

Bloxham School

Parent Handbook 2024

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Parent Handbook 2024

A warm welcome to the Bloxham School community. This Parent Handbook is designed to help you and your child start your journey with us.

Here you will find an overview of life at Bloxham: its academic and broader curriculum structures and practices; information about pastoral life and services; and essential contact information. It is very important that we have up-to-date contact details for parents. Please make sure that you inform the school of any changes to addresses, email addresses and telephone numbers as soon as possible, as well as providing two emergency contacts. Should you have any further questions or queries, please do not hesitate to contact us as we will be more than willing to help.

An Introduction to Bloxham School

Bloxham School was founded in 1860 by the Reverend Philip Reginald Egerton. The school today provides day and boarding education for students from eleven to eighteen. The ethos and purpose of Bloxham is encapsulated in our Mission Statement:

"Bloxham is a small school with big ambitions and a strong ethos which aims to prepare young people with the skills they need to successfully take their place as global citizens in an ever-changing world. At Bloxham, the individual matters and the expectations are that every child will flourish."

Bloxham School is a member of the Woodard Group, a federation of 45 Church of England schools. The Woodard Corporation is an Educational Charity No. 1076484.

Registered Office: Woodard Schools Head Office, High Street, Abbots Bromley, Rugeley, WS15 3BW

Tel: 01283 840120

The Five Hallmarks

As a school we are committed to ensuring that every individual student receives a Bloxham education consisting of the following five hallmarks:

#1 A Passion for Learning

Fostering creativity and the capacity for dynamic, independent and critical thought.

#2 A Balanced Curriculum

A challenging academic programme, complemented by a broader curriculum which inspires curiosity, rigour and ambition.

#3 A Gold Standard of Pastoral Care

Nurturing the well-being of all within the setting of a boarding community.

#4 Development of Character

Through promotion of responsibility, generosity, resilience, and imagination.

#5 Christian Values

Nurturing a compassionate spirit so that our students become a force for good in an ever-changing world.

Pastoral Care

We understand that the transition to a new school is an important step for the whole family. Bloxham School has an excellent reputation for pastoral care – we will grow to know your child inside out, learning what makes them tick in and out of the classroom. Your child's happiness, wellbeing and success are our priority.

Induction

You will be invited to attend an induction event with your child during the Summer Term before your child starts at Bloxham. Children joining the Lower School (Exham) will have a whole day induction in June, whilst those going into the Senior School are invited to a housewarming afternoon in May followed by an induction evening in June. You and your child will have the opportunity to meet the Housemaster/mistress, the tutor team, and familiarise yourselves with the boarding houses, school site and facilities.

At the beginning of the school year, an induction day will run for all those entering the school. Parents will be invited to attend a talk from the Headmaster, followed by refreshments and a chance to meet other members of staff. Separate induction processes are offered individually for those who enter the school during the academic year.

Houses

The house system at Bloxham provides the foundations for delivering high standards of pastoral care to every student. The houses provide a familiar, friendly and supportive base to which students return when they are not in lessons or activities.

Exham House and Park Close

Students in the Lower School (First and Second Form) join Exham House. Within Exham there are two sub Houses, Barwell and Hedges, each led by a Head of House, all under the care of the Head of Lower School.

From Third Form, students join one of the Senior Houses. There are four boys' and three girls' boarding houses, and one co-educational day house.

Each house year group has a healthy mix of students with different interests and qualities, to engender a happy environment and a good standard of competition at inter-house activities. Friendships will flourish across the houses, through the different make-ups of class groups and sports teams.

Each house has a weekly house assembly on a Monday evening. This is attended by all members of the tutor team and the whole house.

Boys' Houses Girls' Houses

Boys' Houses		Girls' Houses	
Exham			
Merton			
Crake		Raymond	
Egerton		Stonehill	
Seymour		Wilberforce	
Wilson			

Crake House

Named after the school's first chaplain, Crake was one of the first boarding houses at Bloxham. The house is situated directly opposite the school's memorial arch and annexed to the Chapel.

Egerton House

Egerton is named after the school's founder, Reverend Philip Reginald Egerton. Home to up to 60 boys, it is situated on the corner of the school campus, adjacent to the Thompson science and maths building.

Merton House

The Day House (Merton) reflects an increasing demand from local families who want their children to enjoy all the benefits of a Bloxham education. This co-educational house offers flexible working spaces, lockers for storing books and belongings, and wash/changing rooms. There are common room areas and a kitchen to make drinks and snacks at break and lunchtimes.

Raymond House

Named after Old Bloxhamist Roger Raymond, Raymond House is a girls' house situated on the main campus, tucked between Seymour House and the White Lion Sixth Form Centre.

Seymour House

Seymour is a boys' house set centrally within the campus next to the school swimming pool and overlooking the Headmaster's Lawn. The house is home to approximately 60 boys and is named after Derek Seymour, a former Headmaster of the school.

Stonehill House

Stonehill is a beautiful Hornton stone building in the heart of the village. Stonehill has long been a part of the Bloxham School estate and relaunched as a girls' house in September 2020.

Wilberforce House

Wilberforce is a girls' house named after Oxford Bishop Sam Wilberforce, who worked closely with the school's founder, Philip Egerton, in the 1860s. Wilberforce House moved to its current building in the 1960s and is centrally located overlooking Jubilee Court.

Wilson House

Wilson is a boys' house situated in the heart of the oldest part of the school and dates from the 1860s and 1870s; the buildings are the work of the eminent Victorian architect George Edmund Street, most famous for the Law Courts in the Strand in London. The House, originally known as the Headmaster's House, was renamed Wilson in 1925 in honour of Charles J. Wilson, the third student to attend the school. He later became a master here and subsequently the Bursar. He was resident in the school for 75 years.

Daily Routine in Houses

Students must sign in each time they enter or leave the house. Parents and guardians have full access to the houses at the beginning and end of each term to deliver and collect their children.

If parents/guardians wish to visit during term time, they should contact either the Housemaster (HSM) or Matron in advance and sign in with the staff member on duty on arrival. There may be some occasions during the week when it is not appropriate for parents or guardians to enter the house and parents and guardians may not visit houses unsupervised during term time.

Students are welcome to visit other houses with the permission of their HSM.

After evening tick-in (registration) on weekdays, prep runs until 9pm. Third and Fourth Formers may finish their prep time at 8.30pm if their work is complete. They may then socialise in the designated areas within Houses, and on the school site, until 9.15pm. Fifth and Sixth formers may socialise from 9pm until 10pm.

All students in a house are expected to help with the smooth running of the community by keeping their rooms tidy and by performing regular duties such as collecting fruit and newspapers and tidying communal spaces.

There are kitchens in each house which are stocked with milk, fruit, cheese, bread and spreads each day. Each kitchen also has a kettle, microwave, toaster, fridge and toastie machine. Students may store their own provisions in a lockable tuck box and it is essential that everyone respects that personal provisions are not for general consumption. Snacks are available for boarders at 9pm.

Pastoral Team

The Role of the Housemaster/ Housemistress

The Housemaster/mistress (Hsm) is responsible for ensuring that each member of the house is happy, well cared for and progressing. He or she may well be the first person a student meets when they arrive at the school and is often the first person to whom they turn if they have a problem.

All students will meet their Hsm several times a day and have ample opportunity for formal discussions and informal chats.

HsMs encourage parents to play a full part in the education of their child and work with them to ensure that the welfare and progress of their child is always given the highest priority. HsMs are responsible for discipline in their house and ensuring that fair and consistent standards of discipline are applied. Each house has an assistant Housemaster/mistress who is available when the HsM is off duty.

Tutors

Each house has a team of around six tutors, each of whom is on duty in the house one evening per week. They will ensure that prep is conducted in an orderly fashion and will be on hand to offer academic or pastoral advice as necessary. Your child will be assigned a tutor when they arrive in school. Please see the Academic section for further information about the role of your child's tutor and their regular one to one meetings. Day boarders are encouraged to board on the evening when their tutor is on duty to facilitate in-depth tutor-tutee times.

Matrons

Each house has a matron who is responsible for ensuring that all domestic arrangements in the house run smoothly. Matron and the Assistant Matron show considerable care and concern for individual members of their houses. The locker room, Matron's base, is an important point of social contact in any house. Students frequently drop in for a chat with their matron or her assistant over a drink or a snack.

House Captains and Prefects

The House Prefect Team, including the House Captain, is made up of Upper Sixth Form students who are trained to look out for any students showing signs of unhappiness and will aim to offer help and friendly advice. They attend regular meetings with their HsM and assist HsMs and tutors in carrying out their duties to ensure that all members of the house are safe, happy and able to enjoy a full range of activities at school.

Buddy Scheme

Houses operate a buddy scheme to assist with the integration of new students. All houses will use older students to help new members of the house become integrated as quickly as possible.

Other Support

Outside the house there are many points of contact for a student in need of help or advice. These include:

The School Prefects

This is a group of Upper Sixth Form students who have specifically been chosen to further pastoral care in the school. They meet regularly with the senior staff pastoral team to review welfare in the school. They also take the lead on specific pastoral and wellbeing objectives during the academic year.

The Peer Listening Team

The Peer Listening Team consists of Lower and Upper Sixth Formers. They are selected from volunteers from the Lower Sixth Form in the Michaelmas Term following an application process. All undertake an intensive training course to equip them with the listening skills they need to perform their duties. The team listen to students of all ages and peer listeners are available for informal consultation at any time, in houses or around school. They all wear identification. There are notices around school with photographs of the team and details of how to contact each member.

Counselling Service

A counsellor visits the school two days a week and is available to all students, free of charge. An appointment can be made by email:
counselling@bloxhamschool.com.

All Staff

The Chaplain and all staff are available for a student to choose whom they turn to for support.

