

# **Guide for Parents and Students**

# Outstanding Boarding School Education

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# Introduction

OSH is a very lively and distinctive community. There is something of a challenge, for new and existing parents<sup>1</sup>, to keep on top of the information issued both during the early stages of a student's career and beyond.

Parents and students alike are encouraged to use this booklet as a guide and reference to what we do.

There is no need to read it from cover to cover, but do refer to it during the term, or at any time, as a first port of call. It may give you the information you are looking for or, if not, point you in the direction you need to go to find it.

As with any dynamic community we will change from time to time and we will let you know of any major changes but please do refer to this guide which we will keep on the website under the section on Policies.

Bearing in mind that this is a guide and we are not a static community if you do not find what you are looking for, and think that we could add to the content, then please do let us know by dropping an email our Director of Communications, Sophia Mckain on [smckain@oshsch.com](mailto:smckain@oshsch.com) and we will see what we can do to improve it.

Should you as a student ever feel a little uncertain, or that you would benefit from further information, then just ask your Housemaster or a member of your house staff.

Finally, should you as a parent ever feel a little uncertain, or that you would benefit from further information, please contact School Reception on 01384 817300 or [reception@oshsch.com](mailto:reception@oshsch.com) .

**Paul Kilbride**  
Headmaster

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<sup>1</sup> The term 'Parents' is used throughout this guide and includes those who are the carers of our students.

# General Information

School type:	Voluntary Aided	
Address:	Old Swinford Hospital Heath Lane Stourbridge DY8 1QX	
Website:	<a href="http://oshsch.com">oshsch.com</a>	
Reception:	+44 (0) 1384 817300 Fax: +44 (0)1384 441686 <a href="mailto:reception@oshsch.com">reception@oshsch.com</a>	
Reception opening times:	Monday to Thursday Friday	08:00 to 17:00 08:00 to 16:30
The Registry: (Admissions enquiries):	+44 (0) 1384 817325 <a href="mailto:admissions@oshsch.com">admissions@oshsch.com</a>	
Staff Office:	+44 (0) 1384 817321 <a href="mailto:jtrevor@oshsch.com">jtrevor@oshsch.com</a>	
Headmaster's PA	+44 (0) 1384 817331 <a href="mailto:headmaster@oshsch.com">headmaster@oshsch.com</a>	
School Office/Examinations:	+44 (0) 1384 817326 <a href="mailto:hweston@oshsch.com">hweston@oshsch.com</a>	
Sixth Form Centre	+44 01384 81 7735 or 01384 81 7445 <a href="mailto:lhunt@oshsch.com">lhunt@oshsch.com</a> or <a href="mailto:wapperley@oshsch.com">wapperley@oshsch.com</a>	
Financial enquiries:	+44 (0) 1384 817315	<a href="mailto:sashman@oshsch.com">sashman@oshsch.com</a> (account balances and fee payments)
	+44 (0) 1384 817781	<a href="mailto:cporter@oshsch.com">cporter@oshsch.com</a> (fee queries and all other enquiries)
Correspondence:	When addressing letters and parcels to a student, please include the name of the House in the School address.	
Emergency contact:	In the event of an emergency please contact the school in the following ways:-  1. During the teaching day, when school reception is staffed, you will be put through to the appropriate member of staff.  2. When school reception is not staffed please contact your Housemaster.	

# Aims of the School

At Old Swinford Hospital, we aim to provide an outstanding education, both within and beyond the classroom, which enables all of our students to realise and exceed their potential. Above all, we aim to provide a uniquely stimulating and supportive environment in which all individuals flourish, grow in understanding, self-confidence and self-esteem and are fully equipped to meet the challenges and demands of life beyond school.

Our vision for each and every student is one in which they can discover who they can be and where:

- ❖ **Children and young people come first**
- ❖ **We, and our students, have high aspirations and expectations**
- ❖ **Our community has strong and shared values**
- ❖ **Desired Qualities**
- ❖ **Our students are prepared for their lives for their future lives**

## **Children and young people come first**

- OSH aims to provide the best possible education.
- We will ensure that our students are at the forefront of everything that we do.
- We continually encourage them to discover who they can be.
- We consider the wellbeing of students and staff and seek to provide a safe, secure, happy and healthy environment.

## **High aspirations and expectations**

- We expect all of our students and staff to aspire to excellence, and to aim high.
- We expect everyone to positively contribute and participate, both in School and beyond.
- We aim to guide our students to have good manners, high standards of personal presentation, to be punctual, and to be hard working high achievers.

## **Shared values**

- Christian witness lies at the heart of this School, and we welcome people of all faiths and none.
- We value people from all backgrounds and aim to encourage understanding, trust and respect of others.
- We expect students to show emotional maturity, so we aim to provide them with the skills, knowledge and spiritual and moral guidance that they will need throughout life.
- We believe there is great dignity in difference and we set out to encourage students to celebrate the diversity that exists in our School community.

## **Desired Qualities**

- We want our students to become moral, confident and rounded individuals, who are independent, emotionally resilient and self-disciplined.
- We aim to develop in them an inquisitive and analytical mind-set which helps them meet the challenges of their academic work and prepares them for the challenges that exist beyond school.

## **Preparation for the future**

- We expect our students to be able to engage with people, to problem solve, show initiative and to be able to lead or support others whenever the need arises.
- We develop in them confidence as well as humility and the ability to express and defend their own values.
- We encourage them to take pride in their achievements and know that they can make a difference in the world.

## Adventure Week

This takes place in the last week of the summer term after all examinations have finished. The idea is for students to broaden their educational experience during this week. The programme involves a range of activities. It is intended to develop the spirit of adventure amongst those who take part and to give students an opportunity for exercising their powers of leadership in the face of various challenges.

Details of the expeditions and activities may be found on Frog and in a booklet which is distributed to parents at half term in the Michaelmas Term.

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## Alumni

The School encourages former students to stay in touch. This enables us to invite them to events and keep them informed of news at the School. Students may join in their final year or any timer after they leave. Registration forms can be obtained from the communications office or by email to [smckain@oshsch.com](mailto:smckain@oshsch.com) . It is also possible to register [online](#).

Students also have the option to join then Old Foleyans Association (OFA).

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## Assemblies

The weekly schedule for assemblies is as follows:

	Years 7-10	Years 11 & 13
<b>Monday</b>	Tutorials and Occasional Year Group Assemblies	
<b>Tuesday</b>		
<b>Wednesday</b>	Full School Assembly	
<b>Thursday</b>	Tutorials	
<b>Friday</b>	House Assembly (Every fortnight)	

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## Attendance

All students must register in their houses at each morning, including Saturdays, and each afternoon on weekdays. A student who is late must report to Reception as soon as they arrive.

	<b>Morning School</b>	<b>Afternoon School</b>
Registration	08:25	13:20
Registers close	09:00	13:40

Any absence due to illness must be reported to the School by 08:30 on the first morning of absence. This can be done by telephone 01384 817301 or by email to [reception@oshsch.com](mailto:reception@oshsch.com).

Prolonged absence of more than three days should be reported in writing to the Housemaster or for Sixth Form day students, to the Sixth Form team. It is essential that a letter giving reasons for any absence should be sent to as soon as possible after a student's return to School.

Requests for routine absence to attend medical or dental appointments, university interviews etc. should be made to a student's Housemaster or for Sixth Form day students, to the Sixth Form team using an exeat form obtainable from the Academic Office or the Sixth Form Centre.

Requests for longer absence or for absence for any unusual reason must be made in writing to the Headmaster. A request for leave of absence must be an exceptional rather than a routine occurrence.

In accordance with the September 2013 amendment to The Education (Student Registration) (England) Regulations 2006 head teachers no longer have the discretion to authorise holidays during term time.

Parents wishing to withdraw students from the School must give one term's notice. If notice is not given, one term's fees are payable in lieu of notice.

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## Boarding Aims & Principles

The 'Aims for the School' clearly sets out what we hope for all of our students whether they are boarders or not. Whilst these are our overriding aims we can expand on these to say more about what we hope to provide for those in our boarding community.

### The School's Wider Aims for Boarding

Boarding is about 'learning how to live' in an environment which is safe and structured and which prepares boarders for their future lives in the UK and beyond.

We aim to maintain a boarding community that ensures the safety and welfare of all boarders in an environment where they can be both healthy and happy and which supports their learning. With an extensive and varied extra-curricular programme, peer mentoring and pastoral support structure every boarder should have the opportunity to thrive, be healthy in mind and body and achieve. Boarders will enjoy a gradual increase in independence within a supportive and caring environment to enable them to develop as individuals whilst growing up in a well-ordered community. The school environment should allow all students to develop a tolerance of others, a sense of personal and corporate responsibility and an ability to cope in a wide variety of social circumstances.

Boarders will have every opportunity to make a positive contribution both in and beyond the school community and do so with a sense of enjoyment as a willing participant in the boarding community.

