to help develop each individual into a well-rounded, independent learner, able to enter a competitive workplace, or further study, following Sixth Form. For full information on the courses, we offer in the Sixth Form, please see the Sixth Form Prospectus for more information.



### Saturday Study

We run Saturday Study sessions in Westmorland House and the Study Centre from 9.30 – 12.00 to support students with work and keep on track with IB submissions. This is a compulsory session and takes priority over activities. The student, tutor and parent will be informed of this arrangement, along with details of the work that needs to be completed.

### Sixth Form Driving

Students who have passed their driving test are permitted to use their car to travel to and from school and if they want to go off site after 12.00, with permission from parents or guardians. For safety reasons, no student is allowed to carry other students in their cars without parental permission from the passenger's parent. The Car Permission form must be completed and sent to Mrs Murphy for any requests with regards to Sixth Form driving.

### Senior Privilege Scheme

It is important to prepare Sixth Form students for the next stage of their lives. As such, we recognise the necessity to develop the independence and responsibility of our students as they navigate through the final years of their Sixth Form education. For these reasons, our Year 12 and 13 students are rewarded with some flexibility during their free periods at various points of the academic year.

During the school day, pupils will be given the opportunity to choose how they make use of their free periods. They may decide to work from home or in Westmorland Boarding House or, they are permitted to sign out of school after 12.00. We encourage students to use free periods as time for private study in the Study Centre and to make use of extra support sessions offered by their teachers.

If a student does not have a lesson period 1 or 5, they are not required to attend tutor time registration. They are expected however, to attend whole school and Sixth Form Reflections as we use this time to bring our community together and achieve our holistic educational goals. Students must sign in and out at Reception and will be registered during the first lesson they attend. Once a student has finished their timetabled lessons for a day, they are permitted to go home or sign into Westmorland Boarding House. Primary communication of a student's timetable will be through their tutor; absence will be marked as authorised and will therefore not affect attendance record. If it is deemed that a student is not working to their best of ability, has not received a satisfactory report or is not abiding by the rules of Sixth Form, this privilege will be removed.

If a day student or flexi boarder chooses to leave campus during the school day, legally they become the responsibility of the parent or guardian. As part of the Senior Privilege Scheme, we therefore require parental permission for any day student who wishes to take part. A permission slip will be issued to students at the relevant time of year and should be sent to Mrs Murphy.



### 33. SIXTH FORM UNIFORM

#### **Formal Wear**

On a Monday, Tuesday, Thursday and Friday, Sixth Form students are required to wear smart and professional clothing. This should comprise of:

- Suit or blazer
- Suit trousers, dress or skirt
- Shirt or blouse
- Tie
- If the weather dictates, a plain and smart jumper
- Smart shoes, or sandals in the summer
- Tights or socks.

The following are not permitted:

- Skin tight trousers
- Chinos
- Jeans
- Short skirts - the hem line of skirts and dresses must be just above the knee
- Lycra skirts
- T-shirts
- Inappropriate necklines
- Hoodies
- Mules, trainers or Ugg boots.

#### **Wednesday Wear**

On a Wednesday students have permission to not wear the above and instead, start the school day wearing:

- Windermere School branded Sixth Form Jumper\* - £21
- Windermere School branded Sixth Form Polo Shirt\* - £11
- Dark plain tracksuit bottoms or dark chinos or black/dark navy jeans
- Smart Trainers/Shoes

\*These clothing items can be ordered from Mrs Murphy.

If a student is taking part in a sporting activity on Wednesday afternoon, they are permitted to wear the sports or adventure uniform, which you will find below. Sixth Form students are also permitted to wear smart and professional uniform on a Wednesday.

The following are not permitted:

- Unbranded jumpers and shirts
- Hoodies
- Jogging bottoms
- Ripped, baggy or light-coloured jeans



## Jewellery, Hair and Make Up

- Jewellery and accessories should be professional, smart and not in excess.
- Ear piercings must be professional (studs or small hoops).
- A nose piercing is permitted, provided a plain and small stud is worn in school.
- No other piercings are permitted.
- Boys should either be cleanly shaved or have a well-groomed beard
- Hair should be professional and tidy: clean and groomed.
- Two tone, unnatural or extreme colours are not permitted (no bleach blonde or black).
- Warm colours, are acceptable.
- Professional, non-chipped nail or gel varnish are permitted in Sixth Form
- No visible tattoos are permitted
- Subtle, professional make-up in Sixth Form.

