



Handbook for **Parents**

September 2019

INTRODUCTION FROM THE HEADMASTER



Dear Parents and Guardians,

Welcome to the Dean Close Handbook for Parents.

This handbook is intended to give you answers to many of the detailed questions that may arise and to give you some idea of the activities and experiences that take place in School.

Most importantly, it is not a substitute for conversations with all of us who are responsible for your child's progress and you should feel most welcome to contact us at any time by telephone or email and we shall aim to arrange meetings whenever necessary.

It is wonderful for you to be involved as well, but please bear in mind that as your sons or daughters move on in the School they are learning to think and speak for themselves and you can often help best by giving them an opportunity to take the initiative. If that doesn't work then, as always, please let us know.

As the proverb has it, 'it takes a village to raise a child.' Education is a team effort and we greatly look forward to working with you in the coming year.

Bradley Salisbury

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INFORMATION FOR PARENTS

While we hope very much that most common questions are answered in this handbook, it is not intended to replace face to face conversations or telephone communication. Please do get in touch with us if you are in doubt about any aspect of school life, or if you have any suggestions as to information which should be included in this handbook. One of the first things to be aware of is that there is certain terminology which may not be used elsewhere but is part of the Dean Close language. The most common ones are given below, for further Dean Close terminology please refer to page 10 of the Appendix.

DEAN CLOSE NOMENCLATURE

DCS	Abbreviation for the Senior School
DCPS	Abbreviation for the Preparatory School
HsM	Abbreviation for Housemaster/Housemistress
Exeat	School closes for the weekend from Friday afternoon to Sunday evening
Field Days	Compulsory day when the timetable is suspended for activities
Mufti	Casual dress

Terms

Michaelmas	September - December
Lent	January - March
Trinity	April - early July

Year Groups

Fourth Form	Year 9
Remove	Year 10
Fifth Form	Year 11 (main GCSE year)
Lower Sixth	Year 12 (First year of A levels)
Upper Sixth	Year 13 (Second year of A levels)

CONTACTING THE SCHOOL

It is our aim to work very closely with parents and guardians to promote the education and welfare of each pupil. Communication about the pupil should in the first instance always be with the HsM (Housemaster/Housemistress). HsMs will let parents and guardians know of good times to phone and of any other useful information, eg email addresses. We use a wide range of printed and electronic means to keep parents and guardians informed, as well as the many opportunities that arise for face to face discussions.

HOUSEMASTERS AND HOUSEMISTRESSES

Brook Court	Jonathan Pitt brookcourt@deanclose.org.uk 07884 667292
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Dale	Ben Price dale@deanclose.org.uk 07584 356954
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Fawley	Jessica Briggs fawley@deanclose.org.uk 07884 667287
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Field	Paul Montgomery field@deanclose.org.uk 07825 413580
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Gate	Matt Wilkes gate@deanclose.org.uk 07884 667294
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Hatherley	Kate Milne hatherley@deanclose.org.uk 07825 214315
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Mead	Cathy Feltham mead@deanclose.org.uk 07469 159824
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Shelburne	Julie Kent shelburne@deanclose.org.uk 07884 667293
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Tower	Brian Poxon tower@deanclose.org.uk 07884 666192
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Turner Hall	Ciara Allen turner@deanclose.org.uk 07884 667295
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Other useful numbers

School numbers are 01242 258000, followed by extension number. There are also DDI lines.

Headmaster	headmaster@deanclose.org.uk
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General Enquiries (Front office)	01242 258000 Option 1 office@deanclose.org.uk
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Headmaster's PA	01242 267401 jebond@deanclose.org.uk
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Deputy Headmaster (Operations)

- Absence from School	01242 258036 ashall@deanclose.org.uk
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Deputy Head (Pastoral)

- Safeguarding Lead	01242 258019 jadavis@deanclose.org.uk
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Deputy Head (Academic)

01242 258037 jahole@deanclose.org.uk

Director of External Relations

01242 267446 drevans@deanclose.org.uk
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Director of Fourth Form Studies

ajgeorge@deanclose.org.uk

Director of Remove & Fifth Form Studies

rjdonaldson@deanclose.org.uk

Director of Sixth Form Studies

mwwilkes@deanclose.org.uk

Chaplain	01242 258062 jcash@deanclose.org.uk
Registrar	01242 258044 registrar@deanclose.org.uk
Bursary	01242 258086 bursary@deanclose.org.uk
Accounts	01242 258042 schoolbilling@deanclose.org.uk
Estates	07762 469381 estates@deanclose.org.uk
School Shop	01242 258016 shop@deanclose.org.uk
Health Centre	01242 258080 medical@deanclose.org.uk
Theatre Administrator	01242 258002 Fax 01242 258007

Safeguarding

Any pupil welfare or safeguarding concerns should be referred to Jacquie Davis, Designated Safeguarding Lead, jadavis@deanclose.org.uk.

Weekly mailing

The weekly mailing is available online at www.deanclose.org.uk/weeklybulletin, with important information about the week ahead.

Website

The School website can be found at www.deanclose.org.uk. It is updated on a daily basis and contains the latest news, sports results, events, departmental information, etc. Within this site is a Parent Hub area.

Email address for pupils

Every pupil joining the school is issued with their own email address, which starts with surname then first (or first and second) initial ie. surnamea@deanclose.org.uk.

Addresses

It is essential that parents (and guardians where appropriate) keep the Database Manager informed whenever address, email address or phone number is changed. Please email: hedaly@deanclose.org.uk. Department of Education Safeguarding legislation requires two sets of contact details per pupil.

School Calendar

This is produced termly. A desktop version of next term's calendar is sent to parents and guardians in the End of Term mailing. All information is available on the School website.

Newsletters

The School emails an E-newsletter to all parents and guardians at the end of each term.

School Magazine

The Decanian is published annually and past copies are available via the school website: www.deanclose.org.uk/archives

VISITING THE SCHOOL

Parents, guardians, relatives and family friends are always welcome at School at any reasonable time and, in particular, to plays, concerts and matches (including match teas in the Dining Hall). We ask that if you are planning to visit a boarding house, you make contact with the Housemaster or Housemistress in advance and 'touch base' with whoever is on duty on arrival. All visitors should sign in at the front office during office hours.

Other meetings with Headmaster, Housemaster/mistress, Director of Studies, tutor, etc

If such a meeting is desirable to discuss any aspect of the pupil's progress, an appointment should be arranged by telephone or email.

Social Events

Parents are always very welcome to attend school events, matches and match teas. Any suggestions or offers to arrange other social events would be warmly received; a group of parents meet on Saturday mornings to play hockey in the winter and tennis in the summer.

Parents' Meetings

In a world in which electronic communication is increasingly becoming the preference of so many, parents' meetings provide the invaluable opportunity to meet one to one with each of your son/daughter's teachers, face to face. The dates and times of the meetings are advertised, each term, in the School calendar and via mailings.

Parents' Society

Parents at Dean Close are all members of the Parents' Society, which was newly formed in the academic year 2017-18. It aims to improve the communication between the School and parents and to plan a programme of events, both informative and social. We are keen for parents to work together with us even more effectively in bringing up and educating their children. The Parents' Society committee is made up of a group of volunteers under the chairmanship of Mr David Evans, Director of External Relations, and meets with the Headmaster termly. Members of the committee hope to be at all induction events in September. For more information contact Mr Evans on drevans@deanclose.org.uk.

The Business Club

The Dean Close Business Club offers free membership to all parents who would like to network and promote their business interests. The Club has over 200 members and meets in London and Cheltenham to network and listen to speakers from the business world. Members can volunteer to present at our Breakfasts and provide work experience opportunities.

For more information or to join please contact The Development Office at development@deanclose.org.uk on 01242 267439.

OUR VALUES

A School is defined by its values. At Dean Close they are enduring and pervasive; all our activities and decisions are made with reference to them, and all of our community know and understand them.

Dean Close

Respect - give and receive due regard

Kindness – care without conditions

Service – proactively meet a need

Resilience – develop grit

Curiosity – desire to know

Integrity – be consistently truthful in words and deeds

Dean Close is willing to say in public what it believes. Making a difference both as individuals and as an institution is central to the Dean Close ethos.

Boarding

Boarding is central to the life of the School. Recognising the particular needs of young people living away from home, we aim to:

- provide the highest standard of pastoral care through houseparents, tutors, resident staff and matrons;
- create in each house a distinctive community with support and encouragement at its heart;
- provide a programme of activities particularly at weekends, balancing activity and entertainment with rest time;
- provide accommodation that is comfortable and suited to the needs of pupils, according to age and maturity, and with adequate privacy;
- keep families fully informed and involved, through both formal systems of communication and informal and social contact.

FLEXI BOARDING: PRINCIPLES AND PRACTICE

Flexi boarding

Flexi boarding is provided as a 'half-way house' between being a day pupil and a boarder. Many who take up the option of flexi boarding become full boarders in due course, and it can be seen as a way of easing into boarding for someone who has not boarded before. It also enables those who have a lot of extracurricular commitments for sport, drama, music or art to stay to supper and into the evenings for supervised prep on any day, assisting parents who have long or irregular working hours. Several options are available.

Places for Flexi boarders are strictly limited in order to maintain the atmosphere and ethos of the boarding houses. Places are allocated upon written request from parents and on a 'first come, first served' basis. Please note that there is no guarantee that because a pupil has been a flexi boarder at DCPS there will automatically be a place available as a flexi boarder at DCS. Parents are advised to check availability of places with Admissions well in advance of their child entering the Senior School and to register their interest early.

1. DAILY ROUTINE

Flexi boarders will be expected to arrive at school in time for roll call (8.20am) and to stay for supper (6.15pm) and/or prep (7.30-9.00pm) in the house on a number of weekday evenings, by arrangement with the Housemaster/mistress. Requests may be made for a longer stay in the event of parents being away on business etc. or to accommodate School evening commitments.