Within our boarding community we look to uphold and promote the following important principles:

- *As an open and trusting community boarding is based upon mutual respect for all members so that:*
  - *Everyone is treated as a dignified individual and with respect by other students and by staff*
  - *There is equality of opportunity for all boarders. All are included and supported irrespective of protected characteristics or in respect of those with special educational needs and reasonable adjustment may be made to take account of those needs.*
  - *All boarders can work, play and relax free from abuse, intimidation, harassment, teasing and bullying*
  - *Any boarder feels able to turn to and approach members of staff or the independent listener for advice and support when they have concerns or difficulties, secure in the knowledge that they will be*

*treated and respected as an individual, that they will be listened to and that they will be supported in seeking an appropriate outcome*

- *Although living corporately, staff and boarders acknowledge the right of each other to privacy*
- *Good discipline and high standards and expectations are the norm so each boarder will be able to:*
  - *Extend their intellectual growth in an atmosphere of positive encouragement*
  - *Develop the whole person with an honest respect for others and one's self*
  - *Develop strong and sustainable positive values which will allow and guide them to grow spiritually, culturally, morally and socially during their time in boarding*
- *Safeguarding and promoting the welfare of boarders will be ensured by providing:*
  - *An environment that is, as far as possible, free from physical hazards and dangers*
  - *Good health care for both the treatment and the prevention of illness*
  - *Suitable comfortable accommodation according to the age and maturity of boarders*
  - *Healthy and balanced food choices*
  - *Online safety through the School's filters and a continuous dialogue about online behaviour in boarding houses*
- *House culture will promote and develop in boarders:*
  - *A sense of community, loyalty and belonging*
  - *Responsibility for self, others and the school environment*
  - *The ability to work effectively as part of a team*
  - *Leadership opportunities and qualities*
  - *Aspirations and personal expectations and goals*
  - *Proactivity and drive when participating in the co-curriculum*
- *There will be a range of extra-curricular activities, interest clubs and opportunities so that there is the choice of something suitable to for all ages*
- *Despite the often great distance separating boarders from their families, links with parents are an indispensable part of the support and development of boarders in the School*

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## Boarding Houses

There are eight boarding houses of which one (Prospect House) is specifically for Year 7 boys. The other Houses, known as Baxter, Dudley, Foley, Foster, Maybury, Potter and Witley are senior Houses. Foster House is the dedicated upper sixth boarding house. A House is much more than a building. All students are linked to a House.

### Housemasters

Senior Housemaster	Mr Andrew Hannah	<a href="mailto:ahannah@oshsch.com">ahannah@oshsch.com</a>	+44 (0) 1384 817374
Baxter House	Mr John Petfield	<a href="mailto:baxter@osgsch.com">baxter@osgsch.com</a>	+44 (0) 1384 817341
Dudley House	Mr Jon Adey	<a href="mailto:dudley@oshsch.com">dudley@oshsch.com</a>	+44 (0) 1384 817342
Foley House	Mr Nick Linehan	<a href="mailto:foley@oshsch.com">foley@oshsch.com</a>	+44 (0) 1384 817336
Foster House	Dr Richard Heaton	<a href="mailto:foster@oshsch.com">foster@oshsch.com</a>	+44 (0) 7462527426

Maybury House	Mr Anthony Green	<a href="mailto:maybury@oshsch.com">maybury@oshsch.com</a>	+44 (0) 1384 817335
Potter House	Mrs Zoe Mullen	<a href="mailto:potter@oshsch.com">potter@oshsch.com</a>	+44 (0) 1384 812367
Prospect House	Mrs Jenny Cooke	<a href="mailto:prospect@oshsch.com">prospect@oshsch.com</a>	+44 (0) 1384 817334
Witley House	Mr Paul Paternotte	<a href="mailto:witley@oshsch.com">witley@oshsch.com</a>	+44 (0) 1384 817352

The Housemaster is the key and central figure in a "House oriented" Boarding School. They are joined on the House Team by Tutors and a Matron.

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## Car Parking on Site

Parents are requested to park in the main car park which is situated behind Dudley House. A one way system operates where entry to the car park is from Heath Lane by Foster House, then a right turn before Foley House and dropping down to the car park behind Dudley House. Exit through an automatic gate at the bottom end of the car park takes cars back onto Heath Lane. Drivers on site always need to be aware of pedestrians, who are in the main students and staff. There is 5mph speed limit.

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## Careers Education & Guidance

Careers Education and guidance is an integral part of the curriculum and is delivered, through lessons and events such as the Careers & Higher Education Convention. The Convention is held annually, during the Lent term. There are also regular opportunities for consultation with representatives of the Prospects Careers Service, the Armed Forces and Industry. All students have the opportunity to go on work experience at appropriate times during their education.

Through the enrichment programme in the Sixth Form, the transition from school to Higher Education is explored in greater depth and the UCAS system is explained. At all stages within careers education and guidance the role of the tutor is crucial. A comprehensive library of prospectuses and careers guides is available for students' use.

We tell our students that many of the jobs they will do in their lifetime have yet to be invented. For this reason, trying new things and applying logic to unfamiliar problems have never been more important. We approach this in our co-curriculum.

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## Child Protection/Safeguarding

The School is committed to safeguarding and promoting the welfare of all students both within the school environment and outside and where students feel secure, are encouraged to talk, and are listened to. Our staff act at all times in a manner which safeguards and promotes the physical, emotional and moral welfare of all students both during the school day and in boarding time too. The School does not tolerate any form of abuse or bullying, nor does it find any substance use or misuse acceptable and these, amongst other things, are made perfectly clear in the School's Behaviour Policy, a copy of which you can easily access on our website, and which **ALL** students and parents are expected to have read, understood and accepted.

Child protection and wider child safety issues will be addressed through the curriculum.

## Designated Safeguarding Lead

The School's Designated Safeguarding Lead (DSL) is Mr Dale Wilkins, Deputy Headmaster. In his absence you should contact the Deputy Safeguarding Officer. If neither of them are available the Headmaster, Mr Paul Kilbride, the Second Deputy, Mrs Jane Epton are trained to undertake the role.

## Deputy Safeguarding Officer

The School's Deputy Safeguarding Officer (DSO), who has particular responsibility for Looked After Children, is Mr Clive Kay. In his absence the DSL can be contacted.

## Coping with Difficulties – Advice to Students

It is a guiding principle that students may turn to any adult or senior student of their choice for help with problems and difficulties. They may also turn to someone outside of school. Every House has a notice displayed in a prominent position reminding them of some of the people they might want to turn to if they do have a problem and it will include:

### Problems in the boarding house?

You can speak to • Matron • Housemaster • Tutor • Student Head of House

### Work problems?

You can speak to • Your Teacher • Housemaster • Tutor • Learning Support Assistants

### More serious problems?

You may be able to get help from • Your Parents • Friends • A Senior Student

### Other routes available to all students:

- Any Member of Staff
- Mrs Epton, Mr Wilkins, Mr Kilbride
- The Medical Centre
- The School Doctor, Dr Mann
- The School Counsellor, Mrs Lovering (available via the Medical Centre)
- The School Chaplain, Revd. Soar
- The anonymous reporting system on FROG

### Help outside the School

- Our independent listener, Revd. Agnew, Rector of St Mary's, Oldswinford 01384 395410
- The Children's Commissioner 0800 528 0731 email [advice.team@childrenscommissioner.gsi.gov.uk](mailto:advice.team@childrenscommissioner.gsi.gov.uk)
- ChildLine 0800 1111

## Parental Contact

Parental contact is important for the welfare of students. Many students have their own devices that they can use to contact their parents. However, where a student does not have their own device to use for contacting their parents provision is made in each House.

## Online-Safety

Internet access is very much part of our everyday lives. It is a facilitator of access to information, a means of communication and very much a part of many peoples social interaction. Whilst it can bring a wealth of advantages it can also pose threats.

Access to internet facilities in School is monitored and controlled by ICT Support and they have the right, on the School network, to change any user's password or access rights if they deem it necessary and to report to the Deputy Headmaster any inappropriate access they may discover. The School's Behaviour Policy sets out not only the rules and regulations for students' use but also guidance to help them use internet resources both safely and responsibly and this includes the use of any of their own personal devices which provide them with online or electronically transmitted information so REMEMBER - the rules and regulations in the Behaviour Policy apply equally when a student is using their own internet provider and social media accounts as they do for school provision.

As a very minimum all students must:

- Use ICT responsibly in accordance with the School's Acceptable Use Policy
- Not post, send or share anything they wouldn't want their parents, teachers or future employers to see
- Keep private information private – do not share personal details online like birthdays or addresses (unless required for a UCAS application for example) especially on social media
- Not share their username and password and not to leave accounts logged in when they are not there
- Change their passwords regularly and choose them wisely – they should be memorable but not predictable
- Report if they are being bullied or have any issues with online-safety

## Health & Safety

In order to help us maintain a safe and healthy environment. All Students will be responsible for:

- Complying with School's rules and procedures and any instructions given in an emergency situation
- Taking reasonable care of themselves and others.
- Co-operating with class teachers and other school staff.
- Using equipment and substances in the manner in which they are instructed.

- Making full use of personal protective equipment provided for them to use when it is required
- Not misusing anything provided for the purpose of safety or fire requirements
- Keep the workplace tidy and hazard free
- Reporting anything they believe to be harmful or dangerous

Please report any maintenance issues when you see them.