## NCFE Sport and Physical Activity (Outdoors)

NCFE students are permitted to wear the below uniform on the days their **practical lessons** are timetabled on a **Monday** and **Wednesday**

Adventure Uniform for boys and girls – Land Based Adventure from School blazer:

- Sky crested fitness top
- Sky baselayer
- Navy crested training pants
- Navy crested PE shorts
- Navy crested midlayer
- Navy crested softshell

From home:

- Waterproof jacket - taped seams and integral hood (not a roll up hood)
- Waterproof trousers - taped seams
- Walking boots/Walking trainers (not sports trainers)
- Wellington boots (caving – School as plenty in the store if needed)
- Walking socks
- Small rucksack
- Warm clothing
- Hat and gloves
- Water bottle

## Sports Uniform

Clothing:

- Soft shell jacket, navy\*
- Midlayer, navy\*
- Fitness T-shirt, sky\*
- Navy Training Pant\*
- Skort\* or PE Shorts\*
- Games sock, navy and sky\*
- Thick, plain and navy-blue leggings

Footwear:

- Studded boots (if playing football or rugby)
- Astro Trainers
- Indoor Trainers

Equipment:

- Games Bag to hold sporting clothing
- Hockey Stick
- Tennis Racquet
- Mouthguard - to order a custom 'Windermere' design, or choose your own from the range, please visit the [OPRO website](#) and use the discount code WINDERMERE10 to receive 10% off.
- Shin Pads
- Water Bottle

House Items:

- House Polo Shirt\*
- House Socks – optional

Optional:

There are a range of other optional sporting items available on School Blazer.

Items marked with a \* must be ordered from School Blazer

### **School Blazer**

The online uniform service for Windermere School is provided by School Blazer. The company was founded by parents for parents to take the chore out of shopping for school uniform. Their secure online ordering service allows you to shop for all uniform and sportswear at your convenience, and they even offer to sew all of the name tags into the garments for free.

Telephone Helpline - 0333 7000 709

#### **Second Hand Uniform**

A small amount of second-hand uniform is available. To make an enquiry, please email [uniform@windermere-school.co.uk](mailto:uniform@windermere-school.co.uk). Ms Novotna, General Service Manager's PA.

## 34. ROUND SQUARE

***'There is more in you than you think'*** was the motto Kurt Hahn used throughout his years educating young people, which is also the philosophy we use to inspire our pupils and is at the heart of Windermere School.



Kurt Hahn was the educator behind Round Square, to which Windermere School belongs. It is a vibrant, global organisation, connecting like-minded and ambitious schools around the world. Round Square believes that educating pupils is more than just developing academic studies; pupils also need physical, cultural and spiritual experiences for a fulfilling life. With over 250 schools to connect with in Round Square, our pupils are able to broaden their understanding, in a global context. As a Round Square School we strive to deliver our curriculum through the six Round Square Pillars - The I.D.E.A.L.S.

### **Internationalism**

Round Square Schools are situated worldwide and within this network pupils have the opportunity to experience **exchanges** and participate on **International Service projects** with pupils from other schools. There is a chance to attend annual **International Conferences**, which are held around the globe. Previous trips include projects to South Africa and Cambodia and exchanges are in progress to Japan, Canada, Bermuda, Australia and opportunities throughout the world. Lifelong friends are often made on these trips.

### **Democracy**

Windermere School prides itself on its internationalism and this includes everyone feeling safe and having their say. We have seven different councils throughout the school, where pupil voice is brought to the forefront, including a Senior Council, an Equality, Diversity and Inclusion Committee and Food Committee. Pupils also learn the importance of self-discipline and share in the daily operations of the school.