Independent Listener

The school also has the support of entirely independent figures who are available to students if they should wish to talk to a trusted adult outside of school. Our Independent Listeners are Tamsin Levene on 01869 337088 and Mike Tydeman on miketydeman@bloxhambaptist.org or 01295 721525

PSHE Department

Personal, Social, Health Education (PSHE) is part of the curriculum at Bloxham School and is designed to promote personal and social development, including health and wellbeing.

How Parents Can Help

There are many ways in which you can help us to provide the very best care for your child. In the first instance, we need to know if anything happens at home which might have a bearing on a student's life at school, for example, a family bereavement or serious illness. In such instances, the HsM should be informed and the information will be treated sensitively.

If your child seems unhappy at school (for whatever reason), then please inform your child's HsM. It is important that we know if they are having difficulties with relationships with other students. Frictions can arise, but they must not be allowed to escalate into serious problems. Please be assured that information will be treated tactfully and discreetly, and that a resolution will be reached.

Regarding discipline, the school has clear rules and regulations which parents are asked to support and help to enforce. This applies as much to minor matters, such as appearance, as to the more serious areas of school discipline. The school Rules and Regulations can be found on the school website.

Disciplinary responses are listed in our Promoting Positive Behaviour policy, which can also be found on the website.

Termly Arrangements

Beginning and End of Term

The dates, start and finish times of each half term are listed on the school calendar available on the school website. As a guide, full boarders are usually expected to return between 8.00pm and 9.00pm on the evening before lessons commence. If students are not able to return at the publicised time, parents need to be in contact with their HsM in good time to organise alternative arrangements. This is essential to make sure that a member of staff can be present to meet them.

Exeats and Holidays

There are three terms each school year and each is broken up by a half term holiday. There is usually one exeat weekend (when the school is closed) each half of the Michaelmas and Lent Terms and one in the Summer Term for the first May Bank Holiday. We currently offer opportunities for pupils to stay at school if they cannot go home or to their guardian. Please visit the school website for the latest term dates.

Registration and Absences from School

Registration (known as "tick in") occurs in the boarding houses and Lower School three times a day: at 8.20am assembly, 1.45pm and 5.45pm. There are additional attendance checks at the beginning of prep in houses, 8.30pm (Park Close), and after 10.00pm for all senior boarders.

If you know that your child will be absent from school, you should inform us by phone or email as soon as possible every day that they will be absent, preferably between 8.00am and 8.30am. Please use the email address: absences@bloxhamsschool.com.

When students are absent from registration they should report to the Main School Reception as soon as they arrive at school. Parents will be telephoned if a student has not registered at school and no information has been received.

Weekend Leave

Boarders may take weekend leave on any weekend of their choice. Before going on weekend leave, a student must ensure that the HsM receives parental authority by Thursday. Permission must also be received from any parents or guardians who will be hosting your child.

Leave may be from after games on Saturday until 9.00pm on Sunday, subject to commitments. Return should be by arrangement with the HsM from 7.00pm on Sunday.

Requests for Authorised Absence

The Headmaster's permission is required to authorise students' absences from school; our terms are short and it is important that students attend all lessons where possible. Please contact the Headmaster directly to request such absences in writing, as far in advance as possible.

Absences, particularly extended ones, are disruptive. While members of staff will gladly do all that they can to help students catch up, if given sufficient notice, it increases the already considerable burden on them. Please also be aware that if the proposed absence cuts across a team fixture, it is other students who are being put at a disadvantage.

Permission is given for medical appointments, major family occasions such as weddings and funerals, for anything that is of clear academic benefit, and for the very occasional one-off event. Parents are urged to

consider whether the absence is really necessary before making a request.

The practice of asking for an extra day at the start or end of half term can have a particularly adverse effect. It is our policy to keep students working right up to the beginning of half term break to get them working again as soon as they return. If a number of students are missing from the final few lessons, it is disruptive and potentially unfair to those who remain to the end.

There are some occasions when the Headmaster will not authorise absence from school; for example, students will not be allowed out of school to go to concerts on weekday evenings. The Headmaster will normally give permission for students to go out for a meal with their parents to celebrate birthdays but other students will not be allowed to accompany them. Eighteenth birthday parties should be celebrated in the holidays or on Saturday evenings in term time.

School Transport

Minibus Service

The school operates a transport service into and out of Bloxham, Monday to Friday, throughout the term. The school currently has nine routes, and prices are based on a zonal system out from Bloxham and the number of journeys you require per week. The service is flexible and available to all students. The minibuses arrive at school for 8.00am in the morning and leave by 6.10pm, collecting and dropping off from towns and villages throughout Oxfordshire, Buckinghamshire, Warwickshire and Northamptonshire.

Information about current routes can be found on the school website, along with the Transport Charter which should be read by all families who sign up for the service.

We endeavour to arrange the routes to allow your child to be picked up and dropped off close to your house but, in order to make the service accessible to everyone and keep within specified time limits, we may need to arrange a convenient meeting point and make adjustments during the school year.

If you would like more information about this service, please contact Matthew Tighe, the Operations and Logistics Manager. All families intending to use the service should make the Transport Manager aware by the end of June, so that routes can be determined before the start of term.

Email: transport@bloxhamschool.com
Phone: 01295 724398

Airport Transfer Service

Bloxham School offers a free minibus transfer service to and from Heathrow Airport for international students flying at the beginning and end of each term and half term. The specific arrangements for this service are outlined below.

On the day before each term starts, school minibuses collect students from the five Heathrow Terminals, with one afternoon and one evening collection. On the last day of each term, the service will be available to take students to Heathrow for flights leaving in the early afternoon, and again for flights leaving in the early evening. This has been put in place to allow parents to book flights in advance and to avoid children having long waits at the airport. The boarding houses open at 6pm. If your child is being picked up earlier, it is advised that arrangements are made with the guardian so that they are dropped off.

Taxi transfers to and from other airports can be arranged or if a student arrives at Heathrow significantly outside the school collection hours. This service will incur an additional cost, which will be charged to your termly bill (depending on the airport, the taxi fare is about £120). We use a local taxi company whose drivers are cleared to carry our students. Alternatively, there are frequent independent bus or train services to and from all London airports.

Depending on the airline and the age of the child travelling, your child may qualify as an unaccompanied minor. It is the parent's responsibility to complete the relevant paperwork for the airline and forward this to the child's HsM well in advance of the date of travel, to allow for any arrangements required.

If an incoming flight is delayed, arrangements will be made to either hold the departure of our school minibus or arrange a taxi. In the event of a flight delay any additional taxi costs will be charged to your termly bill.

Should an airport transfer be required, requests should be submitted no later than two weeks before the departure or arrival date. Please include details of your child's flight number, arrival/departure time and terminal number, as well as your child's current mobile phone number (so that the minibus driver can contact him or her if necessary).

Information on the service, including minibus departure/collection times and a booking form can be found on the school website.

For further enquiries, please contact the Operations and Logistics Manager, Matthew Tighe:
Email: transport@bloxhamschool.com
Phone: 01295 724398

International Students

International students are fully integrated into our pastoral system and placed alongside British students in our senior boarding houses. This ensures they have every opportunity to meet and mix with British children, improve their English language skills, and become fully engaged with our culture.

For more information for international joiners, please visit
<https://www.bloxhamschool.com/admissions/international-pupils/>

UK Guardians for International Students

The school requires that for all students whose parents live abroad, a guardian must be appointed to act as the parents' representative in this country during the student's time at Bloxham. It is the parents' responsibility to find and appoint a UK guardian, and the school cannot make agency recommendations. We fully support guardians in the same way as we do parents and encourage regular information sharing.

However, we do recommend that you choose an Aegis registered guardian. For more information, please see
<https://aegisuk.net/>

The Role of the Guardian

The Guardian must be willing to act as a parent would, and therefore must:

- Be able to be contacted by the school at any time of day or night, during term time, in case of emergency.
- Be responsible for the student at all times when his or her parents are out of the country.
- Be responsible for making suitable arrangements for the student during exeats and holidays whenever the student is unable to return home, and should inform the Housemaster/mistress of these arrangements well beforehand (such exeats include half terms, additional long weekends towards the end of September and November, and the early May Bank Holiday).
- Be willing to receive the student at home if he or she is too unwell to attend school, or required to leave the school for any other reason.
- Be willing to collect the student from the airport or accommodate the student if they arrive before the boarding house is open.

It is highly desirable for the Guardian to be willing to:

- Attend a parents' evening and take or communicate decisions with regard to the student's education, pastoral care and other needs.
- Attend their student's special days: Founderstide, prize-giving, matches, concerts, etc.
- Be willing to look after the student for the occasional weekend away from school in addition to half terms, etc.

Who can be a Guardian?

A Guardian can be:

- Relatives living in this country, over the age of 25 years, within an hour's drive of the school,
- Or friends of the family over the age of 25 who are willing to take on the responsibility,
- Or a guardianship agency: we are not permitted to make recommendations about these but can provide names and addresses of agencies that are known to us.

What does a Guardian do?

A Guardian acts in the same way as a parent to support the student at school, so:

- is free to contact the student's Housemaster or Housemistress at all times concerning the student's progress and regarding arrangements.
- will receive regular communications from the school, including notice of term dates and all school announcements.
- will receive copies of school reports in the event of the student being unable to return home in the holidays, and in addition to parents, if that is what parents wish.
- will be very welcome at all school functions to which parents are invited.
- will at all times be encouraged to take an interest in the student's progress and welfare.

Time Zone

The UK is GMT +0 (November – March) and GMT +1 (April – October). The exact dates of the changeover vary slightly from year to year.

Currency

The UK currency is pounds and pence (GBP / Pounds Sterling / £). There are notes of various denominations (£5, £10 and £20). Coins range from £2 down to 1 pence (100 pence = £1). All major credit cards are accepted in the UK and there are cash machines readily available. Debit cards can also be used, but it is advisable to check with your local bank before leaving home to ensure that a specific card will work.

Electricity

The voltage in the UK is 240 volts and the plugs are three pinned rectangular bladed with an internal protective fuse (these are not the same as other European countries). We encourage students to bring an appropriate adapter, which can be obtained in numerous electrical/travel stores. If bringing a number of devices, it may be wise to bring two or three adapters. Students are allowed a maximum of five appliances.