2. OVERNIGHT STAYS

There are two flexi boarding options available:

Flexi 1: This option includes: Supper, supervised prep and activities, overnight supervision, medical support and laundry. This option enables pupils to stay in the boarding house for five nights a year which includes: House Evenings (3), House Singing (1) and Remembrance/Commem (1).

Additional nights (on a bed and breakfast basis) may be provided on request, subject to availability for an additional charge and will be charged in arrears on the following term's bill.

Standard Flexi 1 boarding fee: £9,400 - £9,900 (per term)

Additional nights: £45 per night.

Flexi 2: This option entitles your child to all the benefits of the Flexi 1 boarding option but includes an allowance of up to 4 extra nights per week.

Standard Flexi 2 boarding fee: £11,400 - £11,900 (per term)

Additional nights: £45 per night.

Single rooms will be provided where possible but pupils may be required to share with another flexi boarder.

Questions regarding flexi boarding should be addressed to the Admissions Team, on 01242 258044 or registrar@deanclose.org.uk

3. BOARDING HOUSE ACTIVITIES

Flexi boarders are encouraged and entitled to take part in all the evening and weekend events organised in the boarding houses.

4. HOUSE ROUTINES

Boarding house routines vary from those of day houses in terms of the timing of house meetings, house play and singing rehearsals, etc. Flexi boarders should make themselves available for such activities unless given permission by the Housemaster/mistress to be absent. Similarly, boarding house tutors may hold tutorials in the evenings and it is highly desirable that flexi boarders make themselves available at these times.

5. NOTICE OF CHANGE OF STATUS

A term's notice is required for any change of status, for example from flexi boarding to full boarding and will be subject to availability at the time.

Questions regarding change of status should be addressed to: the Admissions Team on 01242 258044.

PASTORAL INFORMATION

The House System

All pupils belong to either a day house or a boarding house which is run by a Housemaster or Housemistress aided by a team of tutors. The house is pivotal in the life of Dean Close as it is the base for personal belongings, where roll calls take place and where each pupil feels they belong. Many activities are organised through the house, although there is plenty of opportunity to mix with people from other houses throughout the day.

There are ten houses in total, each with its own personality and atmosphere. Dale, Field, Hatherley and Mead are day houses and are located in the newly opened Day House Village. Fawley and Shelburne (girls) and Brook Court and Tower (boys) are 13 – 18 boarding houses located in different parts of the school campus. Pupils in these houses may be full or flexi boarders. Turner (girls) and Gate (boys) are 6th form boarding houses and have a much more university-like feel to them: they too have full and flexi boarders.

The week is very busy for day and boarding pupils alike with a wide variety of academic, sporting and co-curricular activities to take advantage of. Many boarders choose to stay at school for the weekend; a full weekend activities programme is organised including cinema trips, cultural visits and inter house competitions. A separate brochure is published termly detailing activities.

Each house has its own atmosphere and pupils are encouraged to involve themselves fully in house activities and events. Younger pupils may have house duties to do; older pupils take on responsibilities such as house prefects, house duties and being mentors to younger members of the house. Each house has a Housemaster or Mistress, an Assistant Housemaster or Mistress, and a team of tutors. Boarding houses have a resident tutor or matron as well. Academic tutors support the HsM in the House, have a team of duty tutors and perform regular duties. Each boarding house also has a matron who is not only a housekeeper but often the first port of call for pupils feeling unwell or upset in some way. The Deputy Head (Pastoral) has overall management of all houses.

Counselling

The School provides a Counsellor for pupils. Any pupil can arrange to see the Counsellor during published times, either via direct contact or through their HsM or other member of staff. The service is confidential to the Counsellor and pupil and does not involve either parents or other members of staff. The Counsellor is accountable to the Deputy Head (Pastoral) and confidentiality will only be breached if there is a very serious concern and a risk of harm to the pupil or others. Initially this service is free but there may be a charge for long term arrangements. For more information please contact counselling@deanclose.org.uk.

The Tutorial System

Every pupil has a tutor. In the junior years this will be a tutor attached to the house and the tutees will be allocated by year group. In the Sixth form pupils choose their tutor. This process begins during the Trinity Term. The tutor oversees the academic and pastoral progress of their tutees as well as general issues within School. Often this becomes a significant and supportive relationship, particularly in the Sixth form. Tutors work closely with HsMs to ensure that all pupils are happy and fulfilled during their time at Dean Close. Both tutors and HsMs maintain contact with parents and/or guardians about

academic and pastoral issues. Junior pupils have one weekly Tutor period in the timetable. Sixth Form Tutors see individuals regularly on a one-to-one basis. Some Tutor periods are used for more general matters.

PSHE (Personal Social and Health Education)

All junior pupils (Fourth, Remove and Fifth forms) have a timetabled PSHE lesson, the content of which is based on National Curriculum and Gloucestershire guidance for personal wellbeing and economic wellbeing and financial capability. The curriculum aims to promote pupils' spiritual, moral, social and cultural development and prepare them for the opportunities, responsibilities and experiences of life. A variety of issues are addressed including risk, drug, alcohol and tobacco education, relationships and sex education, personal finance, rights and responsibilities and anti-bullying. The department has a wide range of resources to deliver this curriculum and outside agencies such as theatre groups and speakers are used where possible. PSHE topics are often followed up in tutorial sessions and discussions. Citizenship topics may be included in PSHE lessons.

The Sixth form do not have a formalised PSHE programme but issues are discussed on a more ad hoc basis. During the course of the academic year the Sixth form will be addressed on issues such as drugs, sexual health, where to seek help and further education options.

Any enquiries about the PHSE programme or requests to withdraw a pupil from a lesson should be addressed to the Deputy Head (Pastoral).



GUARDIANSHIP

Parents are responsible for appointing a Guardian. (Dean Close is not able to arrange Guardians for students because UK laws require a separation of responsibilities.) Advice about appointing a Guardian can be found at: www.ukboardingschools.com/advice/getting-ready/uk-guardians. Guardian details can also be requested from the Admissions Department. The Admissions Department is able to provide a list of Accredited Guardianship companies who already provide services to pupils at Dean Close School. For further details and the full Guardianship Policy, please see the school website.

CHAPLAINCY

Dean Close has a very strong Christian ethos which we hope is apparent in all that we seek to be or do. Above all else we regard each child as being unique and highly valued by God and so by us. Our desire is to see each one reach their full potential. Relationships for us matter supremely, and we seek to foster good and healthy ones. Because we believe that the Christian faith is best demonstrated in community, Dean Close provides a secure context in which those who are not Christians can be encouraged to listen, question and ultimately think through the Christian faith for themselves. Alongside this those pupils and staff who are Christians have opportunity to express and live out their faith in a variety of ways.

The Chaplaincy Team (which consists of the Chaplain and male and female Lay Assistant Chaplains) exists as a pastoral presence from this distinctly Christian perspective. While many of the Staff are Christians, the Chaplaincy Team is there specially to encourage and support the Christian members of Dean Close whilst at the same time, and equally importantly, being available to everyone, encouraging them to look at the big questions of life, and seeking to help them when times are difficult. Nothing is ever forced on anyone, and many people take advantage of having someone outside their immediate situation to listen to them.

In terms of activities, Chapel plays an important role with the combination of compulsory and voluntary, traditional and contemporary services. The whole School community is expected to attend the Compulsory Whole School services (normally on a Friday early evening, and Remembrance Sunday) and the briefer midweek Morning Chapels. Here the aim is to stimulate, and to enable us to reflect on life issues from a Christian perspective. Alongside this there is a weekly Christian Union meeting open to all, as is the House Bible Study which each House holds on a weekly basis. There are also Confirmation Classes, and annual House Party, an annual set of Lenten Addresses and lots of informal gatherings for prayer and fellowship (including attendance at local churches).

One particularly valued activity is the Parents' Prayer Fellowship which meets regularly to pray for the School (details from the Chaplain). The Chaplain prepares pupils for Confirmation, starting in Lent Term each year with Confirmation being conducted by the Bishop in the School Chapel in April or May.



ACADEMIC INFORMATION AND TIMETABLE

DAILY TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		SATURDAY
7.30am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	7.30am	Breakfast
8.20am	Registration & Chapel	Registration & House Assembly	Registration & Chapel	Registration & HC Volun	Registration & Tutorials	8.20am	Registration
8.50am	1	1	1	1	1	8.35am	1
9.40am	2	2	2	2	2	9.25am	2
10.30am	3	3	3	3	3	10.10am	Break
11.15am	Break	Break	Break	Break	Break	10.35am	3
11.40pm	4	4	4	4	4	11.25am	4
12.30pm	5	5	5	5	5	12.10pm	Lunch
1.15pm	Lunch	Lunch	Lunch	Lunch	Lunch		Games & Fixtures
2.25pm	6	6	6	Games & Fixtures	6		
3.15pm	7	7	7		7		
4.00pm	Buns	Buns	Buns	Buns	Buns		
4.15pm	Activities 1	Activities 1	Activities 1	Activities 1	4.30pm Chapel		
4.15pm	Activities 2	Activities 2 or Junior Prep*	Activities 2	Activities 2 or Junior Prep*	Activities 2		
6.15pm	Supper	Supper	Supper	Supper	Supper		
7.30pm	Prep	Prep	Prep	Prep	Prep		

* Complusory for boarders unless doing other activities

Curriculum

The main purpose of our curriculum is to offer a challenging and balanced academic education, which will equip the young people for the opportunities and demands of their future lives. We aim to stretch the minds of the pupils and ensure they obtain the necessary qualifications and that they are challenged intellectually. The Directors of Studies, along with the housemaster and tutor, advise the pupils on subject choices at all stages of their progression through the school.

Fourth Form

All pupils in the Fourth Form study the following subjects:

Biology	History
Chemistry	Gratin, Latin or Classical Civilisation
Computer Science	Mathematics
Creative Studies	Physics
English	Religious Studies
French, Spanish or EAL	PHSE
Geography	Study Skills

The Creative Studies course introduces pupils to a wide range of artistic and creative subjects, embracing Product Design Technology, Food Technology, Drama, Music, Physical Education and Art.