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## Co-Curricular Programme

The Director for the Co-curriculum Programme, Mr Andrew Coalter, can be contacted on [acoalter@oshsch.com](mailto:acoalter@oshsch.com) . The current list of Co-Curricular Clubs and Societies includes:

Art Club	Design and Technology Club	Physics Help Club
Badminton	Drama Club	Pool
Basketball	Duke of Edinburgh Award Scheme	Pottery Club
Big Band	Engage	Racquetball
Biology Help Club	Fencing	Religious Education Club
Boxing	Film Society	Rugby
CCF	Football	Running Club
Chamber Orchestra	Golf	Sailing Club
Chamber Choir	Gym	Stammtisch
Chef Club	Handball	STEM
Chemistry Club	Hockey	Street Dance
Choir	Interact (Young Rotarian)	Strength & Conditioning (Senior)
Clay Pigeon Shooting Club	Junior Public Speaking	Squash Club
Climbing Club	Latin	Swing Band
Cookery (Senior)	Mandarin	Symphony Orchestra
Combined Cadet Force (CCF)	Martial Arts	Table Tennis
Computing at OSH	Medsoc	Tech Club
Concert Band	Model International Parliament and UN	Tennis Club
Coding Club	Mountain Biking	Training Orchestra
Creative Writing Club	Netball	Ultimate Frisbee
Cricket	Orchestra	Volleyball
Debating (both Senior and Junior)	Percussion Ensemble	Young Investors' Club

In addition there is a wide and varied programme of adventurous and cultural weekend activities.

The Duke of Edinburgh Award is a popular aspect of the Co-Curricular Programme of the School and is co-ordinated by Mr Simon Plant who can be contacted on 01384 817307 or by email: [ssplant@oshsch.com](mailto:ssplant@oshsch.com) .

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## Combined Cadet Force (CCF)

The CCF is a voluntary extra-curricular activity with training every Thursday between 16:00 and 17:15. In addition there are a series of weekend activities, exercises and adventure training, and participation in various brigade visits and events.

A 'one off' charge of £45.00 is made upon joining.

The Contingent Commander is Major B Price who can be contacted on 01384 817317. The School Staff Instructor (SSI) is Paul Paternotte who can be contacted on 01384 817352 or by email: [ppatenotte@oshsch.com](mailto:ppatenotte@oshsch.com).

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## Complaints

Questions and concerns may arise from time to time and the School will endeavour to act promptly, sensitively and appropriately to resolve matters which may arise. However, there may be times when individuals consider that their concerns have not been dealt with as properly as they may wish and they may choose to make a complaint.

The School has a Complaints Policy & Procedure which is published on our web site under the section on Policies. We will always look to try to resolve problems by informal means wherever possible in the first instance however if this cannot be done then the Policy sets out how complaints can be made and how the person making the complaint can expect it to be dealt with so that parents, students, and members of the wider community might feel that there are clear and open lines of communication and that concerns or complaints are dealt with effectively, efficiently and impartially.

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## Contact Points

### Academic Tutor

Tutors deal with many of the routine issues affecting students and are a good first point of call if parents have concerns. They hold weekly tutorial sessions with students to provide support, encouragement and information. Tutors can be contacted via the School Office.

### Housemaster

Housemasters have the overall day to day responsibility for the welfare and progress of students. As they are also teachers they are often not available during the School day, but messages can be left on the House voice mail. House Matrons in boarding houses are usually available during the day and are an important source of information and advice. Contact details are those listed on page 9.

### Director of Sixth Form

The Headmaster is responsible for the Sixth Form. He is supported by two Assistant Directors, Miss Laura Hunt and Mrs Wendy Apperley. The Sixth Form team can be contacted on 01384 817306.

## Second Deputy

Mrs Jane Epton is the Second Deputy and is in charge of the School's academic programme. She can be contacted on 01384 817311 or by email: [jlepton@oshsch.com](mailto:jlepton@oshsch.com) .

## Deputy Headmaster

Mr Dale Wilkins is the Deputy Headmaster. He is responsible to the Headmaster for the routine administration and discipline of the School and is the School' Designated Safeguarding Lead. He can be contacted on 01384 817312 or by email: [dewilkins@oshsch.com](mailto:dewilkins@oshsch.com) .

## Headmaster

Parents are welcome to contact the Headmaster, Mr Paul Kilbride, to discuss any matters that concern them about the School or the student's welfare and progress. The Headmaster can be contacted via his Personal Assistant, Mrs Helen Oakes on 01384 817331 or by email: [headmaster@oshsch.com](mailto:headmaster@oshsch.com) .

## Chairman of Governors

The Chairman of Governors, Mr Malcolm Wilcox, can be contacted via the Clerk to the Governors, Mrs Beverley Hiron, on 01384 817314 or by email: [bhiron@oshsch.com](mailto:bhirons@oshsch.com) .

## The Feoffees

The Feoffees are the trustees of the educational foundation that supports the School. In addition to their contributions towards a whole range of specific projects, the Feoffees grant bursaries to assist with the boarding fees of some students whose families would otherwise not be able to support them in the School. The Chairman of Feoffees is Mr Malcolm Wilcox , who is also our Chairman of Governors. He can be contacted via the Steward to the Feoffees, Mrs Beverley Hiron, on 01384 817314 or by email: [bhiron@oshsch.com](mailto:bhirons@oshsch.com) .

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# Curriculum

The purpose of the Curriculum Policy is to ensure entitlement of all students to all areas of the curriculum, and to enable each student to have the opportunity to realise their full potential. The National Curriculum prescribes much of the content of the curriculum in Key Stages 3 and 4. The basic curriculum, cross-curricular themes and core skills dimensions aim to provide the basis of a broad, balanced, relevant and differentiated curriculum for all. The curriculum for September 2016 will be:

<b>Year 7</b> (3 groups)	Art, Computing, English, French, Geography, History, Mathematics, Music, PE and Games, Beliefs and Issues (Personal Development, & Religious Education), Science, Second Language (French and German), Technology.
<b>Year 8</b> (3 groups)	Art, Computing, English, French, Geography, History, Mathematics, Music, PE and Games, Beliefs and Issues (Personal Development, & Religious Education), Science, Second Language (French and German), Technology.
<b>Year 9</b> (4 groups)	Art, Biology, Chemistry, Computing, English, Geography, History, Mathematics, Music, PE, Beliefs and Issues (Personal Development, & Religious Education) Physics, Second Language (French, German, Latin or Spanish), Technology.
<b>Year 10/11</b> (4 groups) Core for all:-	English, English Literature Mathematics, Biology, Chemistry, Physics, PE, Games and Beliefs and Issues (Personal Development, & Religious Education)
Choice of Options:-	Art, Business Studies, Computing, Drama, Economics, French, German,

## Sixth Form Options

Art and Design	Computer Science	Geography	Politics
Biology	Design and Technology	German	Physics
BTEC Science	Economics	History	Psychology
BTEC Sports	English (Language & Literature)	ICT - OCR Cambridge Technical	Philosophy & Ethics
Business - OCR Cambridge Technical	English Literature	Maths	
Chemistry	French	Music	
Classical Civilisation	Further Maths	Performing Arts - OCR Cambridge Technical	

Students have the opportunity to follow an enrichment programme to complement their A Level studies e.g. Extended Project Qualification (EPQ).

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## Daily Routine

	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Breakfast	07:25 – 08:05	09:00 and registration	10:30 Brunch
Registration Assemblies & Tutorials	08:25	09:30 Weekend Activities / Prep / Fixtures	11:00 Weekend Activities
Lesson 1	08:50		
Lesson 2	10:00		
Break	11:05		
Lesson 3	11:25		
Lunch	12:30	13:00	14:30
Registration	13:20	14:00 Weekend Activities / Prep / Fixtures	15:30 Weekend Activities
Lesson 4	13:30		
Lesson 5	14:40		
Tea	15:45		
Extra-Curricular Activities	16:00 – 17:15		
Prep	17:30 – 21:00 Times vary by year group		
Supper	18:30 – 19:20 On a rota basis	18:00	18:30

Roll Call	19:25
Bedtimes	21:15 - 23:00 Times vary by year group

Weekend meal times vary over out-weekend.

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## Data Protection & Access to Information

### Data Protection

Old Swinford Hospital is registered under, and will process personal data in accordance with, data protection legislation. Please see [Appendix B](#) for further details. Parents have a right to withhold permission to use images of and information about students in any publicity, promotional or other material. Parents should inform the Headmaster in writing if they do not wish their child to feature in any such material.

### Access to Information

Under the Freedom of Information Act 2000 the School has a responsibility to make certain information available to parents and members of the public.

We have published a scheme setting out the classes of information that we publish and how it is available. To apply please contact the school by telephone, email, fax or letter. Contact details are set out below. Our website address is [oshsch.com](http://oshsch.com).

Email: [reception@oshsch.com](mailto:reception@oshsch.com)

Tel: 01384 817302

Fax 01384 817385

Contact address: The Bursar, Old Swinford Hospital, Stourbridge, West Midlands, DY8 1QX. To help us process your request please clearly mark and correspondence PUBLICATION SCHEME REQUEST.

If the information that you are looking for is not available via the scheme and is not on our website, you can contact the School to ask if we have it. Some information which we hold may not be made public, for example personal or commercially sensitive information.

