

Parent Handbook Information for parents of

Pocklington School

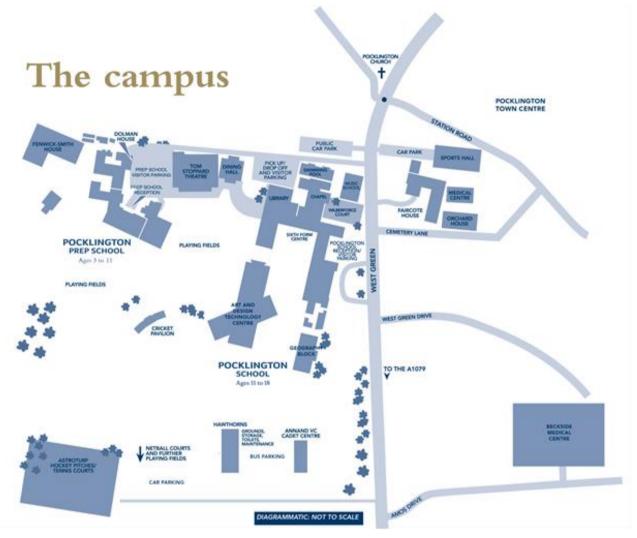


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Campus Map



School Office Hours and Contact Details

- Pocklington School West Green Pocklington YO42 2NJ
- Pocklington School Monday to Friday 08.15 - 17.00
- **Pocklington Prep School** Monday to Friday 08.15 -17.00
- T: +44 (0) 1759 321200 E: <u>mainoffice@pocklingtonschool.com</u>
- For information regarding School Buses T: +44 (0) 1759 322614 or +44 (0) 7540 691231 E: <u>transport@pocklingtonschool.com</u>

Pocklington School Handbook



Introduction

This handbook supplements the Parent/School Agreement and sets out clear guidance to parents and Pocklington School pupils about the School's

- Ethos and values
- Routines and procedures
- Structures and organisation
- Expectations of pupils' behaviour
- Rules and regulations

COUR AGE

Aspiration

Work with motivation and increasing independence, setting myself high standards and taking pride in my work.

Resilience

Persevere with things I find difficult, seeing mistakes as an essential part of the learning process.

Integrity

Have the confidence to behave truthfully and honestly, treating others fairly and completing tasks to the best of my ability.

TRUTH

Enquiry Be curio

Be curious about the world around me, asking questions to develop my understanding and solve problems.

Creativity

Think flexibly, forming my own ideas, trying different approaches and applying what I have learned to new situations.

Reflection

Consider information from a range of reliable sources to draw reasoned conclusions and reflect on what I have learned.

TRUST

Collaboration Work effectively with staff and pupils, and use their support to help me make progress.

Compassion Be kind and respectful of the skills, talents and viewpoints of others and celebrate their successes.

Commitment Play an active part in the school community, participating in a range of activities.

Ethos and Values

A Pocklington education is:

- Academically challenging, supportive and individually personalised
- Holistic, broad and full of opportunity
- Family and community focussed
- Grounded in our Values and Virtues
- One that embeds personal and social responsibility
- Designed to ensure pupils are adaptable and future-world ready
- Inclusive and caring with a Christian ethos that welcomes all faiths and none



Aims

We aim to:

- Uphold our Pocklington Values and Virtues in all that we do
- Broaden our pupils' horizons and raise their ambitions
- Work closely with families in educating their children
- Nurture innovation and adaptability and be proud of our tradition
- Be a great place to live and work
- Ensure our Foundation's long-term future

Strategic Objectives

Our strategic objectives are to:

- Foster and deliver teaching and learning of the highest quality
- Retain and develop our first-class teaching and support staff
- Further improve our outstanding:
 - sport, music, drama and wider co-curricular programmes
 - boarding, pastoral care and provision for wellbeing
- Optimise our pupil recruitment
- Cultivate a culture of giving back and increase accessibility to the school
- Be sustainable and efficient
- Inspire, support and celebrate equity, diversity and inclusion
- Extend and deepen our links with our local, national and international community
- Continue to grow a technologically capable community





Points of Entry to the Pocklington School Foundation

Pocklington Prep School Ages 2 to 4 Pre-School Reception **Pre-Prep Entry** Years 1 and 2 **Prep Entry** Years 3 to 6 **Pocklington School** Lower School 1st and 2nd Year 11+ Entry (Years 7 and 8) Middle School 13+ Entry 3rd to 5th Year (Years 9 to 11) Sixth Form Sixth Form L6th and U6th Entry (Years 12 and 13)

Parental Engagement

Parental support and involvement

Parental support and involvement are vital elements in maintaining School rules and procedures which apply to all pupils when in the care of the School. The School is not responsible for pupils when they come under the direct supervision of parents or guardians. However, the School will always retain a reasonable interest in and concern about pupils' behaviour if such behaviour is considered to have a bearing on school life.

A consistent approach will be maintained towards all pupils involved in the same infringement of rules regardless of their boarding or day status. Parents with enquiries or complaints about the handling of a disciplinary incident should refer the matter in the first instance to the Head of Lower School, Middle School or Sixth Form. Parents may obtain a detailed copy of the School's complaints procedure by contacting the Head's PA, <u>warda@pocklingtonschool.com</u>.



School Rules

School rules are published in the Blue Book which includes various information on Activities, Assessments and Reporting Schedules through to Uniform Lists, and Wellbeing, and everything in between. A copy of the Blue Book is available to pupils at the start of each term, there is also a digital version accessible for parents on the parent portal. Joining instructions for the parent portal are sent at the start of the joining term or when a pupil starts, if midway through a term, it holds documents and information sent to parents in one area for ease of access.

Parents are expected to reinforce the School rules as part of the covenant with the School.

Who to Contact

The following table provides details outlining who to contact for assistance on a variety of matters.

Please be reassured that you can always contact your son or daughter's Housemaster/Housemistress if you are not sure about who to get in touch with – they will be happy to help.

Email is usually the best means for making contact regarding non-urgent matters, especially for messages to teaching staff as they will be unavailable while teaching lessons. We aim to reply to emails and telephone calls within two working days, but please be aware that some of our staff do work on a part-time basis.