Remove & Fifth Form

GCSE subject options are chosen midway through the Fourth Form. The core curriculum studied by all pupils consists of: English, Mathematics and PSHE. The majority of pupils take French or Spanish or English as an Additional Language (EAL).

The rest of the available subjects are chosen as options - with pupils making six choices – and the following advice on subject choices applies:

- Pupils should try to keep a breadth of choice whilst also playing to their strengths and interests.
- It is recommended that most pupils take Dual Award Science or Triple Science if they wish to study all three Sciences separately.
- Pupils are encouraged to study at least one creative subject in their curriculum but only in exceptional cases should someone study more than two.
- Pupils are encouraged to study one or more of the humanities.

It will be possible for those of high academic ability to take both Latin and Greek (Gratin) by arrangement with the Director of Studies, in consultation with the Head of Classics. Members of the top set in Mathematics sit the IGCSE examination at the

end of the Remove, which enables them to take Additional Maths in the Fifth Form. There is a Fast Track Triple Science option for top science pupils who study all three sciences in two option blocks.

For those receiving Literacy and Numeracy Support, it might be advisable to undertake a more suitable, reduced curriculum. All pupils are advised on the appropriate choice of subjects by the Directors of Studies, the Head of Learning Support, the Head of Careers, their tutor and the Housemaster/Housemistress.

Sixth Form

In order to undertake the normal A Level course, we expect pupils to have obtained a minimum of six GCSE passes at level 6. A level 6 is usually the standard minimum requirement in most subjects for further study although some subjects may require an level 7 at GCSE.

Most Sixth Form choose three A Level subjects, although it is possible for some pupils to take more than three.

There is, at present, a wide range of 23 subjects from which to choose, as follows:

Art & Design	Greek
Biology	History
Business Studies	Latin
Chemistry	Mathematics
Computer Science	Music
Classical Civilisation	Philosophy and Ethics
Design Technology	Physical Education
Economics	Physics
English	Politics
French	Psychology
Further Maths	Spanish
Geography	

In addition to three A levels, pupils select options from an enrichment block, which offers a variety of qualifications including the EPQ (Extended Project Qualification).

Fuller details of GCSE and A Level courses are published in separate booklets which are sent to parents at the appropriate time.

Examinations

Internal

Internal school examinations are held as follows:

- Fourth and Remove: end of Michaelmas Term and in second half of Trinity Term.
- Results are published with the school report.

Trial Examinations

- Fifth (for GCSE): at the beginning of the Lent Term; results published at Half Term.
- Upper Sixth: after Half Term in the Lent Term.
- Lower Sixth: after Half Term in the Trinity Term.

External

A level and GCSE examinations are normally taken in May/June of the Fifth Form.

- Top set in Mathematics takes IGCSE in the Remove.
- A Level final examinations are in June of the Upper Sixth.

Assessment and Monitoring of Progress

The academic progress of pupils is monitored regularly, with achievement and effort grades awarded as follows:

Attainment Grades

9, 8, 7, 6, 5, 4, 3, 2, 1 are awarded based on current performance for individual subjects for all year groups.

Effort Grades

Excellent, Good, Satisfactory, Needs to Improve and Cause for Concern. There is normally one grade card per half term and one end of term report. This system is to encourage pupils, at all levels of ability, to strive for improvement and avoid any tendency to be complacent. As they mature and develop through the Lower School years, we hope to instil a real measure of self-expectation and the confidence to achieve strong GCSE results.

We strongly advise all parents to check the portal regularly. Access details can be obtained from the Front Office. Assessments are available to parents via the Parent Portal. Pupils whose effort grades are less than satisfactory will meet with the Director of Studies, where action plans will be agreed.

Learning Support

The School recognises its responsibility to identify and provide for pupils with SEND (Special Educational Needs and Disabilities). The Learning Support department is responsible for this. The department aims to work in partnership with parents, colleagues and outside agencies. A charge is made for Learning Support, which is added to the bill on a termly basis.

The department offers three distinct services: Literacy Support, Curriculum Support and Numeracy Support. All three offer one-to-one tuition tailored to individual need. Although the above services are all year round commitments, individual tutorials are available for pupils requiring short-term support in specific areas e.g. essay technique, proof reading and analysis of exam performance. The department also offers study skills in any of the following areas: personal organisation, time management, effective learning, revision and exam technique.

The department aims to provide a non-threatening environment where pupils feel relaxed about making errors and self esteem is boosted. Learning Support aims to be very flexible, providing solutions and strategies whatever the learning difficulty presented. The department is fully committed to technological solutions and trains pupils in specialist software as well as teaching through the medium of IT. We aim to stay at the cutting edge of technology and keep abreast of software developments for SEND support. The department can arrange testing for a number of learning difficulties if required.

Literacy Support

The main category of SEND in the school is dyslexia. Pupils with weak literacy have a structured spelling course. The literacy programme is taught exclusively through the medium of IT. The aim is to boost a pupil's literacy levels, primarily in fourth form, making as rapid progress as possible towards their plateau of ability, in order to access the general curriculum more effectively. These pupils are assessed annually on objective tests and provision is reviewed in the light of the results.

Curriculum Support

This service is best suited to pupils who require general support with written, learning or organisational tasks. A curriculum tutor, working on a one-to-one basis, provides

support for structuring and improving written work from any curriculum area or for learning tasks. The curriculum tutor works closely with classroom teachers, ensuring well targeted subject support.

Numeracy Support

This service is offered to pupils who have a specific weakness in Maths. A specialist Numeracy Support tutor works closely in collaboration with the pupil's Maths teacher and the head of Mathematics to give one-to-one tuition that provides practice and consolidation of topics from the maths syllabus.

English Language Training (ELT)

The ELT department provides language support of pupils for whom English is not their first language as well as mentoring and pastoral support for all international students at the school. ELT lessons are either in small groups or one-to-one, as advised by the ELT department and include grammar, vocabulary and pronunciation as well as the skills of writing, reading, listening and speaking. Support is also provided for students with their everyday studies and exam preparation. In addition, pupils study for appropriate examinations such as IELTS to enable them to be well-prepared in the skills required for their GCSE and A Level subjects and to enter British or international universities.

All overseas pupils should expect to sit a language needs assessment within the first few days of term. The quantity of lessons and number of pupils in a group will be determined at that time. All pupils are expected to have a paper bilingual dictionary; if they do not arrive with one, they will be given a dictionary, the cost of which will be added to the school bill. Depending on the nature of support needed, pupils may be advised to embark upon a reduced GCSE programme in the Junior school.

The ELT department also offers 'drop-in', flexible support for all international pupils with the ELT Centre which is open during and after the school day: a welcoming point of contact where pupils can find academic help or general advice.

Pupils may be entitled to extra time in some exams, but will need to prove they fulfil the criteria and sign a declaration. Full details of criteria can be obtained through the Exams Officer or Head of ELT once the student has arrived.

Academic Discipline

Academic Work

When a pupil hands in a piece of class work or prep which has been done with little effort, the pupil will be told to redo it. Tutors will be kept informed and will talk this through with their tutees. If prep is not handed in, the pupil may be given a department detention. Failure to attend a department detention, or the allocation of three department detentions in a short space of time, will result in a School detention. HsMs will issue blue report cards to monitor and raise the effort levels of a pupil who is underperforming. Beyond that the HsM or DoS will contact the parents.

Poor behaviour in the classroom

Poor behaviour is dealt with as follows:

- A reprimand.
- If that is insufficient, extra work may be set.
- If behaviour does not improve immediately, or poor behaviour is repeated, it will be reported to the Head of Department with the tutor and HsM.

- Repeated poor behaviour will result in a Dept. Detention (Tuesday) or a SLT Detention (Saturday).
- If the level of disruption is threatening the progress of the class, a pupil may be sent out of a lesson; to the SLT offices. This is also likely to result in a School Detention. The Head of Department will be informed and speak to the pupil; the HsM will also be informed. Exclusion from a lesson is a more serious step taken only in consultation with the HoD, the HsM and the Deputy Head/Director of Studies.

NOTES FOR ALL PUPILS

Timings

It is intended that day boys and girls shall take a full part in the corporate life of the School, including hobbies and activities. Day boys and girls should not leave School any weekday before 4.00pm at the earliest unless they have the permission of the HsM. They are expected to do at least one and a half hours of Prep per weekday evening; older pupils more. In exceptional circumstances the School may require Prep to be done at School.

Day pupils require permission from HsM to be in School any evening after 6.15pm or on Sundays.

Leave of Absence from School

Except for illness, leave of absence from School should be sought from the Deputy Headmaster via the HsM. In line with government guidelines, pupils should not be taken out of School without the School's permission.

Chapel

All members of the School are expected to attend the Whole School Services on Monday and Wednesday mornings and Friday evenings (see Chaplaincy Section). Permission to be absent will only be granted in special circumstances by the Deputy Headmaster.

Transport

No member of the School is allowed to drive any form of motor transport for going to and from School without the Deputy Headmaster's specific permission. Written parental permission for each pupil driving, carrying a passenger **OR** being carried as a passenger, must be held by the Deputy Head. Generally only day pupils are given permission.

Belongings

All belongings must be adequately marked with the owner's name. The School cannot accept responsibility for any pupil's money or other valuables which are lost on School premises; The School advises insuring valuables. All boarding houses and the Front Office can lock items away.

Implications of Absence from Lessons

Pupils who are deemed not well enough to attend lessons may not normally take part in activities, such as visits to town, playing for a School team, playing in a House match, taking part in a School social function, later that day.

The School Code of Conduct

The School is heavily reliant on the cooperation and support of parents and guardians in maintaining a purposeful, productive and courteous School. Because the School is situated in Cheltenham, we would particularly appreciate if parents living locally supported the Code of Conduct when pupils are in their care. The Code of Conduct is available through the Parent Portal and in pupil planners. It is designed to help pupils make responsible choices.