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## Environment

The School's environment is the place in which you will both learn and, for many, live. We aim to protect and care for our environment so that it is a safe and healthy place to be and so that we can promote awareness and understanding about environmental issues and sustainability both in and out of school. Please respect the School's environment at all times.

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## Exeats

Exeats for permission to miss school are granted by Housemasters or the Sixth Form team but only the Headmaster can give leave of absence which involves missing lessons other than for interviews, Open Days or routine medical reasons.

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## Frog

Frog is our VLE or information platform. Parents are able to access FROG via 'School Links' on our website. Parents are asked to check important notices on Frog and become familiar with it. We are always in the process of looking to improve our communications home, so if you do have any comments or queries, please contact our Director of Communications, Sophia Mckain by email: [smckain@oshsch.com](mailto:smckain@oshsch.com).

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## Grades

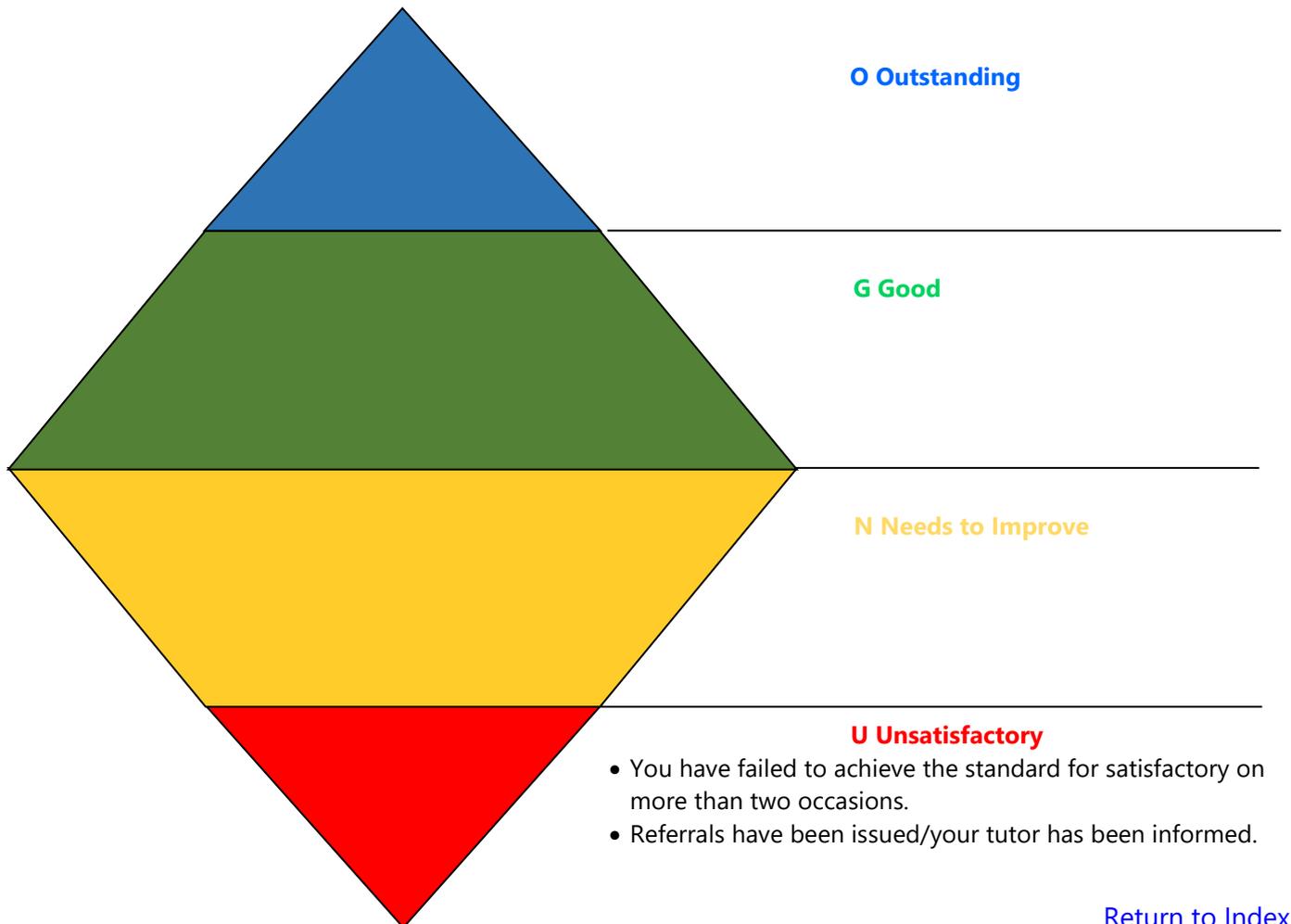
'Grades' are given for work, indicating both achievement and attitude in learning. The results for each subject are entered in the students' Diary.

	Year 7	Years 8 – 9	Years 10 -11	Years 12 – 13
FOR ACHIEVEMENT	Age Expectations	National Curriculum Levels	A* - G	A* - E, U
	All Subjects	All Subjects	GCSE Subjects	A Level Subjects
FOR ATTITUDE TO LEARNING	O – U	O – U	O - U	O – U
	All Subjects	All Subjects	GCSE Subjects	A Level Subjects

Grades for achievement will change over the coming terms to accommodate and reflect revisions in grading structures announced for assessment and examination grades.

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## OSH Attitude to Learning



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## Keeping Us Updated

It is really important that parents keep us updated about anything that might affect their child, their child's education or their time in boarding so that we can do the best we can to support them whilst they are at school. This includes for example letting us know of any medical conditions they may have or get, any dietary requirements, or any particular concerns they find. Just as importantly please let us know of any change in the information already supplied to us.

Keep us up to date with your contact details too – your telephone numbers (work, home and mobile), and mail and email addresses.

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# Library

The Library is housed in the Long Room on the Ground Floor of Founder's. It is well stocked with a variety of fiction, non-fiction and reference books. Students have the facility to order books either for recreation or coursework. Parent and student helpers, in conjunction with the Library Supervisor, play a major part in the upkeep of the Library.

The Library is open for quiet study between 08:00 and 17:00 Monday to Friday and between 08:00 and 12:30 on Saturdays. The Librarian is in attendance between 10:00 and 13:30 Monday to Friday for the issuing of books and assistance location information.

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## Lunchtime Arrangements

Sixth Form students who have a private study period before lunch may, if they wish, go to lunch early at 12:15.

### First Lunch Sitting (Years 11- 13)

The first lunch sitting will be at 12:30 (immediately after morning school).

- Sixth Formers enter via the main doors, queue on the right and are served at the two counters nearest the Piazza
- Year 11 enter via the door beneath Dudley House entrance and queue at the counter just inside that door
- Students in Years 7 – 10 will return to Houses after lessons to deposit their books. Books and bags are NOT to be left outside the Dining Hall entrance or lying around the school campus
- Year 10 will enter via the main door, queue on the right side and filter along the counter to the right

### Second Sitting (Years 9 & 10)

The second lunch sitting will be at 12:40 and students should not queue until then.

- Year 10 will enter via the door by the Dudley steps
- Year 9 will enter via the main door

### Third Sitting (Years 7 & 8)

The third lunch sitting will be at 12:50 and students should not queue until then.

- Year 8 will queue behind Year 11 at the door underneath Dudley house
- Year 7 will queue behind Year 10 at the door by the Dudley steps

### Baguette queue

The baguette queue is to the left of that main door. Students wishing to join the baguette queue may not do so until the appropriate time for their year group

### Preferential Entry

If a student needs to enter the Dining Hall early because of an organised lunchtime practice, music lesson, etc. they must show an 'early lunch pass' to the senior students on duty at the correct entrance. Early lunch passes can be obtained from the organising member of staff.

### Saturday Lunchtimes

Students NOT travelling away for school fixtures or weekend activity trips, CCF or other recognised school commitments should NOT attend early lunch on Saturdays.

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## Medical Centre

The Medical Centre is staffed throughout the term by qualified and experienced nurses and the School Doctor holds surgeries there twice each week. Additional support is provided by the local GP practice.

Boarders who are taken ill are looked after at the Medical Centre, although they can return home if parents prefer. They are encouraged to be registered with the School Doctor and one of the local NHS dental practices.

All new boarders have a medical in their first term. The usual routine vaccination services are provided at the Centre which can also provide additional vaccinations for travel purposes, given adequate notice. There is an annual asthma clinic to monitor students' management of their condition.

Boarders are accompanied to medical and dental appointments by a member of staff, unless parents arrange to do this themselves.

With the exception of emergencies, minor ailments and the services provided for all students by the Area Health Authority, the health care of day students and out/flexi boarders remains the responsibility of parents and their own GP.

**It is of the utmost importance that the Medical Centre is kept fully informed of any medical conditions which affect a student, irrespective of whether the student is a boarder or day student.**

**All students must take any medication that they require whilst at School (except asthma inhalers) to the Medical Centre so that its administration may be supervised.**

Times for regular surgeries are posted on notice boards. Outside of these hours the Duty Sister can be contacted by the Housemaster if necessary.

The Medical Centre Sisters may be contacted on 01384 817309. The School Doctor is Dr Stephen Mann.

If boarders are unwell whilst at home it is requested that parents care for them until they recover to minimise the spread of infection within the School.