Concern / Query / Update / Information	Contact / Email / Telephone				
URGENT MATTERS:	Reception 01759 321200				
GENERAL: Change of address/contact	mainoffice@pocklingtonschool.com				
details	Reception 01759 321200				
SAFEGUARDING:	Arriane Morgan				
	Head of Student Wellbeing and Designated				
	Safeguarding Lead				
	morgana@pocklingtonschool.com				
	Martin Davies				
	Deputy Designated Safeguarding Lead				
	daviesm@pocklingtonschool.com				
Absence Planned: Routine appointments,	Form Tutor – email the pupil's tutor in the first				
family events and holidays	instance				
	Term time holiday requests to Martin Davies, Deputy Head (Pastoral).				
Absence Unexpected: On the day	registration@pocklingtonschool.com				
	Reception 01759 321200				



Concern / Query / Update /	Contact / Email / Telephone
Information	
Academic - Subject Specific:	 Relevant Subject Teacher in first instance for minor issues and Head of Department for bigger issues If you need further assistance, please contact Laura Powell, Deputy Head (Academic).
Decedine	
Boarding: (see Boarders' Parents and Guardians Handbook for further information)	 Boarding Houseparent in first instance. If you need further assistance, please contact Steven Greaves, Head of Boarding. greavess@pocklingtonschool.com In cases where the Head of Boarding cannot assist, please contact the Deputy Head (Pastoral).
Duese and Transverte	daviesm@pocklingtonschool.com
Buses and Transport:	Transport Manager: Richard Bartle <u>bartler@pocklingtonschool.com</u> 01759 322614 or 07540 691231
Careers or University:	Careers and University Advisor:
	Gillian Jones
	jonesg@pocklingtonschool.com
CCF:	Staff Instructor:
CCF kit and absences	Andrew Scrowston
	scrowstona@pocklingtonschool.com
	Officer Commanding:
CCF training, trips or concerns:	Samantha Hughes
	hughess@pocklingtonschool.com
Community:	External Relations Director:
	Sheena McNamee
	mcnamees@pocklingtonschool.com
Data Protection:	Data Protection Officer:
	DPO@pocklingtonschool.com
Facilities Hire:	Commercial and Lettings Manager:
	Janet Knott
	facilities@pocklingtonschool.com
Financial:	Finance and Operations Manager:
	Nicola Holmes
	accounts@pocklingtonschool.com
Friends of Pocklington School:	FOPS Liaison:
	Gemma Briggs
	briggsg@pocklingtonschool.com



Concern / Query / Update /	Contact / Email / Telephone
Information	
Fundraising:	Development Officer:
Careers and Business Network:	development@pocklingtonschool.com
Good News: about your son/daughter	Form Tutor who will be able to congratulate and pass on the news as appropriate
Health and Safety	Health and Safety Advisor:
	Andrew Clark
	clarkap@pocklingtonschool.com
Late Pupil Collection / Drop off:	Reception 01759 321200
	mainoffice@pocklingtonschool.com
Medical:	Health Centre:
Changes to medical details, medication, allergies, vaccination records	medical@pocklingtonschool.com
Music:	Director of Music:
Lesson or exam information	Sam Austin
	austins@pocklingtonschool.com
Old Pocklingtonian Association:	OP Liaison Officer:
	Rachel Dare
	darer@pocklingtonschool.com
Pastoral:	 Form Tutor in first instance for minor issues and the Housemaster/ Housemistress for bigger issues.
	If you need further assistance, please contact the Head of Division.
Premises:	Estates Manager:
	Matthew Partis
	partism@pocklingtonschool.com
Special Educational Needs: concern or query	Head of Learning Support:
Disability:	Lisa Hutchinson
	hutchinsonl@pocklingtonschool.com
Sport:	1. Sports Coach in first instance
	 If you need further assistance, please contact David Byas, Director of Sport.
	3. In cases where the Director of Sport cannot assist, please contact Gareth Hughes, Assistant Head (Staffing Development and School Operations)
Website:	Marketing and Communications Officer:
Parent area on the School's website can be	Emily Frankish
accessed <u>here</u> .	frankishe@pocklingtonschool.com



Concern / Query / Update / Information

Contact / Email / Telephone

Complaints: Parents are encouraged to make their concerns known, verbally or in writing, to an appropriate member of staff at the School. In the first instance this will normally be to a Head of Pastoral Division, Housemaster/Housemistress/Houseparent or to a Head of Department, but could be to a Tutor or Classroom Teacher.

For further information and details regarding our complaints procedures, please refer to our Complaints Policy on the School website.

Expectations of Pupils

Work and Organisation

All pupils at Pocklington should be prepared to work hard and learn by developing our values and virtues and making the most of their abilities.

Pupils are expected to

- Take pride in their work and make a positive contribution to lessons
- Work with motivation and increasing independence
- Follow their timetable
- Be punctual and bring the right equipment to lessons
- Keep books and school property in good condition
- Respect instructions given by staff
- Complete homework and hand it in promptly

Co-Curricular Activities

Pocklington offers the opportunity to take part in a wide and challenging range of academic, cultural and sporting activities to develop skills and talents and the ability to make friends and work with others.

Pupils are expected to

- Represent the School in teams for which they have been selected
- Fulfil their commitment to activities which take place at lunchtime
- Remain at School to fulfil their commitment to activities which take place after School
- Be aware of timetables for practices and rehearsals which are published well in advance on noticeboards and in the School calendar

Behaviour and Responsibility

Pocklington is a fully co-educational School in which pupils have the opportunity to work together and to develop understanding and respect for each other. Courtesy and consideration for other pupils, teaching and non-teaching staff and visitors are essential in helping to build a co-operative and friendly community. We value equality, diversity and inclusion; these expectations reflect this:

Pupils are expected to

- Take active steps to stop any unkindness or to report any incidents of verbal or physical bullying
- Refrain from aggressive behaviour and swearing
- Treat each other's possessions with care
- Open doors for other people
- Stand up when visitors speak to them or enter the room
- Adhere to the school rules which are published each term in the blue book

Pocklington School Handbook



General Principles

The principles on which the rules are based are as follows:

- Mutual consideration, respect and courtesy among all members of the School community
- A sense of responsibility by all pupils
- Respect by pupils for instructions given by staff
- Respect for the property of individuals and of the School
- Support for the effective running of the School

Application of the Rules

The rules apply to all pupils when under the responsibility of the School.

Pupils are not under the School's responsibility when they are under the direct supervision of parents or guardians. However, the School will retain a reasonable interest in and concern about pupils' behaviour at all times and places if such behaviour is considered to have a bearing on school life.

Appearance and Uniform

The purpose of the school uniform is to make sure that all members of the School look well-presented, and no-one feels pressured by trends.

Pupils are expected to

- Wear the correct school uniform and to ensure that their appearance is appropriate, tidy and smart
- Remember that appearance, like behaviour, reflects on the school and themselves
- Be aware of and follow the school uniform regulations published in the blue book

The Sixth Form

Pocklington School Sixth Form has a strong tradition of leadership and involvement in the community. Pupils who choose to continue in the Sixth Form carry a considerable responsibility for the effective functioning of the School.

Sixth Form pupils are expected to

- Set a good example to younger pupils in their appearance and behaviour
- Be aware of any younger pupils who appear to be vulnerable and take appropriate action
- Develop the ability to work independently and manage time effectively
- Be responsible for the behaviour of younger pupils on public or private buses and take appropriate action by reporting unsatisfactory behaviour to the head of sixth form and/or the deputy head (pastoral).

Prefects

Prefects are expected to

- Lend full support to the teaching staff in maintaining behavioural and ethical standards
- Be aware of the school's policy on bullying and child protection and play an active part in promoting the welfare of younger pupils

There are quite a few additional Sixth Form specific 'rules and routines' which can be found in the Sixth Form Handbook.