Personal Possessions

All clothing and personal possessions should be clearly marked with your child's name, including: shoes, bags, pens, books, and IT equipment. Larger items, such as musical equipment, should also be marked and a note taken of any identification numbers. Enquires about lost property should be made to the Deputy Head, Louise Ladds.

Student Post

Should you wish to post an item to your child, please ensure that it is sent to the following postal address clearly stating your child's name and boarding house:
Bloxham School, Park Close Annex, Bloxham
Oxfordshire, OX15 4PS.

Laundry

The laundry facility is available to full boarders only. When deciding on quantities for boarders, parents should note that there is one laundry per week, with a two day turn around. Boarders should have sufficient school and home clothes for the length of their stay and, unless they are doing occasional boarding or are an international student, should bring their own duvets, duvet covers and pillow cases.

Uniform and Sports Kit

First to Fifth Form students wear the school uniform of school blazer, black school jumper, school blouses or shirts together with charcoal grey trousers for boys and the school kilt, or black school trousers for girls. Coats are also included on our uniform list. Boys require their school House tie and school tie, or authorised school club tie. Clothing lists can be found on the school website and all items can be purchased from our uniform provider, Schoolblazer, www.schoolblazer.com. All uniform clothing can be delivered with name tags already sewn in. Clothing can be delivered either to your home or school. If delivered to school, please ask the delivery company to add your child's name and boarding house on the package.

Sixth Form students wear business suits with conventional shirts or blouses. Students are given clear direction at their summer induction visit before the start of term on what they should wear. The boys wear a designated school or house tie, and the girls may wear a plain coloured cardigan or v-necked jersey. A dark navy blue/black overcoat may be worn outside only if a jacket/blazer is also worn. Two style options are available from Schoolblazer suppliers. Recognising the difficulty to find suitable and appropriate business suits for both boys and girls, Schoolblazer also provides an acceptable option specifically for Bloxham School Sixth Form students again available through the online uniform shop.

Sports clothing is available online from Speed One
<https://speedonesports.com>.

We have a standard sports kit range that is designed to be suitable for most sports throughout the three terms, whilst also trying to keep costs to a minimum.

Occasionally, some extra kit may be required for particular sports.

Uniform

Please note: All items marked with a * are compulsory.

Quantity values are a guideline and you may find your child needs more or less of certain items.

First to Fifth Form

Item	Supplier	Quantity	Boys	Girls	Notes
*School blazer	Schoolblazer	1	✓	✓	
*White shirt/blouse	Schoolblazer	Sufficient	✓	✓	
*School jumper	Schoolblazer	1	✓	✓	Boarders may need 2
*School kilt or black trousers	Schoolblazer	2		✓	
*Charcoal trousers	Schoolblazer	2	✓		

Sixth Form

Item	Supplier	Quantity	Boys	Girls	Notes
*Tailored suits	Personal Choice	2	✓	✓	Schoolblazer have options if required. Skirts/trousers should be tailored and made of non-stretchy material, and skirts should come to the knee.
*Suit shirts / blouses	Personal Choice	Sufficient	✓	✓	Conventional, light, single coloured with same patterned collar and cuffs. Subtle stripes or checks acceptable
V necked jumpers / cardigans	Personal Choice	2	✓	✓	

All Year Groups

Item	Supplier	Quantity	Boys	Girls	Notes
*School tie	Schoolblazer	1	✓		
*House tie	Schoolblazer	1	✓		
School scarf	Schoolblazer	1	✓	✓	
*Laptop Bag	Schoolblazer	1	✓	✓	
Coat	Schoolblazer Personal Choice	1	✓	✓	A dark navy blue/black overcoat may be worn outside only if a jacket/blazer is also worn. Two style options available from School Blazer suppliers.
*Black, polishable shoes	Personal Choice	1	✓		
*Black low heeled or flat polishable shoes	Personal Choice	1		✓	
*Plain, black tights	Personal Choice	Sufficient		✓	
*Plain black or dark grey socks	Personal Choice	Sufficient	✓	✓	Socks required only for girls if choosing to wear black trousers.
Sports Kit					
*Bloxham rain jacket	Speed One Sports	1	✓	✓	
*Bloxham track pants	Speed One Sports	1	✓	✓	
Quarter zip midlayer top	Speed One Sports		✓	✓	
*White club dry tee	Speed One Sports	1	✓	✓	
*Boys rugby shorts	Speed One Sports	2	✓		
Bloxham hoodie	Speed One Sports		✓	✓	

All Year Groups *Sports Kit continued*

Item	Supplier	Quantity	Boys	Girls	Notes
Baselayer leggings	Speed One Sports			✓	
*Bloxham boys' reversible jersey	Speed One Sports	2	✓		
*House tees	Speed One Sports	1	✓	✓	
*Cricket jersey	Speed One Sports	1	✓		
Cricket slip	Speed One Sports		✓		
*Cricket pant	Speed One Sports	1	✓		
*Boys' PE shorts	Speed One Sports	1	✓		Hockey and PE
Girls Club PE Shorts	Speed One Sports			✓	
*Girls V neck black court shirt	Speed One Sports	2		✓	
*Girls skort	Speed One Sports	1		✓	
*Bloxham sports / games socks	Speed One Sports	2	✓	✓	Boarders may need 3 pairs
*White PE socks	Speed One Sports	2	✓	✓	Boarders may need 3 pairs
Bloxham holdall	Speed One Sports		✓	✓	

Equipment

All Year Groups

The following items are not compulsory (unless highlighted), but are recommended.

Item	Boys	Girls	Notes
Hockey stick	✓	✓	
Cricket bat	✓**	✓**	**Only if taken as a games option
Tennis racquet	✓**	✓**	**Only if taken as a games option
Astro trainers			
Non-marking, indoor trainers			
Outdoor trainers			
Rugby boots	✓		
Cricket spikes	✓	✓**	**Only if taken as a games option
Swimming costume (black)	✓	✓	
Swimming hat (black)	✓	✓	
*Towel	✓	✓	Boarders will need up to 5 towels
Shin pads	✓	✓	
Professionally fitted mouthguard	✓	✓	
Water bottle	✓	✓	

Third Form

Third Form students will require the following for Outdoor Education:

Item	Quantity	Boys	Girls	Notes
Sleeping bag	1	✓	✓	
Walking footwear (preferably boots)	1	✓	✓	
Walking waterproofs (top and bottoms)	1	✓	✓	

Mobile Phones

It is recognised that mobile phones provide a useful means of communication between you and your child. However, they can cause distraction and must not be used in such a way as to cause disturbance to others. Students' use of mobile phones is limited in accordance with our mobile devices policy and misuse of phones will result in their confiscation. This includes the sending of text messages or photos which cause offence.

Students are responsible for the security of any mobile phones they bring into the school. Each phone should be protected by a PIN. Students must have their own separate insurance for their phone.

Catering

Bloxham is famous for the quality of its food. All meals are prepared by the catering department and are served in the dining room. A range of cooked and cold choices are available for breakfast. For lunchtime and evening meals there is a choice of at least three hot main dishes, including a vegetarian option, a well-stocked salad bar, a pasta bar, soup and desserts.

Snacks are also prepared for the students to eat in the houses – fruit, home-made cakes and sandwiches.

The catering team works closely with parents whose children have special dietary needs or allergies. Our chefs soon become familiar with individual students and can advise them about what they can eat. Working with parents, they will also prepare special meals for those with allergies and will take account of this when preparing for school trips.

Email: catering@bloxhamschool.com

Light refreshments and hot and cold drinks can also be purchased from The White Lion Café, a café owned by the school open to students and the general public. Sixth Form students may access the café via the Sixth Form Centre during study periods or break times, whilst younger students may access from the High Street under the same regulations as outlined regarding other local facilities in Bloxham.

Local Facilities

There are a number of shops in the High Street across the main road from the school. These include: The White Lion Café, post office, Co-op grocery store, pharmacy, barber and a cash point. The rules for visiting these shops, in and out of school hours, are set out in the School Regulations on the school website.

Motor Vehicles/Lessons

No students may drive a motor vehicle or be driven by any person under the age of 25 unless a written request is sent to the Headmaster by parents granting permission to specific drivers, and written agreement has been given by the Headmaster.

Driving lessons may be arranged by members of the Sixth Form once they have reached the legal age. Parents must apply to their Housemaster/mistress in writing and written permission must be received before arrangements are made. Such arrangements must not conflict with school commitments, and this includes study periods. Exceptions from this rule concerning study periods can be used for Upper Sixth students.



Health & Medical

Palmer Health Centre is committed to promoting the physical and psychological health and wellbeing of all students whilst at Bloxham School. Healthcare is provided by four registered nurses, two healthcare assistants and a visiting school medical officer. Drop-in surgeries are held three times a day for routine health advice, and medical staff are on site to provide health education, advice and support to staff and parents, and care for students who are unwell during school time.

The medical officer, based in Banbury Cross Health Centre, provides a GP service three times a week for all full or weekly boarding students who are registered with this practice. **Please note that the GP service is not available for Day Boarders or Day students.** There is also a female GP who visits on a regular basis. Palmer Health Centre also works in close liaison with Steve Thorp, School Counsellor, and external specialists/therapists where needed to support students' psychological wellbeing needs.

The healthcare team within the school aims to provide: care and treatment for any acute health conditions, support for students with chronic health conditions, preventative services, support and advice for physical and psychological ill health, first aid and sports injuries' management, support/administration of medicine and general health education and advice.

Palmer Health Centre must hold a completed health questionnaire and consent form for every student before they start at Bloxham School. It is essential that we have comprehensive health information for all students. Please ensure that you keep Palmer Health Centre updated about any changes in your child's health whilst they are at Bloxham School. If seen by medical specialists external to school, it is helpful to ensure that we are informed and, wherever possible, copied into correspondence to ensure our health care is provided in line with specialist advice.