Dress and Appearance

We are keen to maintain our reputation as a School that produces well turned out individuals who take a pride in their appearance. Dress regulations and clothing lists are published in this Handbook and parents are asked to support the School by purchasing clothing and footwear that satisfy the requirements given there. It would be particularly helpful to us if you could ensure that your sons and daughters do not return to school at the end of the holidays with hair that is extreme in style or colour.

Mobile Phones

Possession of these in School is allowed, but they must be switched off in all formal situations - class, prep, library, Theatre, Chapel, etc and after "Lights out". Their use in School must be managed discreetly and privately. In essence the School operates a phone free time zone between 8.30am and 4.30pm. Phones will be confiscated if the rules are broken. Parents are reminded that the School cannot be responsible for the safe-keeping or insurance of such items. Fourth form will not be allowed mobile phones until after half term in the Michaelmas term.

Beginning of Terms

Boarders should always be back in House between 6pm and 8pm on the day preceding the start of term. Please consult with the Housemaster or Housemistress if a pupil has to return outside of the hours. Day pupils must be in by 8.20am the following morning. (There are different arrangements for new and Lower Sixth pupils for the September start.) Tier IV visa holders may be in violation of their visa, if these dates are not adhered to.

Parties

Parents are asked not to stage parties involving boarding members of the School during term time or immediately adjacent to the term. In the special case of eighteenth-birthday celebrations, it is hoped these will be held wherever possible during the holidays, but, if a term-time party is the only possibility, the School asks parents to follow its written guidelines, as detailed below, and discuss arrangements in good time with relevant HsMs/Deputy Head.

Eighteen Birthday Celebrations

The following guidelines have been drawn up in the hope of avoiding some of the problems that might arise when a term-time party is the only possibility for the celebration of an eighteenth birthday.

- Parties should not be arranged during the examination preparation period in the Summer Term or during the week.
- Parents should contact the host's HsM as soon as the party is proposed and no later than 4 weeks beforehand; initial liaison over arrangements can be made and a full guest list communicated.
- All Boarding HsMs should have the names of guests in their Houses as soon as possible, but at least 2 weeks before.
- All permissions for Leave-out from parents of guests must be with the HsMs in writing at least a week before the event or pupils may be refused permission to go.
- All transport arrangements must be made and overseen by parents/guardians and must follow School policy on driving of vehicles and carrying passengers; the School cannot arrange or be responsible for transport.
- All boarders are the responsibility of those who have made the Leave-out arrangements as soon as they have left the School and until they return to School.

NOTES FOR DAY PUPILS

Absence

If a day pupil is to be absent because of illness, the Housemaster/Housemistress should be informed by 8.15 am that day.

Extra Meals

If day pupils wish to have breakfast or supper in School they must sign in by the end of lunch-time; if they forget to do so, boarders will have priority.

Conduct

Pupils must travel to and from School in full uniform. Day pupils are reminded that, even at times when the School is not directly responsible for them, others will judge the School by their conduct and appearance, and, if their standards at these times fail to satisfy the School's requirements, disciplinary action will be taken. Day pupils may not visit premises licensed for the consumption of alcohol while under School regulations.

School Buses

The School participates in a shared scheme of buses to and from several locations around Cheltenham and further afield; details of cost and timetables are on page 21 of this handbook. Please contact the Bursary for a form if you wish to take up this scheme.

Occasional Boarding for Day Pupils

All applications for occasional nights for day pupils in boarding houses should be made to their current Houseparent at least three weeks in advance (except in emergencies). Boarding houses are very full, so applications should be for genuine need and parents should appreciate that pupils may not be able to be accommodated. This service is charged at £45 per night.

NOTES FOR BOARDING PUPILS

Stated Aim

It is our aim to provide a full and balanced life in the caring, family, atmosphere of a Christian co-educational school; to enable young people to develop relationships and fulfil their potential as individuals in a secure and happy environment and thereby learn to play their full part in society as a whole.

Leave-out

While a boarding pupil is at Dean Close, the School is in loco parentis, in consequence, absence from School is not permitted unless the following procedure is followed:

1. Permission must be sought in writing from the HsM, at least four days in advance, for standard leave-out during an evening on a Saturday after lessons/games and or Sunday.
2. If an adult other than parent or guardian is taking out the pupil, written permission from that person and from parents is required on the appropriate form available from the HsM.
3. For pupils' Leave-out during term that might mean missing any School commitments, permission must be sought from the Deputy Headmaster, via the HsM, and will only normally be granted for important family occasions, County level representative sport or a 'once-in-a-lifetime' opportunity. This includes the missing of Whole School Services on Friday evenings or Sunday mornings. Boarders should be back by bedtime unless they have HsM's permission otherwise. Pupils must be collected from School and returned to the campus. It is essential that we do not allow the possibility of the loss of one of our charges.

The School is happy to give Leave-out, but tries to ensure that pupils are safe by being meticulous about who is responsible for them. If there are any queries about the procedure, the HsM should be consulted in advance to avoid disappointment.

Leave-out is dependent upon the pupil not having any obligation to a School commitment or punishment. Pupils need to return to School fit and able to do activities.

Half Terms

At half term the School closes. Boarding parents must inform the School at least 10 days in advance of arrangements for the following half term.

Exeats

Pupils are expected to be away from School for all 'Full' Exeats. Please inform the HsM in good time of the arrangements for Exeats.

On occasion, the School is able to make arrangements for those whose parents live a long way from the School, to stay in School for the weekend with a light activity programme arranged. The details of these will be published during the school year.

Dates of Exeats and of terms are published in the School Calendar; please note there are sometimes differences between DCS and DCPS.

Airport Transport

The School can give parents or guardians details of a firm called "Charterbus" who will transport to and collect from flights at UK Airports. Late arrivals and early departures at beginnings and ends of terms and half-terms are detrimental to the individual pupil and the life of the School. Parents are asked to plan ahead and minimise such arrangements. Early departure or late return of more than 24 hours requires the Deputy Headmaster's permission to be sought via HsMs. Boarders are only allowed to leave early in exceptional circumstances. Tier IV visa holders must comply with the terms of their visa. Please arrange flights etc in conjunction with published term dates.

INFORMATION COMMUNICATIONS TECHNOLOGY

Using Laptops in School

Dean Close Senior School welcomes the use of personal laptops in School in accordance with Pupils Acceptable Use of IT Policy. All laptops brought into school will need to have an industry recognised Anti-Malware pre-installed and configured for updates. Laptops without any AV should not be used within the School IT Network Infrastructure. The School's IT Department reserves the right to install / uninstall software and applications on to pupils' laptops without parents' consent. If pupils do not wish this software to be installed their laptops should not be brought to School.

It is recommended that laptops are robust in design to survive the day to day demands of a busy school. In addition the pupil will need a quality laptop bag with provision for storage of peripherals eg mouse, usb stick where appropriate. A laptop specification is available upon request.

Technical Support

The Technical Support Department is available for pupils to consult regarding general IT queries. The School is committed to the support of pupils' laptops where appropriate and practicable. In the unlikely event that there are compatibility problems with the School's software, the School's responsibility

shall be limited to the removal of these items of software, although of course the School will endeavour to rectify the problem.

In some circumstances eg Product Design Technology, academic department licencing enables software packages to be available for use on personal machines. This installation is performed by Technical Support. Please contact IT Technical Support Department, for further details. The School recommends all software be purchased from www.software4students.co.uk as this legally offers software at a fraction of the cost of high street stores. Please mention Dean Close School with all purchases made.

Insurance and Warranty

It is recommended that parents and guardians consider their need for insurance and extended warranty for a pupil's laptop. Many parents opt for insurance and 3 year manufacturer's warranty on their son's or daughter's machine. On-site 3 year manufacturer's warranty and adequate insurance is recommended for Boarders. This together with the insurance should be international where appropriate. Parents may wish to explore the way in which these policies include provision for 'accessory' cover eg power supplies and batteries. We have found that some policies do not include such cover.

Backup of Data

All pupils are provided with an email address and a personal network area to store data. The School endeavours to ensure the availability of data, email and network services but sometimes unforeseen circumstances prevent access. It is strongly recommended that pupils ensure they have a second copy of their data. They may choose to back up their data remotely (using an Internet service), on USB stick or by using additional/alternative media eg external hard drive, CD or DVD. If pupils are unsure as to how to do this they should contact the IT Technical Support Department. Pupils must not use the school network to store personal data.

External Connection to the Internet

If a pupil would like to use an external connection to the internet eg mobile device, PDA, 3G Data Card, permission must be sought from IT Manager or HsM and written authorisation must be given by a parent or guardian. The School acknowledges that mobile devices enable independent connection to the internet via 4g. Parents need to be aware that the School does not monitor the use of such systems and that it is their responsibility to monitor the use of the internet in this way.



CAREERS ADVICE

The school continually seeks to value every person and to provide an environment and opportunities where everyone can explore and develop what this means. Hence, the aim of the Dean Close Careers Department is to empower our young people in their individual journeys - to access key opportunities and to take ownership for their own career management and planning. For us, 'Careers' covers not only all aspects of pupils' plans after school, from choices regarding university and vocational pathways, to gap years, to ideas about future employment, but also the preparation and development of the skills, habits and awareness that enables realistic decision-making and informs future fulfilment. The specialist Careers team are a vital component of the pastoral care of each pupil and act in regular collaboration with the wider academic, pastoral and professional networks across our school community.

The following is a summary of key aspects of our Careers provision, though it is by no means exhaustive of the opportunities on offer. Interlaced within this framework are a regular series of events, initiatives and encounters designed to enhance pupils' academic and professional awareness and employability. One to one discussions / interviews are also available at any time.