Routines and Procedures

'Normal school hours' refers to the period from 8.30am until the end of lessons, after-school activities or school matches, for those involved, on Monday to Friday. Please see the "supporting families beyond the working day" later in this handbook for information of staying beyond 5:00pm.

Daily Routine

The details and timings of the daily routine are published in the Blue Book.

Attendance

Attendance by pupils at lessons, assemblies, school services, tutor group periods and games/PE periods is compulsory. Regulations covering attendance are covered in sections 2 and 3 of the school rules published in the Blue Book.

Sixth Form

Sixth Form pupils may go home to work after lunch if they have no timetabled lessons. On each occasion, they must sign out at the School reception. They may also sign out to visit town if they have a free period during the morning but must ensure they sign in on their return.

Absence from School

Day Pupils

When a pupil is absent due to illness, parents should telephone or email the tutor and the School Office by 8.30 am. (A message can be left on the answerphone before that time.) Unverified absence will be followed up by the Reception Team and then by the Housemaster/ Housemistress. In the case of prolonged absence, the Housemaster/Housemistress will arrange for work to be set, if appropriate.

Boarders

Boarders who are unwell should report to the Boarding House staff or the School Nurse at the Health Centre.

Routine Appointments

Routine dental, orthodontic, medical or optician's appointments should be made during the school holidays whenever possible. Where these occur unavoidably during normal school hours, parents should write to the pupil's tutor giving at least 24 hours' notice. Pupils should inform the relevant teachers as a courtesy and to ensure any missed work is collected and completed. Pupils must follow the school rules for signing out.

Music Tuition

Pupils who are timetabled for music tuition during a lesson must follow the procedures to attend lessons set out in the policy 'Procedures to attend Music Lessons'.

Holidays

Parents are requested to ensure that holidays are taken within school holiday dates. If there are special circumstances for any absence, parents should write directly to the Deputy Head (Pastoral), giving at least 3 weeks' notice.



School Trips

Pupils will need to make visits away from School as part of their courses in several subjects. There will also be opportunities to take part voluntarily in cultural and social visits and expeditions. It is important that all such visits are properly authorised. School rules apply on all school trips and pupils are expected to maintain high standards of behaviour and courtesy. Pupils whose behaviour or effort is not at the expected standard during term time may be denied the chance to attend trips / visits.

Supervision

A designated member of staff will always be in charge and responsible for the authorisation of the trip, for the circulation of attendance lists and other administrative information and for the supervision of the pupils involved. The School's 'Education Visits Policy' is available on request from the Head of Cocurriculum and is also on the website. Details of the School's 'Health and Safety policy' are available on request from the Bursar and a summary is on the website.

Parental Authority

Details of the arrangements, and additional consent forms as appropriate, for all trips, visits and expeditions will be sent by letter to parents who will be asked for payment permission for any charges to be included on the school bill as appropriate.

Clashes

In situations when school trips clash with lessons or other school activities, pupils must ask staff in charge of lessons and activities for permission to miss these.

Boarders

Boarders who wish to accompany voluntary trips and visits (excluding Boarders' weekend activities) must obtain the written permission of their Houseparent.

University Visits – Sixth Form

Sixth Form pupils are likely to need to make visits to universities and colleges to help them to make choices about higher education. Pupils must obtain and complete an authorisation form from the Housemaster/Housemistress at least one week before the visit. Up to three days absence for this purpose will be authorised.

Meals

Day Pupils

All day pupils must take the lunch provided by the School, Monday to Friday. A wide variety of selfservice menu options is available.

Breakfast

Day pupils who have an early start or a long journey to School may have breakfast at School from 8.00am onwards. There will be a small charge of £2:00 for the breakfast.

Evening Trips

Pupils who are involved in an evening school trip and are unable to return home may have supper at School organised in advance by the staff in charge of the trip. A small charge will be made to the school bill.

Boarders

Boarders must attend all meals unless instructed otherwise.



Special dietary requirements

Parents are asked to ensure that the School is informed of special dietary requirements or food allergies via the Medical Report Form and the regular Health Record update.

Games/PE

Physical fitness and participation in competitive sport are important aspects of school life at Pocklington. Pupils can expect to learn and take part in a wide variety of team and individual sports, with competitions at house, School, regional and national levels, and the chance to go on tour in this country and abroad.

Fixtures

Competitive sports fixtures take place on Saturdays and at other times during the week. Wherever possible these are published in advance in the school calendar, on notice boards and on SOCS via our sports page on the school website <u>here</u> or the parent portal.

Commitment to Teams

Being chosen to represent the School is an honour and all pupils are expected to fulfil their commitment to the other team members by representing the School, regularly attending practices during and after school, being smartly turned out in the correct kit, and behaving in a sporting manner on and off the field.

Clashes

If there is a clash of commitments, for example with membership of another team outside the School, the School expects to have first claim on pupils.

Leave - Off Games

Day Pupils

Permission to be excused from PE or Games must be obtained by parents from Housemaster/ Housemistresses by means of a note. Pupils will be expected to inform the member of staff running their session that they will be absent. Alternative arrangements will then be made, usually for supervised work.

Boarders

Boarders who need to be excused from PE/ Games should report to the School nurse to obtain a "leave off" slip, to be presented to the teacher in charge of the PE/ Games lesson.

Matches

Where a pupil is unable to participate in a match through illness or injury it is important that the games staff are informed as soon as possible so that replacement with a reserve player can be arranged.

Permission to be excused from a match not through illness or injury, must be obtained by parents from Housemaster/ Housemistresses by means of a letter or e-mail at least a week before the fixture. Pupils will be expected to inform the Teacher in charge of their team that they are unavailable for selection at least a week before the fixture.

Parents are always encouraged to attend and support both home and away fixtures. At School, tea is served for spectators in the Dining Hall after the match. We encourage families and friends to come along to support sporting fixtures, and we politely ask that all spectators conduct themselves in the spirit of the games and as role models to our young pupils. Dogs are not allowed on grassed areas of the campus.



Supporting families beyond the working day

Link to full Brochure <u>here</u>

Breakfast for Day Pupils: Available from 8:00 am Monday to Friday. There are no requirements to notify School. Pupils should bring £2 to pay dining hall staff and after breakfast go to their tutor room for registration.

After School Provision for Lower School Day Pupils

Any Lower School pupil who is on the School site, and is not involved in any supervised school activity, must attend the Lower School prep room between 4.00 and 5.00 pm each day. The room is staffed by the Day Housemasters/mistresses, and Head of Lower School on a rota basis.

Pupils will be released at 5.00 pm, or earlier as necessary, and parents are requested to meet their children at the usual collection points.

Pupil's attending are expected to do their prep during this time and they must always bring a reading book in case they complete their prep early. If you have any questions, please contact the Head of Lower School.

After School Provision for Middle School Day Pupils and Sixth Form

From 4pm until 5pm Middle School and Sixth Form pupils who are not in activities and who cannot be collected at 3.50pm can relax or work in either the Middle School Area (for Middle School pupils) or Sixth Form Centre (for Sixth Form pupils). Once day pupils have left site for the day they must not return.