Please contact the healthcare team if you have any questions about your child's health or welfare.

Palmer Health Centre is open:

Monday to Friday: 8.00am – 7.00pm

Saturdays: 8.00am - 7.00pm

Sundays: A member of staff is on call if required

Phone: 01295 724306

Email: palmerhealthcentre@bloxhamschool.com

Health Provisions for Boarders

The school recommends that all full boarders to register with the School Doctor who is a General Practitioner based at Banbury Cross Health Centre.

This will take place routinely when your child joins Bloxham School, unless you wish to consider exemption from this process due to specific health conditions or other extenuating circumstances. If so, please contact us to discuss.

Students who register with the School Doctor will have their medical notes transferred across from their home GP to Banbury Cross Health Centre. This will enable the School Doctor to manage the health needs of the student effectively whilst under our care at Bloxham School.

During holiday periods these students will be able to be seen by their local GP as a temporary resident, without changes to registration at Banbury Cross Health Centre. GP Surgeries are held in Palmer Health Centre three times a week:

Monday 11.00am - 12.00pm,
Wednesday 2.30pm - 3.30pm,
Friday 3.30pm – 4.30pm.

Palmer Health Centre also provide a physiotherapy triage clinic on Monday and Thursday afternoons from 2 – 3pm, run by Godswell Physiotherapy, for students who would benefit from assessment of musculo-skeletal issues, such as sports injuries. The initial physiotherapy triage appointment is free with any subsequent appointments chargeable.

Health Provision for Day Boarders and Day Students

It is anticipated that most day boarders and day students will live reasonably locally to the school and will therefore remain registered with their local GP. Although emergency treatment will always be provided for all students at Bloxham, it is expected that routine medical matters will be dealt with by the student's own GP.

III Health at School and Hospital Treatment/ Admission

If your child becomes unwell at school, we will keep you informed. In cases of significant illness or hospital admission whilst at school, Palmer Health Centre staff will inform parents at the earliest opportunity.

If any ongoing medical or dental treatment has been organised for your child, either prior to school entry or during school holidays, please ensure that our healthcare staff are updated. Any routine treatment such as dentist, optician and orthodontist, must be arranged during school holidays. Emergency consultation for these can usually be arranged by Palmer Health Centre staff where possible.

Confidentiality

A student's medical confidentiality will always be respected, although there may be rare occasions when, either in the student's best interests or for the protection of the school community, it becomes necessary to reveal confidential information. This will never be done without the student being informed and will have the student's best interests, safety and wellbeing at the centre of the decision.

When students are deemed competent to understand the impact of medical advice and treatment, the school is not legally required to inform parents, if on occasion, the student does not wish them to be informed. This is in accordance with legal guidelines relating to the Gillick Competence test, which is used to determine whether a child can give the necessary medical consent (Gillick v West Norfolk, 1984).

Immunisations

It is national and school policy that all students be immunised against the following diseases:

HPV, meningitis B and ACWY, diphtheria, tetanus; poliomyelitis, pertussis, Hib, PCV, measles, mumps, rubella (German measles) (MMR), tuberculosis where indicated (the BCG is not given routinely in Oxfordshire).

We need to ensure that all immunisations are kept up to date, both the primary course and booster doses. For each school's immunisation programme, you will receive a link for consent to be given electronically which must be submitted before any immunisation can be given.

Students travelling abroad, either on school trips or to return home during school holidays, will be offered advice and treatment from a specialist travel medicine clinic based at Banbury Cross Health Centre.

Some travel immunisations are not funded by the National Health Service and will be liable to a private charge. This would only be arranged in consultation with parents to ensure they are happy to fund these vaccinations. It is strongly recommended that the advice given about travel health is followed.

Medication

There is a medicines management policy at Bloxham School which is strictly adhered to for the safety of everyone. If a student requires homely medicine they should visit Palmer Health Centre where they will be assessed and will be given appropriate advice and medication, in accordance with their medical consent form. Prescription medication can be arranged by the School Doctor, if the student is registered with Banbury Cross Health Centre. If a student is bringing in medication to school, it should first be brought to Palmer Health Centre so that the appropriate self-administration risk assessment can be completed, and to ensure that the student understands the need for safe storage and management of medication in school.

All medicines brought into school (including supplements and homely remedies) must be licensed for use in the UK and licensed to be administered to a child. Medication must be in the original packaging (with pharmacy label if it is a prescribed drug). Palmer Health Centre will not accept loose, unlabeled medication.

International students are advised not to bring in medication, but prior to them starting at Bloxham School, the need for specific medication must be discussed and where appropriate a UK equivalent will be prescribed by the doctor.

Please indicate on the Health Questionnaire if you do not wish your child to be given treatment/any specific medication, and if you are content that, where appropriate, your child can self-administer prescribed medication.

Communication

Information from The School

www.bloxhamschool.com

The school website holds a wealth of material including: policies, handbooks, travel, uniform, contacts, and other news and notices relevant to the day to day running of the school.

You can also access the school calendar from the school website. The calendar can be synced to include key school dates within your own personal calendar, for example, term dates and parents' evenings.

Sports Website

We have a dedicated sports website which has up to date information about all teams, fixtures and venues, as well as results listings and match reports. The sports website can be accessed at [https://sports.bloxhamschool.com](http://sports.bloxhamschool.com)

Weekly Communications

An e-bulletin is issued each week containing information about events, fixtures and other school news taking place over the following week. Any important notices will be attached to this email or will be sent from the Headmaster's Office.

Headmaster's Letters

At the end of each half term, the Headmaster writes to all parents regarding any recent highlights, forthcoming events and insights into current issues facing the school and the students.

Parents' Evenings and Reporting

You will be invited to meet with teachers at parents' evenings once a year to discuss your child's academic progress. More information about parents' evenings and reporting can be found in the Academic section of this handbook. Written reports are prepared three times a year, once at the end of each term.

Parent Portal

The Parent Portal is a convenient way to access more information about your child's schooling, for example their timetable, progress reports and external exam details.

An activation code and password for your account will be emailed to you on joining the school, at which point you will be prompted to set your own username and password. If you need help with the portal at any time, please email Tina Hetzel on tjh@bloxhamschool.com

Cancellations and Changes to Arrangements

In the event of cancellation or change to published arrangements, due to weather or any unforeseen occurrence, we will endeavour to inform you as quickly as possible via email. Cancelled events and sports fixtures will also be updated via the school calendar.

Who to Contact

House contact numbers are listed on the school website. The Housemaster/mistress/Head of Lower School is available via direct line; the House mobile will be answered by either Matron or the Duty Tutor.

Housemaster/Housemistress/ Head of Lower School

The initial point of contact between parents and the school will usually be your child's Housemaster/mistress (HsM) or Head of Lower School. For example: requests for changes to the normal routine, such as absence or overnight stays for day boarders, should be directed to them.

Tutors

Tutors monitor and support academic, spiritual and social development. They will be in touch with you regularly and you are encouraged to contact your child's tutor directly to share any information or raise concerns.

House Matrons

House matrons can be contacted directly by phone between 9.00am and 6.30pm on weekdays regarding domestic issues.

Key Contacts

If you are unsure who to talk to, please contact the

Main Switchboard: 01295 720222

Emergency (24 hours): 01295 724360

Admissions Office: 01295 724301

Bursary: 01295 720222

Development Office: 01295 724333

Headmaster's Office: 01295 724341

Palmer Health Centre: 01295 720441

Transport Office: 01295 724398

If you wish to write to the Chair of Governors, please address your envelope as below and it will be forwarded in confidence:

Mrs L. Lewis-Jones
Chair of Governors
c/o Bursar and Clerk to the Governors
Bloxham School
Bloxham
OX15 4EU

Alternatively, please email
bursar@bloxhamschool.com,
and your email will be forwarded on.

Events at Bloxham

There are a number of events occurring regularly at the school to which parents are invited, usually by email. In most cases, tickets are not required for concerts and productions held at school with seats being allocated on a first-come, first-served basis. The annual whole school production, usually held in the Michaelmas Term, tends to be over-subscribed and a booking system is put in place for this event; details are emailed to parents at the appropriate time.

In addition to sports fixtures, music concerts, art exhibitions and dramatic performances, there are talks from visiting speakers. Look out for information regarding events on the school website and on our social media channels.

Bloxham Parents' Socials

There are a number of social events organised for parents each year for the whole school or within Houses. Past events have included formal events such as black tie dinners, and informal gatherings such as pub quizzes.

Parents' Pop-up Café

The Pop-up Café takes place in The White Lion Café, conveniently timed to begin after morning drop-off at 8.15am. Parents have an opportunity to catch up with each other and chat with senior staff over coffee and pastries.

Founderstide

Founderstide is a highlight of the school year, when we celebrate the foundation of Bloxham School.

Parents are invited to join the school community on a Saturday in June, for Prize Giving, a picnic lunch and the Old Bloxhamists' Cricket Match. The day culminates in the Founderstide Ball, to which all parents and Sixth Form students are warmly invited. Details about ball and other Founderstide activities are emailed to parents in advance.

Academic

The academic component of the Bloxham education is tailored at each stage to help every student develop a love of learning whilst reaching their full potential. Students have access to a wide range of support to help with their studies, from weekly meetings with their tutors, through to study skills classes, and receiving subject options and career guidance.

Lower School Curriculum

The curriculum is designed to ensure a solid grounding in the core subjects, in the context of a broad range of subjects, enabling students to make informed GCSE choices. There is a

big emphasis on numeracy, literacy and digital skills, as these are the foundations for success across all subject areas. All students study the core subjects of:

mathematics, English, biology, chemistry, physics, geography, history, theology, digital learning, PHSE, and a choice of modern languages (French or Spanish). To provide breadth, students also follow courses in the practical subjects of design and technology (resistant materials, graphics and food technology), art, music, drama and physical education.