Fourth

- Introduction to key provision, concepts and skills through the Skills Lab curriculum and personal development events
- Parents' meeting to explain the GCSE options procedure
- Careers exploration sessions and discussions with tutors, pastoral teams, and academic departments, to support GCSE options choices
- Early opportunities for exploration and development via special events and professional encounters (for example, Young Entrepreneurs, Student Investor Competition, Citizenship Programme)

Remove

- Careers discussions and exploration within tutorial programme
- Apprenticeships & post-16 options events
- Employability skills enhanced through CCF programme

Fifth

- Online assessments (January); access to online destination platform enabling customised advice and large database of up to date information and resources; optional careers assessment report received by pupils, parents and tutors
- Discussion with personal tutors & teachers regarding A Level and post-GCSE options (February / March)
- Follow-up careers interview report shared with pupils & parents (April)
- Continuing advice on A Level & post-GCSE options and organisation of Work Experience.
- Optional Skills Week programme (June)

Lower Sixth

- Introduction to Sixth Form Careers provision and Options guidance; initial Careers survey establishing current interests, options and experience (September)
- Online destinations platform provides customised results and guidance on courses and career paths as well as a framework for continued dialogue with tutors and specialists
- General Seminar to help choose courses and institutions
- Degree Apprenticeship assembly and networking events
- Interview & CV writing support
- Oxbridge and International University coordinators support pupils' options (January)
- Parents' meeting to explain the UCAS procedure and Apprenticeship opportunities – parents supplied with a UCAS Parents' Guide (February / March)
- Visit to a UCAS Higher Education Convention (March / April)
- University visits
- Promotion of Year Out opportunities
- Drafting Personal Statements (June)
- Futures Programme (end of Trinity Term) – programme of workshops (including training for completion of UCAS application), networking events and university visits
- Easter / Summer holidays provide valuable times for independent or facilitated work experience / placements

Upper Sixth

- September – interview with Headmaster, Higher Education Coordinator and Director of Studies to assist in decision-making
- UCAS references completed
- Help with applications (to be completed by early October, or earlier for Medics and Oxbridge candidates)
- Advice / guidance on University offers
- Interview & CV writing support
- Information for leavers and parents on post results period
- Post A Level results advice / guidance / support

Post-Dean Close

- A Level results / Summer support
- Post-A Level UCAS & Oxbridge support for deferred entry and reapplying
- Support for ODs through Old Decanian Society

Work Experience

All post-GCSE pupils are encouraged to arrange work experience opportunities over the course of their following school years. Two worthwhile placements are recommended as a minimum. Independently arranged placements during the holidays are excellent opportunities and can be the most accessible. Placements can also be facilitated by the Work Experience Coordinator through our professional networks, alongside pre-placement and post-placement support. Parents arranging work experience for their children are reminded of the need to check that the company has suitable safeguarding provision for young people, insurance cover and all Health & Safety implications have been considered. (This applies even if the work experience is offered by 'family' or a 'friend'). Further advice regarding this is available on request.

CO-CURRICULAR ACTIVITIES

Sport

All pupils, unless excused on medical grounds, are expected to take part in Games as recommended by the Director of Sport. Saturdays are full School days and as such, pupils are expected to fulfill all Saturday games commitments. Our principle is that up to the end of the Fifth Form, all pupils will play the sport of the term, except in circumstances agreed by the Director of Sport and Deputy Headmaster (who has the oversight of all co-curricular activities). Pupils who have a desire to specialise on entry into the Sixth Form should discuss to meet with the Director of Sport.

In the Sixth Form, the sport of the term still takes priority but there are many more opportunities available to pupils through a broader games programme.

	Boys	Girls
Michaelmas	Rugby	Hockey
Lent	Hockey	Netball
Trinity	Cricket/Athletics/Tennis	Tennis/Athletics/Cricket

Other Games activities include: Aerobics, Badminton, Basketball, Cross Country, Cycling, Fitness Training, Football, Golf, Pilates, Polo, Riding, Rugby Sevens, Squash, Swimming and Water Polo.

Music

The School offers young musicians the very best opportunities for developing musical talents to the highest level and for discovering the special fulfilment and enjoyment of music making. Tuition is offered on piano, organ, harpsichord, all the orchestral instruments (including percussion), singing, guitar and drumkit.

An extensive number of vocal, chamber and orchestral groups exist as well as numerous rock bands and ensembles. There is a strong tradition of Oxbridge and Choral award success as well as places being gained at the country's leading conservatoires. The Chapel Choir leads School worship and also visits cathedrals to sing Evensong and makes regular recordings; the Choir has recently toured in Spain, Austria, Italy and New York.

Generally, pupils are advised to learn no more than 2 instruments, although singing would make an acceptable third. For progress to be made on any instrument, pupils need to be aware that regular practice must be sustained! There are a number of school instruments available for hire but after an initial trial period, parents are recommended to purchase instruments for their children as this is financially beneficial in the long term.

Music Charges per term: (2019-2020)

£325.00 for individual tuition in one instrument

£280.00 for any subsequent instruments

£40.00 for hire of School instrument

Music Lessons

1. There are normally 30 lessons of 40 minutes each per year, although advanced pupils may receive hour lessons on request or advice from the department.
2. Timetables are published on the Music Department notice board at the start of each term but are subject to change for a variety of reasons so should be checked by pupils at least weekly.

3. Pupils in the Fourth Form and Remove may need to miss an academic lesson for their music lessons. However, this is kept to a minimum and is scheduled on a rota system so that pupils do not miss the same academic lesson more than twice a term. Lessons on a second instrument always take place during non-academic times.
4. It is the responsibility of each pupil to ensure they are able to attend their lesson and if there is a reason why they cannot do so, they should contact their instrumental teacher, the Director of Music or Mrs Klemz at the earliest possible opportunity in order to try to arrange a change of time. While this is not always possible, every effort will be made by the teacher to rearrange a lesson.
5. If a lesson is missed through forgetfulness, the pupil should immediately contact the instrumental teacher to apologise. Lessons missed due to illness, injury or forgetfulness will still have to be billed. Pupils who cannot play their instrument due to a physical injury should attend lessons for aural or theory training.
6. Pupils who receive free music tuition may be charged for lessons that are missed without good reason.
7. Instrumental teachers report any absenteeism to the Director of Music who then advises the Housemaster/mistress. Pupils are required to explain their absence to the Director of Music and may be placed in a Supervised Practice session or detention.
8. **A full term's notice in writing is required to cease instrumental/singing lessons.**

For progress to be made on any instrument, regular practice needs to be sustained. We ask parents to encourage their children to practise their individual instruments for at least half an hour four times each week.

Drama

Drama is pursued to high levels in the School, and a significant number of pupils apply to leading British drama schools, on the careful advice of the department. There are between 8 and 10 productions per year in Drama, from fully-mounted musicals and productions by major playwrights in The Bacon Theatre, to more intimate shows in the Drama Studio. These will incorporate whole-school productions, the Junior Play, the Drama Scholars' Play, The Biennial Musical, House Plays; talented and experienced sixth formers are invited to direct productions during the year. Close Up Theatre (the public face of DCS drama) visits the Edinburgh Fringe most years, and attendance is by audition and invitation. In Speech and Drama lessons, a wide range of skills are offered: acting, speaking verse and prose, performance technique, public speaking, sight reading, improvisation and mime. Many take Speech and Drama lessons, which may be shared or taken individually; most pupils will be encouraged to work towards examinations with LAMDA. RADA, Victoria College, UEA and LCM examinations are also offered. Many also compete in the Cheltenham Competitive Festival to considerable acclaim. The ability to communicate clearly is a valuable asset no matter what career your child chooses to pursue; these lessons can be of immense value in building self-confidence and learning to utilise voice and physicality carefully.

A full term's notice is required in writing to cease these activities.

Activities

There is a wide range of skills, hobbies, leadership, outdoor education and community action activities offered throughout the week after academic lessons. There is some difference in expectation of each year group in terms of what, and how many, activities there should be, in which pupils are encouraged to be involved. This may also be dependent upon an individual pupil's overall portfolio or commitments.

The Combined Cadet Force (CCF)

In the final term in the Fourth Form pupils opt to join one of the sections of the CCF - the Army, the Navy or the RAF. They then embark on a *compulsory one-year training programme* which aims to develop leadership, discipline, confidence and teamwork through a wide and diverse range of activities. The CCF makes full use of a 'Field Day' each term when a half day is set aside for focused training.

IT IS IMPORTANT THAT ANY OBJECTION TO A PUPIL JOINING THE CCF IS REGISTERED BEFORE ENTRY TO THE SCHOOL

Duke of Edinburgh Award

Dean Close is delighted to be a Duke of Edinburgh Licensed Operating Authority, which encourages many pupils to gain the Duke of Edinburgh Bronze and Gold Awards. Since this is a voluntary award, the pupils are expected to be independently motivated and organise their physical, skill and volunteering sections of the Award. Regular expedition training opportunities exist throughout the school year with practice and assessment expeditions being organised through the School. Challenging hiking expeditions are offered at Bronze and Gold level, with cycling as an option at Gold level. Many of the co-curricular activities offered at Dean Close can be incorporated within the Award.

Community Action

There is a large Community Action Programme which runs at various times after school but some activities run at other times during the week. Since service activities are highly valued at Dean Close, a large number of pupils take part in the programme. Activities vary from helping to teach or coach primary school children to doing volunteer charity work to supporting the recycling and environmentally friendly programmes.

Clubs and Hobbies

A wide variety of activities is offered at various times of the week, please see separate programme for full details.

MEDICAL INFORMATION

Health

The school's Health centre is located next to the Dining Hall, it provides a clinical area and accommodation, staffed by 3 Registered General Nurses and two overnight matrons.

The nurses work closely with Overton Park GP surgery to provide a full practice nurse led service as well as facilitating a GP clinic five days a week.

All full boarders are expected to be registered with Overton Park surgery, unless a waiver form is completed.

The Doctors are Julian Wilson (school medical officer), Dan Fox (male) and Trudy Christmas (female). Appointment space is made available at Overton Park Surgery later in the day if the need arises. The Doctors' surgeries in School afford the same confidentiality as a normal GP surgery.

Please note: A Pupil whose GP is a different member of the Cheltenham Practice area may not be seen by the School doctor other than in an emergency.

Medical Examination

The School doctors give every boarding pupil a full medical on entry. Day pupils are given a nurse led measurements check to include height/weight, B/P, colour blind assessment.