Arrangements for all pupils in School after 5pm

Ordinarily, pupils are required to leave the School site at 5pm. In special circumstances, any pupils remaining in School after 5pm must go to the library where they are supervised by library staff until 5.45pm. If pupils are to stay in School after 5pm parents must register in advance with the School Librarian via <u>library@pocklingtonschool.com</u>

There are no charges for after School care until 5.45pm at Pocklington Senior School.

Extended Day Boarding for Day Pupils

This allows pupils to stay beyond 5.45pm and can be arranged on a flexible or casual basis. Pupils are assigned to the age-appropriate boarding house and may join boarders for breakfast before School starts and also join boarders for meals, study and boarding activities before going home by 8pm. Regular extended day boarding options of between 2 and 4 nights per week are also available.

Occasional Boarding

Pupils board on an occasional/ad-hoc basis not necessarily on the same weekday nights each time. This option is subject to availability of bedspace in the appropriate house.

Part-Time Boarding

Pupils regularly spend the same 2-3 weekday nights as boarders. This option is subject to availability of beds in the appropriate boarding house.

Rules

Day pupils who board on a temporary basis are subject to the School and boarding house rules.



Pastoral Structure

Pastoral care is central to our provision for pupils' welfare. The structure is provided via three Divisions:

The Lower School (1st and 2nd Year) The Middle School (3rd, 4th and 5th Year) The Sixth Form (Lower Sixth and Upper Sixth)

All divisions are structured to provide specialist and individual attention to the particular academic and pastoral needs of pupils, promote smooth transitions from their previous School or division as well as prepare pupils for their next steps – whether that be to start GCSEs, Sixth form life or a pathway beyond Pocklington.

Parents who have general concerns about academic or pastoral issues or specific disciplinary matters should contact the relevant Housemaster/Housemistress or Tutor in the first instance.

Heads of Division have overall responsibility for:

- The academic progress and welfare of day and boarding pupils
- The development of the school's pastoral policy
- Co-ordination of the team of housemasters/housemistresses and the relevant boarding houseparents, who have immediate academic and pastoral responsibility for pupils
- Disciplinary issues
- Administration of the post-18 options process including ucas (sixth form only)

House System

All pupils (including boarders) belong to one of four co-educational day houses (Dolman, Gruggen, Hutton and Wilberforce) which provide continuity during their years at the Senior School.

Tutors, Day Housemasters/Housemistresses for Day Pupils

Initial contact with parents of pupils new to the School is established through the home visits that each day housemaster/ housemistress makes during the summer holiday preceding the pupils' entry to Pocklington.

Tutors and day housemasters/housemistresses are the first point of contact between home and School and have direct day-to-day responsibility for the progress and welfare of day pupils. Tutors are with their tutees every day for 25 minutes for morning registration, with whole house contact achieved through regular house assemblies.

Parents should contact the tutor directly in the first instance over any matters of concern regarding individual day pupils or changes in circumstances. Parents should appropriately keep the tutor and School Office informed of changes of address and contact details. For issues related to day pupils' health parents should keep the Health Centre informed.

Boarders

All 1st-4th Year boarders belong to either Dolman House (boys) or Orchard House (girls). All boarders in 5th Year and above belong to either Fenwick-Smith House (boys) or Faircote House (girls). All pupils are also members of one of the day Houses. Membership of the day houses provide opportunities for social integration through house assemblies, inter-house competitions and other activities.



Boarding Houseparents

Boarding houseparents are responsible for the pastoral care and oversight of their boarders, ensuring care and support, liaising closely with the relevant day housemaster/housemistress. In addition, all houses have a team of resident and non-resident staff with responsibility for the supervision and care of younger boarders.

Parents should contact the houseparents of the boarding houses directly in the first instance over any matters of concern regarding individual boarding pupils. The houseparents should be kept regularly and promptly informed of any changes of address, contact details or issues related to boarding pupils' health or circumstances.

Equal Opportunities

The School operates an equal opportunities policy for all pupils, and respects and welcomes a diversity of backgrounds and cultures, nationalities and religious beliefs.

Pastoral Care and Medical Support

Pocklington School has a strong tradition of pastoral care in which all the staff have a role. Throughout their time at the School, pupils are supported by a team of experienced staff who will encourage good work habits and participation in the many activities the School has to offer and who will help to resolve any problems that occur.

In addition to members of staff, pupils may seek support within the bounds of confidentiality from the Well-Being service, the nurses and doctors in the School Health and Wellbeing service or the Chaplain.

The Wellbeing Service

The Wellbeing service provides a confidential service to staff and pupils who have emotional or social concerns. The two Clinical Psychologists that help deliver the service are registered with the British Psychological Society and the Health and Care Professions Council (HCPC). Where appropriate, the service works with the School pastoral team to offer a shared understanding in order to support pupils. The service is overseen by the Head of Student Wellbeing, who is also the Designated Safeguarding Lead and is regularly evaluated and reviewed.

The chief role of the Wellbeing staff is to act as independent listeners for all boarding and day pupils and to complement the care provided by the School staff by offering personal support to any pupil who may benefit from the opportunity to work with a qualified professional. The Wellbeing staff have a comfortable room next to the School Health Centre. Pupils and staff who wish to meet a member of the wellbeing team can do so by contacting them directly as given in the details advertised around School or by making a confidential appointment through their Housemaster/Housemistress as appropriate or any member of staff with whom they are happy to confide. Parents who wish to discuss this further or who would like more information should contact the Head of Student Wellbeing.

The School Medical Service

The School Health Centre provides surgery and sick bay facilities and is situated in a separate building adjacent to the girls' boarding houses. It is staffed by one full-time qualified nurse, one part-time qualified nurse and one Healthcare Assistant who provide 24-hour accident and emergency cover. Consultations are held in private and medical confidentiality is maintained.



Surgeries are held three times a week at the local practice, which also provides emergency treatment. Appointments to see a school doctor should be made through the Health Centre. All full time boarders must be registered with doctors at the Beckside Centre.

Pupils

Pupils who become ill or injured during the school day will be sent to the Health Centre to be assessed. After any treatment, pupils may be returned to lessons or parents contacted to arrange collection. Pupils should not contact parents directly without attending the Health Centre first.

Emergency Contact

Parents of all pupils must provide emergency contact details and keep the School regularly and promptly informed of any changes (for example, during business trips or holidays) via the School office. This must be an alternative contact to the main contacts held on pupil records.

Health Record

The Medical Report Forms and the regular update forms must be completed and returned to the Health Centre before the first day of term. It is essential that the School is kept promptly informed of any changes in a pupil's health (for example, allergies or medication). The School is careful to comply with data protection procedures. A full copy of the school's data protection policy is available upon request. Additionally, the School respects the wishes of pupils who are deemed 'Gillick Competent'.

Medication

Parents who would like the involvement of the nurses in dispensing regular medication should in the first instance telephone the Health Centre on 01759 321245.

Dental Treatment

For all pupils, routine dental work, including orthodontic treatment should be undertaken during holidays, whenever possible.