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## Music

The curriculum is based on practical involvement with music through the activities of composing and performing. Concerts take place in the Foleyan Centre and the Great Hall as well as local churches. Our Music Administrator coordinates the work of our team of instrumental and vocal teachers, and over 200 instrumental/vocal lessons are timetabled each week.

### Co-Curricular Activities

There is a wide range of extra-curricular groups, details of which can be seen below.

There is also a busy annual programme of concerts and events, both in school and out in the local community, including Michaelmas and May concerts for the large ensembles, several chamber concerts, workshops, competitions and school services. Our groups have also toured abroad and destinations have included Barcelona, Berlin and Venice. A tour to Germany is scheduled for the summer of 2017. For our programme of events, please visit [oshmusic.co.uk](http://oshmusic.co.uk).

## Weekly Rehearsals

Monday	Training Orchestra Symphony Orchestra	16:00-17:00 Foley Hall 17:00-18:00 Foley Hall	Miss A Downes Miss A Downes
Tuesday	Big Band Concert Band	16:00-17:00 Foley Hall 17:00-18:00 Foley Hall	Mr R Collins & Miss E Cowper Mr R Collins & Miss E Cowper
Wednesday	Percussion Ensemble Chamber Choir School Choir	16:00-17:00 Foley Centre 16:00-17:00 Great Hall 17:00-18:00 Great Hall	Mr R Collins & Miss E Cowper Miss A Downes & Miss E Cowper All Staff
Thursday	School Production rehearsals	16:00-17:00 Hanbury	Miss A Downes

In addition, we also have a guitar ensemble, a percussion ensemble, a saxophone ensemble and other smaller chamber groups. Students should confirm the dates and times with instrumental teachers.

### Membership of Groups

Membership of the choir is open to all students. Anyone interested in joining should attend the first open rehearsal and details will be advertised in school. Membership of all other groups is through the conductor of each group, who will usually invite new musicians to join when they have reached a suitable standard in their instrumental lessons. Students who wish to join a particular group are also welcome to speak to the conductor directly about their interest at any times, particularly if they do not have lessons in school.

### Instrumental/Vocal Lessons

Tuition on all orchestral instruments is available, as well as keyboard, piano, voice, guitar, saxophone and drum kit. The lessons are individual weekly sessions with one of a highly qualified team of teachers. They are paid for each term by parents. To begin instrumental or vocal lessons at OSH, please complete the application form enclosed with your joining instructions. Copies are also available from the School Office or Music Department.

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## Old Foleys' Association (OFA)

The OFA is an ever growing association of former members of the School who organise a programme of activities, facilitate communication between members and support a great many School activities both practically and financially.

The Life Membership Subscription to the OFA costs £100. All Students may join at any time before or after they leave the School and membership is available equally to boys and girls. Life Membership includes a subscription to *The Foley* Magazine. The President of the Old Foleys' Association is Mr Maurice Evans who can be contacted via the School Office.

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## Outdoor Pursuits – Weekend Trips

These occur every weekend throughout the year, except out weekends. In the summer term they often involve camping. The information is sent out at half term for the following term. They are open to all members of the school. Activities can include quad biking, narrow boating, go-karting, skiing and off road driving. A meeting for students usually takes place on Thursday lunchtime in the Dining Hall prior to the weekend.

Please read the information and booking conditions carefully in the letter. The School has all the equipment required for camping. Students do not need to purchase any special equipment.

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## Out-Weekend

The dates for out-weekends are published in the School Calendar.

Students not based overseas are encouraged to go home for out-weekend. For those needing accommodation permission must be gained from the Senior Housemaster by the prior Wednesday at the latest.

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## Overseas Students

Every year we welcome a number of students to the School who are normally resident overseas but who are UK or EU citizens or who have other residential status in the UK.

### Guardians

**Parents of overseas students must appoint a UK based guardian.** The appointment and support of a guardian is essential and we must have all details before the student arrives at the School. The name, address, telephone number and email address of your child's guardian must be submitted to the School by 1 June at the latest. The guardian needs to have clearly defined responsibilities as the parent's representative in the UK. They are essential in times of crisis or need for support and advice and are available not only to the student but also to the School as a proxy for the parents who cannot be contacted. In addition to this, the guardian is a person with whom the student can stay during the school holiday periods when it is not practicable for the student to return home. This would be for out-weekends (although the student can stay in school if necessary), half-terms or at the beginning or end of holiday periods when travel arrangements conflict with departure and arrival times at school.

As your appointed guardian is acting on your behalf it is important that all parties are clear on areas of responsibility and what has or has not been delegated by you the parent to the guardian. These areas could cover medical emergencies, permission to take part in school activities, approving exeats for the student to stay at friend's homes or to go on outings with friend's families. They should also be your representative at parent/teacher meetings or in the case of consultation needed for academic or behavioural problems at school.

This is not intended to negate contact with you as parents and the School would ensure that all information is passed on (indeed we would expect that the guardian would be in regular contact with you also). All students must leave the School premises during the School holidays and are then the responsibility of parents and UK guardians.

## Airport Transfer Arrangements

Old Swinford Hospital can arrange transfers to and from Birmingham International, Heathrow, Gatwick, Luton and Manchester Airports for students living overseas.

These transfers are operated by licensed and approved private hire vehicles. The School does not undertake to provide transfers for all flights. Parents must enquire in good time in advance to ensure that a transfer can be provided for a particular flight.

We recommend parents choose Birmingham International Airport as the journey time is only 45 minutes.

The School does not permit students in years 7 - 11 to travel unaccompanied within the UK.

## Booking Transfers

All flight details to be emailed, faxed + 44 (0) 1384 441686) or posted to the Housemaster and should include the following details.

- Designated airport of departure and destination airport e.g. Heathrow to Hong Kong
- Time of departure outward journey
- Time of arrival return journey
- Flight number
- Terminal number

**If departures or arrivals are outside of the school term dates then arrangements for transfers must be made with your UK based Guardian and the school notified of these arrangements. A student should not be leaving school before term ends and should not be late returning from holiday.**

For current charges and to book arrangements for airport transfers please contact Reception at least four weeks in advance.

**Discounts are offered for multiple users. Charges will be subject to review from time to time.**

## Cancellations

Any cancellations must be notified to Reception giving at least five working days' notice otherwise the full charge will be levied.

## EAL (English as an Additional Language)

EAL sessions for students in Years 7 - 11 which take place during the school day are provided free of charge if they are deemed necessary to enable the student to access the ordinary curriculum.

All other sessions, including those provided for students in the Sixth Form, will attract a charge per term for one hourly session per week.

Overseas students whose first language is not English are normally expected to attend additional English as an Additional Language (EAL) lessons and, where appropriate, are prepared for EAL examinations.

## Contact

The welfare of overseas students is the particular concern of the Overseas Officer, Mr Andrew Hannah who can be contacted on 01384 812367 or by email at [ahannah@oshsch.com](mailto:ahannah@oshsch.com) .

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## Parents' Association (PA)

The PA is an active and successful group of parents who organise a variety of events each year to support School activities and to foster a sense of community amongst the parents of Old Swinford Hospital students. The Chairman of the PA may be contacted via the School Office.

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## Parents' Forum

The Parents' Forum is a half-termly drop-in where parents are able to discuss, as a group, general school matters with the Headmaster. Parents' Forum information can be found on the Headmaster's page on Frog.

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## Personal Possessions, Mobiles Phones & Money

All personal possessions are brought to school at the risk of the owner and the parents and should be insured by them. All possessions should be named appropriately.

### Electrical Testing

Any electrical item must fully comply with the School's regulations for electrical safety and must be tested to prove this compliance. A charge may be made for safety testing students' personal electrical items. Any item that fails the safety test will be put beyond use until it can be removed from the School.

### Telephones

Students may bring mobile telephones to School on condition that they are used in accordance with the School's policy on the Use of Electronic Equipment. They must be kept switched off during assemblies, lesson times, activities, prep and after lights out. They must not be used in the Dining Hall or the Library or at any time when forbidden by a member of staff. Students must not use mobile phones belonging to other students.

### Pocket Money

Pocket money should be given directly to the Housemaster for safekeeping or sent via the Accounts Office. Parents are discouraged from providing more than about £3 - £10 per week depending on the age of the student. Older students may have their own bank or building society account but it is advisable to discuss any such arrangements with the Housemaster.

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## Prefects

The School has a Prefectural System and as part of this each House has its own Head of House as well as senior students who become school prefects. School prefects are appointed by the Headmaster, after consultation with colleagues. House prefect appointments are made by the Housemaster and usually include Head of House, Deputy Head of House and Sports Captain. Other members of the house outside the prefect body have adequate opportunity to take on responsibilities, such as those accorded to representatives on the school council, or student voice committees.

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## Prep

"Prep" is the term used at OSH for what is often called "homework" elsewhere. Depending on the year group, Boarders spend from 1¼ hours up to 2½ hours each evening, Monday to Friday on prep. There are usually two sessions, one beginning at 17:30 and the second after Supper. These sessions are supervised in the boarding house by house prefects and a member of staff.

Teaching staff set work for these sessions according to a timetable. Students record what needs to be done in prep for each subject in their academic diary and planner. While assistance is often available in prep, the expectation is that students will work in silence for the full duration. If students complete the set work within the allotted time then they are expected to complete the time with free reading.