Medicines

Day pupils who need to bring prescribed and non-prescribed medication for use during the day should notify the Health Centre so that a risk assessment can be completed. Pupils who are not self-medicating can have their medication administered in the Health Centre. All medications should be in English and in their original container. No pupil should be in possession of medicine (prescribed or non-prescribed) without the knowledge of the Health Centre.

Records for New Pupils

It is absolutely essential that parents complete the necessary health records for new pupils before the start of the year, sending them by post or email attachment in advance. ALL pupils require a completed "Health Record" (contained with accompanying literature). Boarding pupils also require a completed Doctor's Registration Form (GMS 1) (purple form) as well as a "Health Record". Without a completed Health Form the medical/nursing team has no authority from parents to treat the pupils and boarders will not be able to be resident in School. Immunisation details are necessary in order to ensure your child receives all the relevant vaccinations. Boarders' names will be registered on the list of the Overton Park surgery and their NHS cards will be retained as long as they are pupils here. Boarders must not register with their family doctor during the holidays but can obtain treatment as a temporary resident. Flexi boarders can continue to be registered with their home GP, if necessary.

Insurance

We encourage all parents not otherwise insured to consider seriously our AXA PPP Scheme, which is not at all expensive and enables their child to have the services of a consultant on a private basis if ever it is necessary. Full details of the Scheme can be obtained from the AXA PPP handbook.

Appointments

We ask parents to avoid making appointments for dentists etc, in term-time; obviously medical emergencies must be dealt with as such. However, many interruptions to School life can be avoided if visits to the dentist take place automatically each holiday. Boarders are accompanied to any hospital or dental appointment by one of the matrons. Taxi fares may be payable.

Treatment for Day Pupils

During the School day, if day pupils are taken ill or require first aid, they will receive treatment from the nurse and/or may rest in the Health Centre, unless parents have requested otherwise. Parents will be notified of any illness or accident. (Also please see Notes for Day Pupils).

Immunisations

These are carried out on all pupils in accordance with the National Immunisation Programme, unless parents request otherwise, and include vaccines for travel health for boarders visiting overseas in the School holiday. Malaria prophylaxis is also provided for specific destinations - these are not available as an NHS provision, so a charge will be made - we will contact you if any of the above is necessary.

Gum Shields

It is compulsory for all pupils taking part in contact sport to possess gum shields. This can be arranged privately, but a clinic will be held in School run by the Sports department in September. Please ensure pupils bring existing gum shields.

BURSARY INFORMATION AND POLICIES

Payment of Fees

Details about paying by monthly or termly Direct Debit and about the School's scheme for the capital payment of fees in advance may be obtained from the Bursary. All fees and monies due from parents and guardians of pupils are required on or before the first day of the relevant term. Payments by cheque should be forwarded to the Bursary, The Dean Close Foundation, 67 Lansdown Road, Cheltenham, Glos, GL51 6QD. If payment is late without just cause an administrative charge of £50 will be made, in addition interest at the School's standard rate (currently 2% per month) will be charged on the outstanding balance.

A charge of £50 will be made for each re-presented cheque or payment. Should unforeseen financial difficulties arise, parents are advised to discuss the matter with the Bursar as soon as possible.

Insurance

The following pupil insurances are available on an opt in basis:

- i The School Fees Refund Scheme (loss of fees through sickness) at 1.05% of fees
- ii The School's group membership of AXA PPP Healthcare, at £99.00 per term
- iii Personal Effects Insurance Scheme at £8.57 per term

Please note that personal possessions are not covered by the School insurance. Parents should check whether their own insurance covers such items whilst at School and if appropriate consider taking advantage of the Pupils' Personal Effects Insurance Scheme.

The School has arranged for all pupils from Reception Year upwards to be covered by the Pupil's Personal Accident Insurance Scheme (incorporating Dental injury) at no additional charge.

The School Cannot accept liability for the loss of, or damage to, pupils' personal property or property on loan to them.

Extras

Certain items are charged on the School bill as extras. The following are included in the overall termly fee:

- All course text books and stationery (charges will be made for lost or damaged textbooks)
- laundry
- games equipment not listed as an optional extra
- laboratory and CDT expenses (pupils wishing to keep completed items pay only for materials)
- routine Combined Cadet Force (CCF) training and its alternatives
- travel on strictly educational trips and for teams to School matches
- lunches for day pupils

The following are **not included**:

- all fees for external examinations
- a few books and personal equipment (eg. calculator) listed in the joining instructions
- CCF Camps
- optional trips and visits

Optional Extras

Notice in writing must be received before the start of the preceding term by parents wishing to discontinue any optional extra, such as Music, Speech and Drama and Riding.

Other optional extras include visits to plays, concerts, etc. outside the curriculum and use of the Sixth Form Social Centre.

Notice of Leaving

Parents must give notice in writing before the start of the preceding term of their intention to remove a pupil from the School or for a change of status request eg. from boarding to day, flexi boarding to day, etc. If such notice is not given, a full term's fees in lieu of notice, without the benefit of any concessions, will be payable. This notice must be received by the Bursar on or before the first day of term. Provisional notice can be accepted where a pupil's return to School depends on examination results. Parents are advised to seek early advice from the Bursar when considering removing pupils from School.

Electrical Testing

In order to meet legal obligations under Health and Safety legislation all appliances run on mains electricity must be tested and passed by the School's electricians. Parents should ensure that only safe equipment is brought to School and arrangements will be made, in Houses, for items to be tested annually. Pupils must ensure that any item brought to School after completion of the main testing programme is tested. Untested or failed items must not be used. Items such as kettles, toasters, rice cookers and electric fires are not permitted. Check with HsM if unsure.

POLICIES, GUIDELINES AND PROCEDURES

All school policies are regularly reviewed and updated. Please refer to the school website www.deanclose.org.uk/Policies for the most recent versions. Hard copies can be requested from the School Office.

SCHOOL SHOP AND UNIFORM

The Shop is run by the School for the benefit of pupils and their parents and prices are as competitive as they can possibly be, taking into consideration quality and durability. Once term has started a school account is created for each pupil whereby Senior School pupils can come in themselves and purchase items using this account. Parents are welcome to purchase items directly from the school shop and the methods of payment are cheque, cash or credit card.

Opening Times During Term Time

Mon	8.00am – 12.30pm	1.30pm – 4.00pm
Tues	9.30am – 12.30pm	1.30pm – 6.00pm
Wed	9.30am – 12.30pm	1.30pm – 6.00pm
Thurs	9.30am – 12.30pm	1.30pm – 6.00pm
Fri	9.30am – 12.30pm	1.30pm – 4.00pm
Sat	10.00am – 12.00 noon	12.30pm – 3.00pm

The School Shop is not open during exeats, half terms and holidays.

IT IS ADVISABLE TO PHONE THE SCHOOL SHOP TO BOOK AN APPOINTMENT FOR SPORTS KIT.

Please contact Kate Wood at the School Shop on 01242 258016 or mobile 07999 718666, or email kwood@deanclose.org.uk to arrange an appointment. Payment for uniform should be cleared by cheque, cash or credit card on day of purchase please.

CLOTHING LISTS AND REGULATIONS

Uniform for Lower School (Fourth, Removes and Fifth)

Junior pupils are expected to be neatly dressed in school uniform whilst at School. Uniform should be clean, pressed, well-fitting and worn as designed. Items in **bold** must be obtained from School Blazer. All clothing must be clearly marked. Please visit www.schoolblazer.com and follow the links to set up an account. This will then give directions to the Dean Close page. Orders need to be placed early for September but delivery times are shorter at other times of the year.

The School Shop offers an appointment system for the purchasing of Sports uniform at the end of the Trinity Term and at the end of the Summer Holiday. Appointments for new pupils should be booked in good time.

- **A grey crested blazer**
- **White revered collar blouse without a tie or collared shirt** (long sleeves in winter, short sleeves in summer) **with a tie** (ties are available from the School Shop)

- **Maroon jumper with grey trim**
- **Charcoal grey trousers or grey plaid kilt** (Knee length)
- Plain, black polishable leather shoes with low heels. These must be robust and suitable for school wear
- Black tights (with kilt) or black socks (with trousers)

All pupils

- Jewellery - must be discreet and removed for games. Single small plain earrings only. No rings, bracelets or other body piercings. A discreet religious symbol may be worn as a necklace
- Minimal make-up and colourless nail varnish only are allowed
- Hair should be of natural colour and of a moderate style. Hair extensions, dyed hair and extreme styles are not allowed. Hair must be off the face and clear of shoulders (tied back if shoulder length or longer)
- Coat (not shown). Dark and of mid thigh to mid calf length
- Optional items available from the School Shop include a school scarf and cufflinks



schoolblazer
Your school uniform is now ready to order!
Simply log in at www.schoolblazer.com

SPORTS CLOTHES (ALL PUPILS)

All pupils are expected to be correctly dressed for games. Regulation School games kit should be worn for all practices and matches. Specific team kit must only be worn for that sport. Casual sportswear such as hoodies should not be mixed with regulation kit. Specific house kit may be required for some inter-house competitions. Items in **bold** must be obtained from the School Shop; items in **bold italics** are optional. All clothing must be clearly marked. The School Shop can advise on all uniform issues.

Girls

- **Navy games skort x2**
- **White School polo shirt with crest x1**
- **Maroon/White striped court shirt**
- **Pairs maroon games socks x2**
- **Navy and maroon crested midlayer**
- School swimming costume and **swim cap**
- **School tracksuit top**
- **Pair School tracksuit bottoms**
- ***Navy School base layer top***
- ***Navy School base leggings***
- Sports bra
- Pair of non-marking indoor trainers
- Pair of outdoor trainers
- Pair of astro shoes
- Hockey stick
- Pairs of short white sports socks x2
- Games bag
- Mouthguard suitable for use for hockey practices and matches

Girls who play tennis in the Trinity Term will require a white tennis skirt and tennis racquet.

