

Wynstones



PARENTS' AND PUPILS' HANDBOOK

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Welcome to Wynstones School

Dear Parents and Guardians

Welcome to Wynstones and the new edition of the Parents' and Pupils' Handbook.

This handbook aims to provide a simple, clear and essentially practical guide to the workings of the school.

Anthroposophy is the guiding spirit behind Waldorf Education and Wynstones School. Wynstones School values the individual qualities of each pupil. The school works through the internationally recognised Steiner Waldorf curriculum to enable each child to develop and balance their spiritual, intellectual, emotional and practical qualities from Early Years onwards. Wynstones has a non-selective approach to education and believes in achieving high standards in all areas without undue stress or a competitive system.

Please read this document carefully, as it is full of detailed and important information concerning expectations and procedures. Do not hesitate to ask if you have questions relating to these or any other areas of the school. Please be pro-active in communicating with the school

We hope you and your children will have a rich and rewarding experience of Wynstones over the years to come.

Penelope Johnstone



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The Aims of Waldorf Education at Wynstones School

Wynstones School aims to provide an education according to the understanding of the developing human being as set out in the lecture cycles and books by Rudolf Steiner. Each child is seen as a unique individuality with his or her own path of life. Our task is to try to remove the obstacles to this path and to help the emerging human beings in our care to develop inner freedom within a healthily functioning body endowed with a rich and coherent feeling life, so as to enable them to make their contribution to society while at the same time unfolding their own human potential.

This approach precludes the comparison of one child's 'performance' with another's. Indeed, the whole idea of education being a matter of 'performance' in relation to set targets, tests and exams is one we could consider very questionable in the light of the above. The Waldorf School Curriculum is not intended to incorporate measurement against set targets. The purpose is to lead children through key experiences at the appropriate age.

For instance, between the ages of 9 and 10 the child's own development brings with it a sense - largely unconscious - of unity becoming fractured. At this point our curriculum introduces the mathematical phenomenon of fractions, and whereas the majority of any one class will thereby gain a specific ability with numbers which could be measured, our principal concern is that that child's inner experience meets an appropriate response from what is brought outwardly as lesson content. Regarding the measurable ability with mathematics as such, we try to avoid branding someone - even in our own minds - as failure, having seen how we must wait sometimes several years before children eventually find their way into this or that area of learning.

The interplay between what lives within the children and what is to be brought to them as lesson content requires constant flexibility, and how a topic is presented to one particular class by one particular teacher will be quite individual. This relationship to the class is a crucially important factor. While we do not test in the usual sense of the word, the teacher strives to be aware of each child's inherent capacities and of how these are being fostered through what is taught. The teacher can then set expectations which are appropriate for the pupil's ability and developmental stage.

This approach to education necessarily requires considerable trust and co-operation. Even though it is now over eighty years since the first Waldorf School opened, it should be borne in mind that this form of education is in some respects still at the pioneering stage, and that there remain significant obstacles to its full development. Both parents and teachers make sacrifices to enable schools like Wynstones to exist in the face of these difficulties, and mutual respect and understanding are vital components in this partnership.

Being a parent and being a teacher have a lot in common. Both entail a personal commitment and love of the task which far outweigh any material rewards. Crossing the boundary into both home and classroom calls for tact and respect, be this an actual physical crossing or an entry by way of comments and opinions. The success of the partnership depends on us all, teacher and parents, developing, as far as we are able, this tact and mutual respect.

Written by Michael Stott

THE SCHOOL DAY and YEAR including festivals

School starts at 8.30am. Please ensure that your child arrives regularly in time to enable a good start to the school day. We cannot emphasise the importance of this strongly enough.

Please do not enter into the main building or any teaching areas during the school day unless an appointment has been made.

Kindergarten:	8.20 - 12.45
Cl. I:	8.30 - 1.00, every day except Tuesday (8.30-3.45pm)
Cl. II	8.30 - 3.45 Tuesday & Thursday 8.30 - 1.00 Monday, Wednesday, & Friday
Cl. III	8.30 - 3.45 Monday, Tuesday, & Thursday 8.30 -1.00 Wednesday & Friday
Cl. IV	8.30 -3.45 Monday -Thursday 8.30 -1.00 Friday
Cl. V -VIII	8.30 -3.45 Monday -Friday
Cl. IX - XII	8.30 -3.45 Monday - Friday

Afternoon Activities

Afternoon activities are arranged on Monday, Wednesday, Thursday and Friday until 3.45pm. *These are intended only for those pupils who cannot go home. Please enquire at the school office.* An additional charge is invoiced for afternoon activities. For pupils of Class IV, there is an optional afternoon on Fridays. Please speak to your child's teacher before booking. Please plan this by the term and book in advance, as an attendance register must be kept. Absences need to be dealt with in the same way as normal school times, as the school is responsible for your child while s/he is at school.

Minibus transport to and from school

Gloucestershire Minibus Scheme runs minibuses to and from school, coordinated by one of the parents and driven by parent volunteers. For further details please see the school newsletter.

Lunches and breaks – What do I provide?

Pupils should bring their own packed lunch and a snack for the mid-morning break - preferably a healthy mix of food that will keep them going to the end of the school day.

What happens before and after school?

The School doors open at 8.20am. The School cannot be responsible for pupils who arrive on school premises before 8.10am. **When parents bring children in the morning please can they bring children as far as the main building but not go upstairs into teaching areas unless an appointment has been arranged. All visitors must sign in at reception.**

Members of staff supervise road crossing at the end of school. Children must be picked up by 4pm. In case of an emergency where a child cannot be picked up on time, phone the caretaker on 07887722374. The designated waiting area, if needed after 4pm will be the Dragon Bench in the Main Hallway.