### **Environmental**

We pride ourselves on our environment and have many local, ongoing projects, where pupils become more aware of the environment, such as water quality investigations and keeping track of the local wildlife.

### **Adventure**

Adventure runs through the veins of Windermere School, be that sailing, climbing, fell running, singing, dancing, painting or in the classroom!

### **Leadership**

There are many different opportunities for leadership at Windermere School. As well as the committees, we have a Round Square team, who develop and run many of the activities throughout the school. Pupils are encouraged to come to this with their own ideas and thoughts to develop.

### **Service**

Service plays a big part in the school. From Years 10-13 pupils are involved in service to the community every other week. Each project has an authentic need, whether a local charity or an international community on external service projects. Windermere pupils are aware of the value of service.

## 35. ADVENTURE

The benefits of Outdoor Education are so varied and wide ranging from developing confidence, independence, communication skills, resilience and mindset in your young people. These skills are the reason we are so passionate about our Adventure programme and why we ensure it is a central part of the curriculum for all year groups.

The technical skills learned in Adventure develop all the personal attributes mentioned above, and our students have the opportunity through their Adventure lessons, after school clubs and trips away to become extremely talented in a number of disciplines, both land and water based. You may see other schools advertising that their pupils have been on a sailing or climbing activity but through consistency our students become extremely competent, and at a young age.

### Programme and information to pupils

For parents who have moved up from Junior School and are used to regular correspondence, there is less sent to our Senior School families, apart from when pupils enrol in DofE (Year 9 up) and any residential opportunity. This is because we are aiming to develop independence for our pupils; the programme, kit list, times and any changes will all be posted in Teams. Every child will be added to the Year Group Team and in the 'Files' section will be their programme and kit list. Your child's tutor is in the Team group, so they can assist as well.

### Example of Autumn programme for Years 7-9:

Year 7 Adventure Programme - Thursday Week B (08:45 to 12:30)			
Date	Group 1	Group 2	Group 3
7 Sept	Hodge Howe	Hodge Howe	Hodge Howe
21 – 23 Sept	Year 7 residential to Wasdale Youth Hostel		
5 Oct	Hodge Howe	Hodge Howe	Hodge Howe
Half term			

Year 8 Adventure Programme - Tuesday Week B (13:30 to 17:00)				
Date	Group 1	Group 2	Group 3	Group 4
5 Sept	Hodge Howe	Hodge Howe	Ghyll	Ghyll
18 - 20 Sept	Year 8 residential to Borrowdale Youth Hostel			
3 Oct	Ghyll	Ghyll	Hodge Howe	Hodge Howe
Half term				

Adventure Programme - Tuesday (Week A) 13:				
Date	Group 1	Group 2	Group 3	Group 4
12 Sept	Climb	Sail	Windsurf	Climb
26 Sept	Windsurf	Climb	Sail	Sail
10 Oct	Sail	Windsurf	Climb	Windsurf
Half term				

### **Middle School Adventure (Years 10 and 11)**

We have thoroughly developed the Year 10 and 11 Adventure Programme for the start of the next academic year. Rather than offering the broad programme of Adventure pupils experienced in Years 3 to 9, in Middle School we offer the opportunity to specialise in Adventure activities with an increased staff to pupil ratio.

Pupils will be able to undertake Adventure every other week throughout Years 10 and 11, with Year 11 finishing at Easter in preparation for exams. The Service programme, managed by Mrs Holmes and PE, takes place every two weeks. At the beginning of the school year pupils will be asked to complete a Form to allow a bespoke programme for the academic year to be created. Every pupil must choose a Service element and an Adventure element, but for those that love Adventure they can certainly undertake an exciting programme developing their skills.

As parents, we ask you to encourage your child to continue with Adventure programme so they continue to access the benefits described earlier in this letter as they head towards those important GCSE and IB years.

### **Sixth Form Adventure**

Students in the Sixth Form can undertake Adventure every week as part of their CAS programme. Students are offered a programme of activities they can sign up to at the beginning of the year. Now that students are 16 and over, we are able to also offer training to allow awards to be gained. Students in the Sixth Form who have gained the Powerboat award and then assist the Outdoor staff with events. There is potential to gain the RYA Dinghy Instructor (DI) award and training during CAS can give the skills for this, though the DI training and qualification needs to be undertaken externally.