Boys

- **Pairs of white shorts x2**
- **Pairs of navy games shorts x2**
- **White School polo shirt with crest x1**
- **School reversible rugby/hockey shirt x2**
- **Navy and maroon crested midlayer**
- **Pairs of navy games socks x2**
- **School tracksuit top**
- **Pair School tracksuit bottoms**
- ***Navy School base layer***
- Pair of rugby boots
- Pair of non-marking indoor trainers
- Pair of outdoor trainers
- Pair of astro shoes
- Hockey stick
- Pair of black school swimming trunks – not Bermuda shorts style
- Games bag
- Mouthguard suitable for use for hockey and rugby practices and matches

Boys who play cricket in the Trinity Term will need a **School cricket shirt**, cricket trousers, a **School cricket slip over** and a cricket bat. Boys who play tennis in the Trinity Term will need tennis whites and a tennis racquet.





UNIFORM FOR SIXTH FORM

Sixth form pupils are expected to be well presented and have a business-like appearance whilst at School. Suits for girls and boys should be clean, pressed, well fitting and worn as designed. All clothing must be clearly marked. Individuality is encouraged within the uniform guidelines.

T M Lewin is the School's preferred supplier - details on next page.

Dark business-like suit

- Faint pinstripes or checks are permissible
- All suit pieces must be made of the same fabric and be designed to be worn together.
- Skirt length should be to the knee when standing
- Trousers must be tailored and full length
- A shift dress can be worn
- Stretch fabrics and body contour wear are not permitted

Shirts/blouses with collar, long sleeves and cuffs

- Must be light coloured
- Plain colours, pinstripes and moderate checks are allowed
- Short sleeved shirts/blouses may be worn in summer
- See-through fabrics and sleeveless designs are not permitted
- All shirts/blouses must be tucked in and buttoned above the breast bone

Jumper or cardigan

- Plain single colour of knitted fabric and v-neck design
- This should not be seen below the hem/sleeve line of the jacket
- Multiple layers are not permissible

Tie

- Of own choice and design suitable for school

Socks or tights

- Socks must be plain and dark coloured
- Tights should be in good repair with no holes or ladders

Coat

- Dark and plain

Footwear

- Plain black or dark brown, polishable leather shoes
- These must be robust and suitable for school wear
- Boots are not allowed

Hair

- Should be of natural colour and of a moderate style
- Dyed hair and extreme styles are not allowed
- Boys must be clean shaven

Make-up

- Discreet and moderate
- Only plain, pale nail varnish is permissible

Jewellery

- Must be discreet. One moderate ring; no more than 2 earrings per ear
- All jewellery must be removed for all games sessions



SUITS FOR 6TH FORM PUPILS

T M Lewin is a chain of stores supplying classic and contemporary suits, shirts and accessories for men and women.

They have 72 shops in the UK, one of which is in Cheltenham.

T M Lewin is the preferred supplier of 6th form suits for Dean Close School.

Dean Close is delighted that T M Lewin have agreed to offer their range of suits and shirts to 6th form pupils at specially negotiated prices, some of which are detailed below:

Men's Floyd or Clapton suit

Retail price: £159 **Dean Close price: £127**

Men's Leo or Maxwell suit

Retail price: £299 **Dean Close price: £239**

Men's shirts x 4

Retail price: £160 **Dean Close price: £88**

Women's Suit

Retail price: £230 **Dean Close price: £161**

Women's shirts x 4

Retail price: £160 **Dean Close price: £88**

These prices are only available in the Cheltenham store although the full range of suits can be viewed online. Other prices are available on application.

Appointments at the Cheltenham store can be made by phoning 01242 524952 or emailing cheltenhamt240@tmlwin.co.uk.

Walk in customers will be welcome but an appointment will ensure individual service and engagement. Orders can also be placed by 'phone or email.



GENERAL DRESS GUIDELINES

Casual dress or mufti may be worn on weekdays after 6pm, after 4pm on Saturdays and all day Sunday unless there is Chapel or an official School function. This must be reasonable, clean and decent (including any design or logo). Extremes of fashion, over-tight or revealing clothing is not appropriate in School. Uniform and mufti should not be mixed, particularly Sports kit. Hats, pyjamas and sports kit should not be worn in the Dining Hall other than with prior permission.

Girls may require a dress for formal occasions such as Christmas Dinner and Commem. This should be of modest style with shoulders and décolletage covered, just above the knee or longer in length. Boys may require black tie or a suit for similar occasions. Alternatively a black suit can be worn. Musicians may need a modest black dress / black tie (boys) for major concerts.

Items required by all pupils

- Name tapes – these may be ordered from the School Shop. All items of uniform and other personal possessions should be clearly named
- A transparent pencil case for examinations – no other type of pencil case is allowed into the exam hall
- A plain over-the-shoulder bag suitable for carrying books and other items necessary for lessons is compulsory for Juniors
- Normal stationery items – selection of pens, pencils, colouring pencils, ruler, set squares, protractor, eraser, pencil sharpener, highlighter pens, scissors and glue. Most of these items are available from the School Shop
- Calculator for Mathematics and Science – Casio FX-991EX ClassWiz
- Occasionally specialist items are required such as waterproofs and walking boots for outdoor activities. CCF kit is issued by the School
- 2 or 3 padlocks required for games locker, lockable space in study and tuck box (if required) - boarders

BOARDERS' REQUIREMENTS

- Underwear
- Night clothes x2
- Slippers or soft soled indoor shoes
- Dressing gown
- Bath towels x2 and hand towels x2 with loops for hanging
- Tuck box – available from the School Shop
- Coat hangers
- Shoe cleaning equipment
- Duvet, duvet cover x2, bottom sheet x2
- Pillow, pillow case x2
- Wellington boots
- Toiletries as required
- Regulation mesh laundry bag – available from the School Shop

Housemasters, Housemistresses and the School Shop will be happy to advise you on all aspects of uniform and items required at School.

SCHOOL BUS SERVICE

A daily, term time bus service to and from Dean Close School is available to pupils on the following routes:

ROUTE 1

	Depart	Fare		Return	Fare	
		Autumn	Spr/Summer		Autumn	Spr/Summer
Broadway (Swan Inn Car Park)	7.10	£300	£236	18.55	£251	£199
Laverton (Lay By)	7.14	£278	£219	18.51	£233	£185
Toddington (Spar Shop)	7.20	£230	£181	18.40	£193	£153
Winchcombe (War Memorial)	7.25	£214	£169	18.35	£179	£143
Rising Sun Bus Stop	7.34	£129	£102	18.29	£108	£ 86
Southam Jnc Bus Stop	7.37	£123	£ 97	18.28	£103	£ 82
Prestbury Rd Bus Stop	7.40	£118	£ 93	18.26	£ 99	£ 79
Priors Road (Simpsons Fish & Chip Shop)	7.43	£118	£ 93	18.24	£ 99	£ 79
CC Preparatory School	7.49			18.15		
Dean Close	8.10*			18.05		

ROUTE 2

	Depart	Fare		Return	Fare	
		Autumn	Spr/Summer		Autumn	Spr/Summer
Moreton In Marsh (Manor House Hotel)	6.55	£359	£282	18.55	£300	£238
Stow on the Wold (The Square)	7.05	£305	£240	18.50	£255	£203
Bourton on the Water	7.15	£257	£203	18.40	£215	£171
Guiting Foxhill	7.25	£225	£177	18.32	£188	£150
CC Preparatory School	7.55			18.15		
St Edward's Prep	8.13*					
St Edward's	8.10*					
Cheltenham Ladies' College	8.10*			18.08*		
Dean Close	8.10			18.05*		

ROUTE 3

	Depart	Fare		Return	Fare	
		Autumn	Spr/Summer		Autumn	Spr/Summer
Burford Antiques Centre	7.10	£359	£282	18.55	£300	£238
Northleach (Fallows Rd)	7.23	£257	£203	18.42	£215	£171
Northleach Square	7.27	£236	£186	18.40	£197	£157
Compton Abdale (Junction)	7.31	£214	£169	18.33	£179	£143
Andoversford	7.35	£129	£102	18.27	£108	£ 86
East End (Duke of York)	7.44	£107	£ 85	18.23	£ 90	£ 72
Sixways (Garage)	7.46	£ 81	£ 64	18.21	£ 67	£ 54
CC Preparatory School	7.50			18.15		
Dean Close	8.10*			18.05*		

ROUTE 4

	Depart	Fare		Return	Fare	
		Autumn	Spr/Summer		Autumn	Spr/Summer
Ashton Keynes	7.10	£300	£236		£251	£199
South Cerney (Water Park Info Centre)	7.13	£278	£219		£233	£185
Cirencester (Beeches)	7.25	£236	£186	18.45	£197	£157
Cirencester (Bowling Green Lane Bus Stop)	7.26	£236	£186	18.44	£197	£157
Cirencester (Straton Shops Bus Stop)	7.27	£236	£186	18.43	£197	£157
Perrotts Brook	7.32	£230	£181	18.38	£193	£153
Rendcomb	7.38	£225	£177	18.32	£188	£150
Colesbourne	7.43	£214	£169	18.27	£179	£143
Cobberley Junction Bus Stop	7.45	£107	£ 85	18.23	£ 90	£ 72
Sandy Lane	7.49	£ 54	£ 43	18.17	£ 45	£ 36
CC Preparatory School	7.52			18.15		
Cheltenham Ladies' College	8.10			18.08*		
Dean Close	8.10*			18.05*		

ROUTE 5

	Depart	Fare		Return	Fare	
		Autumn	Spr/Summer		Autumn	Spr/Summer
Gloucester Cattle Market	7.10	£225	£177	18.55	£188	£150
Innsworth	7.17	£215	£169	18.45	£179	£143
Churchdown (Bat & Ball)	7.30	£156	£123	18.40	£130	£104
Badgeworth Lane	7.35	£129	£102	18.35	£108	£ 86
Cheeserollers Bus Stop	7.40	£ 81	£ 64	18.30	£ 67	£ 54
Church Rd Leckhampton	7.45	£ 54	£ 43	18.25	£ 45	£ 36
CC Preparatory School	7.55			18.15		
Cheltenham Ladies' College	8.10*			18.08*		
Dean Close	8.10*			18.10*		

ROUTE 6

	Depart	Fare		Return	Fare	
		Autumn	Spr/Summer		Autumn	Spr/Summer
Nailsworth Bus Station	6.55	£359	£282	19.05	£300	£238
Amberley Lay By	7.05	£300	£236	19.00	£251	£199
Stroud Bus Station	7.10	£257	£203	18.55	£215	£171
Lypiat Park	7.15	£241	£190	18.50	£202	£160
Murco Garage (Before The Camp)	7.20	£225	£177	18.45	£188	£150
Foston's Ash	7.25	£214	£169	18.35	£179	£143
Birdlip	7.35	£188	£148	18.30	£157	£125
CC Preparatory School	7.50			18.15		
Dean Close	8.10*			18.18*		

Notes:

*Change at CC Prep School.  Dedicated connecting service joined at Andoversford.