Evening Events

If a lower school pupil attends an evening event, they must be with a responsible adult and must **attend** the event. It is not appropriate that they should be left unattended i.e. playing basketball.

Kindergarten, Classes I and II

When parents bring children in the morning please bring children into the Class I, II and III area but do not remain in the area. Parents should deliver and collect their children from the kindergarten or Class I,II, III unless other specific arrangements have been made with the teacher concerned. **When collecting, could parents please not enter the class I, II, III area until 12.55pm.** The school may need to require that only named persons collect young children from school.

Outings

School trips are a valuable part of the school experience and are an integral part of the school year. School trips are arranged at the discretion of the class teacher. In a different environment the pupils learn to work together in a different way as well as experiencing the world in a way that cannot be achieved by classroom learning alone. All school rules and code of conduct apply on school trips for the benefit and safety of the pupils. Parents transporting pupils on behalf of the school need to meet the school's requirements for health and safety.

Festivals

The year is enlivened by a variety of festivals that bring out the qualities of the varying seasons and times of year. Some of these are celebrated outside normal school hours and are yet a part of the curriculum and therefore require attendance by all pupils. Details are announced in the Wynstones newsletter. These are usually celebrated as below but options can change.

Michaelmas: 29th September is usually celebrated by a day of outside work in or near the school.

Martinmas: 15th November is usually celebrated by the younger classes and Kindergarten by an early evening gathering and a lantern walk.

Christmas – plays are performed by staff and friends for the school and an evening performance for parents and visitors.

Candlemas

Easter

Ascension

Whitsun - a celebration of languages/ speech for the whole school.

St John's – lighting of the flame of summer.

Other festivals are sometimes celebrated in some classes in connection with their studies.

A specific style of dress is often requested.

Two festive days, Christmas Market and Midsummer Fair are held on Saturdays and these days are regarded as school days for upper school pupils who are required to be present.

Performances and Children's Festivals

Children's Festivals normally take place in the autumn and spring terms on the last but one Thursday of the term, with a Festival for Parents on the last Saturday morning. All children whose classes are taking part are required to be present in festival dress (see below). All parents are warmly invited.

Concerts and Plays: many of these take place in the evening or at the weekend. These are important school events to which parents are invited. Pupils of participating classes are required to be present. Leave of Absence is not normally given for such events.

School time events are not open to parents unless specifically stated otherwise in the Weekly.

Festival Dress:

For Girls: White shirt or dress, white cardigan or pullover. Plain skirt.

For Boys: White shirt or white pullover. Tie. Plain trousers.

For concerts: navy or black skirts with white shirt or blouse for the girls and navy or black trousers, white shirt and straight tie for boys and suitable shoes for all. **No jeans and no sports wear.**

Photos during school performances/school events/trips

No photos are to be taken of children at sports days, school events, or on trips. The school has to have permission from all parents to take photos of their children. This list (kept in the College office) prohibits certain children from being photographed. Parents and others do not know which children do not have permission, therefore would not be able to photograph responsibly.

Parents may not take photographs during performances as pupils and teachers need to focus on the task at hand and the audience needs to concentrate on the event.

The Policy on Photography and Images states that the school will at its discretion arrange for photographs of events, performances etc. These will only be created by staff or other persons specifically directed to do so.

Parents may ask for copies and this can be arranged.

A log is kept of all photos taken and how they are stored, prints made for parents and the date the images are deleted.

School photos of each class are taken each year and sent out to the parents of each child. These are invoiced with the extras.

Dress Code

The children who benefit most from the education at Wynstones are those whose family are working with the school.

General guidelines:

Pupils should come to school appropriately dressed for school-work. Except for special occasions such as concerts and festivals, uniform appearance is not necessary but certain considerations of health, safety, cleanliness and tidiness are important in daily school life.

- Outdoor wear should give protection against extremes of weather.
- Gym kit is to be changed immediately after the lesson.
- All footwear should facilitate free movement (running as well as walking) and good posture.

- Hair needs to be cut or styled so that it never impedes a child's vision. Some lessons require loose hair to be tied back, usually for safety or hygiene reasons. The teachers' judgement is to be respected and acted upon in each case.'
- Advertising slogans, logos, distracting images etc. on clothes however "fashionable" have no place in school.
- All clothing should be clean, tidy and well cared for.
- *Please label all clothing*

This list is by no means exhaustive. Common sense needs to operate in the many individual situations. The school will, where necessary, send pupils home if inappropriately dressed.

All Pupils are asked to wear:

- Plain or patterned tops suitable for school with no large advertising and no large pictures on back or front.
- In summer the straps on girls' tops must be a minimum of 1½ inches wide.
- Tops must be long enough to allow for a good overlap at the waist so they can be tucked in easily. Chests and midriffs should be covered.
- Trousers and skirts need a waistline and shouldn't touch/drag on the ground.
- In addition to the general points mentioned boys need reminding to keep at least a T-shirt on even if it is sunny and warm.
- **If a pupil comes to school inappropriately dressed there are various courses of action the teachers may follow:**
- They may ask the pupil to change into something suitable.
- The school may provide an item of clothing for the pupil to wear.
- The pupil may be sent home to change.

Jewellery and make-up

The school's policy is:

- Simple unobtrusive jewellery is allowed.
- Class VIII upwards unobtrusive make up at the school's discretion.

Lesson time shall not be taken up with issues of dress unless planned by the teacher responsible. Questions may be raised outside lessons.

Gym and games kit

Required for Classes III - VIII: Plain navy blue tracksuit bottoms or shorts, plain navy blue t-shirt and/or plain navy blue tracksuit top - no hoodies. Upper School: Navy tracksuit bottoms and white t-shirt. Sensible trainers please - skateboard/fashion trainers are not appropriate. Hair must be tied back.