Students have been taught to sail our 707 yacht independently this year an opportunity available each year, potentially allowing students to race the yacht at weekend events. Students have been to Kendal Climbing Wall and received training so they can go there independently at weekends/evenings.

### **Activities offered throughout the year:**

- Rock climbing and/ or scrambling
- Sailing
- Mountain biking
- Fell running
- Caving - potentially an introduction to vertical caving
- Windsurfing
- Kayaking and canoeing
- For new students a broad spectrum of activities
- Orienteering and navigation
- Wellbeing walks - a great opportunity to get out of the classroom, walk and chat - maybe a cup of tea too!
-



## 36. EVENING ADVENTURE

The Adventure team also offer evening adventure from 17.30-20.00. Places are limited. The activities change each term. An example programme is below:

Monday	Tuesday	Wednesdays	Thursday	Friday	Saturday
17:30 to 20.00					
Watersports (9)	Climbing (12)	Windsurfing (6)	Recreational sailing (12)	Race sailing (Senior School)	Sailing at Hodge Howe
Race sailing (Junior School)			Race Sailing (Senior School)		Sailing at Hodge Howe

There are no costs for the majority of these activities, however, it is important that pupils turn up to the activities they are signed up to. If pupils miss the activities and do not contact the leading member of staff member their place will be offered to others wishing to take part.

Booking places will be managed in school at the beginning of term. Race sailing has a charge and is managed by Mr Brooks, Director of performance Sailing.

## 37. SPORTS TEAMS

Windermere School runs a number of different sports teams during the year, supporting everyone to be involved by encouraging participation while pursuing excellence. Our teams include;

### Core Sports - Autumn and Spring:

- Hockey
- Netball
- Football

### Core Sports - Summer:

- Cricket
- Athletics
- Tennis
- Rounders

### Other sport teams:

- Cross-Country
- Basketball
- Badminton
- Table Tennis
- Equestrian
- Ski Team (Inc. Inter Schools Championships)

We are involved in fixtures in all these activities throughout the year, including entry into the National competitions and friendlies. We also have House competitions in core sports, culminating in Sports Day at the end of the Summer Term.

## 38. HOUSE SYSTEM

On joining Windermere School, you become a permanent member of one of the four Houses:

### **CAVENDISH    FLEMYING    LONSDALE    STRICKLAND**

Each House has House Captains and Vice Captains for Sports and Performing Arts. These pupils are responsible for fostering a good House spirit and helping to organise the events throughout the year, for example the Fell Race, Performing Arts Competition and Sports Day.

If a House is to have a successful year, the Captains and Vice-Captains have to be enthusiastic leaders, good organisers and hard workers. However, the success of the House depends upon the effort and support of all its members.

Every year, the members of the Houses have to elect their House Captains, Vice Captains, two Sports Captains and a Performing Arts Captain.

## 39. PUPIL VOICE

The Senior Council plays an important role in School life and help with the smooth running of the school. All member of the Senior Council are Sixth Form students and currently we have a Head Student and two Deputy Head Students.

Amongst various other roles the Senior Council members chair the various other School Councils and Committees:

- Lower School Council
- Middle School Council
- Boarding Council
- Food Committee
- Equality, Diversity and Inclusion Committee

All pupils apply for a seat on a Council or Committee, undergo an interview process and are then elected.

The Council or Committee meet with the Headmaster, Deputy Head, Head of Sections, Head of Boarding and Head of Round Square to discuss issues that may be of concern to the pupils they represent or the school as a whole. Their voices and opinions can be a force of good and a vehicle for change.

## 40. CAS & SL

### SL stands for **Service Learning**

Service Learning provides Year 12 IBCP students with the opportunity to make a meaningful contribution to your community and society. The purpose is to contribute to society by improving the lives of people or assisting the environment or animals. A minimum of 50 hours is expected to be devoted to Service Learning.