Boarders' Emergency Dental Treatment

Emergency dental provision for boarders will be available from Pocklington Dental with an agreed consultation fee, added to the school bill.

Child Protection

Legal Framework

As a boarding School, Pocklington is governed by the National Minimum Boarding Standards and the procedures of the East Riding Safeguarding Children Partnership (ERSCP) which lay down requirements, standards and good practice for the protection, welfare and care of children in residential settings. The School's boarding provision is regularly inspected by ISI.

Child Protection Procedures

The School works under the guidance and procedures of the East Riding Safeguarding Children Partnership and follows its advice and instructions. Full details of the School's Child Protection procedures can be obtained from the Designated Safeguarding Lead and are visible on the website. The School will take action in cases of suspected abuse and expects the support of parents in the protection of children. All members of staff, teaching and non-teaching, are asked to be alert to signs of abuse and know that they have a legal obligation to report any concern or suspicion to the Head or Designated Safeguarding Lead.



Confidentiality

Any pupils who are worried about possible or actual abuse within or outside the School, for themselves or someone else, should think carefully about what sort of person is best able to provide support and then seek help. Information given to a teacher will be treated with discretion and will not be passed on indiscriminately. All staff will follow the procedures provided in the Child Protection Policy.

Helplines

Details of telephone helplines, including the service offered to children by Childline and the Children's Commissioner, are prominently displayed around the School and boarding houses. Staff will arrange for any pupil to use a private telephone on request.

Telephones

There is a telephone for pupils to use at reception. Landlines are available in each boarding house for private use by boarding pupils.

Anti-Bullying Policy

The School seeks at all times to create an atmosphere of safety and physical and emotional security in which all pupils have the right to enjoy their opportunities for learning, recreation and social development. The School will not tolerate bullying, hurtful teasing, harassment or any other form of negative behaviour and works hard to create an open atmosphere in which any pupils who feel unhappy or threatened are able to speak out without fear and report the facts to a member of staff. All pupils are encouraged to take active steps to stop any unkindness or tendency towards verbal or physical bullying. When bullying is identified it is dealt with firmly and sensitively. The School also has a policy specific to the use of communication technologies and includes information about cyberbullying.

School Rules

Repeated or serious involvement in bullying is liable to lead to suspension or expulsion. Parents and pupils should refer to the School's Anti-Bullying, ICT and Procedures to Counter Cyberbullying, and the Rewards and Sanctions Policies on the School website.

Reporting Concerns

Any pupils who are worried or upset by bullying (for themselves or other pupils) should seek help by talking about it: to parents, a member of staff, a prefect or older pupil, or to a friend.

Parental Action

Parents who are worried about bullying issues should contact the housemaster/housemistress about their concerns in the first instance. Full details of the school's Anti-Bullying policy can be obtained from the Deputy Head (Pastoral) or viewed on the school website.

Drinking, Smoking and Substance Abuse

The school's policy in these areas is concerned with protecting individuals and the School community as a whole by maintaining clear rules which are published in the school calendar and the specific school policy for dealing with these matters. The School seeks to educate pupils about the personal, social and health issues involved. Full details of the school's policy can be obtained from the Deputy Head (Pastoral) or viewed on the school website.

Personal, Social and Health Education (PSHE)

The School recognises the importance of helping pupils to make informed choices which will promote a healthy and positive lifestyle. Pupils in First to Fifth year have a weekly or fortnightly timetabled PSHE



lesson whilst a programme of PSHE takes place during pastoral time for sixth form pupils. Further information about the programmes can be obtained from the Head of PSHE.

Pupil Involvement

Prefects, other senior pupils and indeed all members of the School community are actively invited to contribute to a general ethos of caring and support.

Church and Chaplaincy

Pocklington School was founded under the auspices of a religious guild known as The 'Fraternity or Guild of the Name of Jesus and the Blessed Virgin Mary and St Nicholas founded in the parish church of Pocklington....'. Since 1514 a close relationship with the Church has been maintained and the Christian ethos of the School remains an important foundation of our work.

Church Services

The principal services of the school year (Commemoration, Confirmation and the Christmas Carol Services) are held in All Saints' Church. Parents are warmly invited to attend.

Boarders

All boarders attend a more informal school service on most Sundays, held in the School's chapel. Details are provided in the school calendar.

Weekday Services

All pupils in the 1st to 5th Form attend a church service every Friday morning. A weekly voluntary Communion Service is held in the School chapel.

The Chaplaincy

The School Chaplain is responsible for the conduct of services and the preparation of candidates for Confirmation. Confirmation classes, which are entirely voluntary, begin in October and a letter about Confirmation is given to interested pupils.

The Chaplain also has a key pastoral role within the School, offering counsel and support whenever this is desired. Parents and pupils are encouraged to contact the Chaplain should they ever feel that would be helpful.

School Policies

Foundation* (or Pocklington School) Policies available to all Parents, Guardians and Pupils

There are a number of important policy documents available to view that we would like to draw to your attention. These enable all concerned to be aware of the procedures and protocols operated by the School in order to promote and secure the safe, caring and respectful community that we all appreciate learning and living within. The documents are available on the school website and can be accessed via the 'School Policies' page <u>here</u>.



Boarding and Boarding Provision for Day Pupils

Boarders

School/Parental Responsibilities

The Children Act places responsibility for boarders with the School during the whole term, including exeats. This situation of 'in loco parentis' remains with the School unless a boarding pupil spends an exeat with parents, legal guardians, or a host family arranged by their parents, guardian, or designated guardian agency. The parents of day pupils who wish to invite a boarder home for the weekend should write to the boarding house staff to obtain their permission. Permission will also be required from the parents or guardian of the boarder.

Guardians

All boarders are required to have an educational guardian and parents are requested to arrange guardians for their children, and to inform the School of these arrangements before the pupil arrives at the School. Such guardians should live within reasonable travelling distance of the School and be mature adults, able to offer accommodation to the pupil for exeat weekends, half terms and main holidays where necessary. It is also helpful if they can attend parents' meetings and school events and give appropriate encouragement and support to the pupil. In an emergency they would be expected to act as the parents' representative.

Exeats

On Exeat weekends there are no fixtures. Day pupils must leave the site after lessons on the Friday of an Exeat weekend. Boarders are also encouraged to return home or stay with guardians for Exeat weekends. Boarders who need to stay at School over Exeat may do so, but arrangements must be made in advance and there is a standard charge for staying in the boarding house over an Exeat weekend.

Private Parties/Events for Boarders

When boarders are invited to private parties or other events organised in term time by the parents of other pupils, the following arrangements apply:

Arranging Attendance

- a. The host parents should write to house staff giving details about the party (including the names of those invited, timings, supervision arrangements, transport arrangements and any other relevant information).
- b. House staff will contact the parents of those invited to give permission for their children to attend.
- c. House staff reserve the right to refuse permission for a boarder to attend a party during term time.

Permission is dependent on the following criteria:

- Permission from the pupil's parents has been obtained
- The event is a special one
- The party does not take place on a 'school night'
- The arrangements for transport and supervision are acceptable
- Attendance is compatible with individual boarders' school commitments



Access to Boarding Houses

Security Systems

All the boarding houses have security systems in place.