Where do I go for lost property?

For watches, money, keys or jewellery please go to the school office; otherwise please look in the Lost Property cupboard opposite the staff notice board by the kitchen. Everything in this cupboard is put on the back veranda on the Wednesday before half term or the end of term. What is not claimed is disposed of.

Television and Video/computer games etc

Virtually all Waldorf teachers would prefer that younger children do not watch television or DVDs at all. There is plenty of research data available to confirm the ill effects on the physical, emotional and social development of young children. Teachers work hard to stimulate lively pictures in the child's own imagination and these efforts are contradicted by the passivity induced by television watching. Computer games and general computer use is no better. Children need to be imaginative and active. (See 'Who's bringing them up' and 'Fools Gold' available from the school bookshop.)

The ethos of a Steiner School lays great weight upon the imagination, live performance and personal creativity. For this reason radio, mp3s, i-pods, tape recorders, CDs, television, and computers are strongly discouraged. Walkmans, mp3s, i-pods etc are not permitted at school.

Going abroad – pupil exchanges

We welcome exchanges with other Waldorf Schools (and the school gets many requests from foreign pupils; please see the language teachers about this and exchanges in general).

A written application is required, giving a half-term's notice addressed to the tutor. A maximum of six pupils per class may be absent at any one time. Exchanges are normally possible in Class IX (second and third term) after discussion with the Upper School. A prospective exchange partner must present satisfactory reports and work. Wynstones' pupils may have work set in some subjects for the period of their absence.

Please obtain the school's agreement before making any commitments. Financial arrangements must be clarified with Accounts.

Communication

The school aims to communicate effectively with all parents, and the Wynstones Weekly newsletter is an important means of communication; please read it attentively. To be effective, communication is a two-way process. Please take an active part in this and if in any doubt about anything please contact the school. See page 9 for the most suitable communications channel.

Parents' Evenings for each class

Parents' Evenings are a vital time of communication about the class, amongst parents and with the teachers. These meetings are an essential part of the teachers' communication with parents. If you are unable to attend please ask another parent to take notes or fill you in on the content of the evening.

Parents' Evenings are usually held once a term, and provide a focal point for the parents and guardians of each class. Parents have an opportunity to see their child's work, hear about what the class is doing and to discover more about the aims and expectations of the school. Practical arrangements concerning the class are also dealt with.

Current practice in schools is that reference to individual children, their abilities or behaviour should not be mentioned. For conversations or concerns about individual pupils please make a personal appointment with the class teacher or guardians, or where appropriate the subject teacher.

Contacting teachers

Please speak to your child's class teacher or guardian first about any matter to do with your child or class. Parents should contact teachers via the school during school hours; this can be in writing (address your letters to members of staff at the school rather than at home) or by telephone. **Please do not enter into the main building or any teaching areas during the school day unless an appointment has been made.**

If you would like to have more than a just a few words, teachers also offer a regular time each week to meet with individual parents; please ring the school for an appointment.

In a genuine emergency, teachers can be contacted at home. (An emergency is not failure to make an appointment.)

Parental responsibility

The school is obliged to provide information on a child's schooling to all persons with parental responsibility. To be able to do this the office should have the relevant names and addresses. It is also important for the school to know if there are any court orders limiting parental responsibility or limiting access to a child. Please make sure that the school has the relevant information concerning your child. Please contact the Chair of College or School Secretary if you need more information or wish to communicate such information confidentially.

If things go wrong

We aim to deal with any difficulties in an informal way, in consultation with parents. However, there is also a more formal procedure to deal with any serious problems which cannot be resolved simply. The school maintains a Complaints procedure and all formal complaints are recorded together with all processes and outcomes.

A copy of the Complaints Procedure is available in the carousel in the school office, and on the school website.

If, having followed the appropriate path you still feel that you the issue you raised has not been dealt with satisfactorily, you may choose to lodge a complaint. To do this, please state clearly in writing that you wish to make a complaint; this should be addressed to the Education Leader who will address the situation. If applicable, the support of Council will be sought.

All issues will be dealt with within the compliance framework for an independent school in England.

If a problem is not resolved, the Council Ombudsman will arrange a meeting attended by the Chairs of College and Council and those directly concerned. Any decision taken following this meeting would be final. When requested, a meeting will be arranged at school within four working days. One mutually acceptable College or Council member will be present to chair the meeting, take notes of the salient points and agreed actions.

Complaints Procedure

Wynstones School endeavours to provide quality teaching and pastoral care to its pupils. However, if parents reasons for concern or a complaint they can expect to be treated in accordance with the following procedure.

Procedure for Raising a concern or complaint

The following procedure has been designed to inform members of our community what to do when they have a concern or complaint, gives timelines in order to manage expectations throughout the process, and what they need to communicate when making their concerns known. We hope that this will provide members of our community with a means of redress

Stage 1 -Informal Stage

It is normally appropriate to communicate directly with the member of staff concerned and if this is not the class teacher or class guardian we ask that they are informed of the matter as well. This may be by letter, by telephone or in person by appointment. Many concerns can be resolved by simple clarification or the provision of information and it is anticipated that most complaints will be resolved by this informal stage.

If at any stage either party feels that there is a breakdown in communication or that the situation has become frustrated, each party must respect this view and the matter can be passed to the Chair of either the Lower or Upper School (whichever is more appropriate) and will continue to be handled as an informal complaint.

As stated earlier, in the case of serious concerns, it may be appropriate to address them directly to the Education leader (or to the Chair of the Governing body, if the complaint is about the Chair of College). If you are uncertain about whom to contact, please seek advice from the Business Manager by either email or telephone aloddo@wynstones.com (01452 429228).