For their first term, the bulk of Year 7 prep will have a strong emphasis on numeracy and literacy. Thereafter a prep timetable will be used. A prep timetable will be posted on Frog, the School's VLE.

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## Public Examinations

Public Examinations are taken at the following points in students' school careers:

Year 9	May	Functional Skills ICT, Level One
Year 11	May/June	GCSEs
Year 12	May/June	All AS modules
Year 13	May/June	All A2 modules

There are no charges for the first sitting of public examinations, but the parents of re-sit candidates are required to pay the entry and admin fee. Fees are also payable in respect of remarking requests and appeals against results.

Requests for special consideration by the Examination Boards because of Specific Learning Difficulties or for other reasons must be supported by the appropriate evidence and it is usually the responsibility of parents to provide such evidence to the School.

In the case of Specific Learning Difficulties, requests for access arrangements must be accompanied by a statement by a qualified Educational Psychologist dated not earlier than two years before the date of the examination. This statement must reach the school by the beginning of the Lent term before the first summer examinations to which it refers.

Public Examination Results are available as follows:

GCSE	Usually published late in August
AS/A Level	Usually published mid-August

Examination certificates for those who have left the School are sent to the candidate's last notified address by recorded delivery as soon as possible after receipt by the School.

Our Examinations Officer and senior staff are available to discuss results on results day and the days thereafter. For summer 2016 the School will set up an 'exams helpdesk' to answer queries from those who are unable to come to School themselves.

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# Religious & Spiritual Life of the School

## History

The Founder in his words of intent, written on his portrait (which hangs in the Oak Room, at the end of the Library), requires that the students be brought up 'in the fear of God'. Until the twentieth century, most candidates for the School had to be chosen through the local parish church by the Churchwardens. From the earliest days of the School, the students attended St Mary's, Oldswinford, twice on Sundays. Prayers were read in school, morning and evening. When the students left, they had to be apprenticed only to trade masters who belonged to the established church.

It was only in the twentieth century that the School began to accept students whose parents belonged to other denominations of the Christian Church, or to other faiths. Now the School welcomes students from a wide range of cultural backgrounds, and from any faith or none.

## What is the School Chaplain's role?

Dear Parents and Guardians

It is a privilege to serve OSH's 350-year-old Christian intention to provide a learning and growing environment of all-round well-being to each student. But what does the Chaplain do?

I help develop the spiritual life of the school, in which worship, reflection and prayer are seen as important resources in a healthy community.

On a more individual level, I try to offer a variety of opportunities for each person to explore the spiritual attributes of being human. Although this is within a clear Christian and broadly Anglican context, I recognize that students come from a rich diversity of faith and cultural backgrounds, or have no particular identity or affinity with any faith or religion.

I try to develop lively and uplifting worship in School and House Assemblies, which makes connections with students, and which is enriched by their talents and participation.

I also offer times and events which students can opt into if they choose. These include, for example, our weekday, often peer-led, *Engage* discussion group for upper and lower schools. This often involves lunch, games, prayer, Christian basics and, from time to time, a short informal Holy Communion Service.

I co-operate with other members of staff and departments to assist the exploring of spiritual, social or moral questions – through, for example, visits to cinema and theatre. This can give an added dimension to curriculum studies. I have a wide network of contacts who visit the school and speak to students in a lively and engaging way.

I can act as a 'sign-post' for students who may wish to attend church locally on Sundays, or to contact ministers of other denominations or faiths, or who may need trained counselling or other professional help.

I always aim to provide an accessible, listening, and welcoming Chaplaincy, available to all students, staff, parents, and to anyone connected with the school.

**You are very welcome to contact me for any reason** – my mobile phone number is 07952 610677, or you can email me at [msoar@oshsch.com](mailto:msoar@oshsch.com). My office is situated next to the Sixth Form Centre.

With kind regards, and I look forward to meeting you.

**Martin Soar**

Chaplain

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## Reports & Parent Consultation Meetings

The schedule of reports and parent consultation meetings during the academic year is as follows:

### Reports

At certain times in the year a report will be written about a student's progress both in academic matters and involvement and achievements out of the classroom. These are scheduled as follows:-

Year 11	21 November 2016	Year 8	08 May 2017
Years 10	05 December 2016	Year 9	22 May 2017
Year 13	13 February 2017	Year 7	19 June 2017
Year 12	20 March 2017		

### Parent Consultation Meetings

Parents have the opportunity each year to meet members of staff to discuss the progress of students. They are scheduled as follows:-

Year 13	14 October 2016	Year 9	20 January 2017
Year 8	18 November 2016	Year 11	17 February 2017
Year 12	25 November 2016	Year 7	06 April 2017
Year 10	28 April 2017		

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## Rewards & Sanctions

The School's Behaviour Policy, which can be found on our website, sets out a range of both rewards and sanctions covering both school time and boarding time.

We give considerable emphasis to praise and rewards, recognising students for a positive contribution to school life as well as for sound academic work and effort, good behaviour and adherence to the School Rules and Code of Conduct for Students.

On the other hand we also have a range of sanctions for those who do not live and work within our rules, when a student misbehaves or when they do not put sufficient effort in to their school work.

All rewards and sanctions count in awarding – or deducting – points in the fiercely fought over Foley Trophy which is awarded annually to the highest scoring House. So the effort a student makes reflects not only upon themselves but also upon their House.

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## School Policies & Documents

Reference is made in this guide to the School's Policies. There are a number housed on the School website but if you would prefer a paper copy to be sent to you then please email the Clerk to the Governors, Mrs Beverley Hiron: [bhirons@oshsch.com](mailto:bhirons@oshsch.com) .

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# Sex Education

The Schools policy aims to:

- Complement and support the role of parents
- Encourage students to appreciate the benefits of family life and the responsibilities of parenthood
- Help the students make positive choices, whereby they develop self-awareness, self-esteem and a sense of responsibility
- Impart the necessary information whereby students can resist negative peer group pressure
- Help students to understand the functioning of their bodies and emotions
- Enable students to gather and receive accurate and up-to-date factual information
- Enable students to know what is legal and what is not
- Enable students to discuss personal development openly, and with sensitivity
- Deliver sex education with due consideration for individual differences in morality caused by different cultural, religious and family backgrounds

Sex education will be an integral part of the learning process, for all students. It will be cross-curricular through Religious Education, Personal Social and Health Education, Careers and Science.

Where input is outside the National Curriculum parents will be informed and given the option of withdrawing their children.

Any questions regarding Sex Education in the School should be addressed to the Second Deputy, Mrs Jane Epton. Please email [jepton@oshsch.com](mailto:jepton@oshsch.com).

Whilst parents have a right to withdraw students from sex education lessons, the School values the support of parents in allowing all students to benefit from this programme.

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## Special Educational Needs (SEN)

The School's policy and Statement on SEN are posted on our website under the Policies section. They outline our aim to give all students the best possible opportunity to fulfil their potential and how we seek to do this.

We do not have any specialist educational facilities for students with special educational need but we welcome all students and do our best to ensure that reasonable appropriate provision is made, both on the academic and boarding side to meet particular needs as they arise.

Wherever possible inclusion within the classroom is our goal and we adapt the curriculum to meet the needs of students with SEN by employing a range of differentiated strategies and resources within the classroom and by deploying our learning support assistants to provide support particularly in the core subjects of Maths, English and Science.

The SEN provision is co-ordinated by Mrs Julie Lansley who can be contacted via the School Office and from whom further information can be obtained.

Small group support is provided by Mrs S Cooper and Mr T Harris for those students for whom English is a second language.

Some students who encounter greater difficulty in accessing the curriculum may have a more personalised curriculum to meet their specific needs.

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# Sporting Programme

A wide range of sporting activities are on offer at the School:

Athletics	Hockey – 1 <sup>st</sup> XI, U14, U15	Soccer - 1 <sup>st</sup> XI, U14, U15
Badminton	Netball	Squash
Basketball	Rock Climbing	Table Tennis
Cricket	Rugby Football	Tennis
Cross Country	Sailing	Weight Training
Golf	Shooting	

The Director of Sport and Physical Education is Mr Andrew Coalter who can be contacted on +44 (0)1384 815048 or by email: [accoalter@oshsch.com](mailto:accoalter@oshsch.com) .

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## Staff List

[Appendix A](#) contains a list of current staff.

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## Student Conduct

Student conduct is about more than behaviour. It is about how they act in class and in boarding time whether they are on or off of the school site. It is about how they present themselves, how they represent the School and how they interact with the school community.

The School's Behaviour Policy encompasses all of this and more. Do take the time to read this Policy, it is extremely important as it sets out the Code and the Rules by which the School community live both in the school day and in relaxation time. Not knowing the rules and regulations will not be an acceptable excuse if a student oversteps the mark.

**It will be assumed that ALL students and their parents have read and understood the School's Behaviour Policy.** There is an easily accessible copy on the School's website in the Policies section.

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## Student Status

Admission to the School is governed by the Governors' Admissions Policy which is determined under a statutory procedure. This prescribes the numbers of students who can be taken into the School as boarders or day students and the criteria for their admission. The Headmaster has no discretion to alter this policy in individual cases.