Signing In

Boarders and day pupils who visit boarding houses must follow the School and house rules for obtaining permission and signing in.

Parental Visits

Parents and guardians are always welcome to visit their children in their boarding houses but are asked always to inform the House staff of their presence on arrival.

Boarding Handbook

Further details on Boarding Life are published in a separate 'Boarding Handbook for Parents and Guardians' which is available on the website or from the Head of Boarding. Pupil handbooks are available on arrival and on request.

Transport

The School seeks to protect young drivers and passengers and has a policy of exercising caution in rules for pupils' use of cars. These rules are published in the blue book. We attempt to keep our carbon footprint to a minimum by encouraging staff and pupils who live locally to walk or cycle to School.

Boarders

Full details are outlined in the 'Boarding Handbook for Parents and Guardians'.

Permission

Permission to travel home before the end of term must be sought from the Deputy Head (Pastoral). Parents should arrange for boarding pupils arriving from overseas before, or departing after, the stated term dates to stay with their guardians. House staff must be advised of any exceptional or changed arrangements.

Flights

Flights must be organised by parents or guardians. House staff will re-confirm flight details where necessary.

Parking

Pupils

Before being able to drive to and park at School pupils must acquire a school parking permit, the procedure for getting one is in the Sixth form handbook. Pupils are asked to avoid parking in the car park opposite the sports hall car park as it is used by residents and shoppers. Pupils who park in public areas should show respect and courtesy for local residents.

Parents

To enhance security on the School grounds electric gates are installed. The gates to the main School will be open at drop off and pick up times to help traffic flow. However, outside of these times they will be closed. We use number plate recognition facility on the gates and, therefore, ask that you let the School know your car registration numbers by emailing <u>mainoffice@pocklingtonschool.com</u>.



Parking protocols for the School site will be issued to parents and pupils at the start of the academic year, upon joining, or upon a pupil acquiring a parking permit. A copy will be held on the parent portal.

Driving to School Registration

Transport of day pupils is a private matter for families. The School operates a system of registration for day pupils who wish to drive to School. This ensures parental and house staff involvement and contributes to general supervision and safety. Day pupils intending to drive to School should obtain a parking permit and complete a registration form available from the Head of Sixth Form. Day pupils may not use their cars for any other purpose during the school day and other pupils may be carried as passengers only with the specific permission of both the driver's and the passengers' parents. They must park with due care and attention in designated and appropriate areas.

Taxis

Only reliable taxi firms are used by the School to transport boarding pupils.

Cycles

Boarding pupils may bring cycles to School providing the following conditions are fulfilled:

(i) Cycles must be provided with a strong lock.

(ii) The security, insurance and roadworthiness of the cycle are the responsibility of the owner.

(iii) Rules stating where cycles may and may not be used are published in the boarding houses.

(iv) Protective clothing. Pupils are strongly advised to wear a helmet and some form of reflective clothing.

Buses

Pupils who travel to School by bus, private or public, should always behave with politeness, respect and consideration towards the driver and other passengers and remember that members of the public will form impressions of the School from their behaviour.

Emergency Arrangements

Parents should contact Reception during the day if arrangements for collection are unexpectedly changed. A message will be given to the pupil by House staff.

School Minibuses

All school minibuses have forward facing seats, fitted with seat belts, for all passengers. Only coaches with seat belts are used for school trips.

Academic Life

Curriculum

Information on the School curriculum is available on the website. More detailed curriculum content booklets are available for First – Third year, as well as option booklets which are available for Third year, GCSE and Sixth Form options.

Classes and Sets

The School's policy is to achieve some setting in English, Science and Mathematics. Precise arrangements vary each year but the setting arrangements for each year group are typically:



First Year

There are 4 mixed ability forms, 1W, 1X, 1Y and 1Z. Setting takes place in Mathematics and English after Michaelmas term based on current attainment levels.

Second Year

There are 4 mixed ability forms, 2W, 2X, 2Y and 2Z. Pupils will be taught the non-setted subjects in these forms. Setting takes place across 2W and 2X, and across 2Y and 2Z in Mathematics, English and Science. Latin follows the setting for English.

Third Year

Pupils are taught in sets for English, Maths and Science and this also influences the groups in which they are taught for humanities. Options subjects are taught in mixed ability groups.

Fourth and Fifth Year

The core subjects, Mathematics, English and Science are taught in sets in each subject. MFL and option subjects are taught in mixed ability groups determined by pupils' choice of subjects.

Sixth Form

Teaching groups depend on pupils' choice of subjects.

Homework

Homework plays an important role in the work that pupils undertake. It will be set regularly in each subject and is designed to consolidate subject content covered in class as well as developing pupils' independent learning skills. Pupils will be given a homework diary to help them organise their work and hand it in promptly and homework instructions are generally also recorded by Teachers in Class Teams. First and Second year homework timetables include some weekly revision slots to help them establish good steady habits by regularly reviewing subject content.

As a general rule, pupils will receive prep in two subjects per evening, Monday – Friday. The amount of time homework takes will depend on the nature of the exercise and how quickly pupils work in that subject although approximate guidelines are given below. In the Fourth and Fifth Years, GCSE coursework tasks and assignments may be spread over a number of homeworks. Projects and reading or revision tasks may be set over the holidays for those year groups preparing for public exams.

Parents are asked to monitor pupils' homework habits and to ensure that their child works in an appropriate environment and gives due time and attention to homework. Please let Housemasters/ Housemistresses know if your child appears to have too little homework or is becoming overburdened.

Guide to homework time:

First & Second Years Third, Fourth & Fifth Years Sixth Form 30 minutes per homework40-50 minutes per homework4-5 hours per subject, per week



Daily Routine

Timings

The school day starts with Registration at 8.30am and ends at 3.50pm. Day pupils may arrive from 8am and must depart by 5pm unless they have an authorised activity. Lesson times are listed in the school calendar. Saturday fixture times vary.

	AM REG TUTOR 08:30- 08:55	LESSON 1 08:55- 09:45	LESSON 2 09:45- 10:40	BREAK 10:40- 11:05	LESSON 3 11:05- 11:55	LESSON 4 11:55- 12:50	LUNCH 12:50- 14:00	PM REG 14:00- 14:05	LESSON 5 14:05- 14:55	LESSON 6 14:55- 15:50
MON	T U T			в			L			
TUE	O R /			R			UN			
WED	A S S			A K			с			
тни	E M B L Y									
	CHURCH 08:30- 09:10	LESSON 1 09:10- 10:00	LESSON 2 10:00- 10:55	BREAK 10:55- 11:20	LESSON 3 11:20- 12:10	LESSON 4 12:10- 13:05	LUNCH 13:05- 14:00	PM REG 14:00- 14:05	LESSON 5 14:05- 14:55	LESSON 6 14:55- 15:50
FRI	C H U R C H			B R E A K			L U N C H			

POCKLINGTON SCHOOL TIMETABLE

Examinations

Internal Examinations

Pupils will complete subject based assessments at regular intervals throughout the year. In addition, formal internal examinations take place in the week immediately before half term in the Summer for pupils in First to Fourth year and Lower Sixth. Fifth year complete formal mock examinations in the first week of the Lent term. Upper Sixth pupils complete formal mock examinations in the week following February half term. Results from formal internal examinations are shared with parents either via grade cards or end of term reports as appropriate.