Stage 2 -Formal Stage

If your concern is not resolved at the informal stage you must move to the next stage of our procedure and put the complaint in writing to the Education leader (Or if the complaint involves the Education leader to the Chair of Council). This can be emailed to collegechair@wynstones.com or sent in a sealed envelope marked 'private & confidential' and delivered either in person or by post.

We have provided a form to help identify key details which will help us investigate your complaint and ask that if you do not utilise this form you use it as a guide to outline the key issues that give you cause to raise a complaint. You should include details that might help the investigation, such as names of potential witnesses, dates and times of events, and copies of relevant documents. It is very important that you include a clear statement about what you hope might reasonably contribute to a resolution of the problem at this stage. Without this, it is much more difficult to proceed with our investigation. If the complaint is not received via email, it should be sent

We ask that before moving to the second stage of our process that complainants make this known to the person who they took their concern or complaint to initially so that this person knows that this stage has been exhausted and they no longer seek to resolve the complaint as this could frustrate the matter further. We ask that this is done in writing.

Any complaint will be acknowledged within 24 hours with clear guidance on how the School will proceed. The Education leader will ensure that all concerns are addressed in a manner that considers the views of all parties, and upholds the Schools policies. The Education leader may invite you to a meeting to discuss your complaint and to seek a resolution depending on the nature of the concern. If you accept that invitation, a friend may accompany you if you wish to help you in explaining the nature of your complaint. It is possible that your complaint will be resolved through a meeting with the Education leader but if this is not the case you will hear within 5 days of the either the school receiving your formal complaint or meeting with you, of how the school intends to proceed.

We ask that complainants consider that at times an investigation may take a while if it involves a member of our paid working community as they have statutory rights that need to be upheld. In such cases, the School may have to mediate a holding position and will keep the complainant informed on a regular basis. We ask that complainants respect that the School will not discuss employment matters as we respect the employment rights of paid members of our working community in respect of privacy and confidentiality.

The School aims to fully investigate all complaints within 28 days of receiving a complaint and the complainant should receive a formal response in the following 7 days. (This will not include School and Bank holidays).

All investigations will be carried out in an objective and pragmatic manner and will, in all cases, be ratified by all members of the School Management Group.

The College Chair will keep written records of all meetings and interviews held in relation to the complainant. Such records can be requested by the complainant

Once the College Chair is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The College Chair will also give reasons for the decision.

If complainants are not satisfied with the decision, they should inform the Education leader in writing that they wish to proceed to Stage 3.

Stage 3 – Panel Hearing

Any appeal should be made in writing either via email to dbaker@wynstones.com or sent addressed to Dick Baker in a sealed envelope marked 'Private & Confidential' and delivered either in person or by post to the School. The receipt of the notice of appeal will be acknowledged within 7 days in writing.

If a complaint is taken to Stage 3 the chair of Council will organise a hearing before a panel made up of three individuals who have not been directly involved in the matter detailed in the complaint. The individuals will be made up of two trustees (members of the Council) and an independent individual of good standing.

The complainant will be allowed to attend the hearing and be accompanied by a friend or colleague as support. The friend or colleague will not be permitted to contribute to proceedings and will only be in attendance to support.

The panel will record all findings and recommendations and copies of all relevant documents will be provided to the complainant and if applicable to the individual complained about.

The findings and recommendations will be available for inspection on the school premises the chair of trustees and the Education Leader.

All written records will be archived, indicating whether they were resolved at the preliminary stage or proceeded to a panel hearing.

Wynstones will provide Ofsted, on request, with a written record of all complaints made during any specified period, and the action which was taken as a result of each complaint. The record of any such complaints will be kept for at least three years.

Parents may also complain directly to the School Inspection Service (SIS) or to Ofsted if they wish.

SIS can be contacted at: The School Inspection Service, Tolbury House, Bruton, Somerset BA10 0DG

Ofsted can be contacted at: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

Attendance

Absence

The School is obliged to record all absences and the reason for each one.

Emergencies and sickness

Parents are asked to telephone to inform the School Secretary on the day as early as possible after 8.20am. After any absence that has not been authorised, a pupil must return to school with a letter of explanation for the class teacher or upper school tutor.

Class Teacher or Upper School Class Guardian permission is needed in advance for up to a day's absence, e.g. medical treatment, interviews etc.

College permission is needed in advance for more than one day's absence, in school time, or when any absence would coincide with a school function. The school is under no obligation to agree. All absences adversely affect your child's education, you are asked to keep them to a minimum as required by your child's health. The School (as an independent school) may not give permission for holidays in school time. Pupils may be required to catch up after an absence. Requests for leave of absence should come at the earliest opportunity, before definite dates are fixed.

The School is required to report all unauthorised absences to the authorities.

Leave of absence is not given for any School Festivals

Illness or accidents that occur at School

The school has several members of staff who are trained in First Aid; there is always one on duty to deal with an accident or sick child (or adult). If a child has an accident or is feeling unwell, it is the First Aid person who will decide on the appropriate course of action and see that you are informed where appropriate. A medical consent form can be signed by parents to allow for the use of a few simple medicines – please contact the office if you have not yet seen this form. Pupils should not leave the school during the day if feeling unwell without first seeing the First Aider. All children who feel sick at school should report to the school office so as to be cared for. Please report to the school office to collect sick children who need to go home. It is important to check with the office before taking any child home unannounced so that we do not need to alert the police.

Infectious diseases (measles, mumps, etc)

Please inform the school if your child has an infectious disease or has come into contact with one. Please keep infectious children at home and allow ample time for your child to recover before coming back to school.

Truancy

Pupils must attend all the lessons for which they have been time-tabled. No pupil may leave the school premises during the school day at any time unless given specific permission to do so.