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## Student Voice

Student involvement and feedback is very important to us and we have set a number of ways for them to do this. There are a variety of committees either made up of students or on which they are represented and we use student surveys to draw comment and responses from across the student community.

Students are encouraged to participate and to help guide the community in which they live and learn.

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## Uniform

The Regulations for School Uniform are contained in the [School's Behaviour Policy](#) which is available on the School's website under the section on Policies.

Kit lists will be sent to the parents of new students.

Dancers in Halesowen are the school uniform suppliers. They can be contacted on +44 (0) 121 550 1237.

Ron Flowers Sports, Wolverhampton supply PE/ Games clothing. They can be contacted on +44 (0) 1902 429 490.

Items may also be purchased from the School Nearly New Shop which is run by parents on a voluntary basis.

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## Visiting Stourbridge & Old Swinford

Under certain circumstances, at specific times and under strict rules, students in Year 10 and above may be permitted to leave the school site to visit permitted areas of Stourbridge or Old Swinford. Younger years may only visit by special permission of the Housemaster. Year 7 pupils are accompanied by a member of staff.

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## Visitors

### During the School Day

All visitors should report to Reception. They must sign the visitor's book on arrival and sign out on departure from the School.

A visitor badge will be issued and must be worn and be clearly visible throughout the duration of their time at the School.

### Outside of the School Day

There are many occasions when visitors are welcome to visit the school campus outside of the school day and these may include, for example, visiting for specific social events or sporting fixtures or for drama and musical productions. These visitors, which include parents, must go directly to the event or venue on arrival and must leave the school site by the time specified by the member of staff responsible.

Parents may also simply be visiting their children. On these occasions we would ask that the following guidelines be observed:

- Entry into boarding houses is forbidden, unless authorised by the Housemaster or Duty Staff and even with permission boarding houses visitor must only enter specified public areas within the house unless they have express permission to do otherwise from the duty member of staff.
- Students should not allow visitors into the building without staff being aware
- Visitors must not be allowed to be in dormitory areas at times when the students are likely to be changing

- Visits should avoid interrupting prep time

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## **Weekend Arrangements**

Lessons finish at 15:45 on Friday and weekly boarders may leave to return home after first Prep which finishes no later than 19:00. They have the option to return home on Saturday morning unless they are involved in any school commitments.

They must return no later than 08:25 on Monday morning. Alternatively they may stay in School throughout the weekend if the Housemaster is informed by Thursday prior to the weekend in question.

Attendance may be required on Saturday morning in the case of poor work or behaviour.

The School expects boarders who go home at weekends to return to their own home and not elsewhere, unless this is specifically arranged between parents and Housemasters. Students are deemed to be the responsibility of their parents once they have left the school campus.

### **Years 7 - 11**

The parents of full boarders may apply to the Housemaster for a weekend exeat for students before Thursday prior to the weekend in question.

### **Sixth Form**

Full boarders may, with the prior knowledge and consent of their Housemasters and parents, take a weekend exeat. Unless they are returning to their own homes, full boarders must provide Housemasters with detailed information as to their whereabouts and obtain the consent of their hosts as well as of their own parents.

The assistance of Sixth Formers in organising events during the weekend is greatly appreciated, however, termly and weekly boarders are encouraged to contribute in this way from time to time.

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# APPENDIX A: Staff List

\* Indicates Member of the School Leadership Team

## Headmaster

Mr P T Kilbride, M.A. (Oxon) NPQH FRSA (History) (2014)\*

## Deputy Headmaster

Mr D Wilkins, M.A. (Ed) (Open University) B.A. (University of Exeter) (German) (Designated Safeguarding Lead) (1992)\*

## Second Deputy

Mrs J Epton, M.Sc. NPQH (University of Surrey) (Psychology) (1996)\*

## Senior House Master

Mr A Hannah, B.A. (Lancaster University) PGCPSE (Open University) (Subject Leader for Government & Politics) (History) (2003)

## School Chaplain

Revd M Soar, B.Sc. (University of London) (2006)

## Staff

Mr J Adey, B.Sc. (University of Birmingham) (Computing) (Housemaster of Dudley House) (2010)

Mr J Askins, B.Sc. (University of Hull) (Subject Leader for Physics) (2010)

Mr M Bak, M.A. (University of Paris IV – Sorbonne) B.A. (University of Western Ontario) (Subject Leader for MFL) (2011)

Miss E Castle, B.A. (Thames Valley University) (Business Studies & Economics) (History) (2013)

Mr A Coalter, B.A. (University of Ulster) (Director of Sport and Physical Education) (2001)

Mrs J Cooke, B.Ed. (University College of St Mark & St John) (Subject Leader for Personal Development) (Beliefs & Issues) (Games) (Housemaster of Prospect House) (2005)

Mrs A Corden, B.Sc. (University of Birmingham) (Subject Leader for Biology) (2005)

Mr S Daws, B.Sc. (University College Worcester) (PE and Games) (2009)

Miss A Downes, B.A. (University of Exeter) ARSM (Director of Music) (2007)

Mr C Eastwood, B.A. (University of Wolverhampton) (English) (2015)

Miss A Featherstone, B.Sc. M.A. (University of Birmingham) (Biology and Science) (KS3 Science Co-ordinator) (2010)

Mrs R Ferguson, B.Ed. (University of Wolverhampton) (Subject Leader for Business Studies & Economics) (Beliefs & Issues) (IAG Co-Ordinator) (1995)

Mrs E Gill, B.A. M.A. (University of Liverpool) (English) (2007)

Mr C Harris, B.A. (University of Wales, Aberystwyth) (Subject Leader for History) (2015)

Mr T Harris, (Theatre Studies) (English) (2010)

Dr R Heaton, B.Sc. Ph.D. Dip.Ed. Man. NPQH (University of Liverpool) (Biology) (Games) (Housemaster of Foster House) (2004)

Mr M Holder, B.Sc. (Aston University) (Mathematics) (2002)

Mr S Holmes, B.Eng. M.Inst. P.F.G.S. (University of Portsmouth) (Head of Science) (Subject Leader for Geology) (Academic Head of Year for Year 11) (2004)

Mr S Hudson, B.Ed. (Liverpool Institute & University) (Mathematics) (1984)

Miss L Hunt, B.A. (University of Southampton) (English) (Assistant Director of Sixth Form for Year 12) (2012)

Mr D Jenkins, B.A. (University of Wales, Aberystwyth) (History) (Beliefs & Issues) (Games) (1988)

Mrs J Kainth, B.A. (University of Wolverhampton) (Subject Leader for English & Theatre Studies) (2011)

Mr C Kay, B.Sc. (Chichester College) (Sports Studies and Games) (History) (Deputy Safeguarding Officer) (2006)

Mr L Kabel, M.A. (University of Freiburg, Germany) (Subject Leader for Classics) (German) (French) (2010)

Mr S Kerks, B.Sc. (University of Birmingham) (Biology) (Science) (2010)

Mr T Kerr, B.Sc. (University of Birmingham) (Chemistry) (Physics) (2016)

Mrs E Kinsella, B.A. (University of Central England) (Business Studies and Economics) (2007)

Mrs J Lansley, B.A (University of Birmingham) (SENCO) (French) (2006)

Mr N Linehan, B.A. (Leeds University) (Classics) (Housemaster of Foley House) (2002)

Miss L Maitland, B.Eng. (University of Plymouth) (Design and Technology) (Computing) (2009)

Mr C Marks, B.Sc. (Durham University) (Chemistry) (2016)

Dr J McGee, Ph.D. (University of Worcester) M.Sc.(University of Warwick) B.A.(University of Wolverhampton) (Subject Leader for Psychology) (2004)

Mr A Minors, B.Sc. (Aston University) (Head of Mathematics) (2014)

Mrs Z Mullen, M.A. (University of Edinburgh) (English) (Housemaster of Potter House) (2014)

Mr A Nartey, B.Ed. (Cape Coast University)(Mathematics) (2015)

Mr W M Pardoe, B.Sc.(Loughborough University) (Chemistry) (Physics) (Science) (2013)

Mr J Parker, B.Sc. (University of Wales, Aberystwyth) (Subject Leader for Geography) (Academic Head of Year for Year 10) (2003)

Mr D Perkins, B.Ed. (University of Wales College, Newport) (Mathematics) (2016)

Mr J Petfield, B.Sc. (University of Sheffield) (Geology) (Physics) (Housemaster of Baxter House) (2009)

Miss E Pincher, B.A. (University of Central England) (Subject Leader for Art) (2015)

Mr S Plant, B.Ed. (University of Wolverhampton) (Subject Leader for Design and Technology) (1984)

Mrs R Porter, B.A. (University of Bradford) (Spanish) (French) (2015)

Mr J Priestman, B.A. (University of Hull) (Subject Leader for Religious Education) (2007)

Mr R Sahni, B.Sc. (University of Leicester) (Subject Leader for Chemistry) (2007)

Mr C Taylor, B.Sc. (University of the West of England) (PE and Games) (2016)

Mr M Thompson, B.Sc. (Open University) (Mathematics) (Games) (2008)

Mrs J Treen, MMus. BMus. (King's College London) (Mathematics) (2012)

Mrs S Westwood, B.A. (Loughborough University) (Subject Leader for ICT and Computing) (Head of Academic Performance for Year 9) (2005)