External Examinations

Examination periods per academic year:

- May to June main external GCSE, AS, and A-Level examinations.
- January some vocational examinations (BTEC and Cambridge National) may take place.
- January resits in IGCSE English and Maths.



Pupils are entered for examinations by the Examinations Officer on instruction from Heads of Department. Pupils are themselves responsible for checking their entries and ensuring that they are correct.

Each pupil will receive an individual timetable via the pupil portal showing the date and time of every examination for which they have been entered and attendance is the responsibility of individual candidates.

It is recommended that pupils are in attendance at the examination hall at least 15 minutes before the scheduled start time for the examination.

The responsibility for provision of equipment such as pens, pencils, rulers, calculators, etc. lies entirely with each candidate. The rules and regulations laid down by the examination boards are made available to candidates before the examinations and adherence to them is the responsibility of the candidate. All pupils attending external examinations should conform to all School rules, particularly those referring to behaviour and uniform.

Mobile phones and watches, including smart watches, must not be brought into examination rooms.

It is School policy that pupils are not allowed to leave examinations until the time allocated for the examination has elapsed.

Exam leave arrangements will be put in place for Fifth and Upper Sixth pupils at times to be determined by the School in advance of the main examination session in May and June. Pupils will not be obliged to attend School during these periods except to sit examinations but may do so to seek help from members of staff or to fulfil School commitments. Pupils attending School during this period must wear School uniform and abide by School rules.

Results from the main examination session are published during August. Pupils will be made aware of the dates on which the results are published and will be able to collect them from School on the morning of results day or access them on the pupil portal. Pupils who are unable to collect their results in person may have them posted or emailed.

Learning Support

All pupils with specific learning difficulties will have their needs identified, met, and monitored so that they can achieve their full potential in a caring and supportive environment, provided by all the pupil's teachers.

The Learning Support Department exists to support pupils and promote achievement. We have a register of pupils with specific learning difficulties. There are three stages to the register. Any pupil on stage three receives additional support each week, with one of our learning support teachers.

Pupils on stages one and two of the register are monitored by the Head of Learning Support. Some of the stage two pupils have a regular, support lesson with a Learning Support teacher. Others prefer a "drop-in" type of help where support sessions can be arranged if pupils are struggling with particular skills.

Pupils on stage one are watched closely by teaching staff and supported in class. Our aim is to provide a SEND-friendly School where staff and pupils work together to develop strategies to overcome difficulties. The Learning Support Department provides advice and suggestions on how best to support different learners.



As pupils make progress they may move from stage to stage. Provision is always flexible and individually tailored. Pupils, parents and staff are always welcome to make contact with the Learning Support Department if they have any concerns. Our aim is to help all SEND pupils achieve their potential and succeed in life. We have an excellent track record of this.

Assessment and Reporting

An annual assessment and reporting calendar is published in the blue book. Pupils' progress in academic subjects is closely monitored by subject teachers and formally reported on to parents at regular intervals throughout the academic year.

First to Third Years

Effort: There are approach to learning grades for classwork and homework which summarise pupils' performance in terms of, for example, engagement in class, organisation skills, the completion and submission of homework to a good standard. The 6-point scale for each criteria gives parents and pupils alike specific feedback about general conduct.

Attainment: Pupils' progress is assessed against subject-specific criteria which results in one attainment grade for each subject. The A-E scale provides the summative assessment relating how pupils' attainment measures against a standard subject-set benchmark for each specific year.

Aims: Specific educational targets are set, providing advice for pupils to further develop both effort and attainment in the comment section of the report.

Fourth and Fifth Years

For each pupil, an initial benchmark against which their progress can be judged is calculated for each subject. These Benchmark Grades (BG) are based on potential and relate to GCSE grades.

For each report, pupils receive for each subject: a "Current Attainment" Level (the level that the pupil is currently working at relative to the BG,) two approach to learning grades, and a constructive comment.

Sixth Form

The system used in the Fourth and Fifth Years is replicated in the Sixth Form but relates to A Level or BTEC grades.

Parents' Evenings

An annual Parents' Evening is held for each year group. Dates are published at least a term in advance and are in the Blue Book. Meetings are virtual and are scheduled to start at 5.30 p.m. There is opportunity for discussion of pupils' progress with each subject teacher, Housemaster/Housemistress and the relevant Head of Division.

Each Parents' Evening is accompanied by a presentation from the Head of Division which is sent to parents prior to the evening.

Rewards and Sanctions

The School's policy on rewarding the children for their day-to-day work and behaviour and sanctioning them for what is considered to be unsatisfactory actions, is very much rooted in the concept of praise and the positive acknowledgement of achievement.



Pocklington School's policy on rewards and sanctions aims:

- To give value and encouragement to academic achievement and the effort to improve at all levels of ability
- To encourage, reinforce and acknowledge the positive attitudes of respect and consideration for others and respect for self
- To be fair and consistent

Rewards and Sanctions are logged on Class Charts. Parents and pupils have access to real time information when they have joined the School and signed up for the App.

Class Charts

- Is a way of tracking how well pupils are getting on in lessons and School.
- Where staff will log 'merit points' for good lessons / work / acts
- Where staff will log "demerits" when pupils fall short of expectations.
- Will help make sure pupils stay on track informing pupils, teachers, tutors and HoMs of progress
- Tutors will use Class Chart Information to inform progress discussions

The Rewards and Sanctions policy is available in the 'policies' section of the school website.

Networked Computers – Acceptable Use Policy

All pupils will regularly be using computers connected to the school network and will be allocated file space to store personal work. Pupils will be given rights to use certain shared files and other resources as well as internal e-mail. The network also provides Internet access with external e-mail and the World Wide Web, accessible by pupils bringing devices to School as part of our 'Bring Your Own Device' (BYOD) programme.

- a. Responsible use. Pupils are expected to act responsibly and to use the web for School related work only.
- b. Acceptable Use Policy. All pupils are required to sign a copy of the school's Acceptable Use Policy. For parents the consent form is included in the starter packs when joining the School.
- c. Mobile Phone Contracts
- d. It is the responsibility of the Parents, or whoever is taking out a mobile phone contract on behalf of a pupil of Pocklington School, to firstly: take out a contract with a provider that has the facility to lock down and restrict access to adult content; secondly, that such restrictions are in place; thirdly, that the restrictions can only be removed by the owner of the contract.

Books and Equipment

All pupils are responsible for looking after their books and equipment carefully.

Stationery

Exercise books and most other stationery will be provided by the School.

Textbooks

With the exception of examined set texts, textbooks will be provided but remain the property of the School and must be carefully looked after and returned in good condition. Pupils will be charged the full cost of replacement in the event of loss or damage.