Leave of absence during school time

Pupils of Classes XI and XII may leave school premises when they do not have lessons, on condition that they follow the signing-out procedures and have written parental permission. Younger pupils may go home for lunch where the school has confirmed parents' written request. Parents are notified of truancy which, from Class VI onwards, requires attendance after school or on Saturday morning.

Attendance after school

From Class VI on the School may require pupils to attend either after school or on a Saturday in order to complete work satisfactorily, or to be set extra tasks if a pupil's behaviour warrants it. Parents will always be given a minimum of twenty-four hours notice by the School.

The school library

The library is for the use of teachers and Upper School pupils. Books may be borrowed for up to one term. Individual class libraries in Classes III-VIII contain a selection of fiction and non-fiction, some of which relates to particular main lesson themes. Books may be borrowed by arrangement with class teachers. Donations of books for both the main library and class libraries, or for sale to raise money for new books, are always welcome.

Pupil support

Learning Support

We identify and provide appropriate help for pupils who need this. The school will cater for such pupils where it has identified and agreed that it might be able to help meet their needs. We keep a register of such pupils and record their progress.

The school has full-time and part-time learning support teachers, a part-time eurythmy therapist and a visiting art therapist. The school doctor visits monthly to see pupils and attend meetings as required.

Parents will be advised when their children are seen to have needs requiring extra support and whether the School is able to provide the level of support needed.

The school doctor is a registered qualified medical practitioner, and will be responsible for eurythmy therapy and art therapy where these are arranged for children through the school. The work undertaken by members of the school staff involved with learning support is directed by the school. It may be that members of the school's teaching staff may suggest or recommend help including therapies beyond what the school provides. Where this happens, it is for parents to satisfy themselves of the appropriateness of what is suggested, as the effectiveness or any other consequences of such therapy or support given outside the school are not the responsibility of the school.

Where parents are concerned about their child's progress or difficulties, the first point of contact should be the Class teacher, or in the upper school, the tutor.

Gifted and Talented pupils

Wynstones encourages throughout the age ranges breadth and depth of curriculum understanding, expressed in a variety of modes e.g. practical, social, independent, artistic, intellectual. Steiner Waldorf teachers strive continually to recognise the special nature of individuals. This often happens when a class – at first glance – is doing the “same” task.

Just as the school strives to avoid 'labelling' / 'singling out' of pupils with learning differences (SEN), so gifted and talented pupils are not forefronted unless their efforts and contribution to the school and their peers merit this.

Opportunities offered to (especially Gifted and Talented) pupils in Wynstones:

- Music – Choral, solo, instrumental, performing
- Drama
- Foreign language – exchange visits
- Outdoor pursuits – Duke of Edinburgh
- Sports games – teams, matches, tennis tournaments
- Crafts – OCN, Individual handwork/clothes from class 7
- Maths and science
- Public speaking

Who is responsible for pastoral care?

In the Lower School, most pastoral issues are the responsibility of the class teacher. In the Upper School, a class guardian is responsible for the welfare of individual pupils in their class. Each class guardian meets the pupils of their class daily to supervise attendance and offer support.

The School is committed to providing a positive social and learning environment for all its pupils. Individual pupils may air any personal difficulties with any member of staff of their choice.

Child protection

All schools are obliged by *The Children's Act 1988* to have a Child Protection Policy. Wynstones follows the guidelines of the GSCB - Gloucestershire Safeguarding Children Board.

The School is inspected regularly by Social Care. The school maintains an anti-bullying policy in accordance with relevant legislation. Details are available from the school office.

The Safeguarding Policy is available from the College Secretary, and can be viewed on the website. The school carries out a CRB (Criminal Records Bureau) check on all staff and regular volunteers as per the school policy.

School rules & discipline

General

- Polite behaviour is required of all pupils.
- Pupils must remain in the school grounds throughout the school day unless given permission otherwise.
- No radios, i-pods, mp3 players, personal stereos, digital watches or similar emitting sounds are allowed in school and will be confiscated for seven days.
- The pupils are required to be in class in good time. The bell signifies the start of the lesson. Pupils must be ready for the lesson when the bell goes.
- When it is wet, classes should remain indoors, unless accompanied by a teacher. Wet break is indicated by three bells.

Mobile Phones

Wynstones is committed to creating a mobile-free environment.

- Class 9-12 pupils may bring their mobile phones to school. However, they are to be switched off and placed in their bag at all times.
- Pupils in Classes 5-8 may bring a mobile into school by arrangement with the class teacher but the phone must be left in the school secretary's office. Pupils in Classes 1-4 will not bring mobile phones to school.
- Mobile phones are not to be used for any reason by the pupil during school hours, while on school property after school and before and after school sports clubs. If the pupil must arrange transportation after school the pupil must ask a teacher for permission to use his/her mobile phone. If used inappropriately, without permission, mobiles will be confiscated and kept for 3 days, not including day of confiscation, until collected by the parent, Classes 1-8, or the pupil, Classes 9-12.

Movement around the School

- Please be considerate to fellow pupils and adults at all times.
- Hold doors for others.
- Do not run inside school buildings.
- Keep to the right on the stairs.
- Keep the hallways and landings clear and tidy.
- Telephone calls may not be made in lesson time. Permission must be obtained from the school secretary before using the pay phone. Only one pupil at a time is allowed in the cubicle.
- Skate-boarding is not allowed. No skate boards at school.
- Bicycles must not be ridden in the school grounds.
- Dogs are not allowed in the school grounds.
- Tennis Courts - Due to limited space, the use of the tennis courts is the privilege of pupils from Class VI upwards. From the Waldorf perspective on child development, it is not appropriate for the younger children to play tennis. At school, they are encouraged to play more suitable games instead. Pupils of the lower classes may not use the courts at any time.