### CAS stands for **Creativity, Activity and Service**

**Creativity** - exploring and extending ideas leading to an original or interpretive product or performance.

**Activity** - physical exertion contributing to a healthy lifestyle

**Service** - collaborative and reciprocal engagement with the community in response to an authentic need.

CAS starts in Year 10, where pupils are given the opportunity to sign up to different experiences for the year. Including carrying on with Adventure, for example climbing, sailing and mountain biking. There are other service opportunities to develop projects with local charities, such as working on projects with YHA, gardening on Windermere, working at primary schools. We are hoping to develop opportunities to upcycle clothes, opportunities for boat maintenance and possibility of working with animals.

These opportunities continue into Year 11 and then in Years 12 and 13, IB students are required to undertake 18 months of a variety of CAS and SL experiences, which they organise themselves. They are required to record reflections after the experiences to think about what they have learned, and developed about the experience and themselves. Below are some questions they are asked to think about for their reflections.



## 41. AFTER SCHOOL ACTIVITIES

After school activities are available from Monday to Friday 16.20-17.20. There are a range of options with sport most days and then other activities offered by staff depending on skills and interests. The activity timetable comes out at the beginning of each term as well as after half term in October.

Pupils are sent this timetable and then sign up with their tutors during the first tutor session when they return from the holidays.

- Year 7, 8 and 9 are encouraged to do a minimum of 3 activities a week
- Year 10 to 13 are encouraged to do a minimum of 2 activities a week

This is negotiable with tutors and takes into account some of the other activities a pupil does outside of school.

Once pupils sign up for an activity, they are expected to commit and must inform staff directly if they are not able to attend. Staff spend time and energy planning and running these sessions. Each afternoon pupils confirm with their tutor which activity they are taking part in and if circumstances change during the afternoon, they need to inform staff or if signing out to go home, then they need to do this through reception. Pupils are not permitted to sit in the locker room after lessons and need to sign into prep until their transport has arrived.

If pupils sign out at 16.05 once academic lessons are finished, they should not be coming back onto school site.

### **Residential Trips**

- Year 7 Residential - September - Wasdale YH
- Year 8 Residential - September - Borrowdale YH
- Spain Sport Climbing Trip - £700
- Year 12 Induction - October
- Winter walking and climbing trip – February / March 2024 (Year 9 and up)
- DofE training and assessment take place for Bronze, Silver and Gold during the Summer term. Mr Reedy will provide further information closer to the date.
- Islands Peak Race - May 2023 (Year 12)
- Round Square Adventure Race - Date to be announced
- Year 8 French Trip - First week in May - approximately £720
- Year 12 Trip to London - Summer Term

## 42. HOLIDAY OPPORTUNITIES

Windermere offers a wide range of activities throughout half terms and school holidays to help support those of us that have to work during the holidays and need childcare options as well as making the holidays fun and exhilarating for pupils as well.

Give your child an unforgettable, action-packed, and most importantly, fun experience with an exciting range of unmissable holiday courses and International Summer School.

### **Sailing**

Children will work their way through the RYA sailing programme through stages 1 to 4 and then onto race sailing and ultimately with an aim to becoming a sailing instructor these courses aim to boost self-esteem and build resilience.

Learning new skills and under the weather eye of our experienced team of instructors, pupils will learn knots, how to rig boats and to sail safely. All at our amazing Hodge Howe water sports centre. Courses run Monday to Friday and pupils can sail mornings or afternoons or all day.

Flexi bookings can be catered for just ask! Lunch is provided along with all safety equipment, pupils just need a change of clothes, a towel, sun cream and a pair of old trainers.

### **Adventure**

Under the expert instruction of specialist Adventure staff, children taking part in this course will participate in all manner of exciting activities, ranging from abseiling, ghyll scrambling, rock climbing, kayaking, caving, paddle boarding and mountain days.

Using the beautiful Lake District National Park as our playground we will challenge pupils through a varied programme of excitement, confidence building, and learning new skills and making new friends. We offer half days for our Junior Adventurers and full days for the older pupils. All information and details of how to book can be found via the [school website](#).