Subjects are taught by subject specialists in small classes. In mathematics, classes are set to ensure that all students are stretched to fulfil their potential.

Sample Timetable (Lower School)

Time	Mon	Tues	Wed	Thur	Fri	Sat
07.30 – 08.00	Boarders' breakfast					
08.15	House Roll Call					
08.30 – 08.45	Tutor Time	Tutor Time	Tutor Time	School Assembly	Lower School Assembly	
08.50 – 09.50	P1	P1	P1	P1	P1	09.30 - 10.30 Saturday Sport (Optional)
09.55 – 10.55	P2	P2	P2	P2	P2	
10.55 – 11.20	Break					
11.25 – 12.20	P3	P3	P3	P3	P3	
12.25 – 13.25	P4 Lunch House tick in					
13.25 – 14.25	P5 Lunch House tick in					
14.30 – 15.30	P6 Games	P6	P6	P6 Games	P6	
15.30 – 15.55	Break					
15.55 – 16.55	P7 Broader Curriculum	P7 Broader Curriculum	P7	P7 Broader Curriculum	P7 Chapel 16.00 Silent Reading in Prep groups 16.45	
17.00 – 17.30	P8 Tutor Time/ PSHE	P8 Prep	P8 Broader Curriculum	P8 Prep	P8 Prep	
17.30 – 17.50	Free Time					
17.50 – 18.00	House Tick-Out					

Senior School Curriculum

Subjects studied are:

mathematics, English language and literature, French, Spanish, biology, chemistry, physics, history, geography, theology, music, art, drama, food technology, physical education, design and technology, digital literacy and PSHE.

SEN and EAL lessons – students on ACE courses and those requiring EAL lessons will usually have this provision instead of MFL.

During the Lent Term, Third Form students make important decisions about what to study at GSCE. Parents will be invited to attend an information evening and will receive a booklet detailing the available subjects. Current GCSE information can be found on our website.

In the Fourth and Fifth Forms, students follow a compulsory curriculum that leads to GCSEs in English language, English literature, mathematics, French or Spanish and science. Set 1 will take separate GCSEs in biology, chemistry and physics. Alongside the compulsory curriculum, students can choose three other GCSEs.

Typically, options will include: art, business studies, computing, design and technology, drama, food, French, geography, history, Latin, music, physical education, and theology. Top Mathematicians may take an additional mathematics examination at the end of the Fifth Form as well as the standard GCSE mathematics examination.

Sixth Form Curriculum

We would normally expect students to achieve a minimum of six GCSEs, including maths and English, at grades 9 to 5. In addition, a positive end of school/Fifth Form testimonial will be required. Students should normally achieve a grade 6 (good B grade pass) or above in those subjects they wish to take at A Level. Certain subjects have specific entry requirements:

Mathematics	Grade 7 or above
Further Mathematics	Usually Grade 8 or above
Computing	Grade 6 or above in Mathematics
Psychology	Grade 6 or above in Mathematics
Sciences	Usually Grade 7 or above
Economics	Grade 6 or above in Mathematics

We offer a wide range of A Level and post-16 subjects, including: art, biology, business, computer science, chemistry, design and technology, economics, English literature, French, geography, government and politics, history, mathematics, music, physical education, physics, photography, psychology, religious studies, Spanish and theatre studies. We also offer Level 3 qualifications in BTEC sports science, hospitality, and CTEC in business.

Subjects are taught by specialist teachers in small classes (usually around 6-12 students). Most students will study three subjects. Additionally, students will follow an 'enrichment option': an Extended Project Qualification, LAMDA Public Speaking, the Mini MBA or the Mini MAPP (Masters in Applied Positive Psychology). For current A Level and Post-16 choices information, please visit our website.

Sample Timetable (Third to Sixth Form)

Time	Mon	Tues	Wed	Thur	Fri	Sat
07.30 – 08.00				Boarders' breakfast		
08.15				House Roll Call		
08.30 – 08.45	School Assembly (Fourth to Sixth)	Tutor Time	Chapel/PSHE (House Dependent)	School Assembly (First to Third, and Sixth Form)	Tutor Time	Year Group Assembly
08.50 – 09.50	P1	P1	P1 Chapel/PSHE (House Dependent)	P1	P1	P1 08.30 - 09.30
09.55 – 10.55	P2	P2	P2	P2	P2	P2 09.35 - 10.35
10.55 – 11.20				Break		
11.20 – 12.20	P3	P3	P3	P3	P3	P3 11.00 - 12.05
12.25 – 13.25	P4 Lunch House tick in	P4 Lunch House tick in Fifth & Sixth Form Games	P4 Lunch House tick in Third Form Games	P4 Lunch House tick in Fourth Form Games	P4 Lunch House tick in	12.05 Lunch House Tick In
13.25 – 14.25	P5 Lunch House tick in	P5 Lunch House tick in	P5 Lunch House tick in	P5 Lunch House tick in	P5 Lunch House tick in	Games Afternoon (Times Vary)
14.30 – 15.30	P6	P6 Third & Fourth Form Games	P6 Fifth & Sixth Form Games	P6	P6	
15.30 – 15.55	Break	Break	Break	Break CCF / Service	Break	
15.55 – 16.55	P7 Broader Curriculum	P7 Broader Curriculum	P7 Drop-in clinics and assisted prep	P7 CCF / Service / Activities / Prep (Library & WLSFC)	P7 Music / A-Team / Practice / Drama /Prep (Library & WLSFC) / Social Time	
17.00 – 18.00	P8 Tutor Time and Tutor Meetings House Assemblies 17.45	P8 Drop-in clinics / prep (library) / WLSFC	P8 Prep	P8 Prep	P8 Fifth & Sixth Form Lecture Programme	
17.50 – 18.00				House Tick-Out		
18.00 – 18.45				Boarders' Supper		
18.45 – 20.30				Evening Prep Third & Fourth Form		
18.45 – 21.00				Evening Prep Fifth & Sixth Form		
20.30				Boarders' Activities		
20.30 – 21.30				Social Time Third & Fourth Form		
21.00 – 22.00				Social Time Fifth & Sixth Form		

Sundays follow a different format, with a typical structure of brunch at 10.30am, followed by a trip or gym and swim sessions on the campus. Dinner is at 5pm, with quiet time in houses at 6.30pm.

Tutors

On joining Bloxham, each student is assigned a tutor. Your child's tutor will change when they move from Lower School into Third Form, and again when a student moves into the Sixth Form. Tutors act as advocates and guides, offering support and encouragement to tutees in all their endeavours.

Tutors will be a daily contact for their tutees with at least one individual meeting per week. They will have discussions about assessments and will contact parents when important issues arise. As well as monitoring academic progress and setting appropriate targets, tutors will check that their charges are engaging in a full and varied programme of activities in the broader curriculum. They will offer support in a variety of ways and will hope to share in the interests of their tutees. Where possible, they will watch their tutees perform in sports fixtures, musical events and plays.

Tutors offer advice on all matters, including academic, careers and university choices. Parents should contact their child's tutor about these matters, rather than the Housemaster/mistress.

Houses generally have a team of about five tutors. Each will be on duty in the house for one evening a week. They will ensure that prep is conducted in an orderly fashion and will be on hand to offer academic or pastoral advice as necessary.

Academic Tracking and Assessment

Bloxham School operates a system of half termly reporting. At each half termly assessment period students are given:

- An Attitude to Learning grade.
- A Currently Working Towards grade, i.e. the level (GCSE or A Level) they might be expected to achieve if they carry on working as they have been doing. This is a flightpath grade.
- Comments which will include advice on exactly what the student needs to do to improve.
- Target Grade: a grade for each subject on baseline academic assessments with an inflationary 'challenge' factor.

Tutors meet with students individually to review each assessment period before writing a summary comment and forwarding it to parents. All assessments are made available in a student's school profile, accessible online.

In some cases, it may be decided that a student needs an Individual Improvement Plan. This will be formulated by the tutor working with the students and will be made available to the student's parents and all teachers. The plan will be reviewed at regular intervals. For more information about assessment and matters relating to your child's academic progress, please contact your child's tutor.

End of Year Reports

Parents will receive slightly longer reports at the end of each term which include self-reflection comments by the students. The Fifth and Upper Sixth Forms will receive a letter from their Housemaster/mistress in place of their reports at the end of the Summer Term.

You can view your child's reports at any time on their school profile, accessible online.

Parents' Meeting

Each year group has a parents' meeting once a year at which parents can meet each of their child's teachers and discuss progress. The table below shows when these meetings are held; the exact dates are published in the school calendar and are available on the website. An email invitation is sent to the respective parents in advance of each meeting. All students are expected to attend with their parents.

Year Date of Parent's Meeting

U6	Mid-January
L6	Mid-January
5	Early December
4	Early March
3	Early February
2	Early Summer
1	Late March

Informal Meetings with Staff

Parents may arrange to meet informally with any member of staff at a time convenient to both parties. Please contact staff directly to make an appointment.

Prep

All students are set prep to support and extend work done in lessons. A prep timetable is issued to students at the start of the academic year. Lower School prep is largely done within the school timetable, although the occasional piece may need completion at home; in the Third to Fifth Form prep should take approximately two hours. In the Sixth Form, prep works slightly differently as the students are expected to be more responsible and organised. They will be set about four hours work per subject per week but will normally be given a full week to complete it.

If prep is done poorly then the teacher will require that the student does it again. Teaching staff and tutors monitor that prep is being done and work with students who are having difficulties.

Drop-Ins

All subjects offer two supervised sessions a week where students can drop in for help with class work and prep.

Study Skills

Study skills classes have been built into the timetable for all students in the First, Second and Third Forms. The course outlines an extensive range of skills and strategies for students to learn how to prioritise, organise, plan, edit, remember and revise in the most effective ways. At GCSE and A Level, we offer revision skills drop-in clinics, and individual tuition. Tutorial arrangements are uniquely designed to suit individual needs whilst incorporating practical guidance for achievement in consultation with subject teachers.