Car Park (see also Car Park Safety, page 15)

Pupils waiting to be picked up must stay in the designated areas in and around the car park and not play near the entrance or the exit by the school shop. Children waiting for the Stroud bus must wait in the designated area for the Road Crosser.

Playing Games at school – our policy **Class I & II Area:**

The children of **Classes I & II** spend their breaks in free play, running, climbing the quince tree and using the provided climbing equipment, the balancing beam, stilts and skipping ropes. *They do not play ball games yet, and this also applies if the children are in other play areas before and after school. It also applies to pupils of **Class III** if they join Afternoon Activities in this area.*



Pond Area & Front Lawn:

This is where **Classes III, IV & V** play chasing games and invent games in free play. They practise their skills with skipping ropes, French skipping, stilts, unicycles, Diablo, hula-hoops and badminton. The pupils of these classes may use a soft ball to practise throwing and catching or to play four-square, *but no other ball games yet*. They are welcome to bring their own play equipment to school for the activities mentioned above, *but no basketballs, rugby balls or tennis rackets. No wrestling. No ball games around the pond. This applies also before and after school.*

*Older pupils are welcome to mix and play here with the younger ones, but they need to respect the rules of this play area.

Tennis Courts:

These are reserved for **Classes VI, VII & VIII** to play dodge ball, netball, basketball or tennis according to season. Other games, such as rounders, volleyball or Frisbee are played on the Hockey Field.

- If the tennis courts are needed for Games lessons, pupils on breaks are not to disturb these.

***Class V** may ask permission from the duty teacher to ride their unicycles or play tennis on the tennis courts during their morning break if no other class is using them.

Hockey Field:

For **Classes V – XII**, this is the place to play rounders, volleyball, cricket or Frisbee according to season.

Games lessons in progress on the field are not to be disturbed by pupils on breaks.

Football may be played only by certain classes of the Upper School at designated times and away from the Kindergarten area.

These rules – as all other school rules – also apply before and after school.

If pupils wish to introduce a new game or game equipment, they need to speak to their Class Teacher/Tutor first.

If parents have business with the school, they need to keep their children with them at all times. Children may not be left to play in the grounds unsupervised.

PLAYGROUND RULES

These rules also apply before and after school hours

1. **No tree-climbing** (*except quince tree in Class I, II, II area*)
2. **No playing with sticks**
3. Lower school pupils: **No eating in the grounds**, unless it is a picnic and supervised by the teacher in charge of the class
Upper school pupils: In designated areas only*
4. Lower school pupils: **no bare feet**, unless authorised and supervised by the teacher in charge of the class, or the teacher on duty – on lawns only
5. **No water fights**
6. **No throwing of cut grass, bark chippings, pine cones, gravel or sand etc**
7. **No playing of games involving the pond**
8. **No playing behind the upper school / languages buildings**
9. **No sitting on or playing with Maintenance equipment**

10. No playing or hanging out in the toilets or changing rooms

11. No snatching of belongings

12. No short-cuts through the Class I, II and III area

Anyone trespassing may have to sweep that area in their next break – teachers are to be informed.

13. Red flags on the lawn and other grassed areas mean “keep off the grass”

14. No sitting on the high wall of the tennis courts

15. The use of the tennis courts is reserved for pupils of Class VI up

As a rule, pupils of lower classes may not use the courts at any time, but exceptions may be arranged occasionally at the discretion of the Duty Teacher, should the courts be empty. It needs to be understood that permission to use the courts is limited to that break time only

16. For the playing of games and sports, observe separate policy

- ❖ *Any Lower School pupil disregarding these rules shall be sent to the Dragon Bench to sit out the remaining break time. The Class Teacher is to be informed and an Incident Report may need to be filed.*
- ❖ *An Upper School pupil's guardian needs to be informed, so s/he can decide on the follow-up.*
- ❖ *In the case of rule-breaking out of school hours, the Class Teacher or Guardian is to be informed.*

*** Designated areas: patio outside Windrush, and around Conrad's bench**

School Grounds - please

- Put litter in the bins provided.
- Do not climb on or damage any trees.
- Do not climb on the walls or fences.

Use of school grounds at weekend

You are required to make your presence known to the caretaker. It is the responsibility of the adult present to supervise children/pupils with him/her. For insurance purposes, children must not be allowed to wander around the school grounds unattended.

Areas out of bounds to pupils of I-XI - in the absence of other specific arrangements;

- All buildings other than in lesson time or unless a member of staff is supervising. (Upper School pupils may have access to the Upper School building.)
- The Kindergarten area.
- The shrubberies at the road end of the front lawn.
- All storage and designated high-risk areas.
- The cycle store, except on cyclists' arrival and departure.
- For Class I - V, the tennis courts except otherwise directed by a teacher.

Pupil code of conduct

The School requires high standards of behaviour from everyone. The learning and social environment depends entirely on the courtesy and sensitivity to others shown by each individual pupil.

All incidents of bullying, direct aggression or unacceptable behaviour are recorded and mentioned at the Education Meeting and parents are informed by letter. If repeated, a meeting is arranged with parents and detention or community deed will be required of the pupil.

A pupil may be excluded from school indefinitely for a subsequent offence, or without prior warning for totally unacceptable behaviour.

Any damage caused by a pupil may be charged.

Smoking - The School maintains a non-smoking environment at all times.

Smoking or the possession of tobacco at school and on school trips is forbidden. Parents will be informed in writing of any incident and the consequences of a further breach made clear. A meeting with the guardian or class teacher will be arranged. Further offences may lead to exclusion from school. A meeting with the pupil and parents will be arranged to make clear the consequences of any further incident. Re-entry is solely at the school's discretion, and after a re-interview for which an administrative charge is made.