Sports Equipment

Most sports equipment is provided by the School with the exception of hockey sticks and tennis racquets. Pupils who have not played hockey before coming to the School may prefer to take advice from the games department before buying a stick and can use the school equipment until they have done so.

Cricket Helmets

It is School policy that all players under the age of 18 must wear a helmet, with faceguard, when keeping wicket (standing) or batting in matches or nets. The School provides helmets at each age level for those who do not possess their own.

Gum Shields

The governing bodies for hockey (England Hockey) and rugby (Rugby Football Union and Rugby Football League) strongly recommend that gum shields are worn. The School supports their recommendation, and the expectation is that they are worn for these sports. We recommend that gum shields are custom fitted by a dental practitioner.

Should a pupil not bring their gum shield to training or matches, they will not be allowed to participate. The School Shop sells 'home fit' gum shields; these need to be paid for at the time of purchase and cannot be placed on the school bill by pupils.

Personal Property

Bulky Equipment

Instruments can be handed in for safe keeping to the music department.

Bags

All pupils should keep bags with them or in lockers at all times except during assembly or during break or lunch time when they may be left in tutor rooms. Bags left lying around School will be confiscated by prefects and staff. The School also offers 'big bag' storage rooms.

Valuable Possessions

Pupils should not bring valuable possessions or large sums of money to School. If this is absolutely unavoidable, the School cannot guarantee security unless these are handed to a member of staff for safe keeping or locked in the lockers provided.

Lost Property

All items of equipment and clothing (including casual clothing and footwear) must be clearly and permanently marked with the pupil's name and school number. Pupils who have lost items should contact the main office. An e-mail will be sent to parents and pupils for collection of named items, if found.

Pupils' Personal Effects

Damage or loss of pupils' personal property is not covered by the school's insurance. Full details of a personal effects policy which provides such cover are available from the Accounts Office and is outlined below.

Pupils' Personal Effects Insurance Scheme

The School regrets that it is unable to accept responsibility for the loss or damage to the personal property of pupils. You may be able to make a claim on your household insurance, but it is likely that you



will need to demonstrate 'forcible entry' for success. However, by joining a scheme of this type and paying a termly premium, parents can cover their child's property on an 'All Risks' basis as particularly any exclusion. To effect cover, please complete and return an application form to the School. Thereafter, the termly charge will be included on accounts in arrears. Boarding Pupils are automatically covered by this scheme.

- a. Pupils' Personal Accident Insurance Scheme incorporating dental Maximum benefit £1,000,000 (Marsh Ltd)
- b. Personal Accident Insurance cover is incorporated within the School fees. The details of the cover are in the attached leaflet or available electronically from the Accounts Department.
- c. School Fee Trust Scheme (SFS Group)
 - i. The Bursar will be writing separately about this scheme but, although a difficult subject, it is something that parents should consider in detail. It is a sad fact that some parents die while their children are still at School. This policy specifically covers School fees in this eventuality and falls outside of your estate therefore free of tax and probate constraints. SFS Group are the only organisation to offer this unique scheme. Details of the scheme are available on SFS Group Website <u>www.sfs-group.co.uk</u>. Once in the scheme, SFS Group will handle all further administration.
 - ii. The first term's premium is automatically added to your fee account to ensure cover at the earliest moment in your child's career at Pocklington. If you do not wish to join the scheme you can opt out. Please contact the Accounts Department in the first instance.

Co-Curricular Activities

The list of clubs and activities in the Co-curricular programme is varied and wide ranging. The clubs and activities list is updated on a termly basis and contains details of practices and rehearsals. This programme is detailed in the termly Blue Book as well as on the parent portal.

The **POCK** challenge is presented to our pupils at the start of each new term; it invites them to broaden their skillset by choosing to pursue at least one activity from each of the following categories:

Physical, Outreach, Creative and Knowledge.

The activities in the clubs and activities list are grouped according to those categories.

Boarders Activities

The Boarding Community have a full and varied package of trips and activities, from Saturday morning enrichment opportunities to Sunday trips and activities. You can view the full poster on the Boarding section of the school's website.

Friends of Pocklington School

The Friends of Pocklington School is the school's parents' association established to develop friendship among parents.

The support of all parents for the Friends' Association is encouraged and welcomed, please contact Gemma Briggs, Admissions Officer, on 01759 321200 for more information.



Introduction to the Old Pocklingtonian Association

Former pupils, known as Old Pocklingtonians or OPs, along with current pupils, current and former parents, staff and governors, remain an important part of the Pocklington School 'family' long after they have left School.

This connection with the School community is actively maintained by the Old Pocklingtonian Association (OPA). Established over 100 years ago, the OPA is an active and vibrant former pupil society which aims to support Old Pocklingtonians throughout their lives in a variety of ways.

Traditionally, the OPA has provided a link back to the School once pupils have left through long-standing sporting and social events. More recently, the OPA has enhanced its support to former pupils through the 'Pock Connects' network where OPs and other members of the Pocklington School community can offer advice, guidance and sometimes work placements to one another. Current pupils in Fifth and Sixth Form are also able to access generous support from OPs with regard to advice about university options, personal statements, career choices and work experience.

All day and boarding pupils become lifetime members of the Old Pocklingtonian Association when they leave School giving them access to a range of membership benefits. Further information about the work of the OPA is available on the OP website <u>www.oldpocklingtonians.com</u> or by contacting Rachel Dare, OP Liaison Officer, <u>darer@pocklingtonschool.com</u>.

Social Media

You can follow us on the below accounts for news, pupil achievements and events at Pocklington School. Rest assured that all important updates will not be relying solely on social media – so following us is totally optional!

Facebook

Both Pocklington School and Pocklington Prep School have a page on Facebook that you can follow if you wish:

https://www.facebook.com/PocklingtonSchool/ https://www.facebook.com/pockprep

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As well as the main School X accounts @pockschool @HeadPockSchool, @pockprep @PockPrepHead, we have various departmental X accounts. Here you'll find department-specific updates and news. Feel free to follow whichever departments interest you.

Departmental Twitter Accounts				
Chemistry	@pockchemistry			
Biology	@pockbio			
Languages	@PocklingtonMFL			
Sport	@pockschoolsport			
Prep Sport	@PockPrepSport			
Music	@pockschmusic			
Boarding	@PockBoarding			
Lower School	@PockLower			



Departmental Twitter Accounts				
Middle School	@PockMiddle			
Geography	@pockgeog			
History	@PockHistory			
Library	@Pocklib			
Cocurricular	@co_pock			
International	@PockInternat			
Eco-Committee	@eco_committee			
CCF	@pockccf			
Charity	@CharityPockPrep			
Catering	@PockCatering			
Development	@DevtPocklington			
Pock Connects	@PSFbiznetwork			
Careers	@pockcareers			
Ops	@PocklingtonOPs			
Friends	@Pockfriends			

The School is also on the following platforms:

Instagram

https://www.instagram.com/pockschool/

Linkedin

https://www.linkedin.com/school/pocklington-school/