Learning Support

Bloxham School aims to ensure that all students reach their full potential and that their academic achievements are not compromised by any challenges they may experience in their learning. We have a dedicated team to help students with a broad range of learning support needs. These range from dyslexia and dyspraxia to visual and hearing impairments, and to supporting those whose first language is not English.

Careers Guidance

Careers education starts in the First Form and continues until students leave Bloxham. Our framework helps individuals develop the self-awareness and employability skills necessary to make the best-informed decisions at each stage of their academic journey and into their future. Students will take part in a programme of careers-focused lessons, one-to-one guidance sessions, interactive events and careers fairs, lectures and workshops (with industry experts and business leaders), breakfast club meetings with local entrepreneurs, interview training, skills-based profiling and CV-writing.

Work experience is strongly encouraged and students are given support to find placements in relevant and skills-directed working environments. Parents are welcome to accompany their child to meetings with the Head of Careers, by appointment.

We warmly invite parents to contribute to our careers guidance provision; whether it be speaking to students at one of our careers chats, speaking to students at an industry themed event, or providing work experience. We would love to hear from you. Please email careers@bloxhamschool.com

Vallance Library

The Vallance Library is open Monday to Friday from 8.30am until 9.00pm and from 8.30am – 12.00pm on Saturdays. It contains a reference library, a fiction and non-fiction lending library, daily newspapers and a wide selection of magazines and periodicals plus 40 spaces at which to work and computer workstations.

Class teachers will occasionally take students into the library during lesson times, but all students are expected to make use of the library in their free time (break, lunchtime, after school). In addition, students may sign out of their houses during prep in the evening to work in the library. Library staff are always available to advise and help students find resources.

The White Lion Sixth Form Centre provides additional independent study space for Sixth Form students and is open Monday to Friday from 8.30am to 6.00pm, with some additional evening sessions.

Stars and Headmaster's Stars

A student may be awarded a star for a piece of work which is better than would normally be expected of that student. Each term stars won are entered into a house competition. Teachers may also award Headmaster's Stars which are worth three normal stars. These stars may be given in recognition of a student doing particularly well in an assessment period, or for truly outstanding pieces of work. If a student is awarded a Headmaster's Star, it must be countersigned by the relevant head of department and brought to the Headmaster within two weeks. He will then discuss the work with the student and register it, giving automatic entry to an end-of-term draw. There are three draws each term: one for the Sixth Form, one for the Senior School, and one for the Lower School. The prize for each draw is £75 in gift vouchers.

as some teaching resources will only be available for Windows 10 (or above). We will allow, but do not recommend, Apple Mac devices (as long as they are compatible with the latest operating system version) but advise that software may not be compatible.

Minimum Spec Required:

Windows 10 or higher

Intel Core i3 or AMD Ryzen 3

4GB RAM / 128 SSD GB (Solid State)

Recommended Spec

(Required if studying Art, DT or Photography):

Windows 10 or higher

Intel Core i5 or AMD Ryzen 5

8GB RAM / 256GB SSD (Solid State)

Network Requirements:

To allow your device to connect to the Bloxham School network you must install anti-virus and Bloxham School network management software. Without this software installed, you will not be allowed on the network.

Exam Results

GCSE and A Level results are published in August. Students will be able to collect their exam result slips in the library on the results days or electronically via the pupil portal. Senior staff, the Head of Careers, Heads of Department and UCAS advisors will be on hand to give students the best support on results day, should they need it. Students will also be able to access their results remotely online. If your child is not able to come into school or access the database, they should make alternative arrangements with their tutor. Details about exam results will be circulated to all students and their parents before the end of the Summer Term.

ICT

Students will be required to lease a school laptop to be used as their primary learning tool. On joining the school, all students must sign an ICT agreement, agreeing to use electronic devices in accordance with school regulations.

New Sixth Formers provide their own devices, Bring Your Own Device (BYOD), and connect to the Bloxham School network whilst on site. Please ensure that your child's device meets the minimum specification below in order to meet the correct security levels that are in place when they connect to the Bloxham network.

Unfortunately, if the device does not meet the recommended standards, we will have the right to refuse the device connection to the school network.
We strongly recommend Windows 10 (or above) devices



The Broader Curriculum

A genuine all-round education exposes students to a range of experiences and opportunities that extend beyond the classroom. Learning about life in its broader context will equip your child for the future, building essential skills such as confidence, cooperation and resilience needed to embrace challenges and develop expertise. Our Broader Curriculum brochure, which sets out the programme in full, can be found on the school website.

Students participate in a combination of optional and compulsory activities, which differ depending on their year group. There is a compulsory games programme, and both private music tuition and Speech and Drama LAMDA tuition are available during the school day.

Private Mandarin lessons are also available and students use these to prepare for an additional GCSE or A Level.

Students in the junior years usually take more options, with tutors encouraging them to select from a spread of the following categories:

- Creative arts • Physical • Outdoor education
- Eunoia (academic enrichment) • Clubs

Exham students have four opportunities to take part in activities across the school week, including Exham Enrichment on a Wednesday afternoon when Outdoor Education (Kayaking, Climbing), Dance, Cooking, Art, Football, LAMDA Public Speaking, Beginners' Mandarin and Mindfulness are all available. All the Third Form will complete an outdoor education programme. As students move up the school, those who wish to are able to dedicate more time to a given pursuit and there is no maximum option load.

Some students have specific needs for which bespoke arrangements can be sought. In the first instance, it is best to begin discussions with your child's Housemaster/mistress.

During the first week of Michaelmas Term, your child will meet with their tutor to map out their choices for the term and even year ahead before choices will be made online using SOCS software.

The Service Programme

The service programme gives all students opportunities to foster and develop a sense of responsibility and a feeling of care towards all fellow human beings. It involves each student giving his or her time and effort to benefit another individual or group, without expecting a reward.

All students in the Lower Sixth are expected to complete a year of community service. It is hoped that students in the Upper Sixth will want to continue their involvement in a leadership capacity.

In the Lower Sixth students take part in helping to run an activity for the benefit of those in the wider community. Activities include running after school clubs for the local primary school and weekly visits to a care home.

Most students at Bloxham take part in the Duke of Edinburgh's Award scheme or the Combined Cadet Force, of which service is a major component. As a school, we have undertaken a commitment to not only provide service projects to our local community, but also to the wider world. In recent years, we have undertaken an ecological project in Honduras and a humanitarian project for an orphanage in Kenya.

Music

The school employs a team of visiting music teachers who provide tuition in every orchestral instrument as well as in piano, jazz piano, saxophone, acoustic guitar, electric guitar, bass guitar, drum kit, orchestral percussion and voice.

To ensure that we can accommodate the tuition requirements for your child, please make sure that you complete the Music Tuition Form, paying particular attention to the terms and conditions.

You can choose music lessons to be either thirty or sixty minutes long. As a guide, longer lessons would best suit those of an ABRSM Grade V standard and above, or students in Senior School. Opportunities for students to practice are embedded in the school's activity programme.

Our unique and exciting Musicians of the Future programme enables all First Form students to receive six hours of specialist tuition, free of charge, on one instrument from an offered selection. This is in addition to any music lessons requested through the tuition request form. Further details will be available to First Form parents in September.

Students are prepared for ABRSM and Trinity Guildhall examinations which are taken internally during the Lent Term.

The department operates a regular concert series for all ages and abilities in term time alongside other events including the Bloxham Young Musician of the Year competition and bi-annual musical, as well as regular external commitments in London.

Major ensembles include Chapel Choir, Exham Chapel Choir, Orchestra, Jazz Band, String Orchestra and many smaller chamber groups.

All enquiries should be addressed to the Director of Music on music@bloxhamschool.com or 01295 724342.

Sport

All students are involved in the sports programme, with most students being selected for weekly fixtures in the Focus Sports across the terms.

Term	Girls	Boys
Michaelmas	Hockey	Rugby
Lent	Netball	Hockey
Summer	Cricket/Tennis/ Athletics	Cricket/Athletics

As students move up the years, they are given greater choice provided they are not required for fixtures in the focus sport. In addition to timetabled sessions of Games, students are offered a range of physical clubs such as climbing, golf, fives, badminton, life-saving, clay pigeon shooting and riding. For more information about the sports curriculum and the range of activities available, please visit the sports section on the school website or the Broader Curriculum booklet.

Fixtures

Matches against other schools take place on Wednesday and Saturday afternoons throughout the year. Our U12 and U13 matches are on Saturday mornings. Parents are encouraged to spectate and are welcome to join their children for post-match teas in the main school dining room.

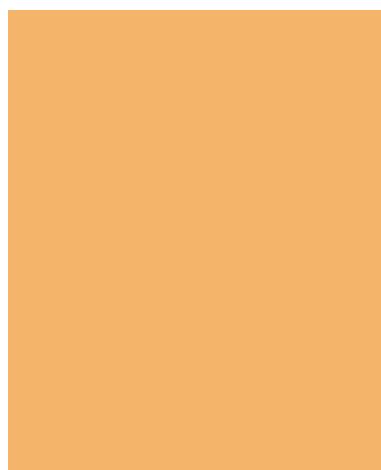
Guide to Team Names

You will notice several different names for sports teams at Bloxham, and when visiting other schools. These are usually based on tradition and the following table should help you to navigate them:

Form	Year Grp	Age Grp	Traditional Name
First	7	U12	Exham
Second	8	U12	Exham
Third	9	U14	Yearlings
Fourth	10	U15	Junior Colts
Fifth	11	U16	Colts
Lower Sixth	12	U18	Seniors
Upper Sixth	13	U18	Seniors

Locations of Fixtures

Rugby and cricket fixtures take place on Main Field, Raymond Field, Second Field and Park Close. Hockey, netball and tennis matches take place on the astro-pitches beside the Dewey Sports Centre. Netball and tennis can also be played at Park Close.