Drugs and alcohol

The School has an obligation to protect its pupils.

The use, possession or dealing of drugs or alcohol, and presence at school while discernibly influenced by drugs or alcohol, *including all school functions, events and trips* is forbidden. A mature and social approach will be taken to smoking and drinking of alcohol where appropriate for the class XII trips. Please see the class guardian for details.

Following any incident involving drugs at school, the pupil concerned is excluded from the earliest possible moment. Re-entry is solely at the discretion of the school after consultation with the parents/guardian. Upon re-entry, in all instances and without exception, any further use at school, or school events/trips, and/or their possession at school will result in immediate expulsion.

Bullying

Anti - Bullying Policy:

It is a basic entitlement of all children at Wynstones that they receive an education free from humiliation, oppression and abuse. Parents should be entitled to feel confident that when they send their children to school, they will be protected from bullies. Class Teachers/Tutors encourage parents to communicate concerning an upset pupil - swift response is essential in order to act pedagogically.

What constitutes bullying?

Bullying can be described as the wilful, conscious desire to hurt, threaten or frighten somebody either physically, verbally and mentally. Staff recognise that the following can constitute bullying:

- Physical assault - kicking, punching or hitting
- Name calling
- Threatening someone
- Picking on people
- Teasing
- Forcing people to do something against their will
- Being unkind to people

It is also important to note that children's relationships to others in the school can vary tremendously. Children can be the best of friends one day and at loggerheads the next. Parents and staff, therefore, need to be aware that temporary breakdowns in relationships do not constitute bullying.

Aim:

We aim to prevent any incidents of bullying occurring at any time. Bullying will not be tolerated. We intend to:

- Provide a school environment in which children feel safe and able to express themselves without fear of intimidation.
- To maintain a co-operative ethos in which the school, the children and the parents work together to prevent bullying.
- Help children to gain the personal qualities and self-esteem needed to minimise the risk of bullying.
- Identify children at risk and respond positively to their needs.
- Respond firmly to incidents of bullying.

Health & Safety

The school has a health and safety policy and a co-ordinator to carry this responsibility. If you have a concern or idea for an improvement in this area please leave a message in the office.

Car park: the school car park is one of the most hazardous places in the school!

How do we ensure SAFETY in the CAR PARK? Only with your help and co-operation!

Speeds into, through the car park, and exiting by the school shop must not exceed 5mph.

Pupils must not be dropped off on the main thoroughfare or in Church Lane. Parents are responsible for the children who are with them whilst in the car park. Please park with consideration for others, especially near the exit by the school shop. Please use the drop-off lay-by just for drop-off then move on to allow the flow of traffic

Dogs must be kept in the car (or on a lead for short periods only where absolutely necessary). They are not allowed to run around the car park or school grounds.

A member of staff is on duty in the car park from the end of school until 4pm.
Children who have not been picked up, for whatever reason, should go to the office.

Organisation of the school

The Education Leader and The College of Teachers

The style of management in Waldorf schools is based on Republican principles. The College of Teachers used to have sole responsibility for the educational direction of the school, including curriculum development, staffing and pastoral needs of pupils. The management structure has been updated and the Council has employed an Education Leader who is responsible for all pedagogical matters and the educational planning. The College meets every Thursday with the Education Leader. Correspondence should be directed to the College Chair.

School Management

The School Management Group consists of four people who work as a close team. Each member has discreet areas of responsibility of both day to day and strategic management, but the group meets regularly to ensure a collective vision is maintained. Broadly their roles are:

The Education Leader: Attends meetings of the College of Teachers. Management responsibility for Continuing Professional Development, INSET days, teacher appraisal, complaints & grievance;

The Business Manager: Management responsibility for Health and Safety, Compliance, Inspection, PR & Marketing, finance, facilities;

The Chair of Lower School (pupils 6 – 13): Management responsibility for the curriculum, teaching and learning, standards and attainment, staff recruitment and deployment in the Lower School;

The Chair of Upper School (pupils 14 – 18): Management responsibility for the curriculum, teaching and learning, standards and attainment, staff recruitment and deployment in the Upper School.

Council

Wynstones Council is legally responsible for the finances and administration of the school/association/company. The members of Wynstones Association elect approximately one third of the Council at the AGM each year. Council members serve for a 3 year period. (See Appendix 3)

Finances: For information about the School's Finance policy please ask for a copy of the full policy from the accounts office. For other financial information please contact the Finance manager.

Wynstones Association

Wynstones Limited is a Company limited by guarantee, and a registered Charity. This is the holding company of the school. All parents are encouraged to become members of the Association, so that they can take a fuller part in the life of the school. In this way, parents, teachers and friends of Wynstones together acknowledge a formal responsibility for the school. Please ask the secretary for a membership form.



Instrumental Lessons

Playing an instrument is a healthy human activity, for everyone rather than for a few. All pupils are encouraged to learn an instrument. We do our best to make this possible, both in the classroom and, particularly, in the School Orchestras.

Beginning an Instrument

We suggest the following ages:

Violin	Class III
Cello	Class IV
Flute	Class VI
(or during V depending on physical development)	
Clarinet	Class VI/VII
Oboe	Class VII/VIII
Bassoon	Class VIII
Brass	Class VI up

Hiring an Instrument

We can usually arrange for instrument hire at very reasonable rates, subject to availability. This is particularly useful in the case of violin and cello where young beginners require smaller sizes. *Hire charges are payable in advance termly.*

If you are hiring, it might be worth looking into hire-buy schemes for any pupils who have gone beyond their first term with reasonable success.

Tuition

Lessons are usually for half an hour after the main lesson or by arrangement after school. Teachers operate a rota so that pupils do not miss the same school lesson every week.