Fares are for Termly Season Tickets, effective 1 September 2017. Pro-rata tickets (part term or part week) are available on request. Inward Timetable runs Monday to Saturday inclusive, outward Timetable Runs Monday to Friday only.

MAPS

The Senior School is located on Shelburne Road, Cheltenham and for Sat Nav you should enter postcode GL51 6HE. On the School website, www.deanclose.org.uk, you will find links to Google maps and downloadable site maps.

Travelling by rail

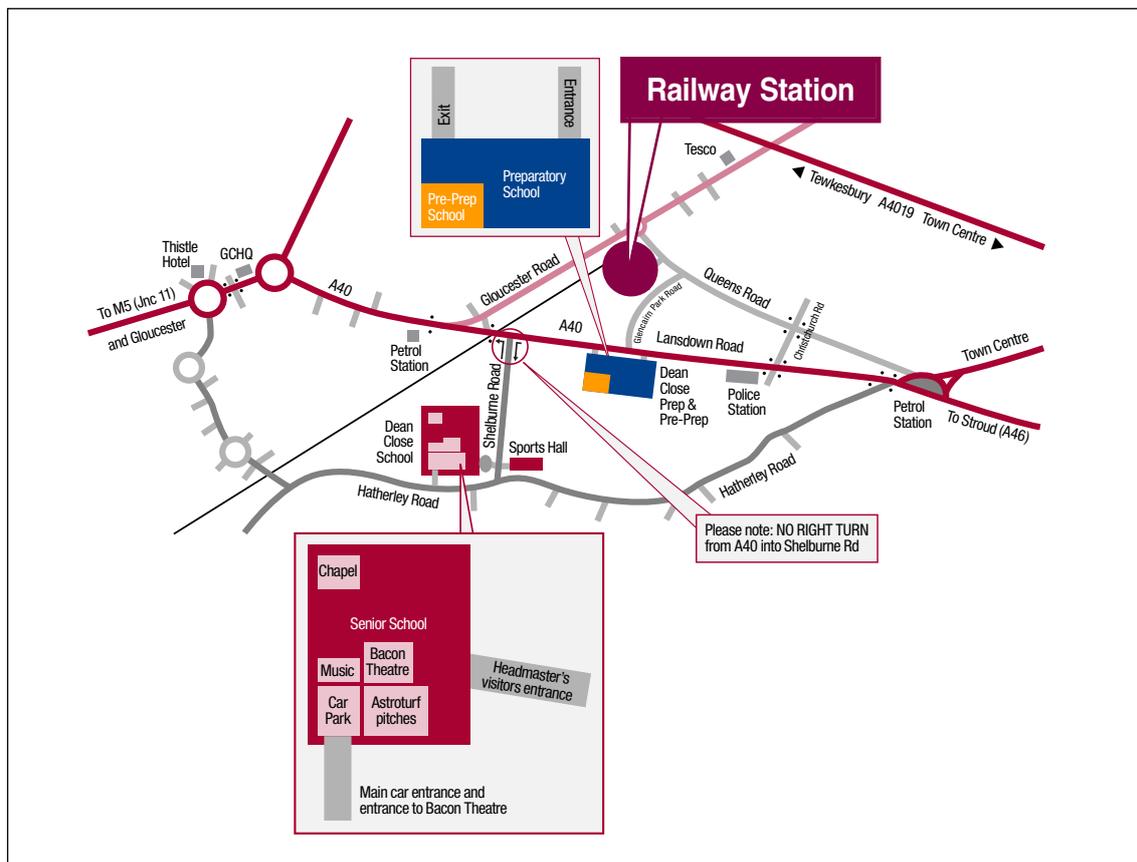
From London Paddington, Birmingham New Street and Bristol there are regular trains to Cheltenham. The School is a five minute taxi ride or a ten minute walk from the station. Train times can be found on www.nationalrail.co.uk.

Travelling by air

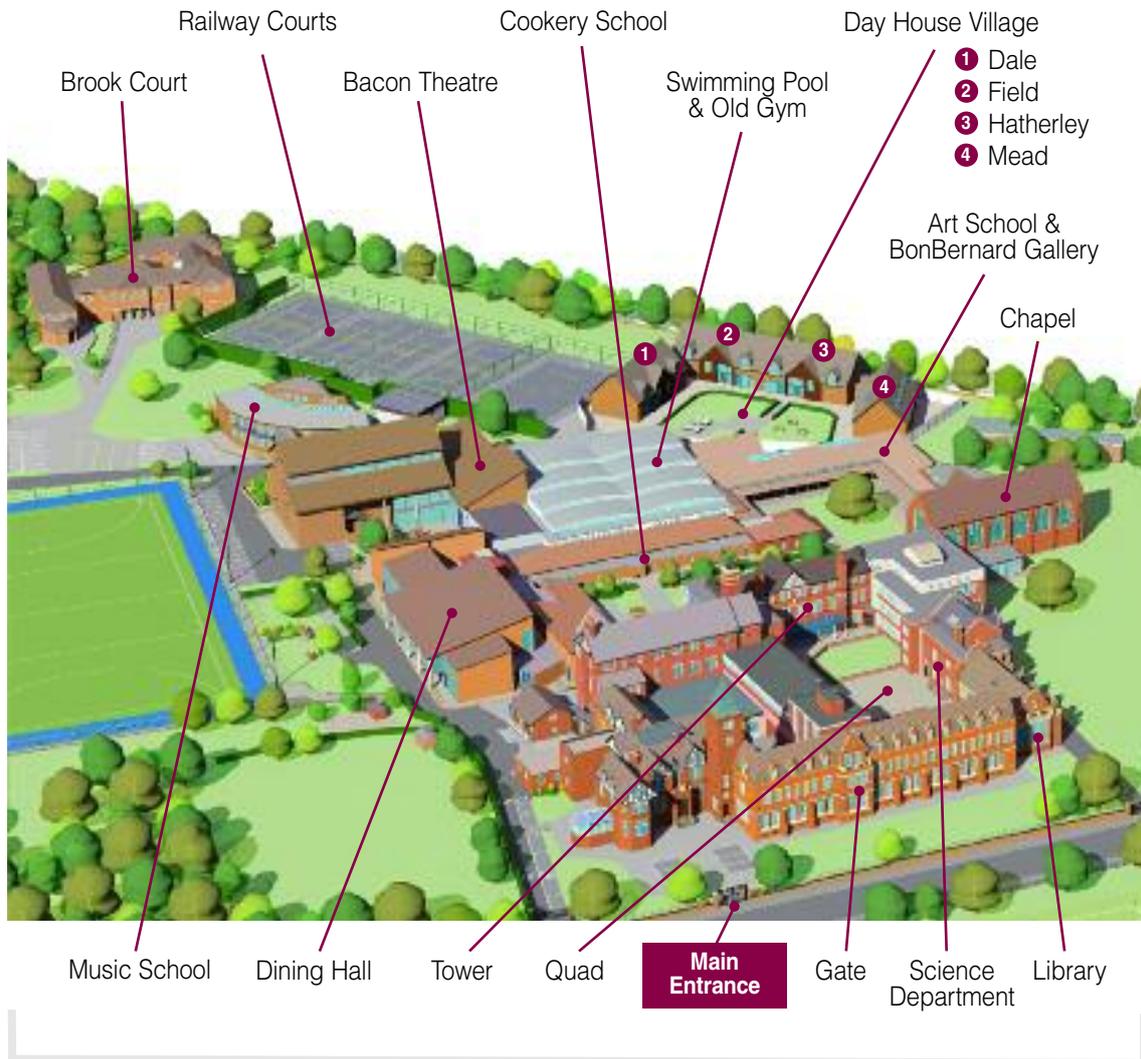
Nearest international airports are Birmingham, Bristol and Cardiff, all approximately 1 hour away.

Recommended Local Taxi Company

727 - 01242 511152



MAP OF DEAN CLOSE SCHOOL





THE OLD DECANIAN SOCIETY (Est.1891)

Dean Close School - ALUMNI

On leaving School, all pupils become members of the Old Decanian Society.

There are two main aims of the Old Decanian Society:

- 1. To enable ODs to stay in contact with each other and the School.**
- 2. To further the interests of The Dean Close Foundation.**

The Society maintains a database holding Old Decanians' contact details; this ensures that we can keep ODs up to date with events and news from ODs and the School. We aim to hold events that interest all ODs; ranging from social evenings through to business networking events, with a major focus of the Society being that of looking to assist pupils and Old Decanians with work placements, work experience and mentoring.

Events include:

- Sporting
- Social
- Reunions
- University Visits
- Networking
- International meet ups

The majority of the events are free and there is no annual fee, it's one of the benefits of attending Dean Close School.

All events and information on the society can be found on our website:

www.deanclose.org.uk/ODS

ODs receive communications throughout the year by post, email and social media.

Further information can be obtained from Alex Hume in the OD Office.

T: 01242 258048

E: ods@deanclose.org.uk





Shelburne Road, Cheltenham, Gloucestershire GL51 6HE

Telephone: 01242 258000

Registrar's Email: registrar@deanclose.org.uk

Headmaster's Office Email: office@deanclose.org.uk

Website: www.deanclose.org.uk