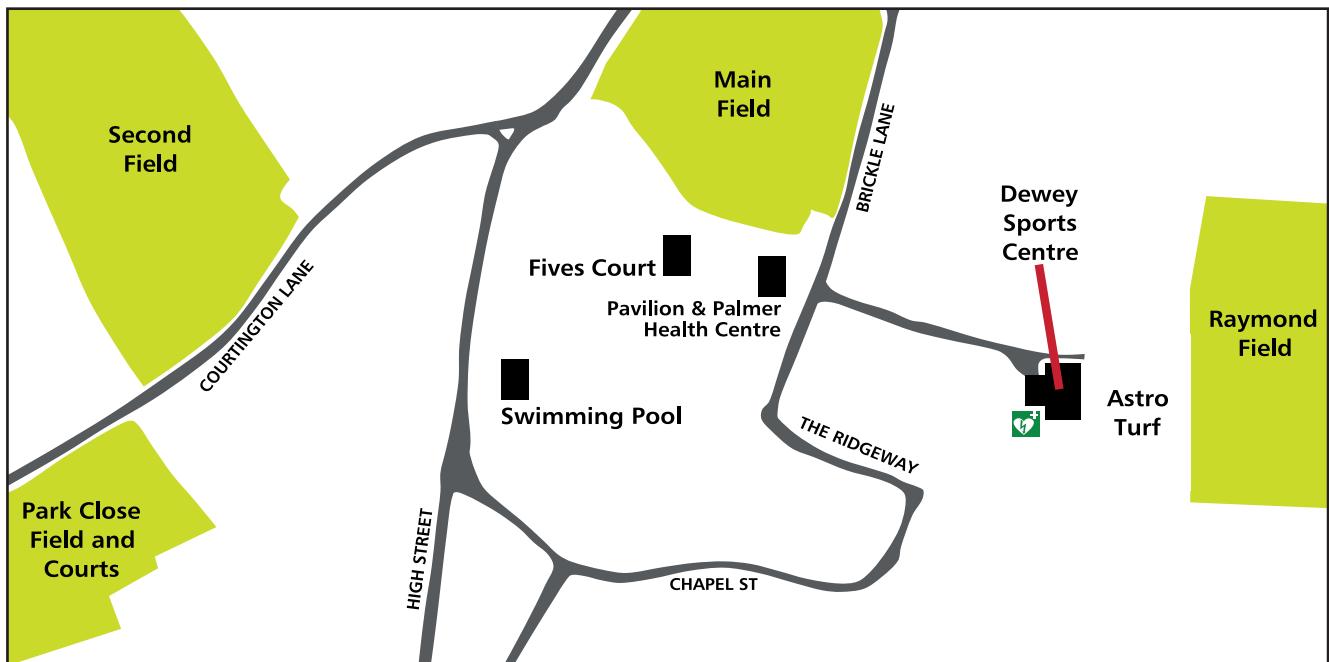


Cancellations and Changes to Arrangements

In the event of a cancellation or change to published arrangements, due to weather or some other unforeseen occurrence, we will endeavour to inform you as quickly as possible. This will be done via the online teamsheets. It is always sensible to double check the online teamsheet before setting off for a fixture.

Off Games

If students are injured or off games for any other reason, they are still expected, where reasonable, to be fully involved in match day afternoons: for example, this might involve assisting the coach or meeting and directing opposition teams on arrival.



Spiritual Matters

Bloxham School was founded by The Reverend Philip Egerton, a local Church of England clergyman who wanted to provide an education for young people that was set within a clear and distinct Christian understanding of the world. The school still has this Christian emphasis at its heart and Christian values are one of the five hallmarks upon which the school operates today.

The school seeks to nurture a compassionate spirit in all students so that they become a force for good in an ever-changing world. Christian moral values and ethical standards stand at the heart of our school life and are woven into the teaching and pastoral care at Bloxham. The school has a full-time chaplain who leads students and staff in regular weekly worship.

Chapel and Church Services

Regular worship forms an integral part of school life and these services seek to be an opportunity where all students and staff can come together as a community, to pause and reflect, to explore and worship.

The school is part of the Woodard foundation which places emphasis on the regular celebration of the Eucharist. The Eucharist is celebrated each week either as the main act of worship or as a voluntary service after the main act of worship, giving every student an opportunity to receive Holy Communion.

We have three services a week for different House groups together lasting for approximately 35 minutes each. Students play a regular part in these services; setting up the chapel, reading, leading prayers, assisting at the altar and of course within the choir. The talks are given by the Chaplain, other staff members and visiting speakers which aim to engage with the school community. At Bloxham we value our traditions, whilst at the same time allowing for variation and experimentation in our services. Screens in the chapel enhance our ability to do that and reflect the current world in which we live.

For the whole school community to worship together we use the local church St Mary's Bloxham two or three times a term. This also enables parents to join in with our worship if they wish. Each house has regular visits

from the Chaplain which offer the opportunity to focus on specific house concerns or wider issues in the news at that time. Every day there is a voluntary morning prayer led by members of staff to which all staff and students are welcome.

Attending Chapel Services

Parents and guests are welcome to attend chapel services but please contact the chaplain in advance, as space can be limited. Parent Pop-Up Prayer mornings are held regularly.

The Chaplain

The chaplain, the Reverend Alex Ladds, is available to listen, to help with personal problems, and to offer friendship, spiritual guidance and prayer with students at any time, and in confidence. Similarly, the chaplain is always glad to be guided by parents about any students who might value a pastoral discussion. The chaplain also offers preparation to students for Confirmation each year.

To contact Reverend Alex Ladds, please email:
a.ladds@bloxhamschool.com

Policy on Religious Observance by Members of Other Faith Communities

The school welcomes students from all faith backgrounds and supports them in pursuit of their own faith traditions. The school seeks to introduce students to different types of worship in a manner which both engages them and allows them to make informed decisions about their own faith and worship in adulthood.

Charities and Service

Charity and being of service to others are integral to life at Bloxham School and your child will be encouraged to 'give back' to their community on a regular basis. For further information, please refer to the Broader Curriculum section of this handbook.

Safeguarding

Our safeguarding policy aims to safeguard and promote our students' welfare, safety and health by fostering an honest, open, caring and supportive climate. The safeguarding policy incorporates our child protection policy and can be found in on our website.

The school follows strict safe recruitment procedures, and all staff undertake regular child protection training throughout the year. For further information about our safeguarding policies, please contact Jacqui Skevington at jhs@bloxhamschool.com.

Promoting positive behaviour towards others lies at the heart of a Bloxham education. As a Christian Foundation School, we promote good and caring relationships between individuals, and positive behaviour of one person towards another.

To promote good behaviour within our community we have adopted the Bloxham Code of Conduct as a foundational document upon which good behaviour is promoted.

Please note that children of 12 years and over are considered sufficiently mature to exercise their own data protection rights.

Our primary reason for holding this data is to help us fulfil our responsibility to educate your child; for example, to keep you informed about their progress or to highlight (where fair) any behavioural issues about which we believe you ought to be informed. We use your data to share information about school events or other calendar arrangements. We may also require your data to discharge our legal responsibility to safeguard your child. We may hold your child's data to support higher education or job applications, or to demonstrate Bloxham School performance to the government or regulators.

We publish news, including photos and videos, on our website, social media channels and school promotional material and sometimes share this with external media to publicise Bloxham School. On occasion, we may need to share your data with others, but we will only do this where appropriate and where the law allows. Your data is stored on a secure database, or in locked cabinets, only accessible by authorised Bloxham School staff.

Your Data

As a school, we hold personal and sensitive personal data about both you and your child. Personal data is information which the school holds to identify you or your child.

This might include some or all of the following:

Your name, address and contact details, employment and financial information, marital status, and, in some cases, further sensitive information about you which we may require for safeguarding purposes. Your child's name, address and contact details, school record and progress, special educational needs, medical information, further sensitive information about your child which we may require to keep them safe. Photos and videos are also considered personal data.

Our Privacy Notice

You can find out more about the type of information we hold, why, and how we store it, in our privacy notice, which is available on our website.

Alumni and Development

Alumni

The Bloxham School Development Office and the Old Bloxhamist Society work together to co-ordinate a varied programme of social, networking and sporting events, as well as providing opportunities for former students to share news, inspire current students with their career journey and stay in touch long after their school days are over. Parents and families are often invited to join us for OB occasions throughout the year.

Parents of OBs are invited to join the 'Friends of Bloxham' so that they can stay in touch with the School and each other after their children have left Bloxham.

Communications

Old Bloxhamists receive the annual magazine, *The Bloxhamist*, in September. This contains a section devoted to the Old Bloxhamist Community including OB events, news and announcements. There are also regular e-newsletters and for the very latest news, OBs can follow dedicated Facebook, Instagram, Twitter and LinkedIn pages.

Events

We hold a variety of events throughout the year with the aim of providing something for all ages, interests and locations. A large number of events are purely social occasions, some of which are held at school, others in London or other popular regions. Most events are free or subsidised. A programme of events and fixtures is issued each year with *The Bloxhamist*, and details are also made available via email, online and on our social media platforms.

Sports

Participation in sports is a key part of a Bloxham education and is something about which many OBs reminisce when meeting up with friends. There are several days throughout the year when the OB cricket, hockey, netball and other sports have fixtures against the School. The Old Bloxhamist Golf Society also meets regularly. Each sport is coordinated by an OB volunteer.

Careers Network

The Old Bloxhamist Careers Network gives OBs the opportunity to network in a professional capacity at industry-focused events organised by the Development Office throughout the year. At these events, OBs can build valuable connections and share best practice with one another. Many OBs have visited the School to deliver whole school assemblies, seminars, exhibit at the careers fair, and offer work experience opportunities to current students.

Development

Since its foundation in 1860, Bloxham School has prided itself on its ability to develop well-rounded, independently-minded and compassionate young people, with the skills and qualities needed to build successful and fulfilling lives. In keeping with the vision of our founder, Philip Egerton, Bloxham continues to be a Christian foundation school, focused on preparing its students for the 'business of life.' Over the years, the School has grown from a handful to over 550 students, become coeducational and added a range of fantastic new facilities; yet none of this would have been possible without the backing and vision of our supporters.