Visiting Music Teachers

To ensure the smooth running of instrumental lessons in school here are a few of the guidelines

- Financial and timetable arrangements are organised on an individual basis by the teacher concerned.
- All instrumental lessons need to rotate on a strict basis so that pupils miss a different lesson each week.
- Very young pupils may have times organised by their class teacher in consultation with instrumental teacher concerned but not to jeopardise the rota for other pupils.
- Bills presented by the instrumental teacher need to be paid within three weeks.
- Lessons missed by the pupil have to be paid for as the teacher is in school to teach that person. However, if 24 hours notice is given the teacher will try to re-arrange that lesson. This is not always possible, as the teachers also have full timetables at other schools.
- If a week's notice is given, then the pupil can be left off the timetable for the following week.
- It is the parent's responsibility to inform the instrumental teacher of any pupil's impending absence for school trips or work experience. It is an impossible task for **anyone** to look through all the different classes' impending activities.
- Half a term (5 weeks) notice is required for a pupil to stop lessons, or 5 weeks fees are payable in lieu of notice.

If there are any questions or difficulties, please contact Helen Marcus, Co-ordinator of Instrumental Teaching between 8 and 9p.m. weekday evenings or in school on Mondays and Tuesdays.

SIS Inspection Report

The latest inspection report (December 2014) will be available on line in February

A hard copy can also be viewed in the school reception office.

Appendix 1 - A Reading List

A SELECTION OF BOOKS ABOUT AND SUPPORTING STEINER WALDORF EDUCATION

It is suggested that parents read some of the following books.

Education through Art	A Nobel
The Way of Child	A.C.Harwood
Work and Play in Early Childhood	Fr Jaffke
You are your child's first teacher	Rahima Baldwin
Encountering the Self – Ninth Year	H Koepke
On the Threshold of Adolescence – Twelfth Year	H Koepke
Between Form and Freedom	Betty Staley
Steiner Education	G Childs
Education and Beyond	G Childs
Commonsense Schooling	R Wilkinson
Rudolf Steiner on Education	R Wilkinson
The Spiritual Basis of Steiner Education	R Wilkinson
School as a Journey	T.M. Finser
Childhood	C Heydebrand
Youth Longs to Know	J.K.Gardner
Rudolf Steiner - His Life and work	G Childs
Rudolf Steiner Education and the Developing Child	Aeppli
Rudolf Steiner – Aspects of his spiritual world view	
Anthroposophy 3 Volumes	R Wilkinson

This is a small choice of basic books on education; there is a larger selection of books on various aspects on education and also children's books in the school office.

Appendix 2- You will be asked to sign an agreement containing the following;

HOME-SCHOOL AGREEMENT - An Agreement between the School, parents and pupils

At Wynstones School we regard the relationship of the school and its teachers to you as parents/guardians as being crucial to the success of your child in the school.

Wynstones School undertakes to

- care for your child's safety and well-being, and to value him/her as a member of the school
- provide a Steiner Waldorf curriculum insofar as is possible within the exigencies of the prevailing financial, political and social circumstances.
- maintain high standards of work and behaviour, always aiming to help your child reach his/her potential as far as is possible in a school situation
- monitor your child's progress and keep you regularly informed for example through Parents' Evenings, individual consultations and reports.
- keep you informed about relevant school activities and developments
- offer opportunities for you to become involved in, and supporting of, the life of the school
- engage in appropriate staff development in order to maximise our potential

Signed on behalf of the College of Teachers date

As a **parent/s or guardians** I/we will undertake to support the school and my child through

- taking an active interest in what my/our child is doing in school
- ensuring that he/she attends school regularly, on time, following the current dress code, and properly equipped for the day
- making the school aware through (class teacher/tutor) of circumstances that might affect work and behaviour, and also of the reason for any absence
- supporting him/her in home study or practice or further activity as appropriate
- attending Parents' Evenings and discussions about his/her progress
- attending festivals, plays, concerts etc that involve my/our child
- reading the school's communications in the weekly news letter.
- supporting the school in its aims
- Helping in fundraising activities
- upholding the education, teachers and school
- maintaining financial agreements

I/we have read and agree to abide by the school's policies on behaviour and discipline.
I am/we are also aware of the school's views on the effect of TV and computers on child development.

Signature NAME..... Signature NAME.....

Name of Pupil (To be signed in Class V)

As a **pupil** of Wynstones I will endeavour to

- make the most of the opportunities the school has to offer
- attend, on time, and every day
- respect all persons of the school community
- abide by the school's code of conduct and behaviour, and work within its disciplinary procedures
- Follow the school rules
- do my best in the lessons
- do my homework
- abide by the dress code
- bring the necessary equipment to school
- make every effort to ensure that communications passed to me for my parents/guardians are delivered in good time
- represent the school in a positive light even outside school hours

Signature of Pupil

Appendix 3

COLLEGE MEMBERS – July 2014

Education Leader- Penelope Johnstone
Business Manager – Albert Loddo

Frances Barrington
Maia Brinton
Adam Clark
Suzanne Cataldo
Joan Davies
Elizabeth Deering
Andy Fayter
Francis Gladstone
Kalihi Hardiman
Celia Mace
Alex Murrell
Sarah Thompson
Caroline Thompson
Kilian Voss

COUNCIL MEMBERS – July 2014

Chair of Council - Dick Baker
Company Secretary – Francis Gladstone

Peter Cooke
Martin Hardiman
Graham Kennish
Chris Mattos
Guy Pinnington
Natasha Sidford
Ned Skelton
Ted Yates

College Representatives:
Penelope Johnstone
Alex Murrell

Ex Officio:
Rose Palmer (Finance Manager)
Penelope Johnstone
Albert Loddo