Mr M Williams, B.Sc. (Nottingham University) (Geography) (Head of Academic Performance for Year 8) (2012)

Mrs V Williams, B.A. (Birmingham University) (Geography) (Games) (2008)

### **Housemasters**

Baxter	Mr J Petfield
Dudley	Mr J Adey
Foley	Mr N Linehan
Foster	Dr R Heaton
Maybury	Mr A Green
Potter	Mrs Z Mullen
Prospect	Mrs J Cooke
Witley	Mr P Paternotte

### **Matrons**

	Mrs D Underhill
	Mrs F Chambers
	Mrs E Baldi-Turner
	Mrs H Crowley
	Mrs J Lowe
	Mrs J Brockway
	Mrs N Russell
	Mrs T McDonald
Relief Matrons	Mrs A Bartlett, Miss W Carroll, Mrs G Davies, Mrs A Malanaphy, Mrs S Southall

### **Sixth Form**

Assistant Director of Sixth Form – Year 12

Miss L Hunt

Assistant Director of Sixth Form – Year 13

Mrs W Apperley

### **Student Support**

Special Educational Needs Co-Ordinator

Mrs J Lansley

Support Teacher For Special Educational Needs

Mrs E Gill

Learning Support Assistants

Mrs S Jenkins S.E.N. D.N.N., Mrs L Bainbridge,  
Mrs S Cooper, Mr T Harris, Mrs J Nesmejanow

EAL Instructor

Mrs S Cooper, Mr T Harris

Cover Supervisors

Mrs W Apperley

## **Information Technology Support**

ICT Support Manager	Mr S Miller
ICT Technician	Miss C Cresswell
IT Support Apprenticeship	Mr J Carver

## **Sports Coaching Staff**

Cricket	Mr D Banks
Cricket & Rugby	Mr E Anderson, Mr J Bridger, Mr D Green
Hockey	Mr N Hemmings
Football & Tennis	Mr D Rudge
Basketball	Mr N Gittens
Volleyball	Mr N Nikolov
Sports Coaches In Residence	Mr A Humphreys, Mr I Sherwin

## **Other Appointments**

International Links Co-Ordinators	Mr A Hannah
Officer Commanding, CCF	Major B Price TD
SSI, CCF	Mr P Paternotte LCGI
Director of Co-Curriculum Programmes	Mr A Coalter
Duke Of Edinburgh Award Manager	Mr S Plant
Cultural Activities Co-Ordinator	Mr D Green
Actor	Mr T Harris
Art Instructor	Mr A Longhi
Art Coach	Mr T Jarvis
Practicing Artist	Mr T Nash
Art Workshop Assistant	Mrs D Longhi
Mathematics Assistant in Residence	Mr M Henwood
Mathematics Instructor	Dr M Troth
Musicians In Residence	Miss E Cowper
MFL Assistant In Residence	Mr W Deeley
Assistant Director of Sixth Form for Year 13	Mrs W Apperley
Non-Residential Boarding Tutors	Mr S Brassington, Mrs F Danjou, Mrs W Dunn, Mrs J McGoldrick. Mrs K Warren

## **School Office**

Headmaster's Personal Assistant	Mrs H Oakes
Receptionists	Mrs F Bayliss, Ms S Hall
Examination Officer	Mrs H Weston
Data Analyst	tbc
School Library Administrator	tbc

## **Communications**

Director of Communications	Miss S McKain*
Registrar	Mrs M Stanley
External Relations Officer	Mrs A Nash

## **Staff Office**

Academic Officer	Mrs J Trevor
Staff Room Administrator	Mrs B Jones

## **Finance Office**

Bursar	Mrs L Green*
Senior Finance Assistant	Mrs C Porter
Finance Assistants	Mrs S Ashman, Mrs A Cotterill
Accounts Clerk	Mrs H Pell
HR Manager	Mrs A Davey

## **Facilities Office**

Estates Manager	Mr M Homer
Facilities Administrator	Miss S Homer
Site Manager	Mr L Meneer
Maintenance Operative	Mr R Ditchfield, Mr P Gutteridge
Groundsman	Mr A Meneer
School Porter	Mr M Bladen
Maintenance Assistant	Mr T Davis
Site Labourer	Mr M Jarrett

### **Medical Centre**

Medical Officer	Dr S Mann
Nurses	Miss W Bowater, Mrs S Ellis
School Counsellor	Mrs I Lovering

### **Technicians**

Senior Science Technician	Mr D Dean
Science Technicians	Ms G Adams, Mr C Simmonds
Technology Technician	Mr D Walker

### **Hanbury House Music Centre**

Music Instructor	Mr R Collins
Music Administrator	Mrs L Joyce

**Please visit at [oshmusic.co.uk](http://oshmusic.co.uk) for a list of peripatetic instrumental staff**

### **Housekeeping & Catering**

Laundry Super	Mrs M Yerolemou
Laundry Staff	Mrs P Botfield, Mrs J Cherrington, Mrs P James, Mrs A Meneer, Mrs A Nicklin, Miss P Rogers
Cleaning Supervisor	Mrs L Walker
Catering Manager	Mr P Teale (Chartwells)

## House Staff - Academic Year 2016/17

	Baxter	Dudley	Foley	Maybury	Potter	Witley	Foster House	Prospect
House Master	Mr J Petfield	Mr J Adey	Mr N Linehan	Mr A Green	Mr A Hannah	Mr P Paternotte	Mr R Heaton	Mrs J Cooke
Residential Boarding Tutors	Mr S Kerks	Mr M Henwood	Miss E Cowper	Mr C Marks	Mr W Deeley	Miss L Maitland	Mr A Humphreys	Mr I Sherwin
	Mr M Bak							Mr C Taylor
Non Residential Boarding Tutors	Mr D Banks	Mr S Brassington	Mrs E Baldi-Turner	Mrs F Danjou	Mr E Anderson	Mr M Davies	Mrs W Apperley	Mr J Bridger
	Miss C Cresswell	Mr D Dean	Ms S Hall	Mr W Deeley	Mrs J Brockway	Mrs J Nesmejanow	Miss L Hunt	Mrs W Dunn
	Mr A Minors	Mr P Jenkins	Mr M Jarrett	Miss A Featherstone	Mrs L Joyce	Miss E Pincher	Mrs Jas Kainth	Mr T Harris
	Mr D Perkins	Mr C Kay	Mr W Pardoe	Mrs J McGoldrick	Mr S Miller	Mr D Rudge	Mr N Nikolov	Mrs N Russell
		Mrs A Malanaphy		Mr M Thompson	Mrs K Warren	Mrs S Westwood		Mrs V Williams
					Mr A Nartey			
					Mr D Walker			3 x Gap Students
Matron	Mrs D Underhill	Mrs F Chambers	Mrs E Baldi-Turner	Mrs J Lowe	Mrs J Brockway	Mrs T McDonald	Mrs H Crowley	Mrs N Russell

**Relief Matrons:** Mrs A Bartlett, Miss W Carroll, Mrs G Davies, Mrs A Malanaphy, Sally Southall

## Academic Tutors - Academic Year 2016/17

	Baxter	Dudley	Foley	Maybury	Potter	Witley
Academic Tutors Sixth Form	Mr T Harris (12Y)	Mrs E Kinsella (12Y)	Mrs A Corden (12Y)	Mrs E Gill (12Y)	Mr S Hudson (12Y)	Mr S Plant (12Y)
	Miss E Pincher (12Z)	Miss E Castle (12Z)	Mrs R Ferguson (12Z)	Mr M Thompson (12Z)	Ms Anna Downes (12Z)	Miss L Maitland (12Z)
	Mr M Holder (13Y)	Mrs J Kainth (13Y)	Mr J Askins (13Y)	Mr L Kabel (13Y)	Dr J McGee (13Y)	Mr R Sahn (13Y)

	Year 7	Year 8	Year 9	Year 10	Year 11
Academic Tutors KS3 & 4	Mrs J Treen Mrs V Williams (7H)	Miss A Featherstone (8A)	Mr C Eastwood (9H)	Mr M Priestman (10H)	Mr A Coalter (11H)
	Mr D Perkins (7O)	Mr M Bak (8B)	Mr W Pardoe (9O)	Mr S Kerks (10O)	Mr P Jenkins (11O)
	Mr A Nartey (7S)	Mrs R Porter (8C)	Mr C Harris (9S)	Mr A Minors (10S)	Mr T Kerr (11S)
				Mr C Taylor (10P)	Mr S Daws (11P)

# APPENDIX B: Privacy Notice

## Pupils Privacy Notice - Data Protection Act 1998

### How we use pupil information

We Old Swinford Hospital are the Data Controller for the purposes of the Data Protection Act. We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the Unique Learner Number (ULN) and may also give us details about your learning or qualifications.

Once our pupils reach the age of 13, the law requires us to pass on certain information to Dudley Local Authority who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to Dudley Local Authority by informing the School Office Administrator. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority [website](#) .

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the School Bursar. We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE). DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requesters must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please click [here](#).

For information on which third party organisations (and for which project) pupil level data has been provided to, please click [here](#).

If you need more information about how our local authority and/or DfE collect and use your information, please visit our [local authority](#) or the [DfE](#) website. [Return to Index](#)