Philanthropy has long been a part of the Bloxham story and the School's development owes a great deal to the generosity of our well-wishers. Development campaigns have resulted in a new library, an extension to the music department and a new art studio. Smaller gifts have provided for improvements to the astro-pitches and new raked seating in the Great Hall.

The School has a growing bursary fund, made possible by the support of our legacy society, The Egerton Society, the generosity of alumni and many of our parents who kindly waive the deposit fee when their child leaves Bloxham. The Development Office works closely with the School's Leadership and Governing bodies to channel the gifts and donations we receive into projects and activities which will see Bloxham flourish in the future. If you would like to find out more about how you can support Bloxham School's development and advancement, please contact the Development Office at development@bloxhamschool.com

Finance

The Bursar, together with his team of staff, is responsible for all aspects of finance, estates, personnel, security, health & safety, legal compliance, support operations and non-academic administration.

Parent Contract

The Parent Contract is a series of separate agreements and policies that parents enter when committing their children to Bloxham School. Included within the Parent Contract are the Schedule of Fees and the Terms and Conditions of acquiring a place at Bloxham. In signing the Acceptance Form, parents or guardians are agreeing to all the terms and conditions including those relating to financial matters.

Fees

We have incorporated, as far as possible, all mandatory elements into the core fees to reduce the extras bill and allow you to budget more accurately. The signatories on the Acceptance Form are jointly and severally liable for making all payments. The school operates on a termly basis hence why you agree to pay one week in advance of the term starting and why a term's notice is always required should you wish to make any changes to our contract. Both signatories to the Parent Contract will need to approve any changes to the agreement. Meanwhile, the majority of extras are itemised and charged, on a separate invoice, at the end of the term. The current fees can be found on our website. Parents should contact the Bursary with any queries regarding fees, other expenses and payment options.

Email: finance@bloxhamschool.com
Phone: 01295 724320

Methods of Payment

Our standard method of collecting payment is by direct debit, with a direct debit mandate available as part of this pack. We offer the choice of making a single payment on or before the due date or spreading the cost of each termly invoice over four months. Payments are collected on the 1st of each month, thereby enabling fee-payers to spread the load of school fees along with other household bills. A Direct Debit Mandate should be completed and returned to the Finance Team. Please note that Extras invoices will be collected by Direct Debit if a mandate is in place. Payment of Extras is due in full 30 days from invoice date.

Fees in Advance

You may wish to consider paying a proportion of your fees in advance. The school offers a discounted rate for the advance payment of school fees. Rates are usually competitive.

To request a quote, please contact finance@bloxhamschool.com for further information.

Late Payment Charge

It is a condition of entry that school fees are paid on time and in accordance with any payment plan that has been agreed. Please note that a late payment charge of 2% per month or part month is levied on all overdue accounts. In line with the Parent Contract, the school is entitled to remove any scholarship or bursary award from a student if fees are not paid on time. Similarly, any third-party costs incurred by Bloxham School in collecting the payment of overdue invoices will be passed on to the person(s) responsible for paying the bill.

Failure to pay the school fees may finally result in a student being asked to leave the school. Where a student's billing account is overdue and a debt to the school occurs, the school will prioritise any payment received to the billing account. Consequently, a student will not be permitted to take his/her place on a school trip, for example, as any deposit or payment will go towards clearing a debt first.

Insurance

Parents should ensure that they have insurance policies in place if required, as Bloxham School does not offer any insurance schemes.

Extra Charges

The core school fee covers most academic materials, such as textbooks and day trips which form part of the curriculum. Additional items or activities will be charged in arrears on your Extras bills and you will be asked to give your consent for any charges exceeding £50.

The following, whilst not exhaustive, is intended to explain the basis for certain charges which may appear on invoices:

- **Additional Tuition** - Charged per hour according to the number of students who are taught together (from one to four students).
- **Breakages (other than accidental)** - Charged on a cost basis.
- **Combined Cadet Force (CCF)** - Parents of Third Form students who wish to join the CCF will be sent details including the joining fee and termly charge. Please note that when a cadet leaves the CCF all issued kit must be returned or the full replacement cost will be charged.
- **Educational Visits/Field Trips** - The cost of all academic trips which take place during the timetabled day are included in the core fee. All other trips will incur a charge for tickets and transport/accommodation when such visits are arranged.
- **Private Tuition (including English as a Foreign Language)** - The charge for private tuition is a flat fee per student per term. Tuition is compulsory for overseas nationals who need support with English.
- **Examination Charges** - Charges are levied for A Level, BTEC, CTEC, GCSE and other external examinations. The charges vary, with the costs added to the School bill.
- **Dry Cleaning and Sewing** - Charged on a cost basis as required.
- **Laundry** - All Overseas Boarders and Full Boarders are entitled to one laundry service per week, and this is included in the Termly Fee. Any additional laundry service required will attract a small charge which is added to the School bill.
- **Art, Design & Technology and Food** – Standard materials used during lessons in art, design and technology and food will be provided by the school free of charge. However, if more expensive materials are required by the student then these will be charged for on a cost basis.
- **Medical Appointments** - if a Day Boarder or Day Student needs to be transported to a doctor or dentist, the cost of providing a car and driver is charged and added to the extras bill.
- **Overseas Compliance Fee** - An overseas compliance fee is included within the overseas Boarder fee to ensure all Child Student Visa requirements and related incurred costs are covered.
- **Music Department** - 30 minute lessons are charged at £34 and 60 minutes lessons at £68. Students in the Fifth Form and Upper Sixth will receive between 23-26 of either 30 or 60 minute lessons per academic year. Students in all other year groups will receive between 27-30 of either 30 or 60 minute lessons. The commitment varies primarily due to the exam requirements in the Summer Term. The School will charge termly in advance on the basis that each child will have 10 lessons in the Michaelmas Term, 9 lessons in the Lent Term and then either 8 or 4 lessons in the Summer Term depending on whether or not they have external exams. Any additional lessons received will be added to the extra bill at the end of the school year. A term's notice in writing to the Director of Music is required for the termination of lesson. A term's fees in lieu of notice will be payable where necessary notice is not given. Further details are available from the Music Department. Please note that lesson charges will be reviewed annually.
- **Social and Activity Charges** - Social excursions and entertainments (e.g. house and school dances, dinners, meals out) are charged at cost. Charges are made for some activities such as golf, riding, clay pigeon shooting, yoga and kayaking.
- **Co-Curriculum Programme** - There are certain activities provided by the School that have an additional cost that will appear on the School bill. They include, but are not limited to, activities such as Duke of Edinburgh expeditions and equestrian events. Parents and pupils will be informed of when charges will be levied in advance of the activity and any questions should be made to the Director of Co-Curriculum.
- **Overnight Accommodation for Day Boarders** - Day boarders receive two nights boarding within their school fee. Any additional overnight stays will be charged. Should a day boarder stay for four nights a week, on six or more occasions in one term, then they will be deemed a boarder and will be charged the full boarding fee upgrade retrospectively. This will appear on the extras bill for that particular term.
- **Old Bloxhamist Society** - Having accepted a place at Bloxham and paid the acceptance fee, the student will automatically become a member of the Old Bloxhamist Society when they leave the school. When their time at Bloxham comes to an end, the life-long subscription to the society begins. The school has an office dedicated to alumni activities and works closely with society to ensure that a range of social, sporting and careers focused events are provided for all ages. See page 29 for further information.

- **School Minibus Service** - The service is billed termly in arrears with the cost added to your Extras invoice each term. Pricing is based on a zonal system, calculated on the mileage from Bloxham and the number of trips required. Charges are reviewed on an annual basis with notification of any changes provided well in advance. Further information on current zones and charges can be obtained by contacting the Transport Manager. Please see the School Transport section of this handbook on page 10 for further details.
- **Laptop Charges** - All pupils from First Form to Fifth Form are automatically enrolled into the Laptop Scheme and will be charged on the school Fee bill for fifteen terms until the end of their GCSEs, at which point it becomes the pupil's own property and useable for their Sixth Form studies at no extra charge. New Sixth Form pupils may join the Bring Your Own Device (BYOD) scheme and further details can be obtained from the Head of Sixth Form.

Fee Remission

Scholarships and Exhibitions

Scholarships and exhibitions offered at Bloxham School encompass academic, art, design and technology, drama, music and sport, and assessments are generally made at 11+, 13+ and 16+ entry levels. Most award holders complete the scholarship process before joining Bloxham; however, there may be an opportunity for those already at Bloxham to apply for a 13+ or 16+ scholarship after discussion with the relevant head of department.

Means Tested Bursaries

Bloxham School allocates a percentage of total fee income to support means tested bursaries. Bursary applications are considered on an individual basis.

The bursary analysis is usually completed before joining Bloxham but is reviewed ahead of each major education block at 13+ and 16+. Should your financial circumstances change at any stage during your time at Bloxham, either favourably or negatively, then you must contact the Bursar:

Email: bursar@bloxhamschool.com
Phone: 01295 724303





Bloxham School

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

**The Bursary
Bloxham School
Bloxham
Oxfordshire
OX15 4PE**

Service user number

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For Bloxham School Limited official use only
This is not part of the instruction to your
bank or building society.

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/building society
Address	
Postcode	

Reference (PLEASE LEAVE BLANK)

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Instruction to your Bank or Building Society

Please pay Bloxham School Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Bloxham School Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

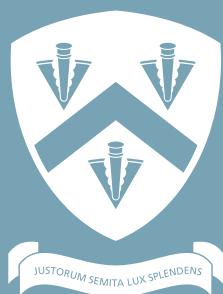
Banks and Building Societies may not accept Direct Debit Instructions for some types of account

DDI 1 5/15

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Bloxham School Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Bloxham School Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by Bloxham School Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when Bloxham School Ltd asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



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